

Graduate Program of Study Directions for Support Staff (MyMSU)

The program of study form in MyMSU 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 program of study form to open for a student.** Some programs auto-assign a committee, and this process runs on the 15th class day of the students' first term in the program.

Of interest to you: there is an optional field where the student can add the admin/GC for the program, if desired. They can either type in your email address or leave the field blank. If you want a first look at what they submit, it will be important for you to emphasize that they must add you.

This is what it looks like:

Program of Study Information

Department Head

Marc Giullian

Department Head Email Address

mgjullian@montana.edu

Edit Department Head Email

Department Reviewer Email Address

Edit Department Reviewer Email

Last Activity

10/9/2025

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

Role	Name	Email	Approval Status
Chair	Marc Giullian	mgjullian@montana.edu	Requested

They will type the Dept Reviewer email into the field (and some will need to enter department heads, too), but the committee info feeds from their approved committee on file. The instructions for students explain that their department *may* require you to be added.

Once you approve it, it will move to the next person in the queue. If you decline, it will re-route to the student for revisions and then they can re-submit. **If you are listed as department reviewer, you must take action (approve or decline) on the program of study or it will not move.**

Some ideas for best practice:

- Require students meet with you or their advisor before submitting their 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 the program of study form;
- 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 on the program of study form).

Other notes:

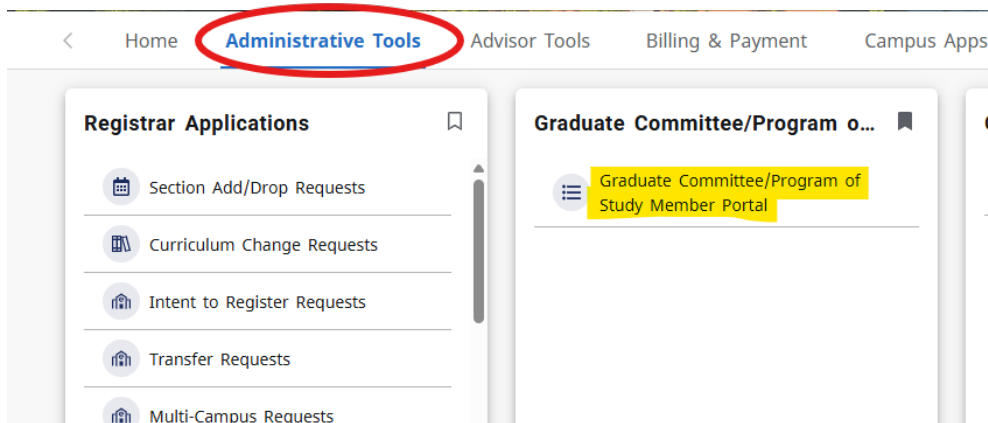
- Graduate School policy is available in the [catalog](#) if your student has questions about course policies
- Students will enter all classes needed for their degree, including ones they've completed, ones they plan to take, and any research credits if applicable
- They won't add "extra" classes not required for their degree, like leveling courses, ACT courses, or electives they take for personal interest
- Recommended courses are fed to the program of study form by DegreeWorks templates. Students can click recommended courses to easily add them to their program of study.

- Other courses will be typed into a text box, both rubric (e.g. NRSB) 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.

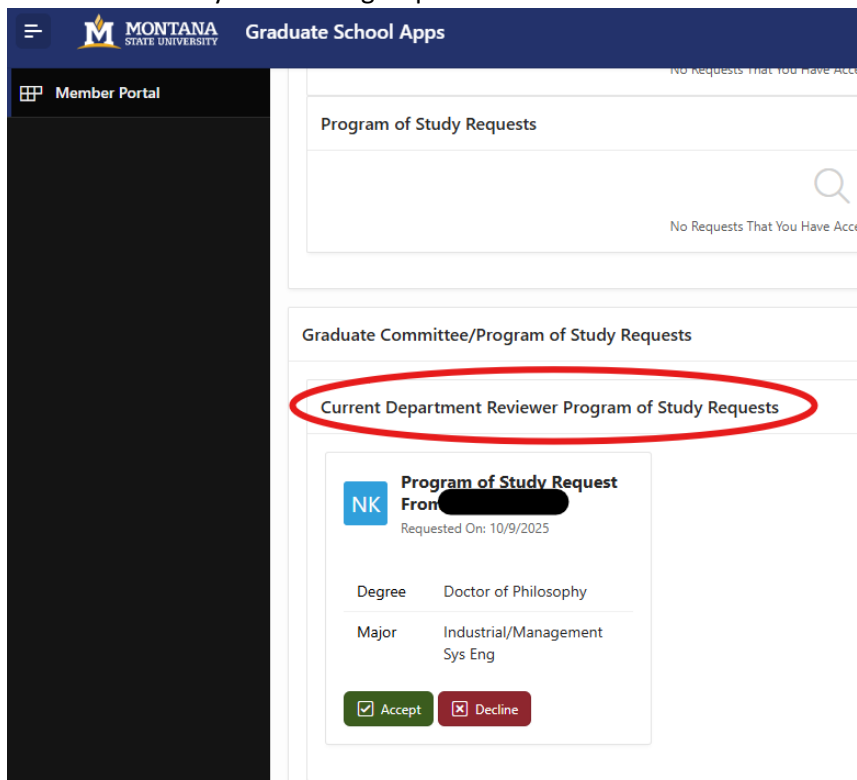
Directions:

