Requesting Plan Approval
Review your degree plan to confirm you have planned for appropriate course and hours requirements, course prerequisites, and course availability.

Check that your plan is starred as your “Preferred” plan.
Click the Request Plan Approval “Send Arrow” icon at the top of the plan to submit your degree plan for review by your Advisor(s).
The “Send Arrow” icon will change to a “Not” symbol once submitted, and a note of “Approval Requested” will appear at the top of the plan as well as in your Plans Manager.
Your Advisor(s) will review your submitted plan and provide feedback with Comments on the Plan, which will be viewable in PlanMyDegree and sent to your UMKC email.

- If your plan needs revisions, your Advisor(s) will send feedback. Re-submit your plan using the same process until fully approved.
- If your plan has been reviewed and approved by all appropriate program Advisors, the plan will show as “Locked” at the top, as well as have a note at top of plan in green that it has been approved.
Once your plan has been reviewed and approved, it will show as “Locked” on the Plans Manager page as well.

To adjust your plan after it has been approved, click the Request Remove Plan (or Term) Approval “Unsend Arrow” icon, make adjustments and re-submit. Alternately, you may develop and submit a new plan for approval.
Requesting approval of a specific term only
Click the Request Plan Approval “Send Arrow” icon at the top of the TERM to submit your course plan for that single semester to your Advisor(s) for review.
Your request has been submitted. You will receive an email shortly.

AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED

* THE DEGREE AUDIT IS AN ADVISING DOCUMENT *
* AND SHOULD NOT BE CONSIDERED AS PROOF OR *
* GUARANTEE OF DEGREE COMPLETION IN ITSELF. *
Your Advisor(s) will review your submitted plan and provide feedback with Comments on the Plan, which will be viewable in PlanMyDegree and sent to your UMKC email.

- If your plan has been reviewed and approved by all appropriate program Advisors, the plan will show as “Locked” at the top, as well as have a note at top of plan in green that it has been approved.