

E-Program of Study Directions for Faculty

The electronic program of study form in [MyInfo](#) is used to report students' degree requirements and make any revisions to their requirements. **A graduate committee must already be approved and on file for the e-program of study to be open for a student.** Some programs auto-assign a committee and this is completed on the 15th class day each term.

Some ideas for best practice:

- Require students meet with their advisor before trying e-program of study;
 - They can review their transcript together and write down classes they have completed for their degree. They still need to add these in e-pos;
- Have students complete pages 2-3 of the program of study pdf form as a planning tool;
- Make sure they are clear on if they are doing research (590/675/690) or not;
- Make sure they are clear on what, if any, exams or defense are required for their degree (quals are not listed in e-pos).

Other notes:

- Graduate School policy is available in the [catalog](#) if your student has questions about course policies
- Students will enter all classes needed for their degree, including ones they've completed, ones they plan to take, and any research credits if applicable
- They won't add "extra" classes not required for their degree, like ACT courses or electives they take for personal interest
- Recommended courses are fed to e-pos by DegreeWorks templates and will appear as the top section for the student. They can pick from these courses by checking the checkbox.
 - Other courses will be typed into a text box, both rubric (e.g. NRSRG) and number are required. Please ensure they know what rubric to use and how many credits the course is.
- Students can revise an approved program of study by logging back in and adding/dropping courses. The form will route for approvals with the changes. Note, students that previously submitted a paper/pdf form and now need to make a revision will need to enter their program of study into MyInfo for the first time. They can enter it with the revision taken into account.

Directions:

You will receive an email notification from degreesandcertificates@montana.edu when there is a program of study for you to review. This email is auto generated but if you reply, you will reach Grad School staff. You can also just log into MyInfo and view any waiting programs of study.

1. Log into [MyInfo](#) and navigate to the "Faculty Services" tab. Click on the "Graduate Program of Study Member Review" link. (Bottom, screenshot shortened). Department heads will click "Graduate Program of Study Dept Head review."

Faculty Services

The data contained within the links below is generally considered part of the student educational record. Please recall your Fair employee you are obligated to honor the student's right to privacy and only access information when there is a legitimate edu

Advising tools (such as DegreeWorks) can be found on the Advising Services tab.

If your job requires the Advising Services tab, and you do not currently have access, please contact registrar@montana.edu.

[Section Add Approval](#)

[Section Add Notification OptOut](#)

[Graduate Committee Member Review](#)

[Graduate Committee Department Head Review](#)

[I-Grade Authorization](#)

The Office of the Registrar will ensure that the student's grade for the semester rolls to an "Incomplete" rather than the earned grade. This may be a great option for students who hav form require the Dean of Student signature- as this no longer required, we prefer you use this updated form. Once the student completes the requirements for the course, the instruct entered on this form at the end of the following semester.

[Grade Change/Incomplete Grade/Missing Grade](#)

The Office of the Registrar will update the specified incorrect/incomplete/missing grade with the specified grade.

[I-Grade Deadline Extension](#)

The Office of the Registrar will ensure that the student's "Incomplete" grade remains graded "I" instead of rolling to "reversion grade" upon I-grade deadline passing, giving the student

[Graduate Program of Study Member Review](#)

[Graduate Program of Study Dept Head Review](#)

2. You will see one or more students listed here when you have programs of study to review. Click on the drop-down arrow to expand your student's program of study information to review all of their classes and exams/defense.

Graduate Program of Study

Pending Graduate Program of Study Requests

Student	Degree	Program	Status
▶ Spirit Bobcat (9118)	Master of Science	Applied Economics	Pending Member Review

2.a. When you click the arrow, it opens the program of study the student submitted:

Graduate Program of Study

Pending Graduate Program of Study Requests

Student	Degree	Program	Status
▲ Spirit Bobcat (9118)	Master of Science	Applied Economics	Pending Member Review

Applied Economics Plan: Non-Research (Total Credits in Request: 34)

Recommended Courses 19 Credits

Course	Title	Term	Credits
ECNS561	Econometrics I		3
ECNS562	Econometrics II		3
ECNS594	Seminar		1
ECNS502	Macroeconomic Theory		3
AGBE467	Quantitative Method in Ag Econ		3
ECNS401	Microeconomic Theory		3
ECNS501	Microeconomic Theory		3

3. If you approve, you can scroll to the bottom and click approve. It will then route to the next person in the queue. If you decline, it will send the program of study back to the student for revisions. Please enter text in the text box explaining what the student needs to do. E.g. "Please add a comp exam" "Add a stats course." The student's whole committee and department head are also displayed here.

Committee Members				
Role	Member	Email	Num Sent	Approval Status
chair	Sarah Benton	sarah.benton1@montana.edu	3	requested
member	Laura Collins	lcollins@montana.edu	3	approved
member	Lauren Cerretti	lauren.cerretti@montana.edu	3	requested
Department Head				
Name	Email		Num Sent	Approval Status
Lauren Cerretti	lauren.cerretti@montana.edu		2	pending_resubmit
Comments				
Laura Collins wrote: 01/17/23 approve 2115025				
<input type="button" value="Approve"/> <input type="button" value="Decline"/> <input type="button" value="Required For Decline"/>				