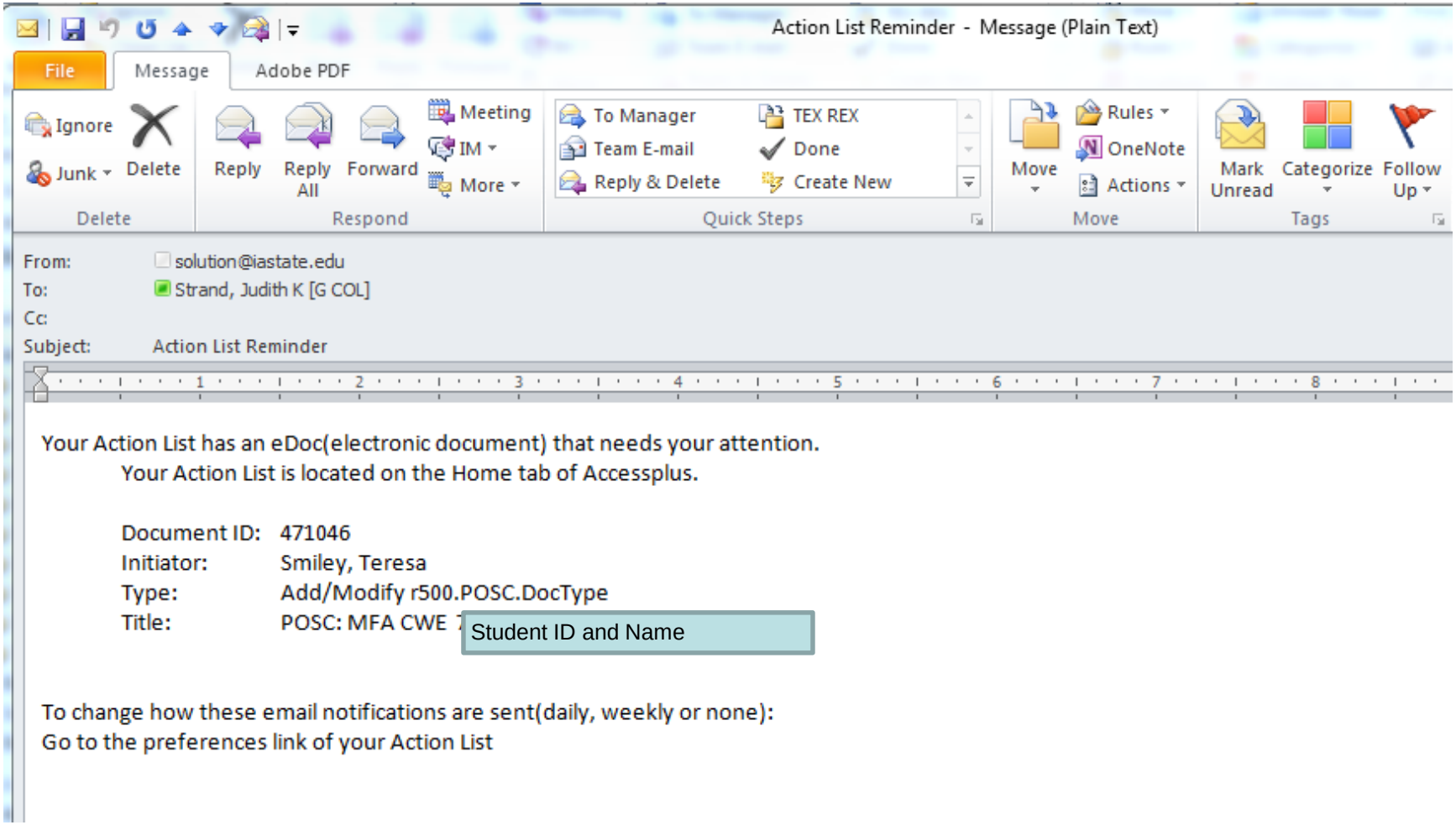
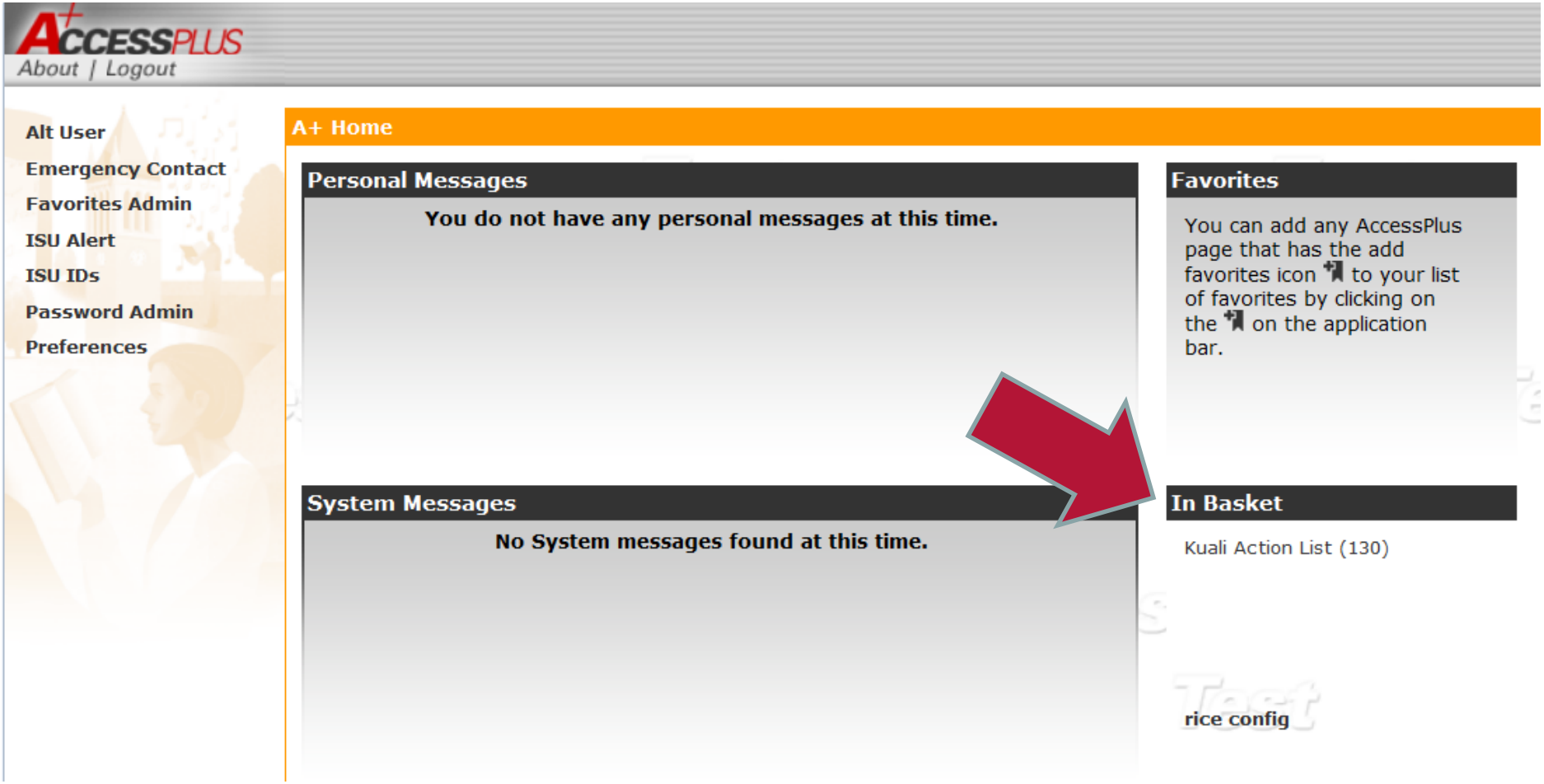
What do Graduate Faculty Members need to do?

