MyPOS: Evaluators

1: Accessing the Plan of Study

- Login to MyFAU, click on "Graduate College" tab, then select your college.

- Click "Pending Evaluations" — Only Plans of Study that have been submitted for your review will show here.

- To locate a form that does NOT show here, click "Search Plans of Study."

- Click on student's name to access form.

For example, see page 2

2. General Information

- Lists identification, major, and anticipated graduation term.

- If the "Thesis" track was selected, this will show here as well. (If "non-thesis," this area will remain blank.)

- Notes concerning the Plan of Study can be entered and viewed by all: student and evaluators.

For example, see page 3

3. Course Summary

- This section lists the past, present, and future coursework, as entered by the student.

- Verify all coursework is in accordance with program degree requirements and University requirements.

- Note: Only the "initiator" (student) can make changes. If any changes are needed, return to student for correction.

For example, see page 4

4. Research Compliance & Safety

- If the graduate student answered "Yes" to any of these questions, he/she was directed to a form to certify they have read and understood the requirements for Research Compliance and Safety.

- If you judge the student needs Research Compliance and Safety but answered "no" for all 3 questions, return to student for correction.

For example, see page 5

5. Petitions

- If the Plan of Study was flagged for any non-compliance with University Requirements, the issue(s) will display here.

- Review the violation along with the student's written justification. Select "Approve" or "Disapprove this petition." Add comments/explanations if needed.

For example, see page 6

6. Approval/Disapproval

Finally, select "Approve" or "Disapprove this Plan of Study," then submit.

MYPOS: EVALUATORS

1: ACCESSING THE POS

To access a student's Plan of Study:

- **Login to MyFAU**
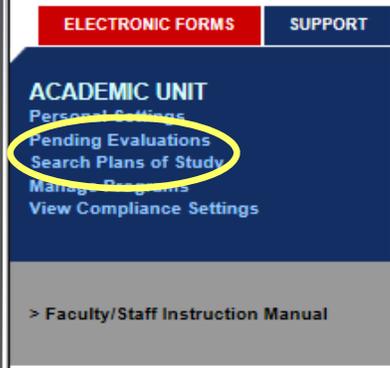- **Click "Graduate College tab"**
- **Select your college**

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1. Login to MyFAU
https://myfau.fau.edu/cp/home/displaylogin

2. Click "Graduate College" tab

MyFAU | FLORIDA ATLANTIC UNIVERSITY

My Account / Content Layout / Portal Admin | Welcome Paige I. Garrido / You are currently logged in.

Home | Library | Help | Green Pledge | My Courses | Students | Money Matters! | Athletics | **Graduate College** | Staff | True Blue

Plan of Study

To complete your Plan of Study, please select your college below:

- Charles E. Schmidt College of Science
- College for Design and Social Inquiry
- Dorothy F. Schmidt College of Arts and Letters
- Charles E. Schmidt College of Medicine
- College of Business
- College of Education
- College of Engineering and Computer Science
- Christine E. Lynn College of Nursing

Graduate College News

Plan of Study & Graduation Deadlines:

Friday, September 14: Last day to submit Application for Degree to the Graduate College
AND
Last day to submit Form 9, Revision to Existing Plan of Study, to the Graduate College (if needed)

Monday, November 5: Last day to submit completed doctoral [...] college for [...] paper must be [...] ed master's thesis

Policy & Procedure Updates

The Graduate College would like to [...] aware of the following policy change [...] FAU:

Recency of Credits
No credit that is more than 10 years [...] University graduate degree is award [...] degree. Credits transferred into or a [...] considered earned in the first semes [...] Individual graduate programs may h [...] limits.

Full-Time Graduate Student Enro [...]

3. Select your college

Click **"Pending Evaluations"** — Only Plans of Study that have been submitted for your review will show here.

To locate a form that does NOT show here, click **"Search Plans of Study"**

ELECTRONIC FORMS | **SUPPORT**

ACADEMIC UNIT
Personal Settings
Pending Evaluations
Search Plans of Study
Manage Programs
View Compliance Settings

> Faculty/Staff Instruction Manual

My Plan of Study

Search by Student Z number,

-or-

Search by entering the college, degree, and major.

Click **"Search"** and all initiated forms will display below.

NOTE:

If the "Last Action Taken" reads "Initiated by _(Student name)," that form has NOT yet been submitted for your review.

"Approved" status shows the most recent level of approval. Plans of Study are not fully approved until approved by Graduate College.

