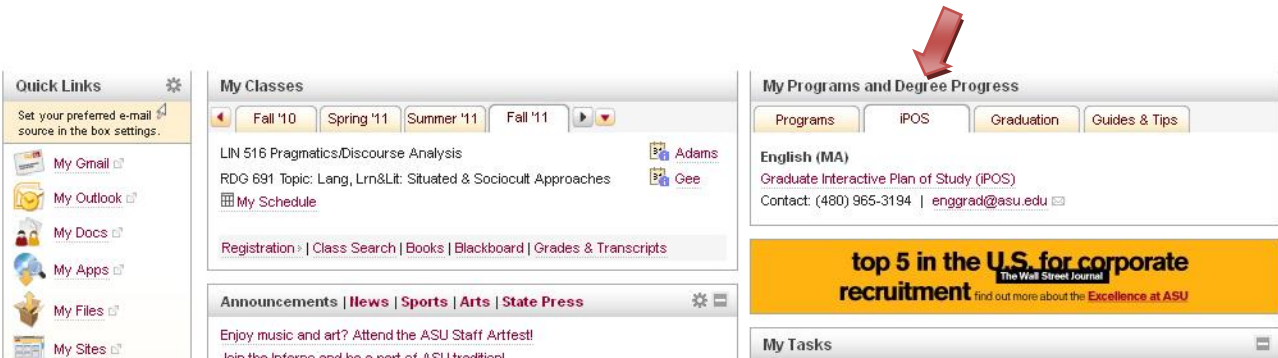ASU graduate EDUCATION
ARIZONA STATE UNIVERSITY

What is the Interactive Plan of Study (iPOS)?

- Your Plan of Study (POS) contains a list of courses and the culminating experience which maps the requirements for your degree completion. It serves as a guide as to what items you have left to complete.

- Your POS is submitted and revised electronically via the interactive POS system (iPOS).

- Graduate students with regular status must submit a Plan of Study by the time they have enrolled for 50 percent of the minimum credit hours required towards their degree program. *Failure to submit the iPOS will result in blocked registration.*

- The iPOS link will appear when you log into myASU.

- The iPOS must be approved by a student's committee, the head of the academic unit, and the Vice Provost for Graduate Education.

- After your iPOS has been approved at all levels, you can log into myASU to complete committee or course changes, or to file a petition.

- The iPOS system is designed to be user-friendly. This manual contains step-by-step instructions on completing and submitting the iPOS.

What are the Plan of Study requirements?

Courses numbered 500 or higher are graduate level courses. A maximum of six credit hours of 400 level coursework may be used on an approved iPOS (400 level courses taken for a grade of Pass/Fail cannot be included on an iPOS). Courses with grades of "D" (1.00) and "E" (0.00) cannot be included on an iPOS. You may not include on your Plan of Study any credit hours that have been applied towards a previously awarded degree.

Master's Plan of Study

- A minimum of 30 credit hours of graduate level coursework is required on your iPOS, though your program may require more.

- Master's requirements include a culminating experience which may take the form of written or oral exam, capstone course, applied project or portfolio, or thesis or equivalent. Your culminating experience will be listed on your iPOS.

- If you are completing a thesis, list six 599 Thesis hours (only 6) on your iPOS.

- You can add a committee to your iPOS at initial submission or after it has been approved via a Committee Change through the iPOS system.

Doctoral Plan of Study

- A minimum of 84 credit hours of graduate level coursework is required on your iPOS, though your program may require more.

- With the approval of your department and Graduate Education, you may apply up to 30 hours from a previously awarded master's degree to your doctoral iPOS.

- All PhD students complete a written comprehensive exam. Additionally, an oral comprehensive exam and/or foreign language exam may be required; your specific exam requirements will be listed on your iPOS.

- If you are completing a dissertation, list twelve 799 Dissertation hours (only 12) on your iPOS.

- You can add a committee to your iPOS at initial submission or after it has been approved via a Committee Change through the iPOS system.

