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.
1: Accessing the POS

To access a student’s Plan of Study:
- Login to MyFAU
- Click “Graduate College tab”
- 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”

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.

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.)

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.

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
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 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”).

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

**Research Compliance and Safety**

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>My research involves (or may involve) human or animal subjects for which IRB or IACUC approval and training are required</td>
<td>No</td>
</tr>
<tr>
<td>My research involves (or may involve) intellectual property for which FAU may assert its rights to ownership</td>
<td>No</td>
</tr>
<tr>
<td>My program of study requires (or may require) Environmental Health and Safety training</td>
<td>Yes</td>
</tr>
</tbody>
</table>

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.”

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**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).

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.

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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

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Petition Required

_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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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

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To Approve Plan of Study  
Submit

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