

## Introduction

The following document provides instructions for completing your iPOS. Questions regarding selecting course and degree requirements should be directed to your Academic Program Staff Advisor. You can access your Advisor's contact information by selecting on the "Advisors" tab on the iPOS. You may access this information prior to completing your iPOS. For assistance with completing your iPOS, please work with your Academic Program Staff Advisor. To report technical issues, please contact the Graduate College at [grad-gps@asu.edu](mailto:grad-gps@asu.edu) or 480-965-3521.

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## Accessing the iPOS

- Login to [MyASU](#)
- Under "My Programs," click on your selected program under "Programs"
- Click on "iPOS"
- Select "Graduate Interactive Plan of Study (iPOS)"

**Note:** Pop up blocker may need to be turned off

My Programs	?
<b>Programs</b> Graduation Find Programs	
Higher and Postsecondary Education (MEd) Fall 2021	^
Degree Information	v
iPOS	^
<b>Graduate Interactive Plan of Study (iPOS)</b> iPOS: Approved Requirements: Incomplete	

# Completing the iPOS

Complete the iPOS by updating the information contained in each section. Watch for the blue information dots located throughout the iPOS, which provide help along the way. The iPOS is mobile friendly, please be advised that the pictures in this document may look different on mobile views, however, the functionality is the same.

Degree Requirements 



## Welcome

- Select the box at the bottom of the page to confirm reading the ASU Graduate College policy manual
- Select “Save”
- Select “Next”

### Welcome to your interactive Plan of Study (iPOS)!

This interactive tool will soon be your new best friend, as it will help you navigate and plan all your program requirements, as well as track your progress through coursework and milestones.

Here's how to get started:

1. First, consult with your program advisor as soon as possible, for guidance on those requirements, and ask for a copy of your program handbook if you haven't yet received one. Your handbook will provide a ready reference for all program requirements.
2. Then, fill in your iPOS with the requirements you and your advisor agreed on.
3. Submit!

Once you submit your iPOS, the system will alert you to any errors, or prompt you with a petition if you are making a request that is outside of standard graduate policy. Then it will be reviewed by your academic program, and sent on to the [Graduate College](#) for final review.

Please watch this short video:



One last but supremely important note:

All graduate students are required to read the [ASU Graduate College policy manual](#) and be familiar with graduate policy, as well as act with honesty and [academic integrity](#) when carrying out all academic assignments.

By selecting this box, I am confirming that I have read the ASU Graduate College policy manual.



Save 

## Degree Requirements

The Degree Requirements page will populate the various tracks for completing the degree. You may notice you have one or more options for completing your degree. Choose the appropriate degree requirements in conjunction with your Academic Program Staff Advisor.

Note: Degree options displayed are based on your catalog year. If you do not see an expected degree requirement option, please contact your Academic Program Staff Advisor.

## Programs with only one option for degree requirements

- Select "Save"
- Select "Next"

Plan Public Administration and Policy, PhD

iPOS

< Previous Next >

Please save to acknowledge this option.

**Degree Requirements** ⓘ

For assistance with choosing your program requirements, please contact your academic Staff Advisor. If you have not yet been assigned a Staff Advisor, please contact your academic unit at (6-0450 or by email at [phd@su.edu](mailto:phd@su.edu)). You may also visit their web site at [su.edu/phd](http://su.edu/phd).

Specific Staff Advisor contact information is located in the Staff Advisor section of your iPOS.

To qualify for graduation, all requirements must be fulfilled. **This program only has one option and has been automatically selected for you to complete.**

**Requirements**

84 credit hours, a written comprehensive exam, an oral comprehensive exam, a prospectus and a dissertation

Cancel Save

A red arrow points to the "Next" button, and another red arrow points to the "Save" button.

## Programs with more than one option for degree requirements

- Select "Select Requirement"

Plan Urban and Environmental Planning, MUEP

iPOS

< Previous Next >

**Degree Requirements** ⓘ

For assistance with choosing your program requirements, please contact your academic Staff Advisor. If you have not yet been assigned a Staff Advisor, please contact your academic unit at (5555 or by email at [uep@j.edu](mailto:uep@j.edu)). You may also visit their web site at [j.edu/uep](http://j.edu/uep).