For individual course requirements and advising as to which courses to list on your iPOS, please contact your department graduate support staff.

For the complete Graduate Education iPOS policy information, please see graduate policies.

If you are having technological issues with filing your iPOS or have a question on Graduate Education policy regarding iPOS requirements, eg. transfer hour limits) please email iPos-q@asu.edu.

How to submit your iPOS

Your department is your first point of contact for Plan of Study questions. They can advise you on:

- Your required courses and program requirements. Consult with your faculty advisor at the earliest possible date after admission and/or review your program requirements on your department's website.

- Some departments require their students to submit signature pages before the POS will receive department approval. Please check with your department if you have questions about their approval process.

- Which courses you should list and what to write if you are required to file a petition.

- If you are having difficulty submitting your Plan of Study, your department may not have cleared the provisions from your admission. Ask your department to contact Graduate Enrollment Services.

- If you are in a doctoral program and have previously earned a master's degree, make sure you see the Previous Degree link in your POS. If you do not, work with your department to ensure proper delivery of your master's transcripts.

The iPOS system will take you through five steps to complete your Plan of Study (POS):

1. Select courses from your ASU transcript that you wish to add to your iPOS
2. Select courses that you plan to complete in future semesters
3. Add courses from other institutions to your Plan of Study*
4. Select your faculty advisor or your complete committee
5. Review and submit your iPOS electronically for approval

If you are adding courses transferred from another institution, the official transcript must be filed with Graduate Enrollment services before you can include them on your iPOS. ASU transcripts do not need to be filed. NOTE: if you are using a master's degree toward your total PhD hours you will need an official transcript on file. However, you will not list the 30 hours as transfer hours. Please use the Previous Degree link.

When you have completed your POS, the system will check your requirements and prompt you to make any necessary corrections.

When you submit the POS, it is sent electronically to your department for review and approval. Please check with your department support staff for specific instructions for obtaining POS approval from your department. Some departments require signatures; it is your responsibility to check.

After your department approves, it will be routed electronically to the Graduation Section of the University Registrar for review, and then forwarded to Graduate Education for final approval. You will receive an email when your Plan of Study is approved by Graduate Education.

1) Log in to begin your iPOS:

Log on to MyASU (my.asu.edu). Select the iPOS tab on the upper right-hand corner.

**Click on the "Graduate Interactive Plan of Study"
link to begin your Plan of Study.**

2) Welcome Screen:

Welcome to the interactive Plan of Study (iPOS) system. All master's and doctoral programs require a completed Plan of Study. You should consult with your faculty advisor at the earliest possible date after admission about planning a Plan of Study. Also, we suggest that you review program requirements as listed in the Graduate Catalog available at http://www.asu.edu/aad/catalogs/. The iPOS system will take you through five steps to complete your Plan of Study (POS). When you have completed your POS, the system will check your requirements and prompt you to file any petitions required for the POS to be submitted to your department. When you submit the POS, it is sent electronically to your department for review and approval. Some departments require their students to submit signature pages before the POS will receive department approval. Please check with your department if you have questions about their approval process. When the department approves your POS, it will be routed electronically to the Graduation Section of the University Registrar for review, and then forwarded to the Graduate College for final approval. You will receive and email when your program of study is approved by the Graduate College.

