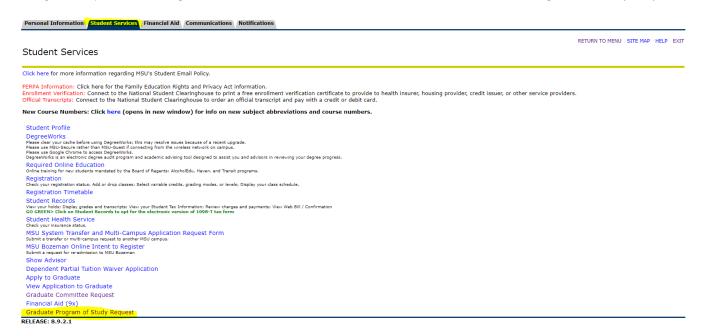
E-Program of Study Directions for Graduate Students

The electronic program of study form in <u>MyInfo</u> is used to report your degree requirements and make any revisions to your requirements. A graduate committee must already be approved and on file for the e-program of study to be open for you. You should meet with your advisor prior to completing the program of study and decide on your plan together. Some programs have a committee auto-assigned (such as Architecture, certificates, and others).

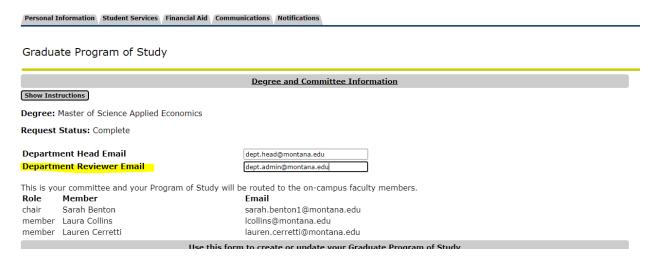
Any emails from the program of study tool will be sent to your <u>university student email address</u> (not your graduate assistant email). This cannot be changed, but you can set up a forward function if you do not prefer this address.

Directions:

1. Log into MyInfo and navigate to the "Student Services" tab. Click on the "Graduate Program of Study Request" link.



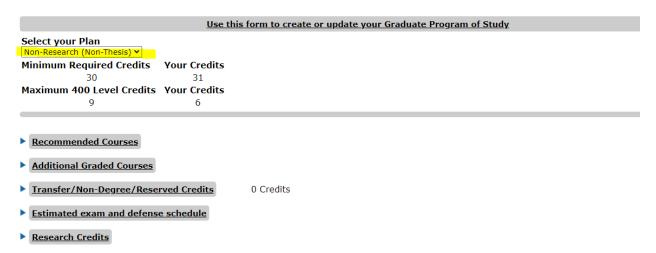
2. On the top of the page, you may need to enter or update your department head. Your committee will be listed. You have the option to add a "departmental reviewer" at this point. Some departments will require this. Please check with the administrative assistant for your program/department.



The "show instructions" box shown there is clickable. It will open text that explains the form. Note that all policies are available on The Graduate School's website as well as in your program handbook.

3. Now you are ready to enter your program of study information. Master's students will choose a plan: research, non-research and comprehensive exam, or non-research and no comprehensive exam. You will list both classes you have already taken and classes you plan to take. You will also list research credits if required, exams and defense if required, and any "special" items like transfer/non-degree/reserved credits. Each has their own section. Doctoral students will not choose a plan.

Master's:



Doctoral:

<u>Use this form to create or update your Graduate Program of Study</u>					
Minimum Required Credits 30 Maximum 400 Level Credits 9	Your Credits 48 Your Credits 6				
Considered Credit Courses		30 Credits			
Enroute Courses		0 Credits			
Recommended Courses					
<u>Additional Courses</u>					
<u>Transfer/Non-Degree/Rese</u>	rved Credits	0 Credits			
Estimated exam and defense	e schedule				
Research Credits					

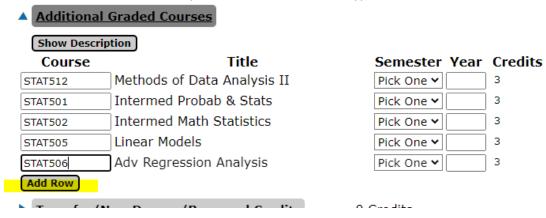
See **Special Sections** later in this document for more information about considered, enroute, transfer/non-degree/reserved and so on.

All of these sections drop down to show more. In recommended courses, you will see the courses your program either requires or recommends. You can simply check the boxes for the courses you plan to take.

