

Date: July 1, 2014

To: Graduate Administrators

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RE: Using Degree Works to Track a Student's Program of Study

The Graduate School requires students to submit a Program of Study (Doctoral students must submit before the end of their third semester and/or prior to sitting for the comprehensive exam and Master's students must submit before the end of their second semester and/or prior to sitting for the comprehensive exam.)

The program of study sets in place the student's committee members and outlines courses, research, exams and other requirements to be completed in fulfillment of the degree. **DegreeWorks will display program of study information for students who have submitted a new program of study or changes to an existing one on or after May 15, 2014.**

Ann Vinciguerra (994-5729; ann.vinciguerra@montana.edu) will be your contact for all questions regarding programs of study, DegreeWorks related questions and DegreeWorks updates.

The attached handout provides a quick overview.

Using DegreeWorks To Track a Student's Program of Study

Contact Ann Vinciguerra (994-5729; ann.vinciguerra@montana.edu) in the Graduate School with questions regarding programs of study in DegreeWorks.

Find a student by entering their GID or searching by name. Program of Study information is stored as a worksheet so make sure you are on the **Worksheets** tab.

Make sure Format = **Student View**. (Hit **View** when switching between different formats.) Hit **Process New** to see information that has been added since the last time the record was opened.

The screenshot shows the DegreeWorks interface. At the top, there are search filters for Student ID, Name, Degree (EDD), Major (Education - Graduate MEI), Level (GR), Classification (Graduate Do), Attribute, Last Audit (06/17/2014), and Last Refresh (Today at 1:). Below the filters are tabs for Worksheets, Plans, Notes, Petitions, Exceptions, and GPA Calc. The 'Worksheets' tab is active, and the 'Format' dropdown is set to 'Student View'. The 'View' button is highlighted, and the 'Process New' button is also highlighted. Below the tabs, there are checkboxes for 'Include in-progress classes' and 'Include preregistered classes'. The main content area shows a 'History' section with a search box and a 'What If' section with a dropdown menu set to '(not frozen)'. Below that is a 'Look Ahead' section. The main record is for 'Bozeman' and is titled 'Student View AC553636 as of 06/17/2014 at 16:55'. The record shows the following information:

Student		Level	Graduate - Semester
Confidential Record		Degree	Doctor of Education
ID		College	College of Education/HHD
Classification		Major	Education - Graduate MED, EDS, EDD
Advisor	Myers, Carrie B	Minor	
Overall GPA	3.960	More Info	Placement Data
Registration Holds		Academic Standing	Good Standing
Registration PIN			

Before a program of study is entered, a student's record will feature general requirements for the degree. It will look like this:

<input checked="" type="checkbox"/> Doctor of Philosophy	Catalog Year: 2014-2015	Credits Required: 60
	GPA: 0.000	Credits Applied: 0
Unmet conditions for this set of requirements: A minimum of 30 credits must be taken in residence. Minimum Credits unsatisfied A minimum of 60 credits are required. You currently have 0, you still need 60 more credits.		
<input type="checkbox"/> Your GPA is below 3.0 - please see an advisor		
<input type="checkbox"/> Major Requirements Still Needed: See Major in Engineering section		
<input checked="" type="checkbox"/> Major in Engineering	Catalog Year: 2014-2015	Credits Required: 60
	GPA: 0.000	Credits Applied: 0
Unmet conditions for this set of requirements: 60 credits are required. You currently have 0, you still need 60 more credits. Degree Works is an advising tool. To see your specific program requirements please review your approved Program of Study on file with your department.		
<input type="checkbox"/> Concentration Requirements Still Needed: See Conc in Electrical and Computer Engineering Option section		
<input checked="" type="checkbox"/> Conc in Electrical and Computer Engineering Option	Catalog Year: 2014-2015	Credits Required: 60
	GPA: 0.000	Credits Applied: 0
Unmet conditions for this set of requirements: 60 credits are required. You currently have 0, you still need 60 more credits.		
<input type="checkbox"/> Seminar Still Needed: 2 Credits in ENGR 694		
<input type="checkbox"/> Research and Methods in Engineering Still Needed: 3 Credits in ENGR 610		
<input type="checkbox"/> Advisor Approved Advanced Math and Numerical Methods Courses Still Needed: The student's committee will choose an Advanced Math and a Numerical Methods Course required as part of the degree.		
<input type="checkbox"/> Advisor Approved Graded Credits Still Needed: Up to 24 graded credits from MS degree may be applied		
<input type="checkbox"/> Additional 7 credits Still Needed: 7 Credits in EELE 407 or 408 or 411 or 414 or 417 or 422 or 432 or 447 or 451 or 454 or 455 or 461 or 465 or 466 or 475 or 477 or 482 or 483 or 484 or 503 or 505 or 522 or 525 or 526 or 528 or 533 or 538 or 541 or 543 or 547 or 548 or 552 or 555 or 556 or 558 or 561 or 565 or 577 or 578 or 581 or 582 or 583		
<input type="checkbox"/> Doctoral Dissertation Still Needed: 18 Credits in EELE 690		
<input type="checkbox"/> Comprehensive Exam Still Needed: Comprehensive exam within two years of the qualifying exam and after completed 2/3 of coursework. Also at least one semester prior to Dissertation Defense.		
<input type="checkbox"/> Dissertation Defense Still Needed: Dissertation Defense must be completed at least 2 weeks before end of term, no more than 5 years after comprehensive exam.		

