

Interactive Plan of Study iPOS

To access the Plan of Study
log into myASU
my.asu.edu



Tips

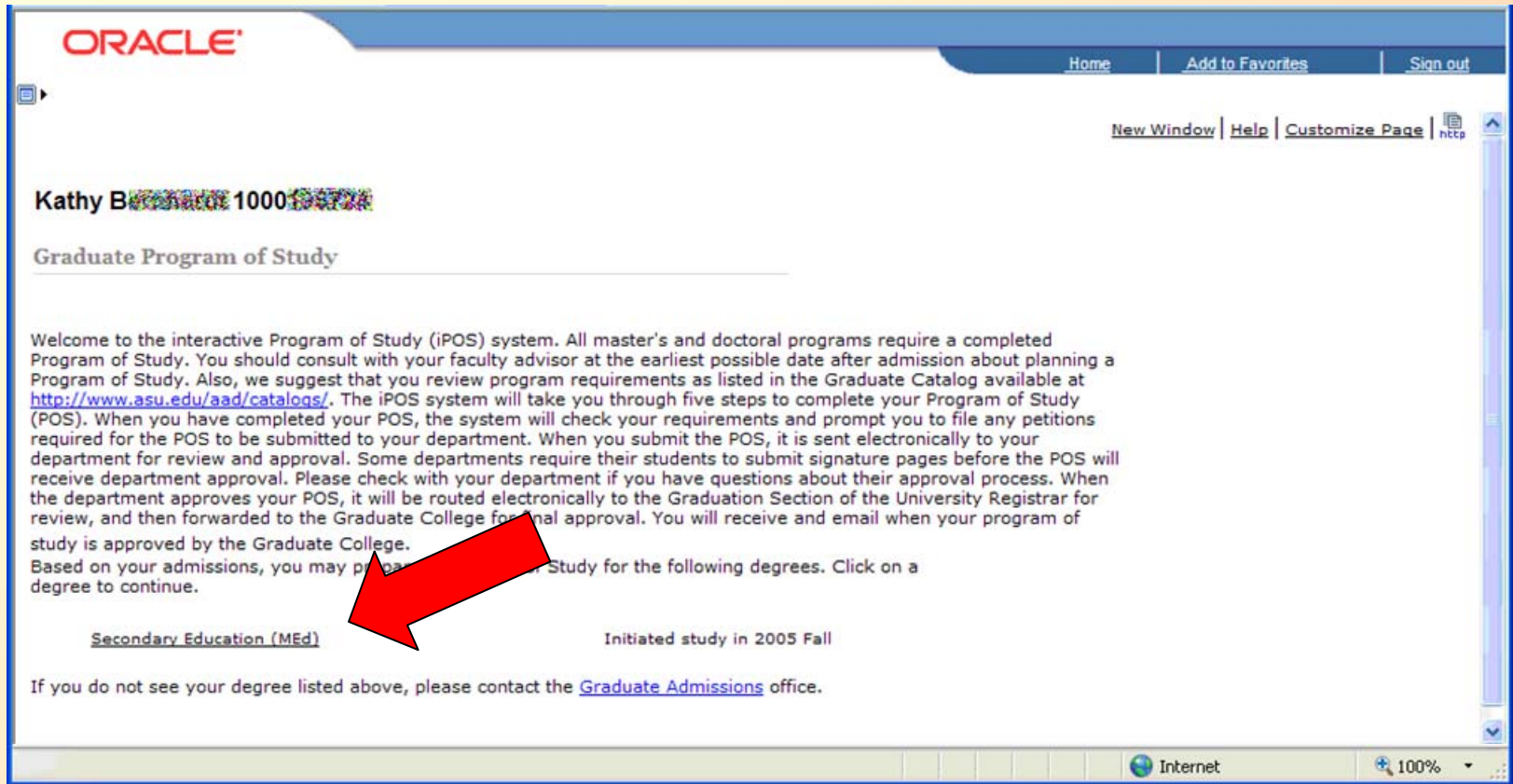
- Your department is your first point of contact for Plan of Study questions. They can advise you on which courses you should list and what to write if you are required to file a petition.
- If you are having difficulty submitting your Plan of Study, your department may not have cleared the provisions from your admission. Have your department contact Graduate Admissions.
- If you are in a doctoral program and have previously earned a master's degree, make sure you see the Previous Degree link. If you do not, contact Graduate Admissions.

