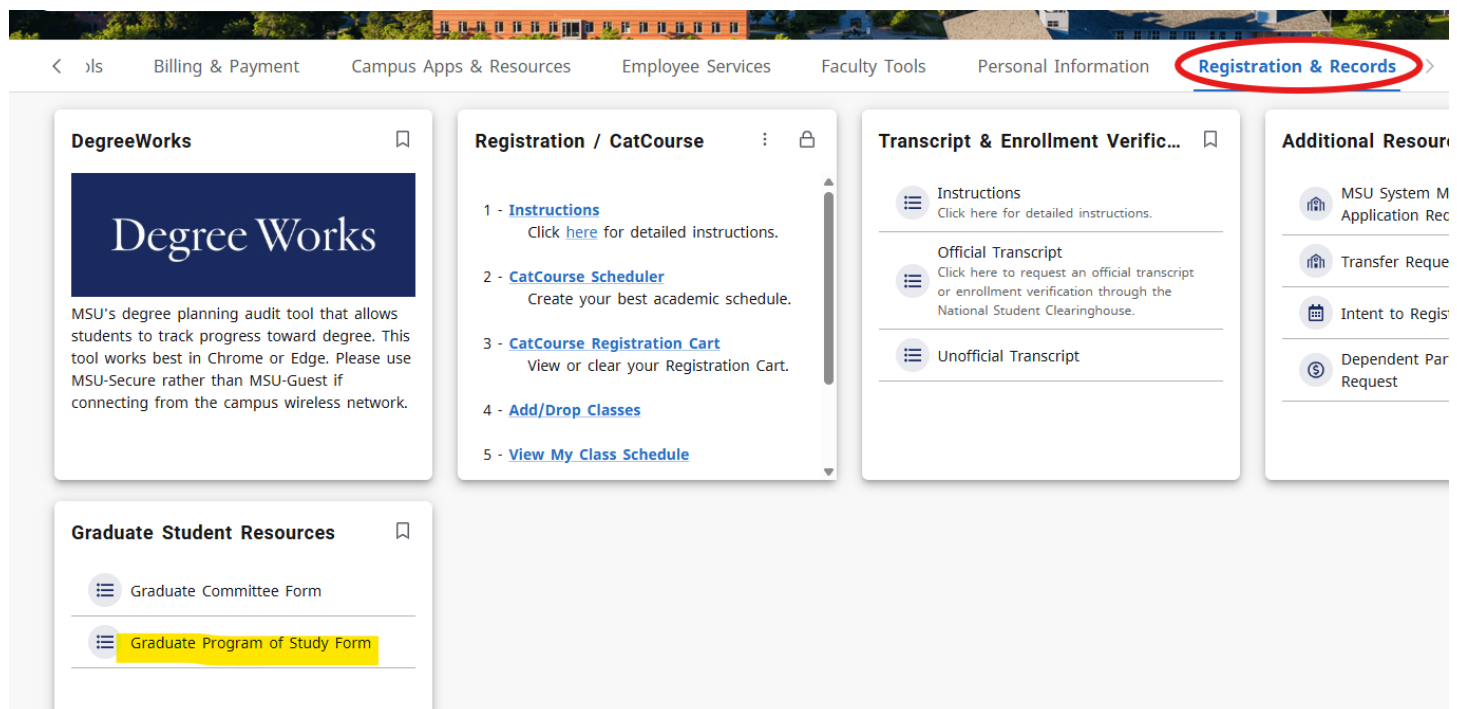


Graduate Program of Study Directions for Certificate Students (MyMSU)