Specific Staff Advisor contact information is located in the Staff Advisor section of your iPOS.

To qualify for graduation, all requirements must be fulfilled. In consultation with your advisor, select the approved requirements you will complete.

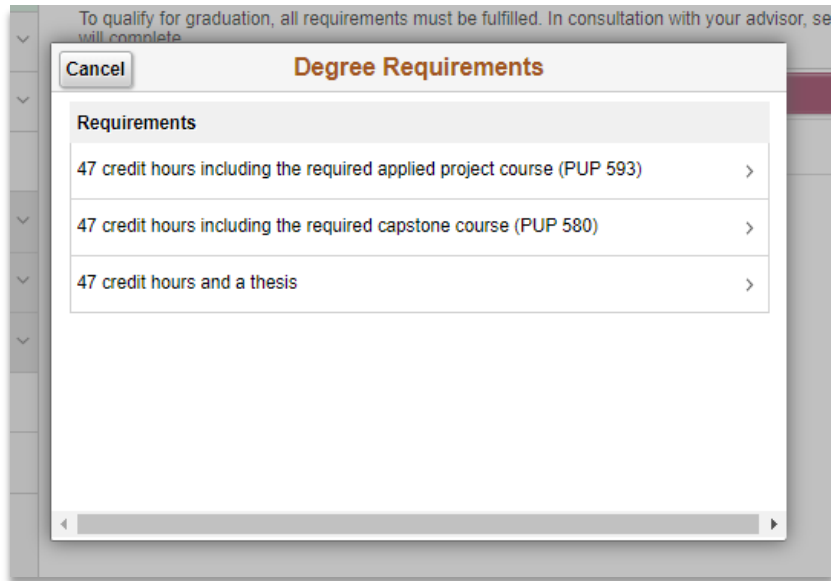
**Select Requirement**

No requirements have been selected.

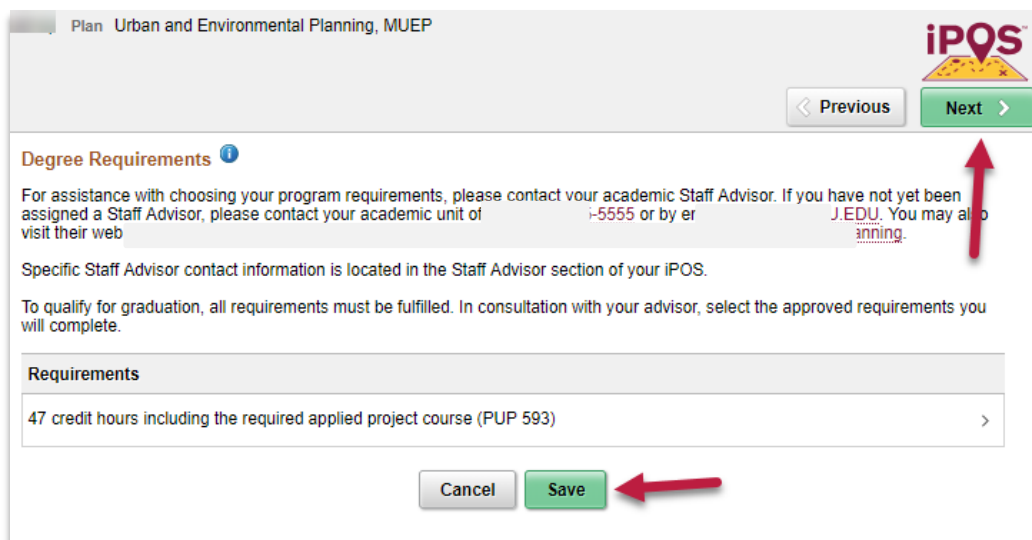
Cancel Save

A red arrow points to the "Select Requirement" button.

- Select the appropriate degree requirements  
**Note:** Direct degree requirement questions to your Academic Program Staff Advisor.



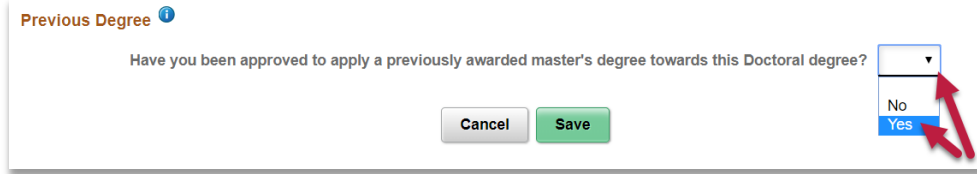
- Select "Save"
- Select "Next"



## Previous Degree

Applicable to Doctoral students only. All other students go to [Course Admin](#).

