

Approving or Denying a PPOS

Concept

This process demonstrates how a faculty advisor would approve or deny a graduate student's Planned Program of Study in the SIS.

Procedure

Begin by logging in to the SIS at *case.edu/sis* with your CWRU Network ID and password.

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Step	Action
1.	Your Faculty Center homepage appears.
	Click the Advisor Center tab.

Student Information System Process Document Approving or Denying a PPOS



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Step	Action
2.	Your advisee roster appears. Click on the name of the student whose PPOS you wish to view.

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other academic 🔻 测	(0110)	Fr 2:00PM - 2:50PM NOA 270	Your Shopping Cart for the
		Tu 10:00AM -	Fall 2011 Regular Academic Session is
	NTDN 440 100	11:15AM	available for use beginning
	LEC (6118)	Th 10:00AM -	February 1, 2011.
		11:15AM	
		TuTh 4:30PM -	Enrollment Appointment
	LEC (6120)	5:45PM	for the Fall 2011 Regular
	NTRN 561-103	NOA 300	Academic Session on March 28, 2011.
1	LEC (6132)	To Be Announced	
		weekly schedule Þ	details 🕨



Student Information System Process Document

Approving or Denying a PPOS

Step	Action
3.	The Student Center screen appears.
	Click on the other academic dropdown box.
4.	Click the View Program of Study Changes list item. View Program of Study Changes
5.	Click the Go button.

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Step	Action
6.	The student's submitted Planned Program of Study (PPOS) appears.
	The Approval History box at the top of the screen shows the date that the student created the new PPOS and the date it was submitted for your approval.
	Please note: The "18 Hour Waiver Option" box will NOT appear for Master's students.

Below the Approval History box, courses should be listed by term as organized by the student. The SIS will allow courses to be listed as "unassigned," meaning that they have yet to be placed in a term. However, a PPOS with unassigned courses listed should be denied.

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Step	Action
7.	You can view the student's official PPOS and other previous versions by clicking on the Version dropdown box and selecting a version number.
8.	If the student is in a Doctoral program, select whether or not to grant the student an 18 hour waiver for a completed and approved Master's degree. Select the appropriate radiobutton.
9.	Review the student's PPOS to ensure it is complete and correct and click the Approve or Deny button. APPROVE DENY
10.	The Approval History box changes to reflect your decision.

If you approve the PPOS, the Status column will read "Approved by Advisor." A notification email will be sent by the system to the School of Graduate Studies.

If you deny the PPOS, the Status column will read "Denied by Advisor." A notification email will be sent to the student. If a previously approved version of the PPOS exists, it will remain the student's official PPOS.

Step	Action	
11.	This completes the process of Approving or Denying a PPOS.	
	End of Procedure.	