# Staff Advisor Quick Guide to Reviewing the iPOS

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Accessing the iPOS Inbox

1. Login to My ASU and click on the CS PeopleSoft link.

2. Click on My Homepage, then click on Interactive Plan of Study.

3. Click on My Inbox.

4. All iPOS submitted for review for your program(s) will be displayed. Note: You may see programs in your My Inbox that are not assigned to you. This is due to programs sharing the same committee at the time of set up.
In My Inbox, you will see “Milestones” and “Milestone levels”. “Milestones” are used to identify the type of submission request and “Milestone levels” indicate the status of the “Milestone” submission.

Milestones are:

- Committee Appointment/Change Request
- Course Change Request
- Petition (Leave of Absence, Retake Oral Exam, Other, etc.)
- Plan of Study

Milestone levels are:

- PENDING IN AU
- ON HOLD IN AU
The Plan of Study (iPOS) is a tool for graduate students to plan and track their progression in their graduate career to complete their degree. Staff advisor or faculty chair review initial iPOS submission to confirm student is satisfying degree requirements for their program. Students should complete their iPOS during the first semester of their program. Students will receive a registration hold if they do not complete their Plan of Study prior to completing 50% of their required coursework.

To review the Plan of Study submission, click on the Summary/Submit tab found on the left toolbar. Each section to be reviewed is highlighted in the image below.

1) Degree Requirements
2) Additional Requirements
3) Staff Advisor
4) Faculty Committee
5) Degrees Earned
6) Course Summary
1) Degree Requirements

The Degree Requirements section of the iPOS displays important degree requirements the student must satisfy to qualify for graduation. When reviewing a student’s iPOS, verify that the following degree requirements are met:

- Continuous Enrollment - verify that continuous enrollment displays as “Met”
- GPA - Cumulative, Overall Graduate, and iPOS GPAs should be 3.0 or greater. **Note:** An iPOS can be approved if a student has a Cumulative, Overall, or iPOS GPA below a 3.0, however the student must ensure that all three GPAs are 3.0 or greater at the time of graduation. If students do not meet the 3.0 GPA requirement, they may be placed on academic probation.

2) Additional Requirements

The Additional Requirements section displays the status of graduate prospectus, graduate written exam, graduate oral exam, graduate foreign language requirement, and/or culminating experience result (capstone, portfolio, applied project, or thesis/dissertation). Information appearing in this section cannot be modified through the Plan of Study page. See Exam Status section for additional information regarding updating the status of a student’s graduate prospectus, graduate written exam, graduate oral exam, and/or graduate foreign language requirement. Culminating experience results will be updated based a graded culminating experience course, portfolio, or defense result.

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<td>Requirement</td>
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<tr>
<td>Graduate Applied Project</td>
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3) Staff Advisor

Information appearing in the Staff Advisor section is automatically populated based on students selected academic plan and staff advisor assignment. For additional information regarding advisor assignment, see the Manage Staff Advisor How-To Guide for Support Staff.

4) Faculty Committee

The Faculty Committee section displays the faculty members that have been listed on a student’s iPOS. Verify that all faculty committee members listed on a student’s Plan of Study possess the proper endorsement to serve in the role they are serving. If committee members do not possess the proper endorsement to serve, a Committee Approval Request can be submitted to add a new endorsement to the committee member’s record. It is best to wait to approve a Plan of Study until all committee members have the necessary endorsements listed on their record. For additional information regarding reviewing faculty eligibility to serve on a committee, see steps 1 and 2 in the Committee Appointment/Change Request section listed below.
5) Degrees Earned

The Degrees Earned section lists the student’s undergraduate and graduate degrees (if applicable). Verify that the student’s undergraduate degree is posted on the iPOS. An iPOS can be submitted even if the student’s undergraduate degree has not been posted. If approving a Plan of Study that does not have a posted undergraduate degree, please ask the student to have an official undergraduate transcript sent to Graduate Admissions. All graduate students must have their bachelor’s degree recorded on their iPOS to qualify for graduation.

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<tr>
<th>Institution</th>
<th>Degree</th>
<th>Date Earned</th>
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<tr>
<td>Mississippi State University</td>
<td>Bachelor of Science</td>
<td>05/01/2019</td>
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6) Course Summary

The Course Summary section provides a list of the coursework that has been added to the student’s iPOS. Review all courses listed on the student’s iPOS. Verify that all coursework listed meets Graduate College policy regarding concurrent enrollment and grading standards. Additional review will be required for any coursework listed in the course summary that is considered pre-admission coursework, 400 level pre-admission coursework, transfer coursework, and blanket credit hours. Please see Graduate College Policies and Procedures Handbook for additional information regarding acceptable coursework. These special coursework designations are detailed below.

