

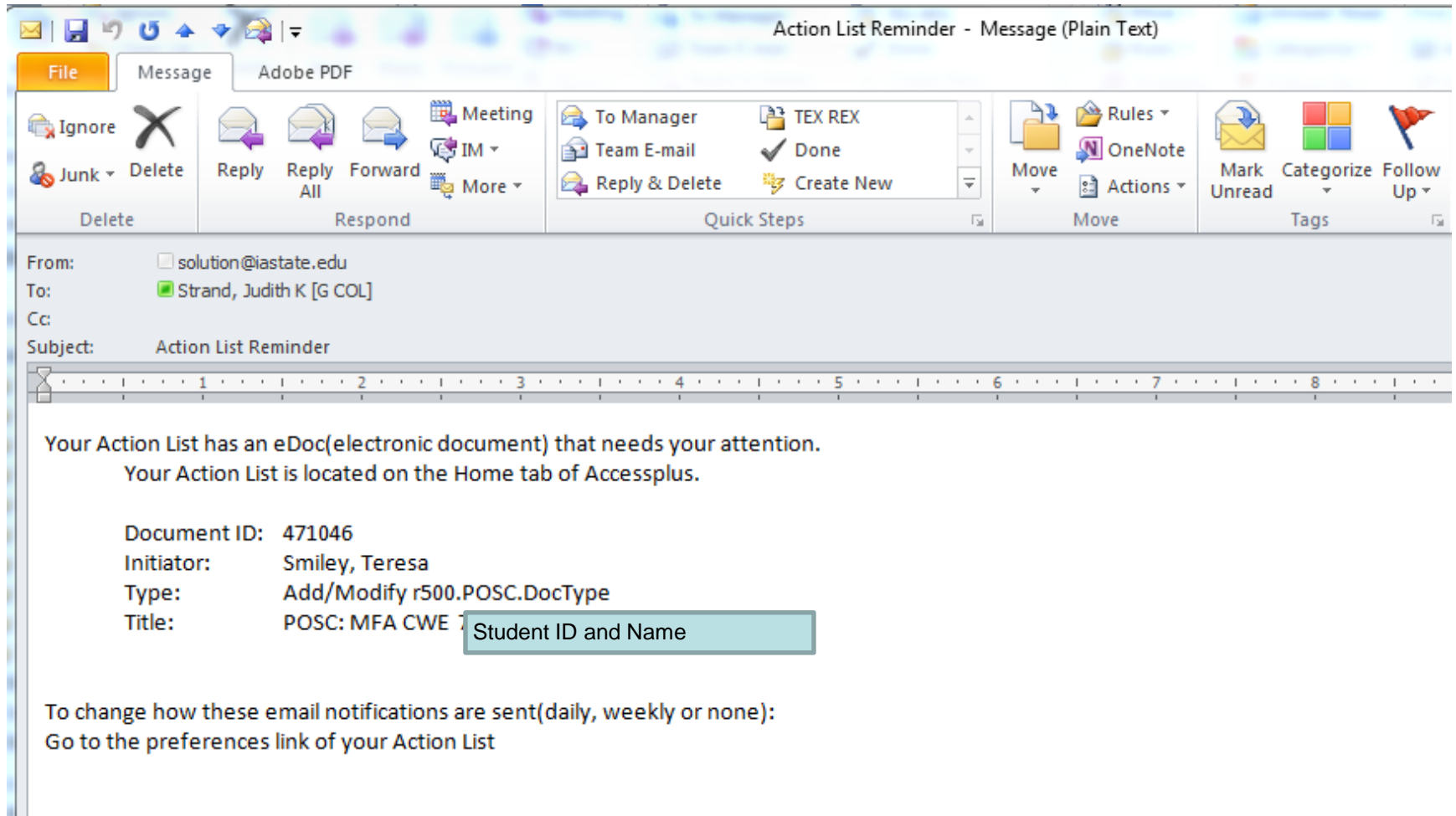
Paperless POSC

What do Graduate Faculty Members need to do?

- Talk to graduate students regarding committee members and classes on POSC.
- Look for an e-mail from “Solution Center” that indicates a POSC form to process.
- Go into AccessPlus. Look at the ‘In basket’, select ‘Kuali Action List.’ If it doesn’t appear on the main page, it can be found on the **uBusiness tab**.
- Review the POSC information. Make comments as needed.
- Approve or disapprove the form. If you disapprove the form, you must write a Reason for Disapproval and sign your name to the message.