Students may apply up to 30 credit hours from a previously awarded master's degree toward their doctoral degree with approval from both the academic unit and the Dean of the Graduate College. Select "Yes" to include up to 30 hours from a previously awarded master's degree or "No" to continue completing your iPOS.



Previous Degree ⓘ

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

Cancel Save

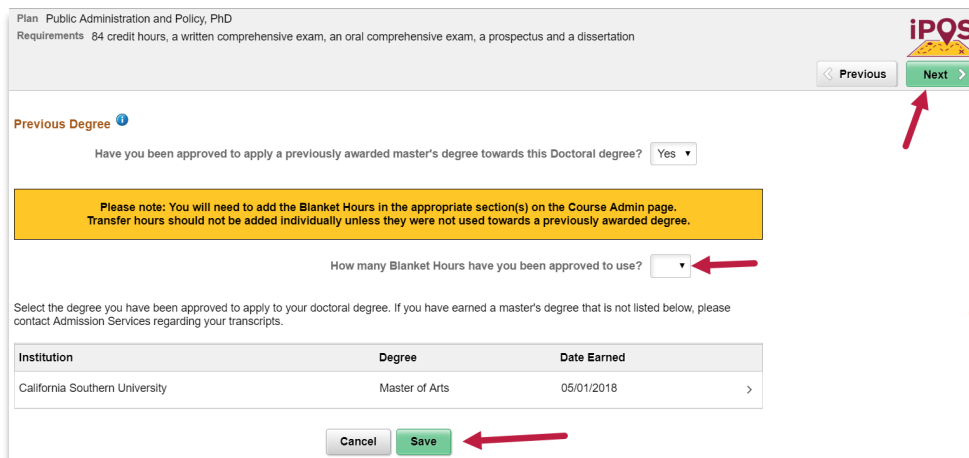
No  
Yes

### "Yes"

- Enter the number of credit hours approved to be used
- Select "Save"

**Note:** If the master's degree is not available on the iPOS, contact Graduate Admissions at [gograd@asu.edu](mailto:gograd@asu.edu)

- Select "Save"
- Select "Next"



Plan Public Administration and Policy, PhD  
Requirements 84 credit hours, a written comprehensive exam, an oral comprehensive exam, a prospectus and a dissertation

Previous Degree ⓘ

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

Please note: You will need to add the Blanket Hours in the appropriate section(s) on the Course Admin page. Transfer hours should not be added individually unless they were not used towards a previously awarded degree.

How many Blanket Hours have you been approved to use? ▾

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 Admission Services regarding your transcripts.

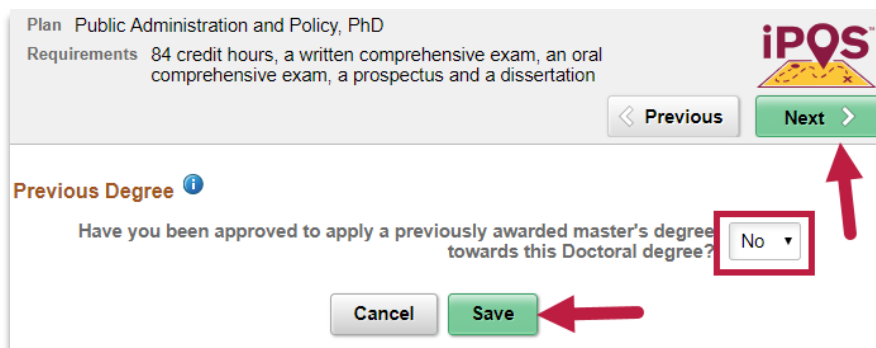
Institution	Degree	Date Earned
California Southern University	Master of Arts	05/01/2018

Cancel Save

Previous Next

### "No"

- Select "Save"
- Select "Next"



Plan Public Administration and Policy, PhD  
Requirements 84 credit hours, a written comprehensive exam, an oral comprehensive exam, a prospectus and a dissertation

Previous Degree ⓘ

Have you been approved to apply a previously awarded master's degree towards this Doctoral degree? No ▾

Cancel Save

Previous Next

## Course Admin

Courses in the iPOS are added in a variety of ways. Some courses are pre-programmed based on catalog year, while others will be added from transcript, entered as future courses, transfer courses or Blanket Hours.

