

## SUBMIT GPAS FOR APPROVAL



1. Log into **MyU** and select the **Academics** tab, and then click the **Degree Progress** sub-tab.
2. Click on the **"GPAS"** link at the bottom of the screen.
3. Ensure your GPAS satisfies all program requirements by clicking on **Plan by My Requirements**.
4. Ensure that all sections of your program are satisfied by your plan.
5. Return to the GPAS planner by clicking on the **"Return to Graduate Planning & Audit System"** link at the bottom of the screen.

6. Scroll to the bottom of the page and click **Submit**.

The screenshot shows the MyU Grad Planning & Audit System interface. The page title is "Grad Planning & Audit System". On the left is a navigation menu with options like "Help - UMTC", "Ask One Stop", "Dates & Deadlines", "Forms", "Registration Resources", "Degree Progress", "Grades & Transcripts", "Graduation and Leaves", "Paying Your Bill", "Financial Support", and "Financial Aid". The main content area shows a "Submit for Approval" button. Below the button is a message: "Clicking the submit button below will route your GPAS on to your graduate program and college for review and approval. Once you click submit you will no longer be able to make changes. You may return to your GPAS to check the approval status. A notification will be sent to you once it is approved and processed." A "Submit" button is visible at the bottom of this message box.

7. View the confirmation that your plan was successfully submitted.

The screenshot shows the MyU Grad Planning & Audit System interface with a confirmation message displayed in a white box: "Your Graduate Planning & Audit System Plan has been successfully submitted for review." Below the message, the "Program" section shows "International Education / Doctoral" with a "Change" button. There are radio buttons for "Program Approval" and "College Approval". The "University of Minnesota Coursework" section has a "Plan by My Requirements" button. At the bottom, there is a table for "Spring 2018" courses.

Course	Description	Prereq	Units	Typically Offered	Req
CI 8132	CI Core Teaching	yes	3.00	Every Fall & Spring	📄