Based on your admissions, you may prepare a Plan of Study for the following degrees. Click on a degree to continue.
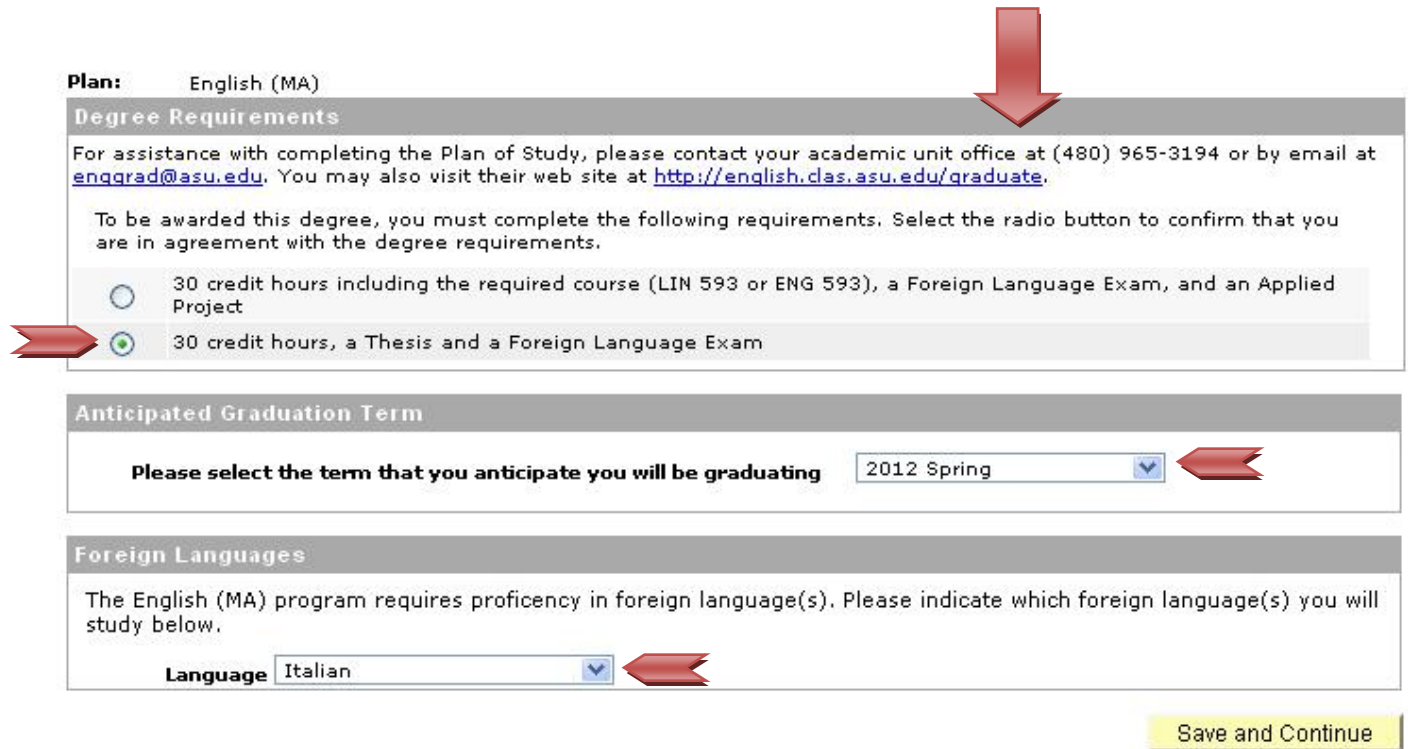
English (MA)   Initiated study in 2010 Fall

**Click on your degree to continue. If your degree is not listed or
incorrect, contact your department for correction or clarification.**

3) Degree Requirements: Master's and Ph.D. students

1) Read the text listed under *Degree Requirements*. This contains instructions and important information from your department.

2) Select the appropriate requirements for your degree. Contact your department if you are unsure of the appropriate option.

3) Select your anticipated graduation date.

4) Select any additional course requirements.

5) *Save and continue*.

3a) Degree Requirements: Ph.D. students only

1) You will be asked if you have been approved to apply a previously awarded master's degree towards your doctoral degree.

Graduate Plan of Study

Previously Awarded Degrees

Have you been approved to apply previously awarded master's degree towards this Doctoral degree? Yes

Select the degree you have been approved to apply to your doctoral degree. If you have earned a master's degree that is not listed below, please contact Graduate Enrollment Services regarding your transcripts.

