

Using DegreeWorks to Track Degree or Certificate Completion

Overview: Quick Facts

- DegreeWorks is a web-based degree planning tool. As a new student, you will see the general degree or certificate requirements established by your department and the advisor assigned to you.
- Once your Program of Study has been approved by The Graduate School, DegreeWorks will be customized to reflect your individualized program of study and your graduate committee chair. You must notify The Graduate School if either of these changes so your record can be updated.
- Use this tool to track completion of your degree or certificate. *DegreeWorks is not a substitute for consultation with your graduate committee chair.*

Frequently Asked Questions

Question: What is a program of study?

Answer: The program of study is a contract created between a student and graduate committee members that is approved by The Graduate School. This contract establishes courses, research, exams, and other requirements to be completed in fulfillment of the degree or certificate.

The Graduate School requires Doctoral students to submit their program of study by their third term and/or prior to the comprehensive exam, Master's students to submit before the end of their second term and/or prior to the comprehensive exam and Certificate students to submit by the end of the first term.

Question: How do I track progress made towards my program of study?

Answer: Your DegreeWorks record will display your program of study. DegreeWorks is a web-based planning tool to help you and your graduate committee chair monitor progress toward your degree or certificate.

Question: How do I access DegreeWorks?

Answer: Your DegreeWorks record can be accessed through MyInfo. The link to MyInfo can be found here: <http://www.montana.edu/students/>. You will need your GID and your PIN to log in.

You can learn more about DegreeWorks here: <http://www.montana.edu/degreeworks/>

Question: Who do I contact if I have questions or need to make a change to my program of study in DegreeWorks?

Answer: Staff at The Graduate School enter program of study information into DegreeWorks. If there are errors (typos, omissions, etc.), please contact Ann Vinciguerra (994-5729; ann.vinciguerra@montana.edu).

If you would like to make a change to a previously approved program of study, you must consult with your graduate committee chair and submit the Program Change form. Upon approval of the completed and signed form, Graduate School staff will make the necessary changes in DegreeWorks.

Program of Study forms are found here:

http://www.montana.edu/gradschool/forms.html#forms_pos

A note about your graduate committee chair/advisor - Upon admission, your department will assign you an advisor. You will consult with this individual until your graduate committee has been established. DegreeWorks stores this information in the "Advisor" field.

Question: What will my DegreeWorks record look like if I have not yet submitted my program of study?

Answer: Your record will feature general requirements for your academic program.

The top portion of the screen will list requirements for your degree or certificate. It will direct you to the Major section to see specifics for that program.

<input type="checkbox"/> Doctor of Philosophy	
A maximum of 30 credits from a previously earned Master's degree (from MSU or another accredited university) may be applied toward the 60 credit minimum required for the doctoral degree.	
<input checked="" type="checkbox"/> You meet the minimum GPA requirement	
<input type="checkbox"/> Major Requirements	Still Needed: See Major in American Studies section

Below that will be requirements for your major.

<input type="checkbox"/> Major Requirements	Still Needed: See Major in American Studies section
<input type="checkbox"/> Major in American Studies	
Unmet conditions for this set of requirements: 60 credits are required. You currently have 0, you still need 60	
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"/> Methods in American Studies	Still Needed: 1 Class in AMST 501
<input type="checkbox"/> Research and Writing in American Studies	Still Needed: 1 Class in AMST 502
<input type="checkbox"/> Program of Study	Still Needed: Student's may select any graduate level course on the program of study.
<input type="checkbox"/> Doctoral Dissertation	Still Needed: 18 Credits in AMST 690
<input type="checkbox"/> Written Exam	Still Needed: Doctoral written comp
<input type="checkbox"/> Oral Exam	Still Needed: Doctoral oral comp
<input type="checkbox"/> Dissertation Defense	Still Needed: Doctoral defense
All students must demonstrate reading knowledge of at least one foreign language. The exam will be administered by a faculty member. The student does not need to pass the exam.	

If your field of study has a concentration, this will be a separate section and you will be directed there from the major section.

<input type="checkbox"/> Major in Engineering	
Unmet conditions for this set of requirements: 60 credits are required. You currently have 0, you still need 60	
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 section

<input 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.	

Question: What will my DegreeWorks record look like once I have submitted my program of study?

Answer: You will know when your DegreeWorks record has been updated with your program of study as your GID will appear in the blue box. Your DegreeWorks record will look like this: (Note that your full GID will be displayed but is blacked out here to protect privacy.)

<div><input type="checkbox"/> Program of Study -0 [REDACTED]</div>			Catalog Year: 2012-2014		Credits Required: 30
			GPA: 3.920	Credits Applied: 24	
Unmet conditions for this set of requirements:			30-45 credits are required. You currently have 24, you still need 6 more credits.		
<input checked="" type="checkbox"/> Non-Degree Credits: 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	2013 Spring
<input checked="" type="checkbox"/> Supervision & Instructional Leadership Research	EDLD 630	Supervision & Instruct Ldrshp	A	3	2013 Spring
<input checked="" type="checkbox"/> Statistics for Teachers	M 518	Statistics For Teachers	A	3	2013 Summer
<input checked="" type="checkbox"/> Standards Based Math for Teachers	M 520	Standards-Based Math for Tchrs	A-	3	2013 Summer
<input checked="" type="checkbox"/> Applied Education Research	EDCI 506	Applied Ed Rsch	A	3	2013 Fall
<input checked="" type="checkbox"/> Assessment Models & Issues	M 529	Assessment Models and Issues	A	3	2013 Fall
<input checked="" type="checkbox"/> Curriculum Design	M 528	Curriculum Design	A	3	2014 Spring
<input type="checkbox"/> Internship	Still Needed: 1 Class in EDCI 598				
<input type="checkbox"/> Educational Statistics II	Still Needed: 1 Class in EDCI 520				
<input type="checkbox"/> Leading Social Justice	Still Needed: 1 Class in EDLD 643				
<input type="checkbox"/> Quantitative Educational Research	Still Needed: 1 Class in EDCI 607				
<input type="checkbox"/> Qualitative Educational Research	Still Needed: 1 Class in EDCI 507				
<input type="checkbox"/> Transfer Creditis MATH 512, 522	Still Needed: 2 Classes in ELEC 500				
<input type="checkbox"/> Dissertation	Still Needed: 15 Credits in EDCI 690				
Department exception-14 credits of dissertation research required.					
<input type="checkbox"/> Written Comprehensive Exam	Still Needed: Doctoral written comp				
<input type="checkbox"/> Oral Comprehensive Exam	Still Needed: Doctoral oral comp				

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.

Electives					
N 418	Hlth Plcy/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

Question: How will I know which requirements I have completed and which remain?

Answer: To understand the status of the requirements listed in the program of study use this legend, which appears at the bottom and on the lower left-hand side of the screen.

Legend			
 Complete	 Complete except for classes in-progress	* Prerequisite Required	PL Planned Course
 Not Complete	 Nearly complete - see advisor	@ Any course number	