Paperless POSC

Faculty/Staff e-mail notification from the Solution Center



Paperless POSC

Faculty/Staff Information AccessPlus – Home or uBusiness tab

A+ ACCESSPLUS
About | Logout

- Alt User
- Emergency Contact
- Favorites Admin
- ISU Alert
- ISU IDs
- Password Admin
- Preferences

A+ Home



Personal Messages

You do not have any personal messages at this time.

System Messages


No System messages found at this time.

Favorites

You can add any AccessPlus page that has the add favorites icon  to your list of favorites by clicking on the  on the application bar.

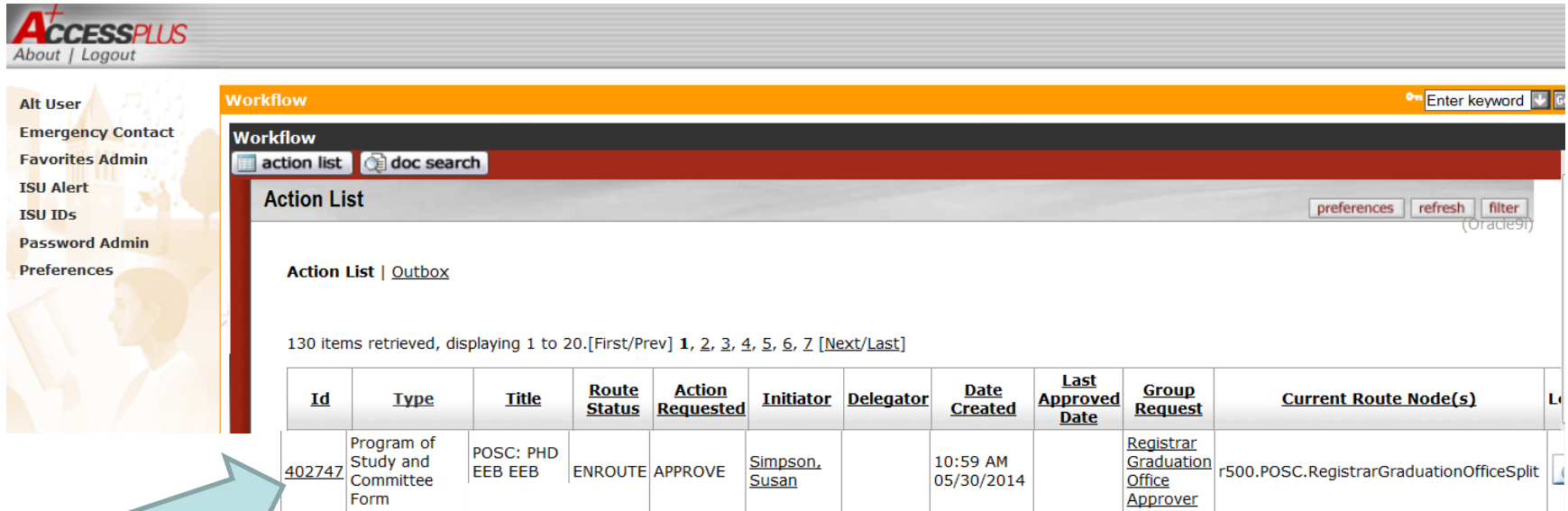
In Basket

Kuali Action List (130)



Test
rice config

Action List



ACCESSPLUS
About | Logout

Alt User
Emergency Contact
Favorites Admin
ISU Alert
ISU IDs
Password Admin
Preferences

Workflow Enter keyword

Workflow
[action list](#) [doc search](#)

Action List preferences refresh filter
(Oracle9i)

Action List | [Outbox](#)

130 items retrieved, displaying 1 to 20. [\[First/Prev\]](#) [1](#), [2](#), [3](#), [4](#), [5](#), [6](#), [7](#) [\[Next/Last\]](#)

<u>Id</u>	<u>Type</u>	<u>Title</u>	<u>Route Status</u>	<u>Action Requested</u>	<u>Initiator</u>	<u>Delegator</u>	<u>Date Created</u>	<u>Last Approved Date</u>	<u>Group Request</u>	<u>Current Route Node(s)</u>	<u>L</u>
402747	Program of Study and Committee Form	POSC: PHD EEB EEB	ENROUTE	APPROVE	Simpson, Susan		10:59 AM 05/30/2014		Registrar Graduation Office Approver	r500.POSC.RegistrarGraduationOfficeSplit	

Click on the ID number to bring up the student's form.