- 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.

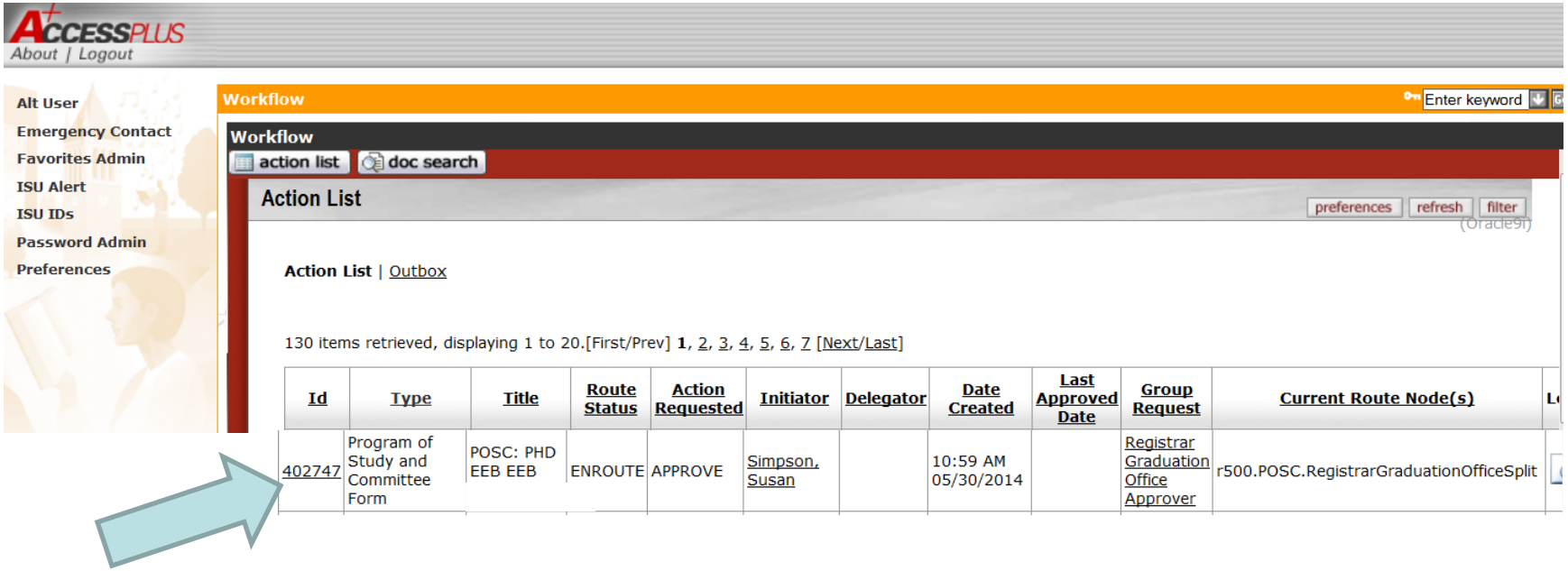
Faculty/Staff e-mail notification from the Solution Center



Faculty/Staff Information
AccessPlus – Home or uBusiness tab



Action List



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

workflow

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

Student name
Student ID

Name
University 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 Scnd 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	Minor Rep
Add	SLATER TAMMY JAYNE ANNE	tslater@iastate.edu	APL , LING , TESL	Major Professor		
Add	HEGELHEIMER VOLKER H	volkerh@iastate.edu	APL , BRT , LING , TESL	Committee Member		
Add	NIDAY DONNA MAE	dniday@iastate.edu	ENGL	Committee Member	☑	

Student Comments

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:TCHNG COMPOS	3.0	Fall	2013	A	2020
Add	ENGL	510	INTR CPRS APPL LING	3.0	Fall	2013	A	2020
Add	ENGL	518	TESL METHDS MATERLS	3.0	Fall	2013	A	2020
Add	ENGL	514	SOCIOLINGUISTICS	3.0	Spring	2014	A	2021
Add	ENGL	519	2ND LANUAGE 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 ANLYS	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