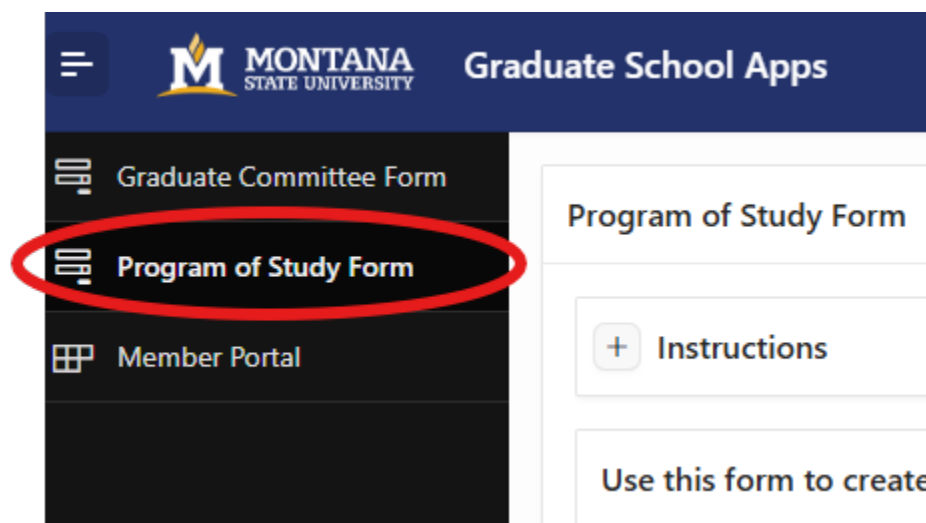
The graduate program of study form is used to report your certificate requirements and make any revisions to your requirements. **A graduate chair is automatically assigned for graduate certificate students on or after the 15th class day in your first semester of attendance.**

Directions:

1. Log into [MyMSU](#) and navigate to Registration & Records, click on the “Graduate Program of Study Form” link on the Graduate Student Resources card:



2. The link open to the Program of Study Form:



3. Select your certificate program:

Program of Study Form

+ Instructions

Select Degree

Degree	Major	Department	Select Degree	Status
Doctor of Philosophy	American Studies	Letters & Science	AMER-PHD >	>
Graduate Certificate	Native American Certificate	Native American Studies	NASO-CERT >	>

4. The top of the page has collapsible instructions—you can click to read instructions that explain the form. Note that all policies are available on [The Graduate School's website](#) as well as in your program handbook.

Program of Study Form

+ Instructions

Use this form to create or update your Graduate Program of Study

Degree	College	Major	Department
Graduate Certificate	College of Letters & Science	Native American Certificate	Native American Studies

Program of Study Status

> Program of study is ready for further editing or finalization.

5. You will need to type in your department head's email address. You must have a department head entered to proceed to the courses section. You also 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.

Click "Edit Department Head Email"

Program of Study Information

Department Head

Not Available

Department Head Email Address

Department Reviewer Email Address

Last Activity

10/9/2025

Edit Department Head Email

Edit Department Reviewer Email

This is your committee and your Program of Study will be routed to the on-campus faculty members.

Role	Name	Email	Approval Status
Chair	Rebecca Turk	rebecca.turk@montana.edu	Draft

Type in the email address and then click "Save Department Head Email":

Program of Study Information

Department Head

Not Available

Department Head Email Address

lauren.davis@montana.edu

Department Reviewer Email Address

Last Activity

09-OCT-2025

Save Department Head Email

Edit Department Reviewer Email

This is your committee and your Program of Study will be routed to the on-campus faculty members.

Role	Name	Email	Approval Status
Chair	Rebecca Turk	rebecca.turk@montana.edu	Draft

6. You are now ready to enter your program of study information. You will list both classes you have already taken and classes you plan to take. To begin adding courses, select “Add Course” at the bottom right of the “Courses” section:

Courses

	Course	Term	Credits	Institution	
No data found					

Add Course

7. You will see a pop-up window with all the course sections. Each section can be expanded to show more. See *Special Sections* later in this document for more information about the transfer, non-degree, and reserved sections.

