Steps to Completing the Program of Study for NPTT!!

Please read thoroughly prior to submission!

Congratulations on your admission to the Graduate School, as an NPTT student seeking a Master of Education degree! The official title of the degree that you are pursuing is “Master of Education in Education, with an option in Curriculum and Instruction”.

Please note any conditions or provisions listed on your acceptance letter, and be sure to work with the Graduate School to ensure that all conditions are met immediately.

The next step is to fill out the Program of Study form, available on our website, under Advising or Forms. The form is mostly filled in already. You will need to complete page 1 and part of page 2.

Please note that after approval of the form by the DGE, your student account will be charged $50.00. Please do not enclose a check with the form. You will need to check your student account via MyInfo in about a month to six weeks for this charge.

THIS FORM MUST BE TYPED!

1.) Complete Page 1: Please fill all requested information.
   a. The degree title should read: M.Ed. in Education, Curriculum and Instruction, NPTT

2.) Complete Page 2:
   a. Please carefully fill in each required semester and course credit (each course is worth 3) in the semester in which you have taken/will take an NPTT course – by referring to your cohort schedule.
   b. EDCI 564 is offered during the spring semester only and is taught by A. deOnis
   c. EDCI 540 is offered each semester but is recommended in the Fall semester following completion of your licensure completion. This course is always taught by J. Vollertsen.

3.) Print the document
4.) Sign it in ink
5.) Mail it via regular old mail to the NPTT office (address on the website)

TIPS!
• Instructors for your program are found on the NPTT website under “Instructors, Textbooks, and Schedules” under the Current Students tab.
• You will need to consult your cohort schedule to fill in the required course credit number (3) in the semester in which you will be taking each course on page 2.
• If you do not know the name of an instructor, then just put “Instructor” in the box marked.
• The NPTT office staff is happy to look over and give input to your form prior to your printing it and mailing it in. Just attach it to an email to jamie.ocallaghan@montana.edu.
The NPTT office will gain the necessary signatures for the committee section and file the program with the Graduate School on your behalf. Please do not send this form directly to that office.