	Institution	Degree	Year
○	U Of Denver	Juris Doctor	1991
⦿	Depaul U	Master of Arts	2010

Save and Continue

2) Choose the university from which you earned your master's degree.

3) If your previous degrees aren't listed, work with your department to ensure proper delivery of your master's transcripts to Graduate Enrollment Services.

4) *Save and continue*.

*Please note: not all PhD programs allow the use of a previously awarded degree. Please work with your department if you have any questions.

4) Select courses to add to your POS.

1) Click the *Transcript* button to select ASU courses that you have already completed or in which you are currently registered.

Select ASU Courses

This step allows you to select courses from your ASU transcript to add to your POS. You may also add courses that you plan to complete in future semesters, in the ASU course catalog.

Please select one of the links below to continue; afterward, you will return automatically to this page.

> **Transcript** — Select courses from my transcript
>
> **Future** — Select future courses

5) Select ASU courses to add to your POS.

ASU Graduate Level Courses

The following courses are graduate level courses you have previously taken, are currently taking, or are registered for at ASU. Please check the ones that are applicable to your Plan of Study. If you have questions on which courses apply, please consult with your advisor

	Campus	Semester	Course	Title	Semester Hours	Grade	Undergraduate
☑	Tempe	2011 Spring	ENG 792	Research	2.00	Y	N
☑	Tempe	2011 Spring	ASB 541	Theory in Sociocultural Anthro	3.00	A	N
☑	Tempe	2011 Spring	GRD 598	Special Topics: Diversity Across Curriculum	1.00	Y	N
☑	Tempe	2011 Spring	ENG 554	Rhetorics Race, Class, Gender	3.00	A	N
☑	Tempe	2011 Fall	ENG 530	Old English	3.00		N
☑	Tempe	2011 Fall	ENG 652	Advanced Composition Studies: Wrtng Prgrms Design/Devlpment	3.00		N
☑	Tempe	2011 Fall	ENG 594	Conference and Workshop: Teaching Assistants	3.00		N

Select All

Save and Continue   **Return**

1) The list will show graduate level courses you have previously taken, are currently taking, or are registered for at ASU.

2) Check the courses that are applicable to your Plan of Study.
   If you have questions on which courses apply, please consult with your advisor.

3) *Save and continue*.

6) Select future ASU courses to add to your POS.

1) The next screen will show the ASU courses you have added to your POS.

2) Click the *Future* button to select courses you plan to take in the future.

Select ASU Courses

This step allows you to select courses from your ASU transcript to add to your POS. You may also add courses that you plan to complete in future semesters, in the ASU course catalog.

Please select one of the links below to continue; afterward, you will return automatically to this page.

Transcript	Select courses from my transcript
Future	Select future courses

ASU Courses Added to POS

	Term	Course	Title	Credit Hours	Grade	Error
☐	2010 Fall	LIN 510	Linguistics	3.00	A+	
☐	2010 Fall	LIN 520	Second-Lang Acquisition Theory	3.00	A	
☐	2010 Fall	LIN 522	Grammar for TESL	3.00	A+	
☐	2011 Spring	CHI 520	Teachng Chinese as Second Lang	3.00	A-	
☐	2011 Spring	LIN 500	Research Methods	3.00	A	
☐	2011 Spring	LIN 514	Syntax	3.00	A+	
☐	2011 Fall	LIN 516	Pragmatics/Discourse Analysis	3.00		
☐	2011 Fall	RDG 691	Seminar: Lang,Lrn&Lit:Situatd&Socioc Ap	3.00		
☐	2011 Fall	SED 579	Apprentice Teach in Sec Educ	3.00		

Delete Selected

Total Credit Hours 27.00

Save and Continue

7) *Search for future ASU courses to add to your POS.*

1) Add the *Subject Area* (you can use the spyglass icon at the right to help you choose).

2) If you know the class number, type it in the *Number* box.

3) To search through a range of courses, select a course level (500s, 600s, 700s).

4) Click *search*.