The form will take about 30 seconds to load. It seems like a long wait.

Paperless POSC

POSC Approval Form

	Document Type Name:	r500.POSC.DocType
	Document Status:	ENROUTE
	Create Date:	02:28 PM 09/19/2014
	Document ID:	474197

Editing Document

** Questions with an asterisk are required.

This is a very large form and may require more time to fully load.

Iowa State University POSC	Program of Study Committee Form		
Name	Student name		
University ID	Student ID		
Current Graduate Degree			
Degree Sought	MA		
Prev ISU Grad Degree			
	Dept	Major Cd	Area of Specialization
1st Major	ENGL	TESL	TLIT
Co-Major			
	Dept	Minor	
1st Minor			
2nd Minor			
Modify Degree Program (if you need to change your degree program or home department contact the Graduate College)			
Degree Sought	MA		
Options	Non-Thesis		
	Dept	Major and Area of Specialization	
1st Major	English	Teaching Engl as a Secd Lang/Applied Linguistics - Literature in	
Co-Major			
	Minor		
1st Minor			
2nd Minor			
Expected Completion Dates			
Expected Graduation Term		Spring	2015

Committee					
Action	Name	Email Address	Majors	Role	Outside Member
Add	SLATER TAMMY JAYNE ANNE	tslater@iastate.edu	APL , LING , TESL	Major Professor	<input type="checkbox"/>
Add	HEGELHEIMER VOLKER H	volkerh@iastate.edu	APL , BRT , LING , TESL	Committee Member	<input type="checkbox"/>
Add	NIDAY DONNA MAE	dniday@iastate.edu	ENGL	Committee Member	<input checked="" type="checkbox"/>

Student Comments

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Program of Study

Courses taken as an undergraduate

Action	Dept	Course	Course Title	Credit	Term	Year	Grade	Expiration Year
Total Undergraduate Credits:				0.0				

Courses taken as an undeclared graduate student

Action	Dept	Course	Course Title	Credit	Term	Year	Grade	Expiration Year
Add	ENGL	511	INTR LINGUIST ANALY	3.0	Fall	2010	A	2017
Total Graduate Credits:				3.0				

Transfer Courses

Action	Institution	Dept	Course	Course Title	Credit	Term	Year	Grade	Expiration Year
Total Transfer Credits:					0.0				

Courses taken (or to be taken) as a degree seeking graduate student

Action	Dept	Course	Course Title	Credit	Term	Year	Grade	Expiration Year
Add	ENGL	500	PROSEM:CHNG COMPOS	3.0	Fall	2013	A	2020
Add	ENGL	510	INTR CPRS APPL LING	3.0	Fall	2013	A	2020
Add	ENGL	518	TESL METHODS MATERIALS	3.0	Fall	2013	A	2020
Add	ENGL	514	SOCIOLINGUISTICS	3.0	Spring	2014	A	2021
Add	ENGL	519	2ND LANGUAGE ASSESSM	3.0	Spring	2014	A	2021
Add	ENGL	531	TOPICS STUDY OF LIT	3.0	Summer	2014	A	2021
Add	ENGL	512	2ND LANGUAGE ACQUIS	3.0	Fall	2014		2021
Add	ENGL	521	TCHG LIT- LIT CURR	3.0	Fall	2014		2021
Add	ENGL	537	ADV GRAMMATCL ANALYS	3.0	Fall	2014		2021
Add	ENGL	599	CREATIVE COMPONENT	3.0	Spring	2015		2022
Total Degree Credits:				30.0				

Research Credits

Action	Dept	Course	Course Title	Credit	Term	Year	Grade	Expiration Year
Total Research Credits:				0.0				

Required Hours:

30.0

Total Credits:

33.0

Comments to Student (Will be included in the Approve/Disapprove email to students.)

--	--

Supporting Materials

Use the Create Note box below to attach supporting materials to your request. Notes may be added with or without attachments. Click the red 'save' button on the right.

Create Note			
Author	Date	Note	Action
Strand, Judith	09/25/2014		<input type="button" value="save"/>
		Attach document	
		View attachments	

r500.POSC.RegistrarGraduationOfficeSplit

Paperless POSC

How do you approve?

- Save allows you to save the form/comments and come back to it.
- Approve sends the form on to the next approver. The choices at on the bottom of the form go away.
- Disapprove goes back to the student.
- Return to previous goes back to a previous approver (not the student).