Instructions

The screenshot shows the myASU student portal interface. At the top, there is a navigation bar with links for ASU Home, ASU A-Z Index, My ASU, Colleges & Schools, Directory, and Map. Below this is a search bar and a user profile area with tabs for My Info and My Stuff. The main content area is divided into several sections: My Classes (with tabs for Summer 2008, Fall 2008, Winter 2008, and Spring 2009), My Programs & Advising (containing links for Religious Studies (MA), My Progress Reports, College, Admissions Application Status, My Grades, My Transcripts, and Apply for Graduation), My Tasks (with HOLDs and TO DOs), My Accounts (General and Finances), and My Tools (E-mail, My Files, My Docs, and Blogs & Wikis). A red arrow points to the 'My Graduate Program of Study' link in the 'My Programs & Advising' section. The browser's address bar shows the URL https://webapp4.asu.edu/myasu/student.

- On the myASU page click on “My Graduate Plan of Study.”

Instructions



The screenshot shows a web browser window displaying the Oracle iPOS system. The page header includes the Oracle logo and navigation links for Home, Add to Favorites, and Sign out. Below the header, the user's name 'Kathy B' and ID '1000' are displayed. The main heading is 'Graduate Program of Study'. The body text provides a welcome message and instructions for using the iPOS system, including a link to the Graduate Catalog. A red arrow points to the 'Secondary Education (MEd)' link in the list of degrees. The browser's status bar at the bottom shows 'Internet' and '100%' zoom.

ORACLE

Home | Add to Favorites | Sign out

New Window | Help | Customize Page | http

Kathy B 1000

Graduate Program of Study

Welcome to the interactive Program of Study (iPOS) system. All master's and doctoral programs require a completed Program of Study. You should consult with your faculty advisor at the earliest possible date after admission about planning a Program 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 Program 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 Program of Study for the following degrees. Click on a degree to continue.

[Secondary Education \(MEd\)](#) Initiated study in 2005 Fall

If you do not see your degree listed above, please contact the [Graduate Admissions](#) office.

Internet 100%

- The first page that will open is the welcome page.
- Click on the degree to begin the Plan of Study.

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POS ASU COURSES TRANSFER COURSES ADVISOR SUMMARY

Graduate Program of Study

Plan: Secondary Education (MEd)

Degree Requirements

Please meet with your faculty advisor to determine future coursework prior to completing your Program of Study. When you meet with your advisor, you must select 10 courses AND the semesters in which you will complete them. You will need both of these items in order to complete your Interactive Program of Study. Your advisor will also assist you in determining whether you will complete an applied project or comprehensive examination. All off-campus cohort students will complete an applied project (DCI 593). Please be aware that all coursework must be 500-level and above. If approved by your advisor, you may include nine non-degree graduate credit hours or six transfer graduate credit hours in your Program of Study. If you plan on including transfer credits, the official transcript from your transfer university must be on file with the Graduate Admissions Office. You cannot include any transfer credits from a previously completed graduate degree. You cannot include any transfer credits from a previously completed graduate degree. After you have completed the Interactive Program of Study, please print it out and obtain the signature of your faculty advisor as "Chairperson". After you have obtained this signature, please submit your Program of Study to the Graduate Programs Office in Farmer Room 434. If you have any questions, please contact the Curriculum and Instruction Graduate Programs Office at 480-965-1122.

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 and an Applied Project

30 credit hours and a Written Comprehensive Exam

Save and Continue

- Questions concerning program requirements should be directed to your academic unit and/or advisor.
- Questions concerning **technical issues** with the Interactive Program of Study (iPOS) may be emailed to iPos-q@asu.edu

Done Internet 100%

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

If your degree program has multiple options, select the appropriate requirements for your degree. Contact your department if you are unsure of the appropriate option.

You will want to click **Save and Continue** after each step to progress through your Plan of Study.

File an iPOS - Windows Internet Explorer

https://hrsa.oasis.asu.edu/psp/asusaprd/EMPLOYEE/HRMS/c/ASU_ACADEMIC_ADVISING.ASU_AA_POS_INTRO.G...

ASU ARIZONA STATE UNIVERSITY

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Home | Add to Favorites | Sign out

New Window | Help | Customize Page | http

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POS | **ASU COURSES** | TRANSFER COURSES | ADVISOR | SUMMARY

Graduate Program of Study

Select ASU Courses

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

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

Transcript Select courses from my transcript

Future Select future courses

Save and Continue

- Questions concerning program requirements should be directed to your academic unit and/or advisor.
- Questions concerning **technical issues** with the Interactive Program of Study (iPOS) may be emailed to iPos-q@asu.edu.

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Select ASU courses that you have already completed or in which you are currently registered by clicking the **Transcript** button.

ORACLE Home | Add to Favorites | Sign out

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 Program of Study. If you have questions on which courses apply, please consult with your advisor.

