Faculty - Planned Program of Study

Begin by logging into SIS at case.edu/sis with your CWRU Network ID and password.

1. From Faculty Home, click the **Advising** tile.

    Alternatively, from the **NavBar**, select Navigator > Faculty & Advising > Advising.

2. The **Advisor Center** will appear with an advisee roster.
3. Click on the **Additional Info** tab on the advisee roster to see the **Program of Study Status** column with the status of request displayed as a link.
4. Click on any status (**Submitted, Approved, Pending**) to approve/deny the request.
5. The student's PPOS will display on this page.

    Note: if approving a doctoral student's PPOS, selecting whether or not the student is eligible for **Advanced Standing** is required from the radio button provided.

    To approve the PPOS, click the **Approve** button. An email will be sent to the School of Graduate Studies for final review.

    To deny the PPOS, click the **Deny** button. The student will be notified that the PPOS has been denied and will be able to make edits.

Note: Students enrolled in select programs through the School of Graduate Studies will need to create and manage a PPOS. Not all graduate students require a PPOS. When an advisee submits a PPOS, you will receive an email notification that a PPOS is pending your review.

This completes the process of approving/denying a Planned Program of Study.