

COMPLETING A PROGRAM OF STUDY REVISION

Complete a Program of Study Revision

(We strongly recommend that students contact their GPC for assistance
with revising their POS)

Before you start...

- **The Graduate School strongly recommends that students contact their Graduate Program Coordinator (GPC) for assistance with their Program of Study (POS) Revision.**
 - If you do not know who your GPC is, please refer to the GPC list <http://rgs.usu.edu/graduateschool/degree/gpc-contacts/>.
- The Graduate School will review the previously approved POS with the POS Revision to the student's USU transcript and policies outlined in the USU Catalog http://catalog.usu.edu/preview_entity.php?catoid=12&ent_oid=998&returnto=portfolio&in_portfolio=1.
 - The Graduate School does not audit or manage the DegreeWorks reporting, which is displayed on the main page (Worksheet page). This information is managed by the department. It is not required to be 100% accurate. Departments have the option to use this feature—check with individual department if they use it.

Step #1: Do I need to file a POS Revision?

YES

- You must already have a signed Program of Study on file.
- If you have changed the credit amounts on courses listed on your POS.
- If you have taken different courses than what is listed on your POS.

NO

- If you do not have a signed Program of Study on file, you will not submit a revision. You will submit the initial POS for approval.
- If you decide to take courses NOT on your POS that are not part of your degree requirements:
 - Ex. USU 6900 (research integrity); ITLS, IELI, INST 7920 (college teaching seminar); 6990/7990 (cont. grad. adv.)

Step #2: Login and Select Edit View

- Login to DegreeWorks in Access Banner <http://banner.usu.edu>.
- Please refer to Step #1 in the "Entering a POS in DegreeWorks" tutorial.
- Click on "Plans" tab, "List of Plans" will appear.
- Click on entered Plan to highlight blue.
 - If you are not sure, move your cursor over the plan. You will see it change colors.
- Click on "View: Select", a dropdown box will appear.
- Select "Edit", Edit View will take a moment to load.

Edit the Entered Plan

The screenshot shows the Banner DegreeWorks interface. At the top, there are navigation links: "Back to Self-Service", "Help", "Print", and "Template Management". Below these are search and filter options for Student ID, Degree (MFSQ), Major (MFSQ), Class Rank (Graduate), Last Audit (12/22/2015), and Last Refresh (Today at 4:14 am). The main navigation tabs include "Worksheets", "Planner", "Plans", "Notes", "Exceptions", and "GPA Calc". The "Plans" tab is active, showing a "List of plans" table. The table has columns for Description, Active, Modified, Who, and Degree. The first row is highlighted in blue, indicating it is the selected plan. A red arrow labeled '1' points to the "Plans" tab. A red arrow labeled '2' points to the "MFSQ" plan in the table. A red arrow labeled '3' points to the "View: Select" dropdown menu, which is open and showing options like "Select", "Audit", "Calendar", "Edit", and "Notes".

Students do not have the ability to edit their "locked" Plan, please contact GPC.

Edit Courses

Step #3: Edit Courses

- Click on course to be deleted to highlight blue.
- Click "-" icon to delete course.
- Use Drag and Drop method to add new course to the appropriate semester.
- **Please check ALL credit amounts!** Sometimes DegreeWorks will automatically enter a different amount.
- Repeat steps for all edits.

The screenshot displays the DegreeWorks Student Planner interface for a Master of Social Work degree. The interface includes a navigation bar with tabs for Worksheets, Planner, Plans, Notes, Exceptions, and GPA Calc. The main area shows a list of courses with columns for Tracking, Critical, Course Requirement, Credits, Minimum Grade, Campus, and Delivery. A table of course requirements is visible, with the row for SW 6400 highlighted in blue. A red arrow labeled '1' points to the SW 6400 row, and another red arrow labeled '2' points to the minus sign icon in the right margin of that row. The right sidebar shows a list of available courses, and the bottom of the screen contains a disclaimer and a footer with copyright information.