- Select your “Anticipated Graduation Term”

The screenshot shows the 'Course Admin' interface. At the top, there is a header 'Course Admin' with an information icon. Below it, a paragraph of instructions explains how to add courses. The main area is divided into sections for 'Required Core (24 credit hours)' and 'Electives (15 credit hours)'. Each section has a maroon button to add courses. A dropdown menu is open for 'Anticipated Graduation Term', showing a list of terms from 2018 Fall to 2024 Spring. A red arrow points to the dropdown menu.

- Select the maroon button in each section to add courses

This is a close-up of the 'Required Core (24 credit hours)' section. It shows a maroon button labeled 'Add Required Core' with a red arrow pointing to it. Below the button, it says 'No courses have been selected' and 'Current Total (0 hours)'.

[Appendix A](#) provides directions for adding [preloaded](#), [transcript](#), [future](#), [transfer](#) and [Blanket Hours](#).

- Select “Save” after all degree requirements have been entered

The screenshot shows the 'Open Courses' and 'Culminating Experience' sections. The 'Open Courses' section has a maroon button 'Add Open Courses' and 'No courses have been selected'. The 'Culminating Experience (12 credit hours)' section has a maroon button 'Add Culminating Experience' and a table of entries. At the bottom, there are buttons for 'Cancel', 'Save', and 'View GPA/Totals'. A red arrow points to the 'Save' button. There are also red boxes around 'Program Requirement (84 hours)' and 'Total (84 hours)'.

Term	Session	Course	Class Nbr	Description	Hours	Grade	Institution	Transfer Verified	Concurrent	Status
2022 Spring		PAF 799		Dissertation	4.00		ASU			⊕ >
2022 Fall		PAF 799		Dissertation	4.00		ASU			⊕ >
2023 Spring		PAF 799		Dissertation	4.00		ASU			⊕ >

- After confirming all course validations have passed, select “Next”

Plan Public Administration and Policy, PhD  
 Requirements 84 credit hours, a written comprehensive exam, an oral comprehensive exam, a prospectus and a dissertation

**iPOS**  
 < Previous **Next** >

**Add Culminating Experience**

Term	Session	Course	Class Nbr	Description	Hours	Grade	Institution	Transfer Verified	Concurrent	Status
2022 Spring		PAF 799		Dissertation	4.00		ASU			>
2022 Fall		PAF 799		Dissertation	4.00		ASU			>
2023 Spring		PAF 799		Dissertation	4.00		ASU			>

Program Requirement (84 hours) Total (87 hours)

All courses validations have passed and the minimum credit hours requirement for this program is met.  
 Next steps: Review your Faculty Committee and submit your iPOS on the Summary/Submit page.

## Course Summary

- Review Course Summary
- Select “Next”

Plan Public Administration and Policy, PhD  
 Requirements 84 credit hours, a written comprehensive exam, an oral comprehensive exam, a prospectus and a dissertation

**iPOS**  
 < Previous **Next** >

**Course Summary**

Anticipated Graduation Term	2023 Spring	ASU Hours after Admit	57.00	Cumulative GPA	3.67
Approved Blanket Hours	30	Blanket Hours	30	Overall Graduate GPA	3.667
		iPOS Total Hours	87.00	iPOS GPA	3.667