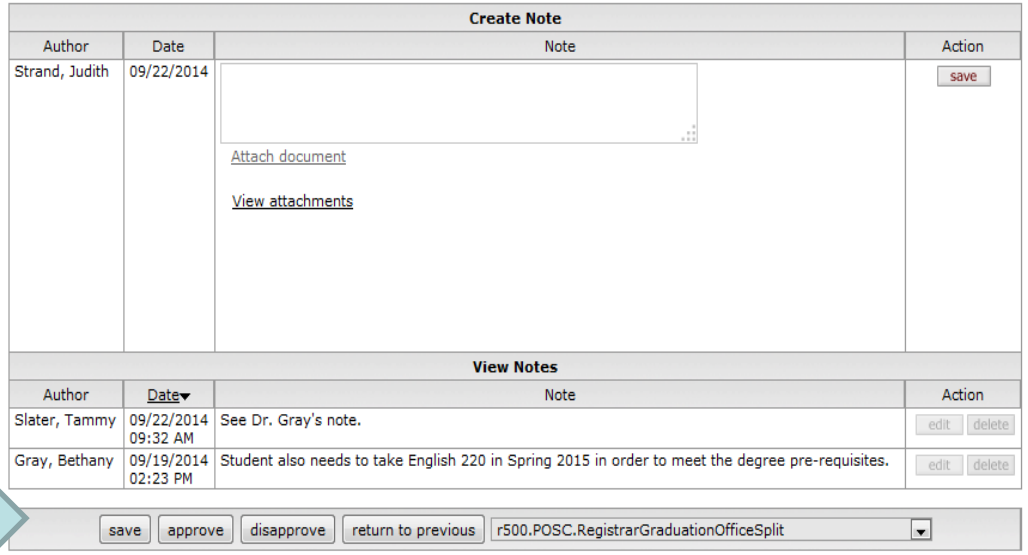
Author	Date	Note	Action
Strand, Judith	09/25/2014	Attach document View attachments	save

save | approve | disapprove | return to previous | r500.POSC.RegistrarGraduationOfficeSplit

How do you approve?

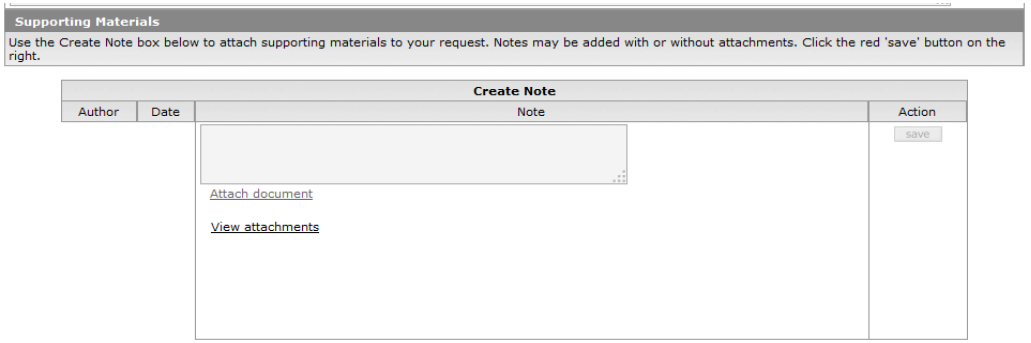
- Save allows you to save the form/comments and come back to it.
- Approve sends the form on to the next approver. The choices at on the bottom of the form go away.
- Disapprove goes back to the student.
- Return to previous goes back to a previous approver (not the student).

