# **FACULTY AND STAFF**

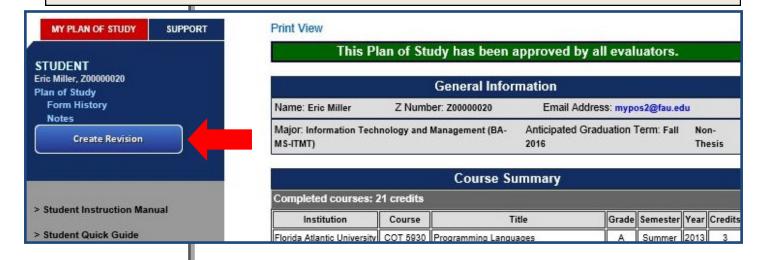
## MyPOS: REVISING THE PLAN OF STUDY

### How does a student revise an approved plan of study (POS)?

Please Note: Students who have an approved paper POS on file must use the paper revision form (<u>Form 9</u>) to modify their POS.

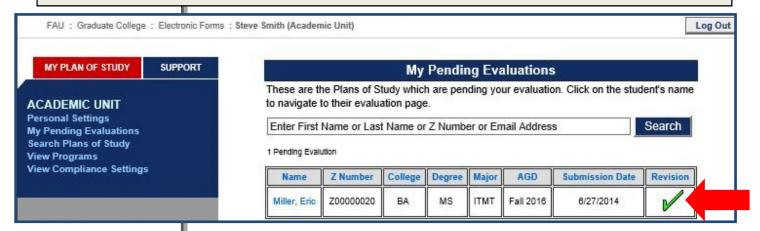
#### The student / initiator needs to:

- Log in to his/her MyPOS account on MyFAU's Graduate College tab.
- Click the blue "Create Revision" button in the left menu.
- Follow the prompts to add, delete, or modify coursework. Review all petition items that get flagged during the compliance check.
  - For petition items that were already previously cleared, the student may select "Bypass Petition".
  - For any new petition items, students must fill out the justification text box.



#### How will I know when I have a POS revision awaiting my evaluation?

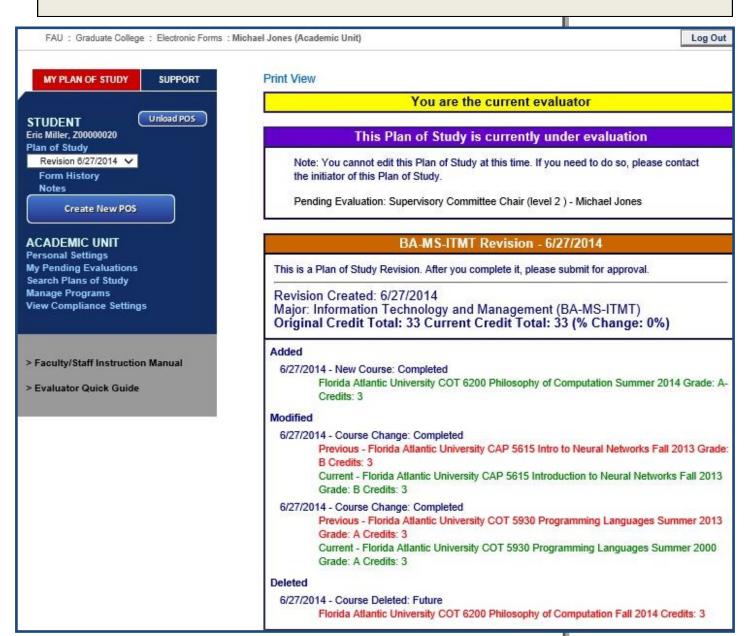
- When you log into your MyPOS account on MyFAU's Graduate College tab, click on "My Pending Evaluations" in the left menu.
  - You will see a table of items awaiting your evaluation.
- Revisions will have a green check mark in the "Revision" column.
- Click on student name to access the revision.



# **FACULTY AND STAFF**

#### How can I tell what has been revised on the POS?

- A summary box will appear at the top of the revised POS.
- There are three categories of changes:
  - Added items will appear in green font.
  - Deleted items will appear in red font.
  - Modified items will appear with old language in red font and new language in green font.

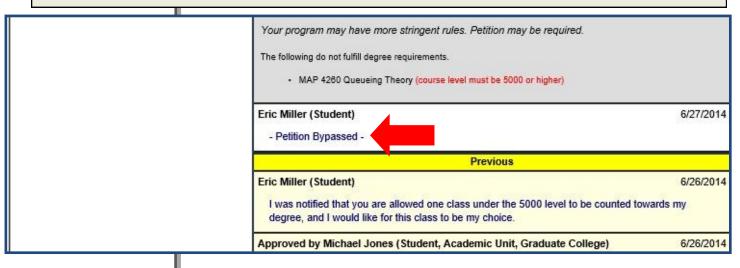




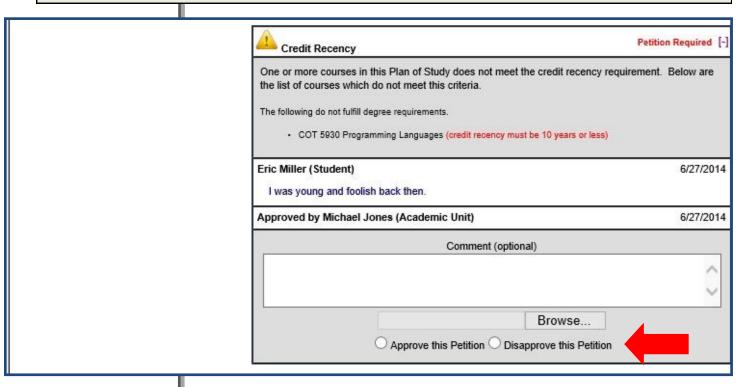
# PAH FACULTY AND STAFF

## How will petition items be handled on the revised POS?

- If a compliance issue was previously flagged, petitioned, and approved on the original POS, the student has the option to select "Bypass".
- In these cases, "Petition Bypassed" will appear in a white bar below the compliance issue. These items require no action on your part.



• If a new compliance issue is flagged, the student will be prompted to enter a justification in the text box. These items will require you to "Approve" or "Disapprove" them.



As a final step, you will be required to "Approve" or "Disapprove" the revised POS in its entirety.