After the program of study is entered the student's record will look like this: (Note that the student's full GID will be displayed but is blacked out here to protect student privacy.)

<input type="checkbox"/> Degree in Doctorate of Education		Catalog Year: 2010-2012	Credits Required: 53
<input checked="" type="checkbox"/> You meet the minimum GPA requirement		GPA: 3.510	Credits Applied: 225
<input type="checkbox"/> Major Requirements		Still Needed: See Major in Education section	
<input type="checkbox"/> Major in Education		Catalog Year: 2010-2012	Credits Required: 30
Degree Works is an advising tool. To see your specific program requirements please review your approved Program of Study on file with your department.		GPA: 3.770	Credits Applied: 39
<input type="checkbox"/> Concentration Requirements		Still Needed: See Program of Study -0 [redacted] section	
<input type="checkbox"/> Program of Study -0 [redacted]		Catalog Year: 2010-2012	Credits Required: 53
Unmet conditions for this set of requirements:		GPA: 3.770 Credits Applied: 39	
53 credits are required. You currently have 39, you still need 14 more credits.			
<input type="checkbox"/> 12 credits of superintendent licensure to be considered towards EDD.			
<input checked="" type="checkbox"/> Special Education: Special Topics	EDLD 580	Sp-Leadership Academy II	A 3 2011 Summer
<input checked="" type="checkbox"/> Leadership & Organizational Theory	EDLD 610	Ldrshp and Organizational Thry	A 3 2012 Fall
<input checked="" type="checkbox"/> Advanced Educational Psychology	EDCI 508	Adv Educational Psychology	A- 3 2012 Spring
<input checked="" type="checkbox"/> Supervision & Instructional Leadership	EDLD 630	Supervision & Instruct Ldrshp	A 3 2013 Spring
<input checked="" type="checkbox"/> Leading Social Justice	EDLD 643	Leading Social Justice	B+ 3 2013 Summer
<input checked="" type="checkbox"/> Education Policy & Politics	EDLD 657	Ed Policy & Politics	A 3 2013 Fall
<input checked="" type="checkbox"/> Educational Qualitative Research	EDCI 507	Qualitative Educational Rsch	B+ 3 2014 Spring
<input type="checkbox"/> Educational Statistics II	EDCI 502	Educational Statistics II	(3) 2014 Summer
<input type="checkbox"/> Educational Quantitative Research	EDCI 607	Quantitative Educational Rsch	(3) 2014 Fall
<input checked="" type="checkbox"/> Montana Legal and Policy Studies	EDLD 655	Legal and Policy Studies	A- 3 2010 Fall
<input checked="" type="checkbox"/> The School Superintendent	EDLD 620Z	The School Superintendant	A 3 2011 Spring
<input checked="" type="checkbox"/> Montana Finance and Facilities	EDLD 650	Res Mgmt:Finance & Facilities	A- 3 2011 Fall
<input type="checkbox"/> Dissertation	EDLD 690	Doctoral Thesis	(3) 2014 Summer
Department exception: 14 credits of dissertation research required.		Still Needed: 11 more Credits	
<input type="checkbox"/> Comprehensive Exam		Still Needed: Doctoral written comp	

Program of study will include courses, research, exams and other requirements in fulfillment of the degree. Additional notes, if any, will be listed in this section.

To understand the status of the courses listed in the program of study use this **Legend**, which appears at the bottom and on the lower left-hand side of the screen.

<input checked="" type="checkbox"/> Complete	<input type="checkbox"/> Complete except for classes in-progress	* Prerequisite Required	PL Planned Course
<input type="checkbox"/> Not Complete	<input type="checkbox"/> Nearly complete - see advisor	@ Any course number	

Below the program of study are additional classes. Categories include **Electives**, **In-Progress** (Currently being taken or to be taken next semester) **Not Counted** and **Insufficient**. **Exceptions** are also listed here.

Electives				
N 418	Hlth Pcly/Hlth Care Economics	A	2	2009 Spring
N 437	Psychiatric Nursing	A-	6	2008 Fall
N 444	Care Management	A-	3	2008 Fall
N 454	Urgent and Palliative Care	A	6	2008 Fall
N 477	Pop Based Nurs Care in Comm	B	6	2009 Spring
N 485	Nursing Ldrshp and Mgmt	A-	6	2009 Spring
In-progress				
NRSG 509	Clinical Nurse Leader Lab I		2	2014 Fall
NRSG 511	Pathophy and Pharm for the CNL		3	2014 Fall
NRSG 575	Professional Paper and Project		1	2014 Fall
Not Counted				
BCHM 122	Organic & Biochem Principles	Maximum number of classes exceeded -	C	4 2006 Fall
Insufficient				
BIOL 195	Integrative Physiology I		W 0	2009 Fall

Exceptions					
Type	Description	Date	Who	Block	Enforced
Remove Course / Change the Limit	BSSP program allows 16 transfer credits	06/23/2014	Vinciguerra, Ann	RA000491	Yes