Before approval



Create Note			
Author	Date	Note	Action
Strand, Judith	09/22/2014	<div><div></div><div>Attach document View attachments</div></div>	<div>save</div>

View Notes			
Author	Date▼	Note	Action
Slater, Tammy	09/22/2014 09:32 AM	See Dr. Gray's note.	<div>edit delete</div>
Gray, Bethany	09/19/2014 02:23 PM	Student also needs to take English 220 in Spring 2015 in order to meet the degree pre-requisites.	<div>edit delete</div>

save approve disapprove return to previous

r500.POSC.RegistrarGraduationOfficeSplit▼

Notes in the lower section will not be seen by students.

After approval



Supporting Materials
Use the Create Note box below to attach supporting materials to your request. Notes may be added with or without attachments. Click the red 'save' button on the right.

Create Note			
Author	Date	Note	Action
		<div><div></div><div>Attach document View attachments</div></div>	<div>save</div>

Paperless POSC

Graduate Student Status Page in Access Plus

Browse

Name Browse
TCE Browse

Display

Class Schedule
Degree Audit
DegreeAuditAdj
► **Grad Stndt Status**
Grade Report
Student Info
Internal Transcript
Academic Interventn
Graduation Status

Admissions

Name Browse Admsn
Admission Info
Admission Notice
Transfer Credit Eval

Advising Services9

Advising Services9

Student ID ID Type Student Name
..... University ID ▾ [REDACTED]

Record Found

Graduate Student Status

[REDACTED]

Required to Apply for Graduation

All the items below need to be done before Applying for Graduation.

Status	OK
Admission Type	OK - Full
GPA	OK - 4.00
Met English Requirement	OK - Pass
POSC Approved	Must complete POSC
Graduation Application Submitted	NO - Not submitted

[Apply for Graduation](#)

Alerts

None

Department, Major, and Minor Information

Major: Information Systems
Department: Supply Chain and Information Systems
Degree Currently Sought: Master of Science

Thesis: Not determined
Credits Earned in Graduate Status: 15.00
First Registered: Spring 2011
Last Term Registered: Spring 2016

Required to take Final Exam

All the items below need to be done before Applying for your Final Exam.

GPA of at least 3.00	OK - 4.00
Currently Registered	NO
Incompletes, Non Reports & Fs on Transcript	OK
C or above on POSC	OK
Completed or Enrolled in POSC Courses	Must complete POSC
No Overage Courses on POSC	Must complete POSC
POSC Approved	Must complete POSC

Final Oral Exam Scheduled NO - Not yet scheduled

Final Graduation Checks

Report of Final Oral	NO - Not yet scheduled
Conditions on Final Oral Removed	OK
Graduation Approval Form Submitted	NO

POSC

[My POSC Form](#) [My Program Audit](#)

Committee Members

Not yet determined

Career Development Tools

[Professional Development](#)
[Individual Development Plan](#)
[ISU Career Services](#)

If any of the requirements for Final Exam have not been met, Graduation can be canceled.

Paperless POSC

Program of Study Committee Form

/POSC Form

Name [Click here for Grad Student Handbook](#)
University ID

Current Graduate Degree Information (if you need to change your degree program contact the Graduate College)

Degree Sought MS
Prev ISU Grad Degree
Dept EEB Major Cd EEB Area of Specialization

1st Major
Co-Major
GPIDEA

1st Minor
2nd Minor

Current Degree Program (if you need to change your degree program contact the Graduate College)

Degree Sought MS
Options Non-Thesis
Dept Ecology and Evolutionary Biology Major and Area of Specialization Ecology and Evolutionary Biology - No area of specialization
Co-Major
Minor
1st Minor
2nd Minor

Expected Completion Dates

Expected Graduation Term Fall 2013

Committee

Action	Name	Email Address	Majors	Role	Outside Minor Member Rep
Approved	MCDONALD CAROL GRIFFIN	cgmcdon@iastate.edu	ANALC, EEB, FCS, HD FS,	Major Professor	
Approved	SIMPSON SUSAN ANNETTE	sassimp@iastate.edu	EEB,	Major Professor	
Approved	CALSYN CYNTHIA JEAN	cscalsy@iastate.edu		Committee Member	
Approved	HUGHES TODD A	thughes@iastate.edu		Committee Member	

