Initial iPOS Guide for Doctoral Program Students

Accessing the iPOS

Locate the My Programs box in the bottom right of your MyASU home page. Click on your degree program and then Graduate Interactive Plan of Study (iPOS).

Completing the iPOS

Welcome Page

Read the Graduate College policy manual as linked. Then, click on the boxes as shown below and then Next.
**Degree Requirements**

The Degree Requirements page will populate with either one option for the degree requirements or with a maroon button to select from multiple options. If necessary, contact your Academic Program Staff Advisor for guidance.

![Image of Degree Requirements page]

**Previous Degree**

Doctoral students have the option of applying up to 30 credit hours from a previously awarded master's degree toward their doctoral degree.

![Image of Previous Degree page]
If the awarded master’s degree is not available on the iPOS, contact Graduate Admissions at gograd@asu.edu. You will need to add the Blanket Hours in one or more sections on the next page--the Course Admin.

**Course Admin**

Here you can add the courses you plan to take and in which term you plan to take them. You can always make changes in the future, if necessary.

First, select your Anticipated Graduation Term based on when you project completing the degree. This can be changed afterwards if needed.

Begin adding courses by clicking on each maroon banner. There will be differences in banners depending on the degree programs.
Adding Courses

Each section on the iPOS is programmed to display “Blanket Hours” if you selected “Yes” to using a previously awarded master’s degree. You can add the blanket hours in one section or divide them among several sections.

Some sections may have preloaded courses to choose from and count as degree requirements. Select the courses you plan to take. The total number of credits for each section must equal the number required as shown.

Three maroon buttons appear after clicking on each banner.

- Choose Add from Transcript to add courses you have already completed or are currently enrolled in
- Choose Add Future Course to add courses you plan to take in a future term
- Choose Add Transfer Course if you completed graduate coursework elsewhere that did not apply towards an awarded degree, and have been approved to apply it to your degree.
Add from Transcript: If you are currently enrolled in the course, choose Add from Transcript.

Add Future Courses

You will be prompted to input the Subject/Course prefix and course number to search for. Choose the term you plan to take each course.
Select the course(s) you want to take. You can make changes to these throughout your program, if desired/needed.

Select the term you plan to take each course. This may also be changed in the future, if desired/needed.
Add Transfer Course

You will be prompted to complete the fields as indicated. If the institution does not show in the dropdown, contact Graduate Admissions to request that your transcripts be posted to your record (gograd@asu.edu).
After adding all coursework to fulfill all degree and credit requirements in each area, and your total credits matches the minimum required, you can Save.

After seeing the message that all course validations have passed, click Next to continue.

**Course Summary**

The Course Summary page displays an overview of your plan to complete the degree. If you need to make changes, click on Previous. Otherwise, click Next to continue.
Staff Advisor

The Staff Advisor page displays the name and contact information of your staff advisor for your reference. Click Next to continue.
Faculty Committee

All programs require that a faculty Chair be designated for your plan. To submit the initial iPOS, only the Chair is required and the rest can be added at a later date, if required. Some units will tell you who you need to add as your Chair. If not, contact your staff advisor.

Search for the faculty member by inputting at least the first two characters of the last and first name. **Note:** If the faculty member does not appear, contact your Academic Program Staff Advisor.

Select the Chair committee role from the drop-down and click on Done.

Click Save and then Next to continue.
Petitions

The Petitions page is used to request exceptions to Graduate College policies and special requests. When submitting your initial iPOS, you skip this page. Click Next to continue.

Professional Development

The Professional Development page is used to collect your professional development experiences, certificates, and other documents. Examples of experiences could be specific courses, webinars, workshops or conferences, and publications. Examples of certificates could be training in specific software, skills or
techniques for which you received a certificate of completion. Documents could include your resume or C.V. among others. These items can be added in the future, as you complete them. Click Next to continue.

**Summary/Submit**

The Summary/Submit page is a culmination of all items that have been added to your iPOS. ASU Graduate Students are required to submit accurate information on the iPOS and are directed to confirm they have before they Submit.

An informational and instructional video about the iPOS is also available to assist you in this process: [https://graduate.asu.edu/current-students/completing-your-degree/your-plan-study-ipos](https://graduate.asu.edu/current-students/completing-your-degree/your-plan-study-ipos)

**Need Help?**

Questions about completing the iPOS should be directed to your Academic Program Staff Advisor located on your iPOS.