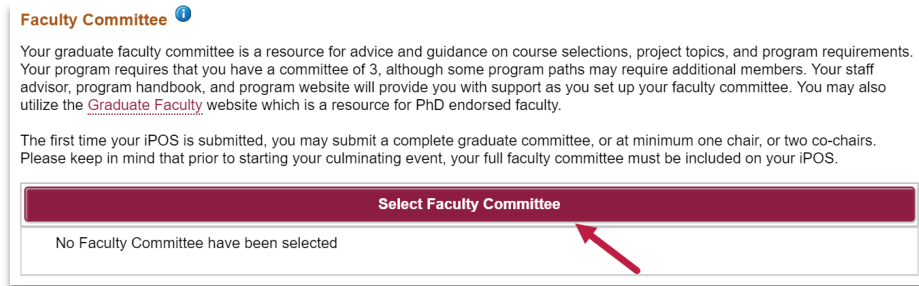
Term	Session	Course	Class Nbr	Description	Hours	Grade	Institution	Transfer Verified	Concurrent	Status
2018 Fall	C	PAF 601	91450	Advanced Public Policy Seminar	3.00	A	ASU			✓
2018 Fall	C	PAF 602	71717	Adv Rsrch Desgn for Public Pol	3.00	A-	ASU			✓
2018 Fall	C	PAF 605	87363	Org. Theory and Behav. Seminar	3.00		ASU			☹
2019 Spring	C	PAF 620	17571	PA Prof Development Workshop	3.00		ASU			
2019 Spring	C	PAF 604	14986	Intellect Foundns Public Admn	3.00		ASU			
2020 Fall		PAF 603		Adv Econ Public Admin & Policy	3.00		ASU			
2021 Spring		PAF 610		Adv Qualitative Methods	3.00		ASU			
2021 Fall		PAF 609		Adv Quant. Methods Sem.	3.00		ASU			
2018 Fall	C	PAF 574	72147	Diversity, Ethics, Public Change	3.00	B	ASU			✓

## Staff Advisor

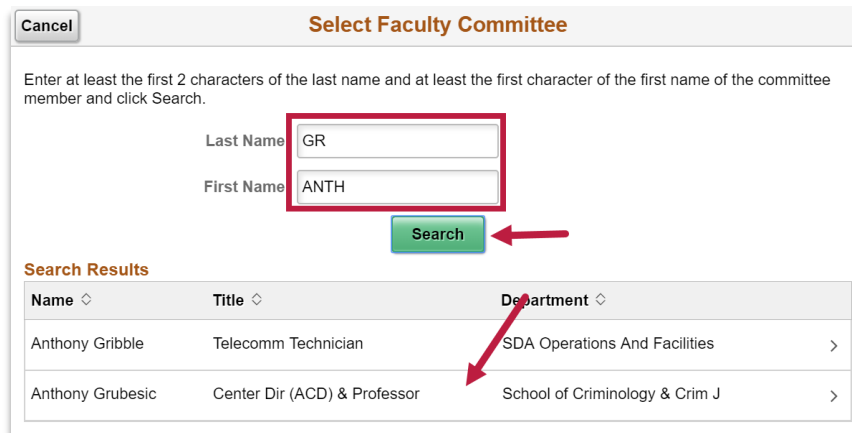
No action is required on this page. Select “Next” to continue.

# Faculty Committee

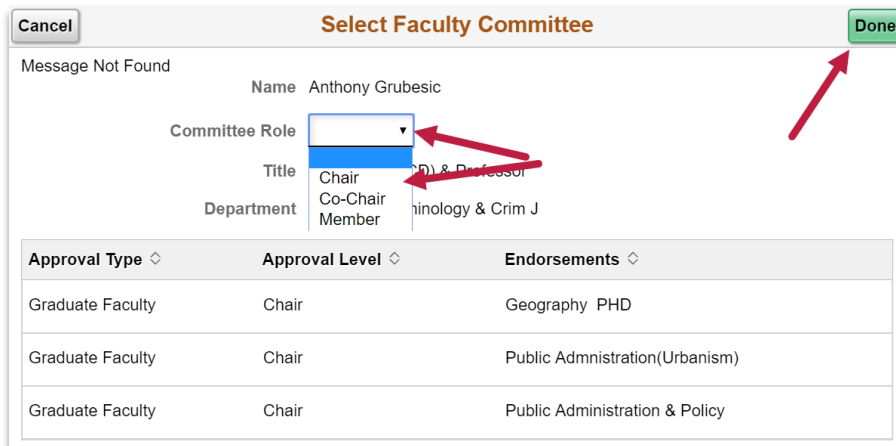
- Select “Select Faculty Committee” button



- Enter at least the first two characters of the last and first name
  - Click on “Search”
  - Choose the faculty member
- Note:** If the faculty member you are searching for did not appear, contact your Academic Program Staff Advisor.