You will receive an email notification from gradsuccess@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 MyMSU and view any waiting programs of study.

1. You can click on the direct link in the notification email or log into [MyMSU](#) and navigate to Administrative Tools, then click on the “Graduate Committee/Program of Study Member Portal” link on the Graduate Committee/Program of Study card:



2. You will see any outstanding requests as cards:



3. Click on the card to view the request (it will open to the right). The request pop-up is long and will require a scroll to the courses part. The top portion tells you the student's major, plan information, status of the request and more.

Program of Study Request Details

Program of Study Request From

Student Name

Department Head

Dilpreet Bajwa

Degree

Doctor of Philosophy

Major

Industrial/Management Sys Eng

Status

Awaiting Department Reviewer approval.

Requested On

10/9/2025

Associated Committee

[View](#)

Total Credits

60

400 Level Credits

6

Program of Study Request Details			
Courses			
Course Type: Additional			
Course	Plan Term	Credits	Institution
CSCI545 - Adv Human Computer Interaction	2026 Spring	3	N/A
		3	
Course Type: Enroute			
Course	Plan Term	Credits	Institution
EIND575 - Research or Prof Paper/Project	2025 Spring	6	N/A
EIND500 - Eng Org Change & Innovation	2023 Fall	3	N/A
BMGT466 - Team and Process Facilitation	2023 Fall	3	N/A
EIND510 - Usability & Inclusive Design	2023 Fall	3	N/A
EIND574 - Management Engineering Systems	2024 Spring	3	N/A
BMGT406 - Negotiation/Dispute Resolution	2024 Fall	3	N/A
EIND506 - Healthcare Delivery Systems	2024 Spring	3	N/A
EIND575 - Research or Prof Paper/Project	2024 Spring	3	N/A
EIND513 - Human Factors in Complex Sys	2022 Fall	3	N/A
EIND557 - Regression & Multivar Analysis	2024 Spring	3	N/A
		33	
Course Type: Recommended			
Course	Plan Term	Credits	Institution
EIND511 - Advanced Human Factors	2026 Fall	3	N/A
ENGR694 - Seminar	2026 Fall	2	N/A
		5	

Continued below

Program of Study Request Details

Course Type: Recommended			
Course	Plan Term	Credits	Institution
EIND511 - Advanced Human Factors	2026 Fall	3	N/A
ENGR694 - Seminar	2026 Fall	2	N/A
		5	

Course Type: Research			
Course	Plan Term	Credits	Institution
EIND690 - Doctoral Thesis	2026 Fall	1	N/A
EIND690 - Doctoral Thesis	2027 Spring	6	N/A
EIND690 - Doctoral Thesis	2027 Fall	6	N/A
EIND690 - Doctoral Thesis	2025 Fall	6	N/A
		19	

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More Detail >

You can also click the “More Detail” button for transcript and other info.

4. If you are ready to approve or decline, you will close out of this pop-up window and return to the card:

Current Member Program of Study Requests

AT

Program of Study Request From [REDACTED]
 Requested On: 10/9/2025

Degree

Master

Major

Professional Accountancy

☒ Accept

☒ Decline

5. When you click accept/decline on the request you will receive a final pop-up window that allows you to add an optional text comment. This comment is visible to the student and anyone in the approval queue:

Accept

Comment

☒ Accept

major

industry/management
Sys Eng

☒ Accept
 ☒ Decline

6. You'll then repeat the review and accept/decline process for any cards in your queue.