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 Dean of Graduate College.

- 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 the Graduate College, 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 College iPOS policy information, please see [https://graduate.asu.edu/key-policies](https://graduate.asu.edu/key-policies)

If you are having technological issues with filing your iPOS or have a question on the Graduate College policy regarding iPOS requirements, eg. transfer hour limits) please email [iPos-q@asu.edu](mailto: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 the Graduate College for final approval. You will receive an email when your Plan of Study is approved by the Graduate College.
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/oag/catalog/. 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 an 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.

<table>
<thead>
<tr>
<th>Plan:</th>
<th>English (MA)</th>
</tr>
</thead>
</table>

**Degree Requirements**

For assistance with completing the Plan of Study, please contact your academic unit office at (480) 965-3194 or by email at enggrad@asu.edu. You may also visit their website at http://english.clas.asu.edu/graduate.

To be awarded this degree, you must complete the following requirements. Select the radio button to confirm that you are in agreement with the degree requirements.

- [ ] 30 credit hours including the required course (LIN 590 or ENG 590), a Foreign Language Exam, and an Applied Project
- [x] 30 credit hours, a Thesis and a Foreign Language Exam

**Anticipated Graduation Term**

Please select the term that you anticipate you will be graduating

- [ ] 2012 Fall
- [ ] 2012 Spring

**Foreign Languages**

The English (MA) program requires proficiency in foreign language(s). Please indicate which foreign language(s) you will study below.

| Language | Italian |

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.

<table>
<thead>
<tr>
<th>Institution</th>
<th>Degree</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>U Of Denver</td>
<td>Juris Doctor</td>
<td>1991</td>
</tr>
<tr>
<td>Depaul U</td>
<td>Master of Arts</td>
<td>2010</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Select ASU Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
<tr>
<td>Please select one of the links below to continue; afterward, you will return automatically to this page.</td>
</tr>
<tr>
<td><strong>Transcript</strong></td>
</tr>
<tr>
<td><strong>Future</strong></td>
</tr>
</tbody>
</table>

5) **Select ASU courses to add to your POS.**

<table>
<thead>
<tr>
<th>ASU Graduate Level Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Campus</th>
<th>Semester</th>
<th>Course</th>
<th>Title</th>
<th>Semester Hours</th>
<th>Grade</th>
<th>Undergraduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tempe</td>
<td>2011 Spring</td>
<td>ERG 792</td>
<td>Research</td>
<td>2.00</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Tempe</td>
<td>2011 Spring</td>
<td>A68 541</td>
<td>Theory in Sociocultural Anthro</td>
<td>3.00</td>
<td>A</td>
<td>N</td>
</tr>
<tr>
<td>Tempe</td>
<td>2011 Spring</td>
<td>GRD 590</td>
<td>Special Topics: Diversity Across Curriculum</td>
<td>1.00</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Tempe</td>
<td>2011 Spring</td>
<td>ERG 554</td>
<td>Rhetoric Race, Class, Gender</td>
<td>3.00</td>
<td>A</td>
<td>N</td>
</tr>
<tr>
<td>Tempe</td>
<td>2011 Fall</td>
<td>ERG 550</td>
<td>Old English</td>
<td>3.00</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>Tempe</td>
<td>2011 Fall</td>
<td>ERG 552</td>
<td>Advanced Composition Studies: Writing Programs</td>
<td>3.00</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>Tempe</td>
<td>2011 Fall</td>
<td>ERG 594</td>
<td>Conference and Workshop: Teaching Assistants</td>
<td>3.00</td>
<td>N</td>
<td></td>
</tr>
</tbody>
</table>

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.

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### ASU Courses Added to POS

