

## MYPOS: REVISING THE PLAN OF STUDY

### How do I revise my approved plan of study (POS)?

Please Note: If you have an approved paper POS on file, you must use the paper revision form ([Form 9](#)) to modify your POS.

- Log into your My POS 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, you may select "Bypass Petition".
  - For any new petition items, fill out the justification text box.
- Submit the revised POS for approval to the evaluators in your queue.

The screenshot displays the MyPOS interface for a student named Eric Miller (Z00000020). The left sidebar contains a 'MY PLAN OF STUDY' tab and a 'SUPPORT' tab. Under 'MY PLAN OF STUDY', there are links for 'Plan of Study', 'Form History', and 'Notes'. A blue 'Create Revision' button is highlighted with a red arrow. Below these links are links for 'Student Instruction Manual' and 'Student Quick Guide'. The main content area shows a green banner stating 'This Plan of Study has been approved by all evaluators.' Below this is a 'General Information' section with fields for Name, Z Number, Email Address, Major, Anticipated Graduation Term, and Non-Thesis. The 'Course Summary' section shows 'Completed courses: 21 credits' and a table of completed courses.

General Information						
Name: Eric Miller	Z Number: Z00000020	Email Address: <a href="mailto:mypos2@fau.edu">mypos2@fau.edu</a>				
Major: Information Technology and Management (BA-MS-ITMT)		Anticipated Graduation Term: Fall 2016		Non-Thesis		

  

Course Summary						
Completed courses: 21 credits						
Institution	Course	Title	Grade	Semester	Year	Credits
Florida Atlantic University	COT 5930	Programming Languages	A	Summer	2013	3

If you need to change the members of your supervisory committee, you must use the paper revision form ([Form 9](#)), as committee member signatures are required.