**POS 50% Policy**

**Policy:** In order to facilitate degree completion and shorten time to degree, graduate students with regular status must file their Plan of Study (POS) by the time they complete 50% of the credit hours required towards their degree program. The Plan of Study specifies the expected requirements that students must complete for their degree and can be completed and revised electronically.

**Student POS notices will be sent according to the following timetable:**

1. Fall semester:
	1. September 7 – send email to the students who meet the 50% POS threshold and have not submitted a POS and place a copy of the email into webXtender with a Document Type of “POS Notice” informing the students that they must submit their iPOS no later than October 30 or registration for the Spring semester will be blocked

* 1. October 7 – send a reminder email to the students who did not comply with the September 7 email and place a copy of the reminder email into webXtender with a Document Type of “POS Notice” informing the students that this is a reminder that they must submit their iPOS no later than October 30 or registration for the Spring semester will be blocked

* 1. October 31 – for students who do not comply with the October 7 email:
		1. Send third email to the students informing them that their registration for the Spring semester has been blocked until they submit their iPOS
		2. Place a copy of the third email in webXtender with a Document Type of “POS Notice”
		3. Place a negative service indicator on each student’s PeopleSoft record blocking registration

* 1. Remove the service indicator when a POS is submitted

1. Spring Semester
	1. January 25 – send email to the students who meet the 50% POS threshold and have not submitted a POS and place a copy of the email into webXtender with a Document Type of “POS Notice” informing the students that they must submit their iPOS no later than February 28 or registration for the Fall semester will be blocked

* 1. February 15 – send a reminder email to the students who did not comply with the January 25 email and place a copy of the reminder email into webXtender with a Document Type of “POS Notice” informing the students that this is a reminder that they must submit their iPOS no later than February 28 or registration for the Fall semester will be blocked

* 1. March 1 – students who do not comply with the October 7 email:
		1. Send third email to the students informing them that their registration for the Fall semester has been blocked until they submit their iPOS
		2. Place a copy of the third email in webXtender with a Document Type of “POS Notice”
		3. Place a negative service indicator on each student’s PeopleSoft record blocking registration

* 1. Remove the service indicator when a POS is submitted