Pre-admission Courses

Coursework appearing on the iPOS that was taken prior to the admit term falls under the pre-admission coursework policy. Students may include up to 12 credits of pre-admission coursework on their iPOS. In order for pre-admission coursework to be eligible to be included on a student’s iPOS, the course(s) must meet the following criteria:

- Course(s) were taken at the graduate level (500 level or higher) *
- Earned a grade of B or better in the course(s)
- Course(s) was not used towards a previous degree
- Taken within three years of admission into the ASU degree or certificate program

*Note: 4+1 or IADP students may include up to 6 credits of 400 level pre-admission coursework to be applied towards the graduate degree.

The example provided below highlights a pre-admission course appearing on a student’s Summary/Submit page.
Transfer Courses

Students may include pre-admission courses from an institution outside of ASU (also referred to as transfer courses). Transfer courses are considered pre-admission credits and students are limited to use up to 12 total pre-admission credits from all institutions combined. Transfer courses need to be compared to the student’s official transcript from the outside institution prior to approving their use on the iPOS. Transcripts can be located in AppXtender.

1. To access AppXtender, click Profile Tab → Student Profile and click on the AppXtender icon in the upper right corner of the page.

2. Locate the Transcript listed in AppXtender and click to open the scanned transcript. If one or more transcripts are listed, locate the most recent transcript based on the created date/time listed in AppXtender.

3. Review the course(s) credit hours, term, course prefix, and name to ensure that the course(s) to be used as pre-admission transfer courses meet all pre-admission guidelines set by the Graduate College.

Note: The Graduate College will verify all transfer courses listed on the iPOS. A checkmark in the Transfer Verified box indicates that the Graduate College has approved the transfer.
Blanket Hours (Applies to Doctoral students Only)

With academic unit approval, students may use up to 30 credits of blanket hours from a previously awarded master’s degree. **Note:** Some academic programs may have special agreements regarding the use of Blanket Hours, please refer to your degree program proposal for additional details regarding the use of Blanket Hours.

If the student does not have their earned Master’s degree listed on the iPOS and wishes to utilize blanket hours, contact Graduate Admissions at gograd@asu.edu to have the student’s master’s degree posted to the student’s iPOS.

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**Plan of Study Approval**

When the Plan of Study is ready for approval, click on the Approval/History tab and then click Approval. If a coursework input on the Plan of Study requires a petition, an automatically generated petition may appear on the iPOS approval page. Complete any automatically generated petitions, input any appropriate comments in the text box and click Approve to forward the Plan of Study to the Graduate College for review. If changes need to be made, add a comment for the student regarding what needs to be updated/removed and then click Deny to return the Plan of Study back to the student.
Committee Appointment/Change Requests

A Committee Appointment/Change Request is submitted when a student wishes to make a change their committee.

Approving Committee Appointment/Change Requests

1. Click on Approval/History and then click on Approval.

2. Click on each member listed on the request to ensure that the members being added to the committee possess the correct endorsement to serve on the committee based on the student’s academic plan. A separate window will appear showing the name, committee role and title the requested committee member will serve in and will also display approval type, approval level, and endorsements the requested committee member received approval for in the system.

3. If all requested committee members being added possess the proper endorsement to serve on the student’s committee, add an Academic Unit Comment, and then click Approve. The request will be forwarded to the Graduate College for approval.
Note: If a student wishes to add a committee member that has not been granted the endorsement for the student’s particular academic plan, a Committee Approval Request (located on the Graduate College website under Resources for Faculty and Staff) must be submitted to request an endorsement to be added to the requested committee member’s record.

Submitting Committee Appointment/Change Requests on behalf of a student

1. Click on Advisors, Faculty Committee, and click on Select Faculty Committee.

2. Enter the committee member’s first and last name and click Search. After clicking search, a list of matching committee members will be displayed. Click on the committee member to be added.

3. A new window will be displayed. Verify that the committee member to be added possesses the correct endorsements, select their committee role and click Done.
4. To remove a committee member, click on their name on the Faculty Committee page. A new window will be displayed. Click **Remove** to remove the committee member from the student’s committee.

![Select Faculty Committee](image)

5. When all committee members have been added/removed, click **Submit**. The Committee Appointment/Change Request will now appear as Pending in Academic Unit in the iPOS inbox and will require an additional approval at the advisor level prior to being reviewed by the Graduate College (see steps listed above for approving a Committee Appointment/Change Request).