Add

Additional Comments

Program of Study

Courses taken as an undergrad

Action	Dept	Course	Course Title	Credit	Term	Year	Grade	Expiration Year
Add	Total Undergrad Credits: 0							

Courses taken as an undeclared graduate student

Action	Dept	Course	Course Title	Credit	Term	Year	Grade	Expiration Year
Add	Total Graduate Credits: 0							

Transfer Courses

Action	Institution	Dept	Course	Course Title	Credit	Term	Year	Grade	Expiration Year
Add	Total Transfer Credits: 0								

[Attach Document](#)

[View Attachments](#)

Courses taken (or to be taken) as a degree seeking graduate student

Action	Dept	Course	Course Title	Credit	Term	Year	Grade	Expiration Year
Approved	EEB	511	FOUND ECO&EVOL BIOL	4		2011	A	2017
Approved	STAT	534	ECOLOGICL STATISTICS	3		2011	A	2017
Approved	EEB	698	SEMINAR	1		2012	A	
Approved	EEOB	578X	FOUND THEOR ECO&EVO	3		2012	A	
Approved	STAT	406	ST MTH SPATIAL DATA	3		2012	A	
Approved	EEOB	570	LANDSCAPE ECOLOGY	3		2012	A	
Approved	EEB	585	EXTENDED FIELD TRIP	2	Spring	2013	A	
Approved	EEB	585	EXTENDED FIELD TRIP	2		2013	A	
Approved	EEOB	577X	CNCPT THEOR ECO&EVO	1	Spring	2013	A	
Approved	NREM	590A	SPL TOPCS ANIML ECO	2	Spring	2013	A	
Add	Total Degree Credits: 24							

Research Credits

Action	Dept	Course	Course Title	Credit	Term	Year	Grade	Expiration Year
Approved	EEB	699	RESEARCH	2		2011	A	2017
Approved	EEB	699	RESEARCH	2		2012	A	
Approved	EEB	699	RESEARCH	3		2012	A	
Approved	EEB	699	RESEARCH	4		2013	A	
Approved	EEB	699	RESEARCH	2		2013	A	
Approved	EEB	699	RESEARCH	9		2013	A	
Add	Total Research Credits: 22							

Required Hours: 30

Total Credits: 46

Save Validate Form Submit for Approval

POSC Routing Process (signatures)

- Student
- Department (FYI)
- Major Professor
- Committee Members
- DOGE
- Graduate College
- Automatically updates Access Plus and ADIN



Paperless POSC

POSC Routing Log

Route Log

ID: 404797 [▼ hide](#)

Title	POSC: MS EEB EEB 582666084		
Type	Program of Study and Committee Form	Created	10:32 PM 06/30/2014
Initiator	H	Last Modified	10:10 AM 07/01/2014
Route Status	FINAL	Last Approved	10:07 AM 07/01/2014
Node(s)	r500.POSC.MajorFinalFYISplit	Finalized	10:10 AM 07/01/2014

Actions Taken [▼ hide](#)

	Action	Taken By	For Delegator	Time/Date	Annotation
	SAVED	Hannover, Nathan		10:32 PM 06/30/2014	
▶ show	COMPLETED	Hannover, Nathan		10:32 PM 06/30/2014	Document Routed from AccessPlus /R500/GC880.jsp
▶ show	APPROVED	Simpson, Susan		08:12 AM 07/01/2014	
▶ show	APPROVED	McDonald, Carol		08:27 AM 07/01/2014	
▶ show	APPROVED	Simpson, Susan		08:29 AM 07/01/2014	
▶ show	APPROVED	Simpson, Susan		08:30 AM 07/01/2014	
▶ show	APPROVED	Hughes, Todd		08:31 AM 07/01/2014	
▶ show	APPROVED	Simpson, Susan		08:33 AM 07/01/2014	
▶ show	APPROVED	Simpson, Susan		10:07 AM 07/01/2014	
▶ show	FYI	McDonald, Carol		10:58 AM 07/02/2014	

Pending Action Requests [▼ hide](#)

Routing Log will appear in the top portion of the student's My POSC page when form is in routing.

After the form is approved, the routing log will disappear.

POSC Audit

- Student/major professor/staff will have access to approved POSC
- Graduate Student Status Page in AccessPlus – MY PROGRAM AUDIT
- Color alerts
- Links to make changes

Browse
Name Browse
TCE Browse
Display
Class Schedule
Degree Audit
Degree Audit Adj
Grad Student Status
Grade Report
Student Info
Internal Transcript
Academic Interventn
Graduation Status
Admissions
Name Browse Admsn
Admission Info
Admission Notice
Transfer Credit Eval

Advising Services9

Advising Services9

Student ID ID Type Student Name
..... University ID ▾ [REDACTED]

Action completed normally

Program Audit

Name: [REDACTED]
Program: MS HCI
Status: POSC approved May 27, 2015.