Before approval



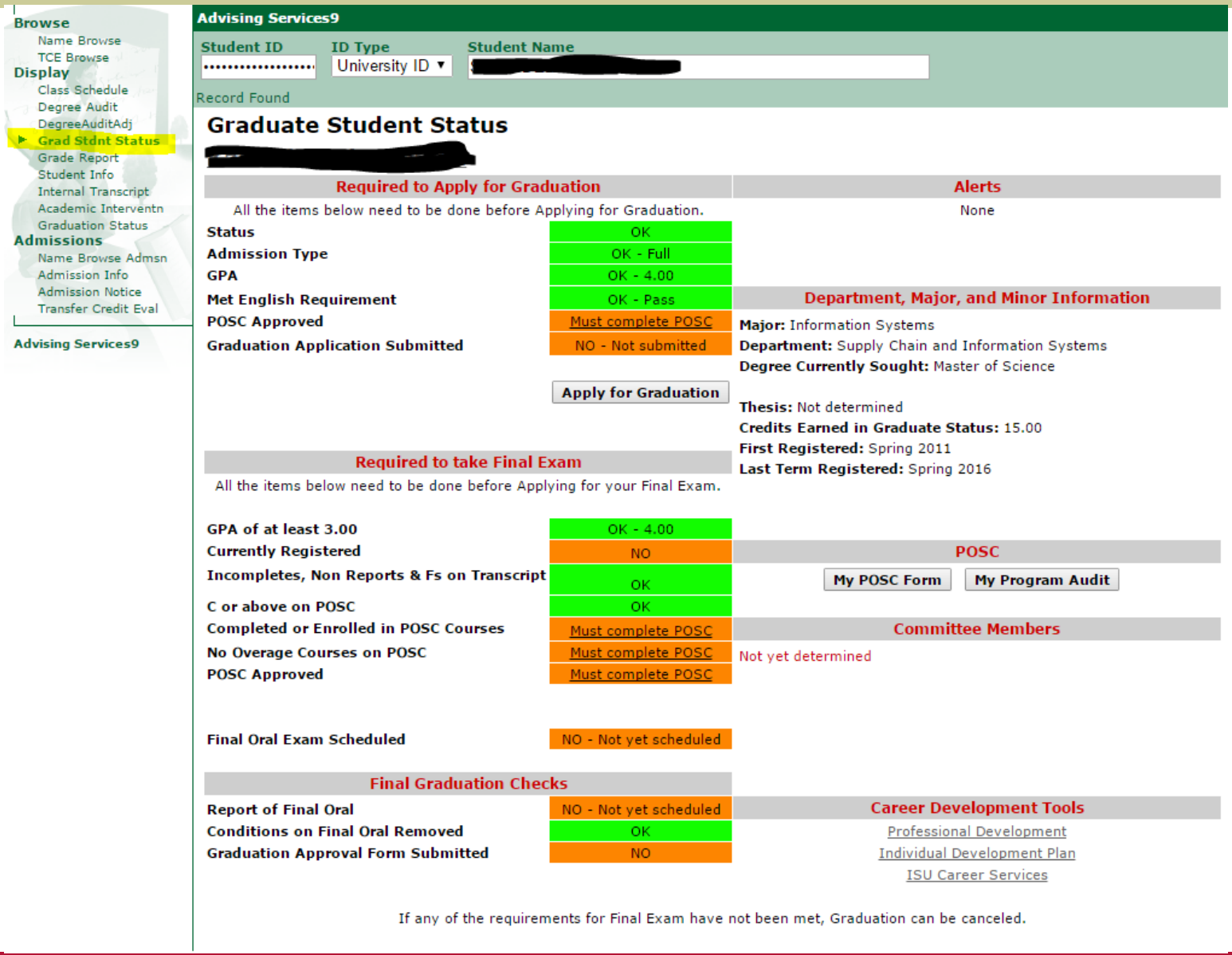
Notes in the lower section will not be seen by students.

After approval



Paperless POSC

Graduate Student Status Page in Access Plus



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	Major Cd	Area of Specialization
1st Major	EEB	EEB	
Co-Major			
GPIDEA			

Minor

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	Major and Area of Specialization
1st Major	Ecology and Evolutionary Biology	Ecology and Evolutionary Biology - No area of specializatio
Co-Major		

Minor

1st Minor

2nd Minor

Expected Completion Dates

Expected Graduation Term Fall 2013

Committee

Action	Name	Email Address	Majors	Role	Outside Member	Minor 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 STATISTCS	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

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

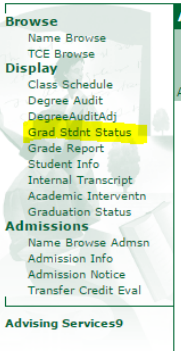
	Action	Taken By	For Delegator	Time/Date	Annotation
	SAVED	Hannover, Nathan		10:32 PM 06/30/2014	
show	COMPLETED	Hannover, Nathan		10:32 PM 06/30/2014	Document Routed from AccessPlus /R500/GC880.jsp
show	APPROVED	Simpson, Susan		08:12 AM 07/01/2014	
show	APPROVED	McDonald, Carol		08:27 AM 07/01/2014	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