- Select the “Committee Role”
- Select “Done”



- Repeat this process to add additional committee members



## Summary/Submit

- Select “Save”
- Select “Next”

Plan Public Administration and Policy, PhD  
Requirements 84 credit hours, a written comprehensive exam, an oral comprehensive exam, a prospectus and a dissertation


**iPOS**  
iPOS logo with a graduation cap icon

Previous Next

**Faculty Committee**

Your graduate faculty committee is a resource for advice and guidance on course selections, project topics, and program requirements. Your program requires that you have a committee of 3, although some program paths may require additional members. Your staff advisor, program handbook, and program website will provide you with support as you set up your faculty committee. You may also utilize the [Graduate Faculty website](#) which is a resource for PhD endorsed faculty.

The first time your iPOS is submitted, you may submit a complete graduate committee, or at minimum one chair, or two co-chairs. Please keep in mind that prior to starting your culminating event, your full faculty committee must be included on your iPOS.

Select Faculty Committee				
Name	Committee Role	Title	Department	
	Anthony Grubestic	Chair	Center Dir (ACD) & Professor	School of Criminology & Crim J

Cancel Save

- Review content and scroll to the bottom of page
- Select box to agree to act with honesty and integrity
- Select “Submit”

Each student at ASU must act with honesty and integrity. I certify that the information on the iPOS is accurate and complete. I understand that any misrepresentation or falsification is sufficient cause of disciplinary action.

Cancel Submit

**Congratulations! Your iPOS has been submitted successfully.**

# Appendix A

See below for directions adding courses to the iPOS by selecting from [Preloaded](#) Courses or

- Add from Transcript
- Add Future Course
- Add Transfer Course
- Blanket Hours (doctoral Only)

## Preloaded courses:

- Select the box next to courses to select
- Select "Done"

Cancel
**Required Core (24 credit hours)**
Done

The course(s) listed below are required for your program and must be added in this section. If you wish to utilize courses other than those that have been pre-loaded, you may use the buttons at the bottom of this page, otherwise select the appropriate pre-loaded courses and select "done" when finished.

Select	Term	Session	Course	Description	Hours	Grade
<input checked="" type="checkbox"/>			<a href="#">PAF 603</a>	Adv Econ Public Admin & Policy	3	
<input checked="" type="checkbox"/>			<a href="#">PAF 610</a>	Adv Qualitative Methods	3	
<input checked="" type="checkbox"/>			<a href="#">PAF 609</a>	Adv. Quant. Methods Sem.	3	
<input checked="" type="checkbox"/>	2018 Fall	Session C	<a href="#">PAF 602</a>	Adv Rsrch Desgn for Public Pol	3	A-
<input checked="" type="checkbox"/>	2018 Fall	Session C	<a href="#">PAF 605</a>	Org. Theory and Behav. Seminar	3	
<input checked="" type="checkbox"/>	2018 Fall	Session C	<a href="#">PAF 601</a>	Advanced Public Policy Seminar	3	A
<input checked="" type="checkbox"/>	2019 Spring	Session C	<a href="#">PAF 604</a>	Intellect Foundns Public Admn	3	
<input checked="" type="checkbox"/>	2019 Spring	Session C	<a href="#">PAF 620</a>	PA Prof Development Workshop	3	

- Select the drop down to select the anticipated term of enrollment for each course
- Select "Done"

Cancel
**Required Core (24 credit hours)**
Done

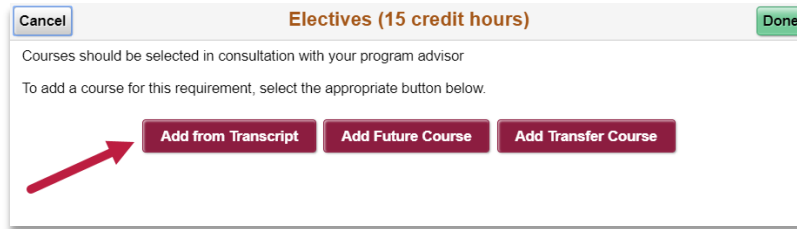
You will not be able to select a future course term that is greater than your Anticipated Graduation Term. Please update your Anticipated Graduation Term if needed.