8) Select future courses

1) Select courses from the list

2) Click *Add Courses*.

☐ ENG 654	Adv Studies-Rhet,Writ,Tech&Clt	
☐ ENG 655	Disciplinary Discourses	
☐ ENG 656	Studies Cross-Cultural Discrse	
☐ ENG 661	Advanced Studies in Film	
☐ ENG 662	Poetic Genres	
☐ ENG 663	Fiction Genres	
☐ ENG 664	Mixed Genres	
☐ ENG 665	Creative Methods	
☐ ENG 667	Issues in Writing Professions	
☐ ENG 680	Practicum	

Add Courses   Cancel

9) Finalize courses to add

1) Select the term (semester) and enter year you plan to take the course.

2) Add credit hours if it does not already appear.

3) Certain omnibus and repeatable courses will also require that you enter a course title. Click the magnifying glass next to the *Topic* box to see a list of approved omnibus course titles for the selected course.

4) You can cancel the course by clicking the *Cancel Addition* box.

5) *Save and Continue*.

If you plan to take more than 1 term of 599/799 or 592/792 you will need to repeat these steps for every term you intend to take the course.

10) Review a complete list of courses selected

1) You will now see a list of all classes that will count on your Plan of Study.

2) Delete any courses that you do not want to appear on your Plan of Study.

3) *Save and Continue*.

Select ASU Courses

This step allows you to select courses from your ASU transcript to add to your POS. You may also add courses that you plan to complete in future semesters, in the ASU course catalog.

Please select one of the links below to continue; afterward, you will return automatically to this page.

Transcript   Select courses from my transcript

Future   Select future courses

ASU Courses Added to POS

	Term	Course	Title	Credit Hours	Grade
☐	2009 Fall	MHL 668	Introduction Ethnomusicology	3.00	A+
☐	2010 Fall	ENG 500	Research Methods: Rhetoric & Composition	3.00	A
☐	2010 Fall	ENG 552	Composition Studies	3.00	A-
☐	2010 Fall	ENG 654	Adv Studies-Rhet,Writ,Tech&Clt	3.00	A
☐	2011 Spring	AME 590	Reading And Conference	3.00	B
☐	2011 Spring	ENG 551	Rhetorical Traditions: Ancient Rhetorics	3.00	B+
☐	2011 Spring	ENG 654	Adv Studies-Rhet,Writ,Tech&Clt: Digi Literacies & Social Media	3.00	B
☐	2011 Fall	COM 607	Contemporary Rhetorical Method	3.00	
☐	2011 Fall	ENG 562	forms of Poetry[1]	3.00	
☐	2011 Fall	ENG 599	Thesis	6.00	
☐	2012 Spring	ENG 593	Applied Project	3.00	
☐	2012 Spring	ENG 597	MA Capstone Seminar	3.00	

Delete Selected

Total Credit Hours   39.00

[1] Grades for repeatable courses will be verified after your Plan of Study has been approved and you have applied for graduation. To edit a course, you must delete the class and add the correct course to your POS through the My ASU Transcript or Future Courses links above.

Save and Continue

11) Transfer courses from other universities

1) If you are not transferring courses from other universities, select *No* and continue.

2) If you do wish to add transfer courses, select *Yes* and continue.

1) Select a term/year first in order for the institution list to appear properly.

2) Add other data from your transcript.

3) Click *Add Course*.

4) Repeat this step for each course you are transferring.

Transfer course requirements:

- *Transfer courses must be verified and approved by the Graduation Section of the Registrar and Graduate Education and the complete official transcript must be filed with Graduate Enrollment Services before you can include the course on your POS. If you have questions about which transfer courses may be included on your POS, please consult your advisor and the Graduate Catalog.*

- *Doctoral students should only list transfer courses that you did not include in the Previous Degree section.*

- *Transfer courses must have been completed within 3 years of your admission to the program.*

- *Transfer courses are required to have a grade of B or above*

12) Select your Plan of Study Advisor/Committee

1) Search for your Plan of Study/faculty advisor. Type only your advisor's last name for the easiest search. You can also narrow your search results by entering the first letter of the person's first name.