Advising Services9

Student ID [redacted] ID Type University ID ▾ Student Name [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 IMPLE&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

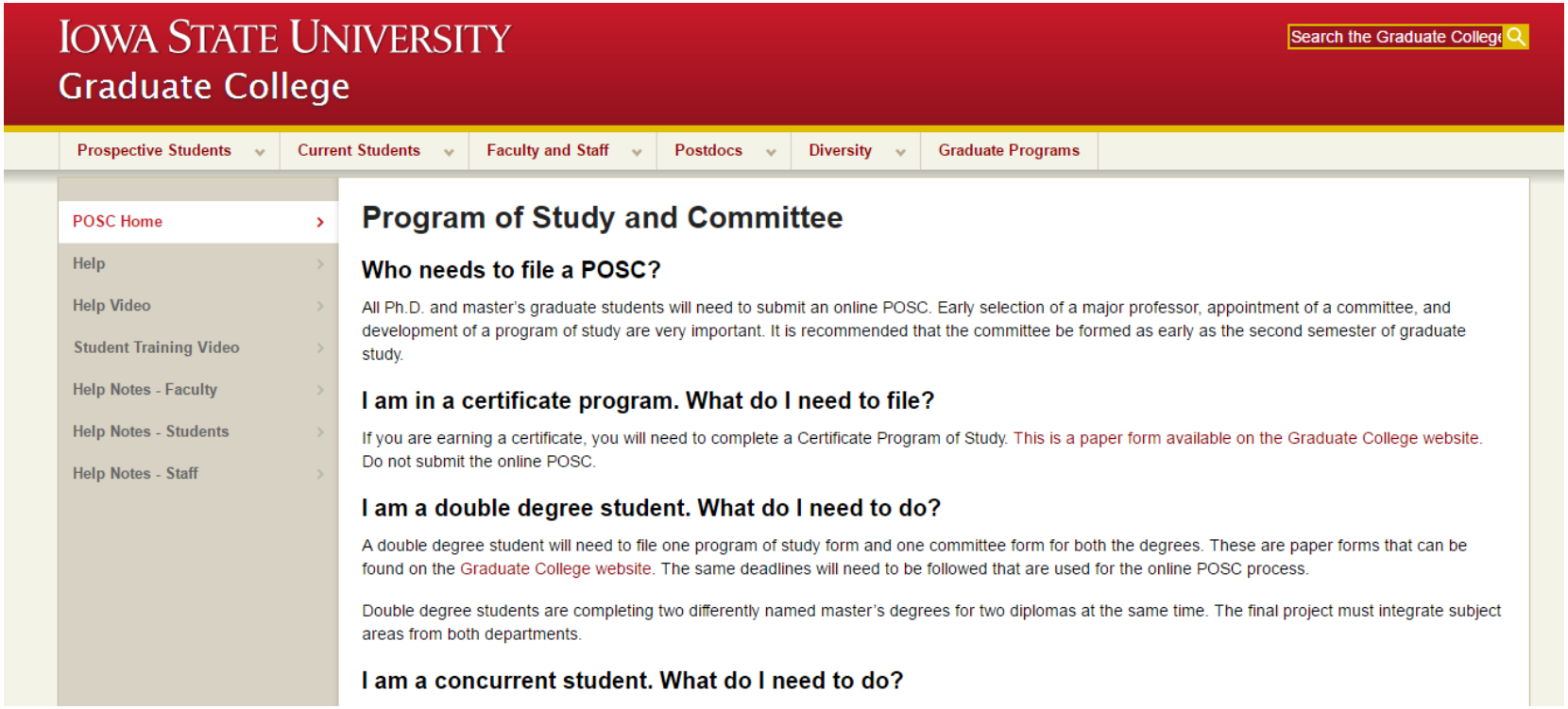
POSC Key

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/



Questions

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

Graduate College POSC Powerpoint.