<table>
<thead>
<tr>
<th>Term</th>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
<th>Grade</th>
<th>Error</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010 Fall</td>
<td>LIN 510</td>
<td>Linguistics</td>
<td>3.00 A+</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2010 Fall</td>
<td>LIN 520</td>
<td>Second-Lang Acquisition Theory</td>
<td>3.00 A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2010 Fall</td>
<td>LIN 522</td>
<td>Grammar for TESL</td>
<td>3.00 A+</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2011 Spring</td>
<td>CHI 520</td>
<td>Teaching Chinese as Second Lang</td>
<td>3.00 A-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2011 Spring</td>
<td>LIN 500</td>
<td>Research Methods</td>
<td>3.00 A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2011 Spring</td>
<td>LIN 514</td>
<td>Syntax</td>
<td>3.00 A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2011 Fall</td>
<td>LIN 516</td>
<td>Pragmatics/Discourse Analysis</td>
<td>3.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2011 Fall</td>
<td>RDG 691</td>
<td>Seminar: Lang,Lrn&amp;Lit:Situatd&amp;Sodoc Ap</td>
<td>3.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2011 Fall</td>
<td>SED 579</td>
<td>Apprentice Teach in Sec Educ</td>
<td>3.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Credit Hours** 27.00
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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 654</td>
<td>Adv Studies-Rhet, Writ, Tech &amp; Clt</td>
</tr>
<tr>
<td>ENG 655</td>
<td>Disciplinary Discourses</td>
</tr>
<tr>
<td>ENG 656</td>
<td>Studies Cross-Cultural Discourse</td>
</tr>
<tr>
<td>ENG 661</td>
<td>Advanced Studies in Film</td>
</tr>
<tr>
<td>ENG 662</td>
<td>Poetic Genres</td>
</tr>
<tr>
<td>ENG 663</td>
<td>Fiction Genres</td>
</tr>
<tr>
<td>ENG 664</td>
<td>Mixed Genres</td>
</tr>
<tr>
<td>ENG 665</td>
<td>Creative Methods</td>
</tr>
<tr>
<td>ENG 667</td>
<td>Issues in Writing Professions</td>
</tr>
<tr>
<td>ENG 680</td>
<td>Practicum</td>
</tr>
</tbody>
</table>

[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.
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.

<table>
<thead>
<tr>
<th>Term/Year</th>
<th>Fall</th>
<th>2009</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institution</td>
<td>Sarah Lawrence College</td>
<td></td>
</tr>
</tbody>
</table>

Transfer Courses

Would you like to include courses from other institutions in your Plan of Study?

Yes

Doctoral students, please note: If you would like to count 30 semester hours from a previously awarded master’s degree, click on the Prev Degree link. Do not list those courses on this page. If you do not have the link, please contact Graduate Enrollment Services at (480) 965-6115.

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 Graduate Enrollment Services before you can include the course on your POS. 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 POS, please consult your advisor and the Graduate Catalog. Only list transfer courses that you did not include in the Previous Degree section.

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 the Graduate College 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 button]

2) Click Search.

3) Click Select by the appropriate Advisor name.

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

[Select buttons]

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: Goggin, Peter
Role: Chair
Business Title: Professor
Department: English

[Select button]

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.

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's first name to narrow your search results.

Click the Search button to proceed.

Last Name

First Name

Search

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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Business Title</th>
<th>Department</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goggins, Peter</td>
<td>Chair</td>
<td>Assoc Professor</td>
<td>English</td>
<td>Delete</td>
</tr>
<tr>
<td>Goggins, Maureen</td>
<td>Member</td>
<td>Chair (PSC) &amp; Professor</td>
<td>English</td>
<td>Delete</td>
</tr>
<tr>
<td>Kelleher, Asling G.</td>
<td>Member</td>
<td>Asst Professor</td>
<td>The Design School</td>
<td>Delete</td>
</tr>
</tbody>
</table>

Save and Continue

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).

General POS Information

<table>
<thead>
<tr>
<th>Degree Plan</th>
<th>English (Rhetoric, Composition and Linguistics) (PhD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admitted</td>
<td>2010 Fall</td>
</tr>
<tr>
<td>Anticipated Graduation Term</td>
<td>2015 Spring</td>
</tr>
<tr>
<td>Graduation Deadline</td>
<td>2020 Summer</td>
</tr>
<tr>
<td>Minimum Hours Required</td>
<td>84.00</td>
</tr>
<tr>
<td>Total Hours on POS</td>
<td>85.00</td>
</tr>
<tr>
<td>Current POS GPA</td>
<td>4.000</td>
</tr>
<tr>
<td>Overall Graduate GPA</td>
<td>4.000</td>
</tr>
<tr>
<td>Plan of Study Status</td>
<td>Not Submitted</td>
</tr>
</tbody>
</table>

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 College website’s Completing Your Degree section (under Graduation Deadline and Procedures).