Search Plans of Study

◉ Search by Degree/Major   ○ Search by Student

College:	College of Business (BA)
Degree:	Master of Science (MS)
Major:	Information Technology and Management (ITMT)

Latest Action Taken:
◉ All Actions
○ Initiated but not submitted
○ Submitted for review
○ Approved
○ Disapproved
○ Withdrawn

Date Range: Jan 01 2012 - Dec 31 2012

Search

2 Records Found - Printable Version - Export to excel

Name	Z Number	Degree	Major	Latest Action Taken
_Test3, _Student	Z00000003	MS	ITMT	Disapproved by _MY _POS1 (Academic Unit) on 7/13/2012
_Test3, _Student	Z00000003	MS	ITMT	Initiated by _Student _Test3 (Student) on 8/22/2012

Click on student name to access the form

2. GENERAL INFORMATION

This section lists identification, major, and anticipated graduation term.

If the "Thesis" track was selected, this will show here as well. (If "non-thesis," this area will remain blank.)

This plan of study is currently under evaluation

Note: You cannot edit this plan of study at this time. If you need to do so, please contact the initiator of this plan of study.

Pending Evaluation: Advisor (level 1) - my m1

General Information

Name: _Student _Test3	Z Number: Z00000003	Email Address: zzzGCEFStudent3@fau.edu
Major: Bioengineering (EG-MS-BIEG)	Anticipated Graduation Term: Spring 2014	Thesis

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The **NOTES** feature:

To access notes regarding the Plan of Study, click here

- Notes can be entered AND viewed by all levels: the student and evaluators.

- Up to 10 files may be uploaded and attached to each note.

- This area is not used for petition information — petitions are a separate item within the Plan of Study (*see page 6*).

- "Masters-along-the-way" notations are entered here.   However, an Admission Decision (form 4) is also needed by Graduate Admissions in order to enter the Master's degree in Banner.

ELECTRONIC FORMS   **SUPPORT**

STUDENT
_Test _Student, Z00000005
Plan of Study
  Form History
  Notes (1)

General Information   Courses to Remove Deficiencies   Courses to Fulfill Degree

General Info

Name: _Test _Student	Z Number: Z00000005
Major: Test (SC-MS-TEST)	Anticipated Gradu

Notes

Use this area to type explanatory notes about this plan of study. This area is not to be used for petition information.

_Graduate _Support (Graduate College):	10/10/2012
Add note here . . .	

_Graduate _Support (Graduate College):	10/10/2012
Notes regarding the Plan of Study can be entered by the student or any evaluator. All notes are viewable by all levels -- student and all evaluators.	

Files to attach to this note (optional): 0 ▼

Submit Note

3. COURSE SUMMARY

This section lists the past, present, and future coursework, as entered by the student.

The "Courses to remove deficiencies" section includes any courses that do not count toward the degree requirements, such as prerequisites.

All courses that count toward the degree are included in the "Completed/Current/Future courses" sections.

As Evaluator, verify all coursework is in accordance with program degree requirements and University degree requirements.

Note: Only the "initiator" (student) can make changes. If any changes are needed, return to student for correction (see page 5, "Disapprove Plan of Study").

Course Summary

Courses to remove deficiencies: 4 credits

Institution	Course	Title	Grade	Semester	Year	Credits
Florida Atlantic University	PCB 3063	Genetics	B+	Summer	2011	4

Completed courses: 15 credits

Institution	Course	Title	Grade	Semester	Year	Credits
Florida Atlantic University	EEL 6935	Tissue Engineering	A	Fall	2011	3
Florida Atlantic University	EEL 6935	Medical Imaging	A-	Fall	2011	3
Florida Atlantic University	BME 5742	Biosystems Modeling & Control	B	Spring	2011	3
Florida Atlantic University	BME 6762	Bioinformatics: Bioengineering P...	A	Fall	2011	3
Florida Atlantic University	BME 5000	Intro to Bioengineering	A	Spring	2011	3

Current courses: 3 credits

Institution	Course	Title	Semester	Year	Credits
Florida Atlantic University	COP 6731	Theory & Impl of database systms	Summer	2012	3

Future courses: 12 credits

Institution	Course	Title	Semester	Year	Credits
Florida Atlantic University	COT 5930	Digital Image Processing	Spring	2013	3
Florida Atlantic University	COT 5930	Medical Information Systems (3credits)			
Florida Atlantic University	T 6930	Wireless Sensor Networds (3credits)			
Florida Atlantic University	BME 6905	Directed Independent Study	Fall	2012	3
Florida Atlantic University	BME 6971	Master's Thesis	Fall	2012	3
Florida Atlantic University	BME 6971	Master's Thesis	Spring	2012	3

Total Courses 11 - Total Credits: 30

Course substitutions: These will show in gray under future course(s). The student had the option to list possible alternatives to a future course, such as when there are multiple options to fulfill elective credits.

Note: The courses listed here are solely entered by the student — The evaluators determine whether these are valid substitutions for degree coursework.