Tracking	Critical	Course Requirement	Credits	Minimum Grade	Campus	Delivery	MS
On-Track	<input type="checkbox"/>	SW 6100	3.0	None	None	None	
On-Track	<input type="checkbox"/>	SW 6400	4.0	None	None	None	
On-Track	<input type="checkbox"/>	Spring 2016	Total Credits: 8.0				
---	<input type="checkbox"/>	Summer 2016	Total Credits: 6.0				
---	<input type="checkbox"/>	Fall 2016	Total Credits: 9.0				
---	<input type="checkbox"/>	Spring 2017	Total Credits: 9.0				
---	<input type="checkbox"/>	Summer 2017	Total Credits: 6.0				

Save Edited Plan

Step #4: Save your Edits

- Once all updates being used for the Program of Study revision are entered in, click "Save".
- **Please check to make sure the courses and credits are correct.**

The screenshot shows a student planning interface for a '3 Yr Masters in Social Work' program. The interface includes a top navigation bar with 'Back to Self-Service', 'Help', 'Print', and 'Template Management'. Below this is a header section with 'Worksheets', 'Planner', 'Plans', 'Notes', 'Exceptions', and 'GPA Calc'. The main area displays a 'Student Planner' for a '3 Yr Masters in Social Work' program. It shows a list of courses for each term (Fall 2014, Spring 2015, Summer 2015, Fall 2015, Spring 2016) with columns for 'Tracking', 'Critical', 'Course Requirement', 'Credits', 'Minimum Grade', 'Campus', 'Delivery', and 'Notes'. A 'Still Needed' sidebar on the right lists various courses like Accounting (ACCT), Aerospace Studies (AS), and Anthropology (ANTH). A red arrow points to the 'Save' button at the bottom right of the interface.

Term	Total Credits	Course	Credits	Minimum Grade	Campus	Delivery
Fall 2014	6.0					
Spring 2015	6.0					
Summer 2015	3.0					
Fall 2015	7.0	SW 6200	3.0	None	None	None
Spring 2016	8.0	SW 6100	3.0	None	None	None
		SW 6400	4.0	None	None	None
		SW 6150	3.0	None	None	None
		SW 6450	5.0	None	None	None

Plans tab: Calendar View

Step #5: View Saved Plan

- Click on "View: Select", a dropdown box will appear.
- Select "Calendar" (Calendar View will take a moment to load).
- **Please check to make sure the courses and credits are correct.**

The screenshot displays the 'Plans tab: Calendar View' interface. At the top, there are navigation tabs: 'Worksheets', 'Planner', 'Plans', 'Notes', 'Exceptions', and 'GPA Calc'. The 'Plans' tab is active. Below the tabs, there is a 'Student Planner for:' field with a dropdown menu set to 'Select'. A red arrow labeled '1' points to this dropdown menu, which is open, showing options: 'Select', 'Audit', 'Calendar', 'Degree Edit', and 'Notes'. The 'Calendar' option is selected. Below the dropdown, there is a 'List of plans' table with columns: 'Description', 'Active', 'Modified', and 'Who'. The first row shows 'MFSQ' with 'Active' set to 'Y' and 'Modified' set to '11/11/2015'. Below the table, there are buttons for 'New Plan' and 'Delete'. At the bottom of the screenshot, the 'MS Plan A - Water Engineering' details are shown. The 'View' dropdown is set to 'Calendar'. The details include: 'Active: Yes', 'Status: LOCKED', and 'Tracking Status: On-Track'. Below this, the '2013-2014' academic year summary is shown, including a table of courses. A red arrow labeled '2' points to the table.

2013-2014		
On-Track	Fall 2013, Total Credits: 6.0	
On-Track	CEE 6900	3.0
On-Track	CEE 6970	3.0

Step #6: Print Edited Plan from Calendar View

- From Calendar View, click "Print", Print view will load.
- Click "Print" again at the top right.
- Print pop up should launch from browser.
 - If not popping up, check browser settings (pop ups might be disabled).
- Select "Adobe PDF" for printer.
- Click "Print".
- "Save PDF File As" should launch from browser
- Select location PDF will be sent to (desktop or another folder).
- Name file as: plan_Lastname_A#.