Add Program of Study Course

+ Recommended Courses

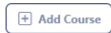
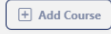
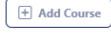
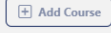
+ Additional Courses (Courses Not Listed in Recommended)

+ Transfer Courses (To Transfer Graduate Courses to MSU)

+ Non-Degree Courses (Courses Taken at MSU While in Graduate Non-Degree Status)

+ Reserved Courses (Courses Taken at MSU and Reserved for Graduate Use)

8. In the recommended course section, you will see the courses your program either requires or recommends. You can click “Add Course” to add individual courses to your program of study or you can click “Add All Recommended Courses” to add all the listed courses to your program of study.

Recommended Courses		
Course	Title	Add Course
EDLD 529	PostSecond Distance Delivrd Ed	
EDLD 531	Student Development Theory	
EDLD 538	College Curriculum	
EDLD 574	Field Exper in Ed Ldrshp	
EDLD 598	Internship	
EDLD 628	College Students	
EDLD 635	College Teaching	
		

If you add one course at a time, you will receive another pop-up window where you can enter the term/year (optional), and credit amount (if applicable).

Add Program of Study Course

Adding Recommended Course
EDLD 635 - College Teaching

Term

Year

Credits

Select Term

3

Back

Add Course

Add Program of Study Course

+ Recommended Courses

 **Successfully Added EDLD 635**

+ Additional Courses (Courses Not Listed in Recommended)

+ Transfer Courses (To Transfer Graduate Courses to MSU)

+ Non-Degree Courses (Courses Taken at MSU While in Graduate Non-Degree Status)

+ Reserved Courses (Courses Taken at MSU and Reserved for Graduate Use)

If you add all recommended courses at once, you can edit the term, year, and credit amounts for individual classes back on your program of study:

	Course	Term	Credits	Institution	Edit	Remove
▼ Course Type: Recommended						
	EDLD635 - College Teaching		3	N/A	 Edit	 Remove
	EDLD635 - College Teaching		3	N/A	 Edit	 Remove

Add Program of Study Course

Adding Recommended Course

EDLD 635 - College Teaching

Term

Year

Credits

Select Term

3

 Back

 Add Course

For courses not pre-listed in the recommended section, you can type them into the “Additional Courses” section:

Additional Courses (Courses Not Listed in Recommended)

Course

ex: AGED506

List additional 5xx and 6xx-level courses to be completed at MSU after admission to degree program. The total number of 5xx and 6xx-level course credits must be at least 2/3 of the total coursework, including Research Credits: 590, 690 or 575, 675. Prohibited courses include: 588 and 589.

List additional 4xx-level courses to be completed at MSU after admission to the degree program. Up to 9 credits at the 4xx-level are allowed on a graduate Program of Study. Prohibited courses include: 490, 492, 494, and 498.

 Add Course

9. After all your credits are added, review the checkboxes at the bottom of the form and click submit. Note, the submit button is only available if you check the boxes. 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.

☒ 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

 Back

 Submit

12. Once approved, you will receive a final email from gradsuccess@montana.edu that states “Your Program of Study request for [your degree here] has received final approval from the Graduate School.”

Special Sections

Transfer Courses: This section is for listing courses you wish to transfer from another institution that were not used toward a previously conferred degree. You must list the institution. We will need to have an official transcript on file for the course to transfer it.

Non-Degree Courses: This section is for courses taken in non-degree status while a graduate status at MSU.

Reserved Courses: This section is for courses taken at MSU while an undergraduate and reserved for use in graduate status.

**Note: a combined total of no more than three (3) non-degree, reserved, and transfer credits can be applied to a certificate program of study.*

To Make a Revision:

If you previously submitted a program of study and it was approved and you now need to make a revision, you will log back in and add any course(s) you need and/or drop any course(s) you don't need.

To drop a course, click “Remove”:

Courses

	Term	Credits	Institution	Edit	Remove
▼ Course Type: Additional					
	2026 Spring	3	N/A		

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 a course, you will follow the same process as outlined above (steps 6-8).

After you have made all of your revisions, click “Submit” at the bottom of the form:

☒ 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





Your updated program of study will route through to your committee, department head, and The Graduate School for approval. You will receive an email notification once the revision is fully approved and updated in DegreeWorks.