Anticipated Graduation Term: 2023 Spring

Select	Term	Course	Description	Hours
<input checked="" type="checkbox"/>	<span style="border: 1px solid #ccc; padding: 2px;">2020 Fall</span>	<a href="#">PAF 603</a>	Adv Econ Public Admin & Policy	3
<input checked="" type="checkbox"/>	<span style="border: 1px solid #ccc; padding: 2px;">2021 Spring</span>	<a href="#">PAF 610</a>	Adv Qualitative Methods	3
<input checked="" type="checkbox"/>	<span style="border: 1px solid #ccc; padding: 2px;">2021 Fall</span>	<a href="#">PAF 609</a>	Adv. Quant. Methods Sem.	3
<input checked="" type="checkbox"/>	2018 Fall	<a href="#">PAF 602</a>	Adv Rsrch Desgn for Public Pol	3
<input checked="" type="checkbox"/>	2018 Fall	<a href="#">PAF 605</a>	Org. Theory and Behav. Seminar	3
<input checked="" type="checkbox"/>	2018 Fall	<a href="#">PAF 601</a>	Advanced Public Policy Seminar	3
<input checked="" type="checkbox"/>	2019 Spring	<a href="#">PAF 604</a>	Intellect Foundns Public Admn	3
<input checked="" type="checkbox"/>	2019 Spring	<a href="#">PAF 620</a>	PA Prof Development Workshop	3

## Add from Transcript

- Select “Add from Transcript”




Cancel **Electives (15 credit hours)** Done

Courses should be selected in consultation with your program advisor  
To add a course for this requirement, select the appropriate button below.

**Add from Transcript** **Add Future Course** **Add Transfer Course**

- Check the box next to courses to select
- Select “next”



Cancel **Add from Transcript** Next

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

Select	Term	Session	Course	Description	Hours	Grade
<input checked="" type="checkbox"/>	2018 Fall	Session C	<a href="#">PAF 522</a>	Adv Govt Financial Mgmt	3	A
<input checked="" type="checkbox"/>	2018 Fall	Session C	<a href="#">PAF 574</a>	Diversity,Ethics,Public Change	3	B

- Select “Done”



Cancel **Electives (15 credit hours)** Done

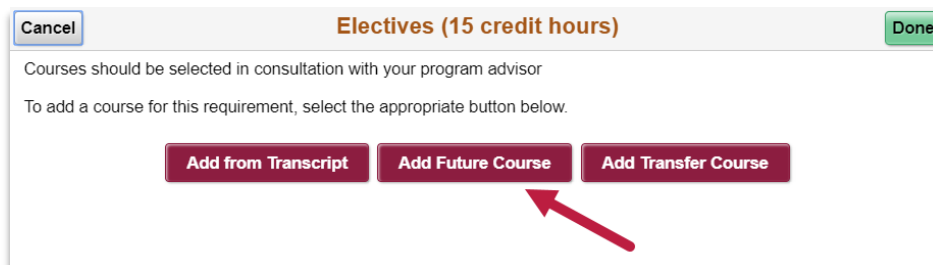
The following courses are graduate level courses you are currently registered for or have previously taken at ASU. Please select the courses that are applicable to your iPOS. If you have questions on which courses apply, please consult with your advisor.

Select	Term	Session	Course	Description	Hours	Grade
<input checked="" type="checkbox"/>	2018 Fall	Session C	<a href="#">PAF 522</a>	Adv Govt Financial Mgmt	3	A
<input checked="" type="checkbox"/>	2018 Fall	Session C	<a href="#">PAF 574</a>	Diversity,Ethics,Public Change	3	B

Return to the top of [Appendix A](#)  
Return to [Save Courses](#)

## Add Future Courses

- Select “Add Future Course”



Cancel **Electives (15 credit hours)** Done

Courses should be selected in consultation with your program advisor  
To add a course for this requirement, select the appropriate button below.

**Add from Transcript** **Add Future Course** **Add Transfer Course**

- Enter subject or select the magnifying glass to search
- Enter Course Number or leave blank to search by Range
- Select “Search”

**Add Future Course**

Select the appropriate Subject Area, enter the Course Number or select the Course Range and click Search to display the Search Results.

