Graduate Plan of Study (GPS) Exception E-Form

1. Student accepts admissions into graduate program
2. Student is assigned a POS checklist (to do list), which informs the student that a plan of study with noted exceptions is required after completion of the 12th hour (hold place after 12 hrs completed and no POS on file)
3. Student meets with his/her advisor to review their Plan of Study and provides info to staff to process Eform

New student with Changes to Plan of Study Needed:
- Advisor or program staff submits e-form with the needed changes (waivers, exceptions, requirement changes, or transfer requests - external or internal)

Revisions to current GPS:
- CGS approves, denies, recycle, hold e-form
  - If recycled: Email is sent to the program with comments. Program can correct and resubmit the eform. No e-mail sent to student
  - If on hold: Email is sent to the program with comments. No e-mail sent to student
  - If denied: E-mail is sent to the program for reason. Program may submit a new eform. No e-mail sent to student

No changes to the GPS report:
- Advisor or program staff submits e-form and marks the box that no changes are needed
  - If approved: Email is sent to program and college and copied to student. The POS checklist item is completed
  - Updated e-form is sent to scanning. Student can now view the updated GPS in myUCF.