Calendar View

Student Planner for [REDACTED] View: Calendar View Plan List New Plan

MS Plan A - Water Engineering Active: Yes
Degree: Master of Science Status: LOCKED
Level: Graduate Tracking Status: On-Track

2013-2014

On-Track	Fall 2013, Total Credits: 6.0	
On-Track	CEE 6900	3.0
On-Track	CEE 6970	3.0

Disclaimer: You are encouraged to use this degree plan as a guide for tracking your progress toward completion of the above requirements. Your academic advisor or the Registrar's Office may be contacted for assistance in interpreting this report. This plan is not your academic transcript and it is not official notification of completion of degree or certificate requirements. Please contact the Registrar's Office regarding this degree plan, your official degree/certificate completion status, or to obtain a copy of your academic transcript.

Last updated by: [REDACTED] Audit Print

copyright 1995 - 2014 Ellucian Company L.P. and its affiliates.

Step #7: Download POS Revision Form

- The POS Revision Form is available on the Graduate School Forms page <http://rgs.usu.edu/graduateschool/forms/> in the Program of Study section.
- Click “Program of Study Revision Form”
 - This form will automatically download to your “Downloads” folder on your computer drive.

Graduate School Forms Page

Academic Forms (click on your plan type)



+ Supervisory Committee Approval Form

- Program of Study

PROGRAM OF STUDY SIGNATURE PAGE (FOR GPC USE ONLY)

PROGRAM OF STUDY REVISION FORM



ENTERING A PROGRAM OF STUDY IN DEGREEWORKS

CREATING A PROGRAM OF STUDY FOR DOCUSIGN

Due: Student enters Program of Study in Degree Works by end of second or third semester

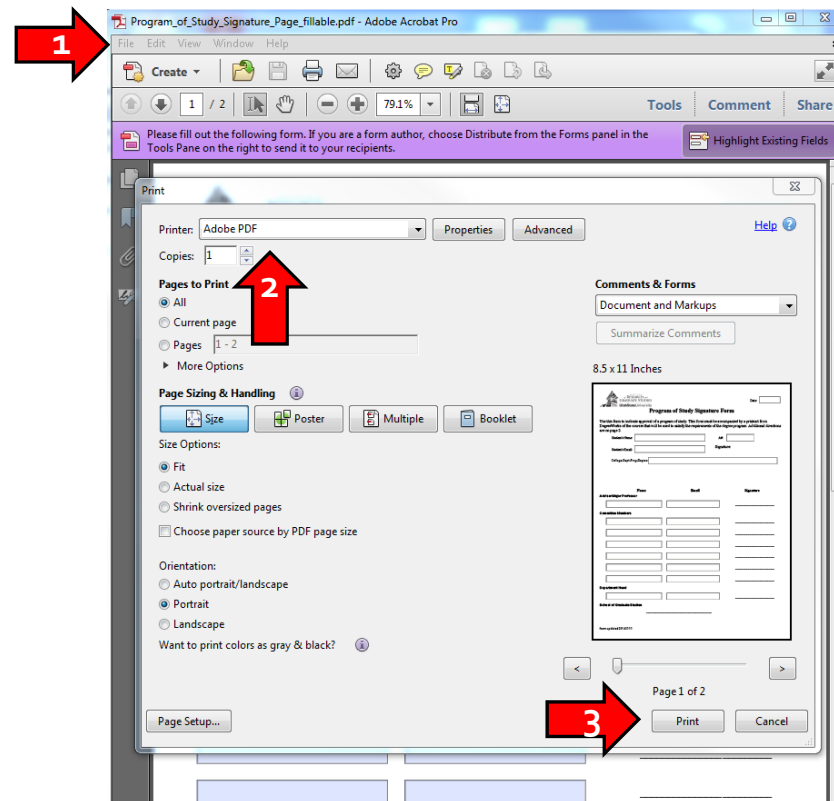
Processing Time: Varies depending on volume of POS in our queue

Signatures required: Student, Major Professor, Committee Members, Department Head, and Graduate School

Step #9: Print POS Revision Form to PDF

- You must remove the purple fillable fields on revision form or it will not combine with other documents.
- Click "File" at top left.
- Click "Print".
- Print pop up should launch from browser.
 - If not popping up, check browser settings (pop ups might be disabled).
- Select "Adobe PDF" for printer.
- Click "Print".
- "Save PDF File As" should launch from browser.
- Select location PDF will be sent to (desktop or another folder).
- Name file as: POS_rev_Lastname_A#.