Graduate Program of Study (Courses taken at Iowa State University)

Dept	Course Number	Course Title	Planned Credits	Credits Completed	Grade	Planned Year	Year Completed	Approved Until	Status
HCI	574	COMPUT IMPL&PROTYP	3	3	A	S2014	S2014	2021	Complete
HCI	591	SEM HUMN CPR NTRACT	1	1	S	S2014	S2014	2021	Complete
HCI	521	COGNI PSY HUMN&CPTR	3	3	A	F2014	F2014	2021	Complete
HCI	591	SEM HUMN CPR NTRACT	1	1	S	F2014	F2014	2021	Complete
JL MC	574	COMM TECH&SOC CHANG	3	3	A-	F2014	F2014	2021	Complete
STAT	332	VISUL CMM QNTV INFO	3	3	A	F2014	F2014	2021	Complete
Subtotal Credits			14.0	14.0					

Research Credits (699 Only)

Dept	Course Number	Course Title	Planned Credits	Credits Completed	Grade	Planned Year	Year Completed	Approved Until
HCI	699	RESEARCH	2	2	S	S2014	S2014	2021
HCI	699	RESEARCH	2	2	S	12014	12014	2021
HCI	699	RESEARCH	2	2	S	F2014	F2014	2021
HCI	699	RESEARCH	9	9	S	S2015	S2015	2022
HCI	699	RESEARCH	2	2	S	F2015	F2015	2022
Subtotal Research Credits			17.0	17.0				

Total Credits Completed: 31
Total Planned Credits (POSC, Transfer, and Research): 31
Total Credits Required for Degree: 30

POSC Key

Course on POSC taken and appropriate grade earned.	Green
Incomplete or appropriate grade not earned. Class may need to be retaken or removed from POSC.	Red
Class taken more than 7 years ago. May not be applied to POSC without approval.	Orange
Class not taken during anticipated semester. Will still need to be taken.	Yellow
Currently attending class	Blue
Classes not taken yet	White

Where can students go for online help?

✓ Graduate College/Current Students/Program of Study (POSC)

<http://www.grad-college.iastate.edu/posc/>

The screenshot shows the Iowa State University Graduate College website. The header is red with the university name and a search bar. Below the header is a navigation bar with links: Prospective Students, Current Students, Faculty and Staff, Postdocs, Diversity, and Graduate Programs. The main content area is titled "Program of Study and Committee" and contains several sections: "Who needs to file a POSC?", "I am in a certificate program. What do I need to file?", "I am a double degree student. What do I need to do?", and "I am a concurrent student. What do I need to do?". A sidebar on the left lists links: POSC Home, Help, Help Video, Student Training Video, Help Notes - Faculty, Help Notes - Students, and Help Notes - Staff.

IOWA STATE UNIVERSITY
Graduate College

Search the Graduate College

Prospective Students ▾ Current Students ▾ Faculty and Staff ▾ Postdocs ▾ Diversity ▾ Graduate Programs

Program of Study and Committee

Who needs to file a POSC?
All Ph.D. and master's graduate students will need to submit an online POSC. Early selection of a major professor, appointment of a committee, and development of a program of study are very important. It is recommended that the committee be formed as early as the second semester of graduate study.

I am in a certificate program. What do I need to file?
If you are earning a certificate, you will need to complete a Certificate Program of Study. This is a paper form available on the Graduate College website. Do not submit the online POSC.

I am a double degree student. What do I need to do?
A double degree student will need to file one program of study form and one committee form for both the degrees. These are paper forms that can be found on the Graduate College website. The same deadlines will need to be followed that are used for the online POSC process.
Double degree students are completing two differently named master's degrees for two diplomas at the same time. The final project must integrate subject areas from both departments.

I am a concurrent student. What do I need to do?

POSC Home >
Help >
Help Video >
Student Training Video >
Help Notes - Faculty >
Help Notes - Students >
Help Notes - Staff >

Questions



Contact Natalie Robinson, nbr@iastate.edu or Judy Strand, jstrand@iastate.edu

[Graduate College POSC Powerpoint.](#)