**Course Search**

Subject: PAF

Public Affairs

Course Number:

or Range: 500-599

- Select the box next to the course(s) to select
- Select "Next"

**Add Future Course**

Select the appropriate Subject Area, enter the Course Number or select the Course Range and click Search to display the Search Results.

**Course Search**

Select the courses you want to add to the iPOS and click Next.

Select	Course	Description
<input checked="" type="checkbox"/>	PAF 501	Public Service Research I
<input type="checkbox"/>	PAF 502	Public Service Research II
<input checked="" type="checkbox"/>	PAF 503	Public Affairs
<input checked="" type="checkbox"/>	PAF 504	Microecon of Public Policy I
<input type="checkbox"/>	PAF 505	Public Policy Analysis
<input checked="" type="checkbox"/>	PAF 506	Public Budgeting and Finance
<input type="checkbox"/>	PAF 507	Public Human Resource Mgmt

- Select the dropdown to select the anticipated term of enrollment for each course
- Select "Done"

**Electives (15 credit hours)**

Select the Term and number of Hours for each course listed.

Certain omnibus and repeatable courses will require that you select or enter a Course Title. Please select one of the available choices. If none are listed, please enter the Course Title.

You will not be able to select a future course term that is greater than your Anticipated Graduation Term. Please update your Anticipated Graduation Term if needed.

Anticipated Graduation Term: 2023 Spring

Select	Term	Course	Description	Title	Hours
<input checked="" type="checkbox"/>	2021 Fall	PAF 501	Public Service Research I		3
<input checked="" type="checkbox"/>	2022 Summer	PAF 503	Public Affairs	Public Affairs	3
<input checked="" type="checkbox"/>	2020 Summer	PAF 504	Microecon of Public Policy I		3
<input checked="" type="checkbox"/>	2019 Summer	PAF 506	Public Budgeting and Finance		3

## Add Transfer Course

- Select "Add Transfer Course"

**Electives (15 credit hours)**

Courses should be selected in consultation with your program advisor

To add a course for this requirement, select the appropriate button below.

- Fill in the fields (Note: If institution is not available contact Graduate Admissions at [gograd@asu.edu](mailto:gograd@asu.edu))
- Select “Add”

Cancel **Add Transfer Course**

Doctoral students, please note: If you would like to count 30 semester hours from a previously awarded master's degree, select the Previous Degree page. Do not individually list those courses on this page.

Please select the term and year of the transfer course first. If you are adding a transfer course that you completed in a previous semester, the complete official transcript must be filed with Admission Services before you can include the course on your iPOS. Please note that all transfer courses must be verified and approved by the Graduation Section of the Registrar and the Graduate College.

If you have questions about which transfer courses may be included on your iPOS, please consult your advisor and the Graduate Catalog. Only list transfer courses that you did not include in the Previous Degree section.

External Term: Fall  
 Term Year: 2017  
 Institution: Florida State University  
 Course Prefix: MPP  
 Course Number: 500  
 Course Title: Public Policy  
 Hours: 3  
 Hour Type: Semester  
 Official Grade: A

Justification if the Grade is not A or B: [dropdown]

Add Clear

## Blanket Hours

Applicable to Doctoral Students Only

Blanket hours are credit hours applied to the iPOS from a Previously Earned Master's Degree. Each section on the iPOS is programmed to display “Blanket Hours” if you have chosen “Yes” to using a Previously Earned Master's degree. In consultation with your Academic Program Staff include the blanket hours in the appropriate section by selecting the maroon button at the top of the section the hours are to be added to.

- Select the box next to “Blanket Hours”

Cancel **Open Courses** Done

Additional courses may be added in consultation with your program advisor

Select	Description
<input type="checkbox"/>	Blanket Hours

To add a course for this requirement, select the appropriate button below.

Add from Transcript Add Future Course Add Transfer Course

- Select the number of “Hours” to include
- Select “Done”

Cancel **Open Courses** Done

Select the Term and number of Hours for each course listed.

Certain omnibus and repeatable courses will require that you select or enter a Course Title. Please select one of the available choices. If none are listed, please enter the Course Title.

You will not be able to select a future course term that is greater than your Anticipated Graduation Term. Please update your Anticipated Graduation Term if needed.

Anticipated Graduation Term: 2023 Spring

Select	Description	Hours
<input checked="" type="checkbox"/>	Blanket Hours	30