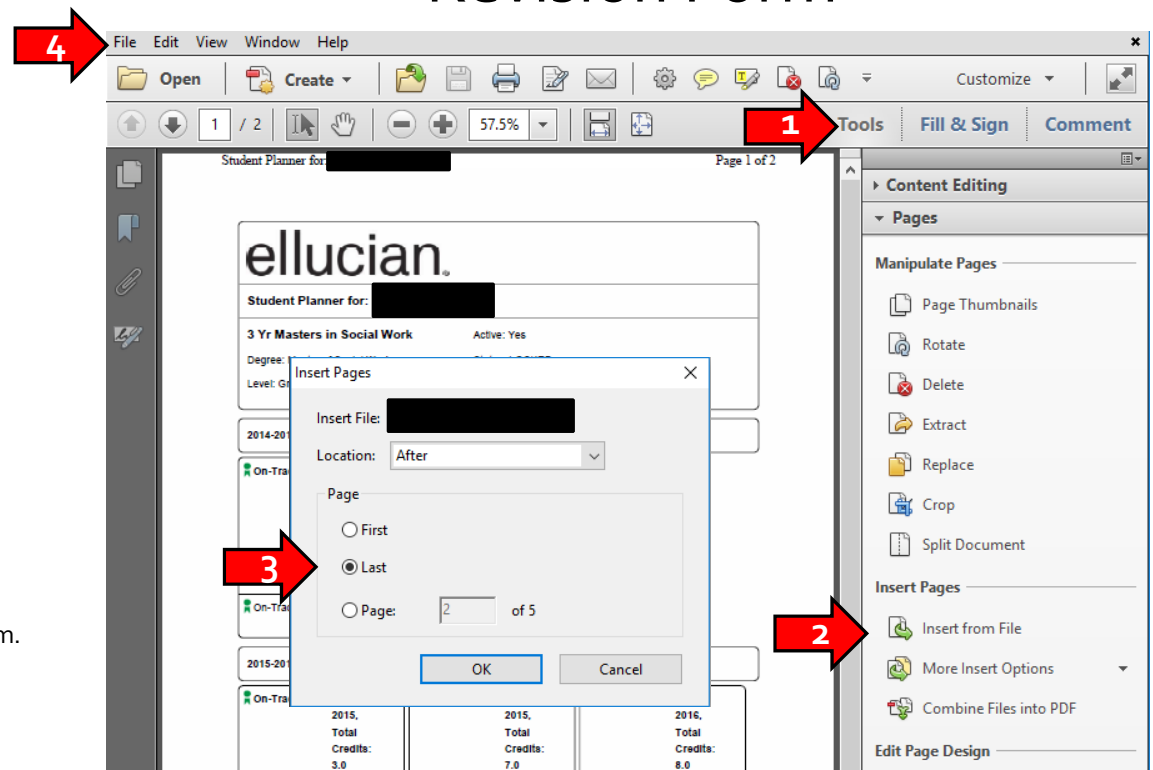
Print Revision Form to PDF



Step #10: Combining the PDF documents

- The easiest method is to use Adobe Acrobat (not Adobe Reader).
- Open POS_rev_Lastname_A# in Adobe Acrobat.
- Click "Tools" on top right.
- Under "Pages", click "Insert from File".
- "Select File To Insert" pop up will launch.
- Select plan_Lastname_A# from previously save location.
- "Insert Pages" prompt appears: click "After" for location and "Last" for page, then "OK".
- Click "File", then click "Save".
- The updated Plan is attached to the POS revision form.

Combining updated Plan to Revision Form



Step #11: GPC: Upload POS revision to the POS Inbox

- Upload **POS_rev_Lastname_A#** to the POS Inbox in the SGS Forms Inbox in Box.
- This upload confirms the Graduate School has received it.
- We work in the Inbox everyday so you do not need to email us when you upload a document.
- **If you do not see the form in the student's file or in any Inbox, then we do not have it. Upload it again.**

POS Inbox