4. RESEARCH COMPLIANCE & SAFETY

Research Compliance and Safety:

If the graduate student answered "Yes" to any of these questions, he/she was directed to a form to certify they have read and understood the requirements for Research Compliance and Safety (see example).

If you judge the student's research may require Research Compliance and Safety but answered "no" for all 3 questions, return to student for correction (see page 5, under "Disapprove Plan of Study").

Research Compliance and Safety

My research involves (or may involve) human or animal subjects for which IRB or IACUC approval and training are required.... **No**

My research involves (or may involve) intellectual property for which FAU may assert its rights to ownership.... **No**

My program of study requires (or may require) Environmental Health and Safety training.... **Yes**

Example of Research Compliance & Safety form (accessible to student only)

Research Compliance and Safety

This form must be submitted to the Graduate College prior to any activity that involves human or animal subjects, intellectual property issues, or environmental health and safety training.

I. Human and Animal Subjects Used in Research
"I certify that I have been advised of the need to fully comply with the requirements that I must follow concerning the rights and welfare of human or animal subjects while pursuing the research for my thesis or dissertation. I further certify that I will complete (or have completed) the required IRB and/or IACUC training, and that I will submit (or have submitted) my IRB and/or IACUC application for review and approval prior to any activity that involves human or animal subjects. I understand that this is the only way in which I may include this type of research in my thesis or dissertation."

II. Intellectual Property
"I certify that I have read and understand that the Intellectual Property Policy (IPP) applies to all students involved in research where appreciable university support has been provided. I understand that I may be involved in research that could result in valuable intellectual property for which the university may assert its rights. I agree to abide by the IPP regarding assignment of intellectual property rights and ownership by the university. In accordance with the IPP, I agree that all records that are generated as a part of my research will remain the property of the university, and upon the completion of my research I will return all such records to the university in an appropriate manner. I agree to disseminate my research findings only in a manner such that it will not affect the university's ability to exercise its intellectual property rights. I agree to obtain appropriate prior consent in the event that I perform duties for another entity other than the university during the pursuit of my research that may result in a dispute regarding intellectual property rights."

III. Environmental Health and Safety
"I certify that I have been advised of the need to fully comply with the requirements that I must follow concerning research involving any or all of the following items: Infectious Agents, Human Blood and Tissue, Recombinant DNA, Radioactive Material, X-Rays or Lasers, Boating and Diving, and Hazardous Chemicals. I further certify that I will complete (or have completed) the required Environmental Health and Safety training prior to conducting research that involves any of the items listed above."

"I certify that I have been advised of the need to fully comply with the requirements that I must follow concerning research involving any or all of the following items: Infectious Agents, Human Blood and Tissue, Recombinant DNA, Radioactive Material, X-Rays or Lasers, Boating and Diving, and Hazardous Chemicals. I further certify that I will complete (or have completed) the required Environmental Health and Safety training prior to conducting research that involves any of the items listed above."

I Certify

5. PETITIONS

Petitions, if applicable, are located under the "Evaluation" section.

If the Plan of Study was flagged for any non-compliance with University Requirements, the issue(s) will display here.

- Review the violation along with the student's written justification.
- Select "Approve" or "Disapprove this petition."
- Add comments/explanations if needed.

Note: Each petition is considered a separate item. Approving or Disapproving one will not affect another.

Disapproving a petition does not automatically disapprove the Plan of Study — that, too, is a separate item (see below).

Evaluation

You are required to evaluate this plan of study and any petitions associated with it. Please approve or disapprove each item and click the "Submit Evaluation" button at the bottom. In order to complete this process, you will need to:

- Approve or disapprove 'Total Credits' petition
- Approve or disapprove this plan of study
- Click the "Submit Evaluation" button

⚠ **Insufficient Credit Hours**   **Petition Required**

Students should consult the portion of the catalog dealing with their chosen program for any special or additional requirements. A minimum of 30 credits is required for any master's degree, 36 credits is required for any specialist degree and 80 credits is required for any doctoral degree.

_Student _Test3 (Student)   8/23/2012

But I have 30 credits, isn't this enough?

Comment (optional)

○ Approve this Petition ○ Disapprove this Petition

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6. APPROVAL/DISAPPROVAL

Finally, select "Approve" or "Disapprove this Plan of Study," then submit.

"Approve" will send the POS to the next level of approval.

"Disapprove" will return to the student for correction.

If disapproving, you will be prompted to provide explanation. Click "Submit" and the Plan of Study will be returned to the student.

📋 **Plan of Study**

You must approve or disapprove this plan of study by making the selection below.

○ Approve this Plan of Study ○ Disapprove this Plan of Study

Submit

To Approve Plan of Study

To return form to student for correction, click "Disapprove Plan of Study"