Plan of Study Advisor/Committee

Please select your Plan of Study/faculty advisor or designate your complete committee.

Enter the last name of your advisor below or you may designate your committee by entering each person; you can enter the first letter of the person's first name to narrow your search results.

Click the Search button to proceed.

Last Name GOGGIN

First Name

Search

2) Click *Search*.

3) Click *Select* by the appropriate Advisor name.

| Goggin,Peter | Assoc Professor | English | | Select |
| Goggin,Maureen Daly | Chair (FSC) & Professor | English | | Select |

4) Select their role. If you are only entering one advisor/committee member at this time, you must select their role as *Chair*.

You will need to choose a role for each person you add to your committee. If you choose to add only one committee member at this time, you must enter the role as Chair.

| Name | Role | Business Title | Department | |
| Goggin,Peter | Chair | Professor | English | Delete |

5) Continue to search for other advisors/committee if you wish to add them. Select a role for each. You may select 1 chair, 2 co-chairs, or your ENTIRE committee.

6) When you are finished adding names, *save and continue*.

13) Review your Committee members

1) *For degrees requiring a defense:* If you do not select your entire committee at this time, you will be required to complete a committee change on your iPOS prior to holding a defense.

2) When you have completed this step you have filled out the Plan of Study.

3) *Save and continue.*

14) Review your POS summary

1) The iPOS system will now audit your data to ensure you have fulfilled the requirements of the degree program.

2) The Summary page will tell you if your Plan of Study is ready to Submit. If there are errors in your iPOS, click on the red link to review the items you need to fix.

Your Plan of Study is not ready to Submit. Click here for reason(s).

Print Approval Page | Print Course Page

General POS Information

Degree Plan	English (Rhetoric, Composition and Linguistics) (PHD)
Admitted	2010 Fall
Anticipated Graduation Term	2016 Spring
Graduation Deadline	2020 Summer
Minimum Hours Required	84.00
Total Hours on POS	86.00
Current POS GPA	4.000
Overall Graduate GPA	4.000
Plan of Study Status	Not Submitted

3) **A red X means you will need to go back and fix your iPOS as indicated.**

Your degree option requires a Applied Project course which is not listed on your plan of study. Please add this course to your Plan of Study.

4) **A yellow triangle means you will need to submit a petition. Check the box and a petition space will appear.**

You must include twelve credit hours of 799 Dissertation on your Plan of Study after admission to your program at ASU.

☐ Check here if you have consulted with your advisor and you have been advised to file a petition requesting an exception to this policy.

5) Click *Save* after you have entered all of your justifications for an exception to the policy. The petitions will be electronically submitted with your iPOS.

15) Submit your POS

1) The Summary page will show if your Plan of Study is ready to submit.

2) Check the box agreeing to the affidavit.

3) Click *Submit POS.*

What to do Next

- *Work with your department to complete department steps necessary to obtain approval for the POS.*

- You will receive an email when your program of study receives final approval.

- Once your Plan of Study has been approved you can file electronically for:

    Course Change: if you projected a course you did not take, or if you need to change courses listed.

    Committee Appointment/Change: to appoint your entire committee or to change members and roles of your existing committee.

    Petition: for special circumstances. Consult your department contact before submitting a petition.

- All of these e-forms are available in the iPOS system accessible through myASU.

Final Notes

- Once you have an approved Plan of Study make sure you file course changes when the courses you take do not match what you planned.

- If you are required to complete exams (Foreign Language, Oral and/or Written) for your degree requirements/culminating experience, make sure your committee matches what is on your Plan of Study.

- If you are required to hold a defense for your culminating document, make sure your committee matches what is on your Plan of Study.

- For more information on graduation requirements and deadlines, visit the Graduate Enrollment Services website http://graduate.asu.edu/progress.