**MyPOS: Creating the Plan of Study**

**Step 1: General Information**
- To Access form:
  - Login to MyFAU, click on “Graduate College” tab, then select your college.
  - Under your name, click “Plan of Study”
  - Click “General Information”
  - Enter your Major by using the drop-down menus to select college, degree, and major.
  - Enter Anticipated Graduation Term
  - Select Thesis or Non-thesis option (if applicable).

**Step 2: Prerequisites/Courses to Remove De-**
- In this section, enter any courses that do NOT fulfill your degree requirements (such as prerequisites).
  - If none, skip to Step 3.
  - To Enter Courses: Click Add Course”. Enter course prefix, number, and title exactly as it appears on

**Step 3: Courses to Fulfill Degree**
- Enter courses already taken.
  - Type course prefix AND number (example: ECO 6008)
  - Enter course title exactly as it appears on your transcript.
  - Enter grade, semester, year, and number of credits.
  - Repeat for current courses, then future courses.
  - For future courses: enter course substitutions, if applicable.

**Step 4: Research Compliance & Safety**
- Answer the 3 questions concerning your graduate research.
  - If “yes” for any, you will be directed to the Research Compliance & Safety page, with further instruc-

**Step 5: Evaluators**
- Lists the required levels of approval.
  - Select the “Notify me” box if you wish to receive notification emails of each evaluation.

**Step 6: Summary & Submission**
- Review the summary to make sure all information is accurate.
  - Click “Submit for Review” located at bottom.
  - “Sign” your Plan of Study by checking the confirmation box, and click “Submit for Review.”
  - Receive any warnings?
    - The *Compliance Check* section shows you what issues, if any, need to be addressed.
    - If needed, go back to “Courses” section to edit course information.
    - Click “create petition” to provide justification for any non-compliance with University
      Requirements. When finished, click “Submit for Review.”
**To Access the Plan of Study...**

1. Login to MyFAU
2. Click "Graduate College" tab
3. Select your college

Under your name, click "Plan of Study"

**Step 1: General Information**

Click "General Information."

Enter your Major by using the drop-down menus to select college, degree, and major.

- Enter Anticipated Graduation Term
- Select Thesis or Non-thesis option

**Note:** You can exit MyPOS at anytime and return later—log out to save your changes.
STEP 2: PREREQUISITES/COURSES TO REMOVE DEFICIENCIES

Use this section to enter any courses that do NOT fulfill your degree requirements (such as prerequisites). If none, skip to Step 3.

To Enter Courses:
- Click “Add Course”
- Enter course prefix, number, and title exactly as it appears on your transcript.

Example 1: Used to fulfill foreign language requirement, does not count toward graduate degree.

Example 2: Prerequisite course, does not count toward graduate degree.

STEP 3: COURSES TO FULFILL DEGREE

Example of Completed Course List
1. Enter courses already taken.
   - Type course prefix AND number (example: ECO 6008)
   - Enter course title exactly as it appears on your transcript.
   - Enter grade, semester, year, and number of credits.

2. If a transfer course, change the Institution field from FAU to the other college/university.

3. Repeat for current courses, then future courses.

**Future Courses:**
- Enter course prefix, number, and title.

**Course substitutions?**
Example: If the course is an elective and there are two or more electives that you may choose from.

**NOTE:** Enter the course number in this format: XXX 6000

**DOCTORAL STUDENTS:** If applying credits from your master’s degree, select the option, “This course is part of a separate Master's degree.”

1. If you have more than one course substitution, click “Add.”
2. Once all substitutions are entered, click “Add Course and Substitute(s)”
ANSWER THE 3 QUESTIONS CONCERNING YOUR GRADUATE RESEARCH.

If “yes” for any, you will be directed to the Research Compliance & Safety page, with further instructions.

Here you will see the required levels of approval.

Note: Some programs have multiple advisors to choose from. Select your advisor from the provided list.

Select the “Notify me” box if you wish to receive notification emails of each evaluation.

STEP 4: RESEARCH COMPLIANCE & SAFETY

Research Compliance and Safety

Please answer the following questions to the best of your ability considering your current state of degree completion. This form will not be accepted by the Graduate College if any question is left unanswered. If you answer “yes” to any of the questions below, you will be redirected to the Research Compliance and Safety page.

My research involves (or may involve) human or animal subjects for which IRB or IACUC approval and training are required.

- [ ] No
- [x] Yes

My research involves (or may involve) intellectual property for which FAU may assert its rights to ownership.

- [ ] No
- [x] Yes

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

- [ ] No
- [x] Yes

Next...

STEP 5: EVALUATORS

Evaluators

Your Plan of Study will require approvals from all of the evaluators listed below.

Advisor

(Name)

- [x] Notify me when my plan of study has been evaluated at this level

Graduate Program Chair

(Name)

- [x] Notify me when my plan of study has been evaluated at this level

Academic College Dean

(Name)

- [x] Notify me when my plan of study has been evaluated at this level

Graduate College

- [x] Notify me when my plan of study has been evaluated at this level
**Step 6: Summary & Submission**

Review the summary to make sure all information is accurate.

To go back and revise any information, click on the section icon.

To submit your Plan of Study, click on the link at bottom, “Submit for Review.”

If the Submit for Review button does NOT show, see “Compliance Check” (next page).

Then “sign” your Plan of Study by checking the confirmation box, and click “Submit for Review.”

**IMPORTANT:**
Your Plan of Study has not been submitted until you receive this confirmation (green box).

If you receive either of these warnings:

SEE “Compliance Check NEXT PAGE . . .”
After all petitions have been entered, click “submit for review.”

IMPORTANT:
Your Plan of Study has not been submitted until you receive this confirmation (green box).