### Course Change Requests

Once an iPOS Plan of Study has been approved, students can request to adjust the courses appearing on their Plan of Study by submitting a course change request. Additionally, the academic unit can also submit a course change request on behalf of the student.

Typically, a course change will only require academic unit approval. Graduate College approval may be needed if students have a past petition associated with their iPOS or their current course change request requires an exception to Graduate College policy.

**Approving Course Change Requests**

1. Click on **Approval/History** and then click **Approval**.
2. Review that the course change request meets program and Graduate College requirements. If the course change meets all requirements, add a comment and click **Approve**. If the course change needs to be adjusted, add a comment for the student and click **Deny** to return to the student for corrections.
Submitting Course Change Requests on behalf of a student

1. Click on Courses, Course Admin and click on the red course bar to add courses to the desired course requirement.

2. A new window will be displayed which will allow for courses to be added from the transcript, as future courses, or as transfer courses. Select the course type category to continue.

3. A new window will be displayed. Check the box to add the courses to the iPOS and click Next.
4. If courses need to be removed, click on the course to be removed. A new window will pop up. Click **Remove** and then click **Done**.

5. Once all courses have been added and removed, verify that the listed credit totals match the required credit totals prepopulated on the iPOS and click **Submit**. The Course Change Request will now appear as Pending in Academic Unit in the iPOS inbox and will require an additional approval at the advisor level prior to being reviewed by the Graduate College (see steps listed above for approving a Course Change Request).

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**Exam Status**

When students have completed their prospectus, graduate written exam, graduate oral exam, and/or graduate foreign language requirement, the exam result may be input into the iPOS. To enter an exam result, follow the steps listed below:

1. Click on **Additional Requirements, Exams**, and then click on **Add Exam**.
2. A new window will be displayed. Select the exam type and status from the drop-down menus, enter the date of the exam, add a comment, and click Save. If reporting more than one exam result, repeat this step until all exam results have been saved.

3. Once all required exam results have been entered, click Submit to forward the exam request to the Graduate College for processing.

Leave of Absence (LOA)

The Leave of Absence (LOA) petition can be used when students indicate they need to take a 1 or 2 semester break from their degree program without breaking the continuous enrollment policy established by the Graduate College.

Request Change to Degree Requirements

The Request Change to Degree Requirements petition allows students to switch from one degree requirement (credit hours and culminating experience) to another degree requirement offered in the same requirement term.

Request Change to Requirement Term

The request change to requirement term petition allows students to opt into a new degree requirement changes offered in a new academic term. This option must be initiated by advising staff. Students will not have the option to choose to submit the Request Change to Requirement Term petition via the iPOS.
Request Extension to Grad Time Limit

Students can submit the petition called Request extension to grad time limit if they need time beyond the graduation deadline to complete their degree. The time limit for master's students is six years. For doctoral students it is ten years.

Petition-Other

A Petition-Other is a formal request for an exception to any Graduate College policy that is not addressed by any petition listed above. A request for a standalone “Other” petition can be submitted for multiple reasons depending on the student's situation.

Approving Petitions

1. Click on Approval/History and then click on Approve.
2. In the comment box, enter a comment that supports the petition request, check the box stating that the student’s faculty committee has been notified of this leave request, and click Approve.

3. The petition request will now be forwarded to the Graduate College for review. The Graduate College may require additional supporting documentation depending on the petition request. A Graduate Support Coordinator will reach out to you if additional information is needed.

Submitting Petitions on behalf of a student

1. Click on Petitions and then click on Add Petition.
2. Choose the desired Petition type, enter all requested information, add a comment, and click **Done**.

![Add Petition](image)

3. Click **Submit**. The petition will now appear as Pending in Academic Unit in the iPOS inbox and will require an additional approval at the advisor level prior to being reviewed by the Graduate College (see steps listed above for approving a petition).

### iPOS Checklist

Verify that all items are satisfied prior to submitting an iPOS to the Graduate College for review:

- Continuous enrollment is met
- All three GPA's (Cumulative, Overall, iPOS) meet the 3.0 minimum
- Committee participants possess correct endorsements
- Pre-admission coursework meets Graduate College policies
- No more than 6 credits of 400 Level coursework listed on iPOS
- Coursework listed is valid for degree program
- Transfer courses from outside universities has been verified against transcript in AppXtender
- Concurrent hours allowed for degree(s) does not exceed Graduate College policy
- Blanket 30 on PhD iPOS meets Graduate College policy
- Outstanding iPOS petitions are complete
- Culminating experience is appropriate for student degree program