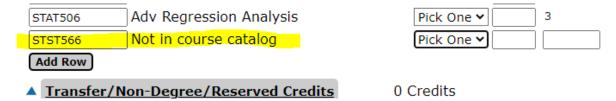
▲ Recommended Courses

Course	Title	Semester Y	ear Credits
☐ ECNS561	Econometrics I	Pick One ∨	3
✓ ECNS562	Econometrics II	Pick One ∨	3
✓ ECNS594	Seminar	Pick One ∨	1
✓ ECNS502	Macroeconomic Theory	Pick One ∨	3
✓ AGBE467	Quantitative Method in Ag Econ	Pick One ∨	3
✓ ECNS401	Microeconomic Theory	Pick One ∨	3
✓ ECNS501	Microeconomic Theory	Pick One ∨	3

For courses not in this section, you will have a text box to type in the course:



If a course doesn't exist, you will get an error that shows: "Not in course catalog" where the title should be.



4. Once you've completed all of the sections, you will click the checkboxes at the bottom and then click submit. You also have the option to "save and continue" if you are not ready to submit at that point. Once submitted, the form cannot be updated until it has been approved by your whole committee, department head, and The Graduate School. If it is declined, then you can make a revision and re-submit.

<u>Submit</u>
☐ I have discussed this program of study with all committee members and we are all in agreement ☐ I understand this is a list of courses I will take and I must register these courses at a later date Save and Continue Submit
RELEASE: 1.0

The submit button is only available if you check the boxes.

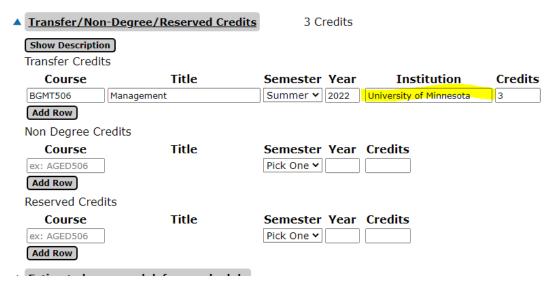


5. Once approved, you will receive a final email from <u>degreesandcertificates@montana.edu</u> that states "Your Program of Study request for [your degree here] has received final approval from the Graduate School."

Special Sections

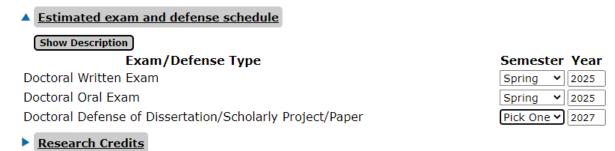
Transfer/Non-Degree/Reserved Credits

This section is for listing courses you wish to transfer from another institution or courses taken at MSU in the nondegree graduate or reserved for graduate use status. The transfer credits are text boxes and you must list the institution. We will need to have an official transcript on file for the course to transfer it.



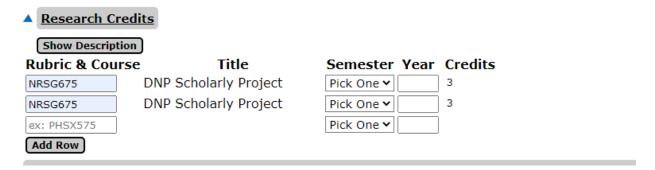
Estimated Exam and Defense Schedule

You will select semester and type in the year of your estimated exam timeline. You are not held to these semester/years; it's for planning purposes. You should, however, know what exams are required for your degree. Consult with your advisor if you have questions.



Research Credits

This section is for 590/675/690 credits and is a text box. The credits may auto-fill depending on how the course is built in the catalog.



Considered and En route Credits

Considered credits can be entered from an awarded master's degree course by course. These credits will be considered toward the 60 credits required for a doctoral degree. Thirty credits is the max allowed to count.

En route credits are for doctoral students pursuing a master's degree on the way to their doctoral degree. Even if the en route master's is more than 30 credits, the doctoral credits must also equal at least 30.

To Make a Revision

If you previously submitted a paper/pdf program of study form, you will need to enter your program of study into MyInfo for the first time. You can enter it with the revision taken into account. For example, if your original PoS listed STAT 511 and you never took it, just don't include it when you submit in MyInfo for the first time.

If you submitted a program of study in MyInfo and it was approved and you now need to make a revision, you will log back in and either add the course you need or drop the course you don't need:

If it's from the recommended section, you will just uncheck the box to remove it:



If it's from the additional graded courses section, you will click the Remove button to remove it:

Additional Graded Courses

Show Description			
Course	Title		
STAT501	Intermed Probab & Stats		
STAT502	Intermed Math Statistics		
ARCH526	Advanced Architectural Theory		
ARCH551	Advanced Arch Studio		

Semeste	Year	Credite	5
Spring ~	2023	3	Remove
Fall 🔻	2015	3	Remove
Spring ~	2023	3	Remove
Summer >	2024	6	Remove

Remember, you can't remove a graded course and you don't need to make a revision due to timing (you took the course sooner or later than you initially indicated on the form).

If you need to add, you will either click the course box in the recommended section or add a row in the additional graded courses or research sections (see screen shots above). You can also add more considered credits if you originally entered fewer than 30.