<u>Campus</u>	<u>Semester</u>	<u>Course</u>	<u>Title</u>	<u>Semester Hours</u>	<u>Grade</u>
<input type="checkbox"/> Tempe	2004 Spring	ENG 538-M	Studies Mod/Contemp Amer Lit	3.00	A
<input type="checkbox"/> Tempe	2004 Spring	EDP 514-M	Psychology of the Adolescent	3.00	A
<input type="checkbox"/> Tempe	2004 Fall	POS 530-M	American Politics	3.00	A
<input type="checkbox"/> Tempe	2004 Fall	COM 691-M	S:Rhetorical Theory	3.00	B
<input type="checkbox"/> Tempe	2005 Spring	ENG 652-M	Advanced Composition Studies	3.00	A
<input type="checkbox"/> Tempe	2005 Fall	ENG 556-M	Theories of Literacy	3.00	A
<input type="checkbox"/> Tempe	2005 Fall	ENG 500-M	RM:Rhetoric/Composn	3.00	A
<input type="checkbox"/> Tempe	2006 Spring	ENG 654-M	Adv Studies/Rhetoric,Writ,Tech	3.00	A
<input type="checkbox"/> Tempe	2006 Spring	ENG 655-M	Dd:Adv Lit/Tech/ Power	3.00	A-
<input type="checkbox"/> Tempe	2006 Summer 2	ENG 592-M	Research	1.00	Z
<input type="checkbox"/> Tempe	2006 Fall	ENG 530-M	Old English	3.00	B
<input type="checkbox"/> Tempe	2006 Fall	ENG 551-M	Rhetorical Traditions	3.00	A
<input type="checkbox"/> Tempe	2007 Spring	ENG 599-M	Thesis	6.00	Z
<input type="checkbox"/> Tempe	2007 Spring	ENG 531-M	Old English Literature	3.00	A-

Select All | Save and Continue | OK as is

Internet | 100%

Sample courses page.

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Home | Add to Favorites | Sign out

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 Program of Study. If you have questions on which courses apply, please consult with your advisor.

<u>Campus</u>	<u>Semester</u>	<u>Course</u>	<u>Title</u>	<u>Semester Hours</u>	<u>Grade</u>
<input type="checkbox"/> Tempe	2004 Spring	ENG 538-M	Studies Mod/Contemp Amer Lit	3.00	A
<input type="checkbox"/> Tempe	2004 Spring	EDP 514-M	Psychology of the Adolescent	3.00	A
<input type="checkbox"/> Tempe	2004 Fall	POS 530-M	American Politics	3.00	A
<input type="checkbox"/> Tempe	2004 Fall	COM 691-M	S:Rhetorical Theory	3.00	B
<input type="checkbox"/> Tempe	2005 Spring	ENG 652-M	Advanced Composition Studies	3.00	A
<input type="checkbox"/> Tempe	2005 Fall	ENG 556-M	Theories of Literacy	3.00	A
<input type="checkbox"/> Tempe	2005 Fall	ENG 500-M	RM:Rhetoric/Compostn	3.00	A
<input type="checkbox"/> Tempe	2006 Spring	ENG 654-M	Adv Studies/Rhetoric,Writ,Tech	3.00	A
<input type="checkbox"/> Tempe	2006 Spring	ENG 655-M	Dd:Adv Lit/Tech/ Power	3.00	A-
<input type="checkbox"/> Tempe	2006 Summer 2	ENG 592-M	Research	1.00	Z
<input type="checkbox"/> Tempe	2006 Fall	ENG 530-M	Old English	3.00	B
<input type="checkbox"/> Tempe	2006 Fall	ENG 551-M	Rhetorical Traditions	3.00	A
<input type="checkbox"/> Tempe	2007 Spring	ENG 599-M	Thesis	6.00	Z
<input type="checkbox"/> Tempe	2007 Spring	ENG 531-M	Old English Literature	3.00	A-

Select All

Save and Continue | OK as is

Internet 100%

You can select individual courses, or select all graduate courses on your ASU transcript.
 Click **Save and Continue**.

File an iPOS - Windows Internet Explorer

https://hrsa.oasis.asu.edu/psp/asusaprd/EMPLOYEE/HRMS/c/ASU_ACADEMIC_ADVISING.ASU_AA_POS_INTRO.G...

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New Window Help Customize Page HELP

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POS ASU COURSES TRANSFER COURSES ADVISOR SUMMARY

Graduate Program of Study

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

Save and Continue


- Questions concerning program requirements should be directed to your academic unit and/or advisor.
- Questions concerning **technical issues** with the Interactive Program of Study (iPOS) may be emailed to iPos-q@asu.edu.

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Select courses that you will take in the future by clicking the **Future** button.

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Select ASU Courses: Search Future ASU Courses

Step 1 of 3

To add future courses to your POS, please start your search below by selecting the appropriate campus, course area, number of course range.

Course Location:

Subject Area: 

Number: or Range:

Done | Internet | 100%

Select the **Campus**, **Subject Area**, and **Range**.

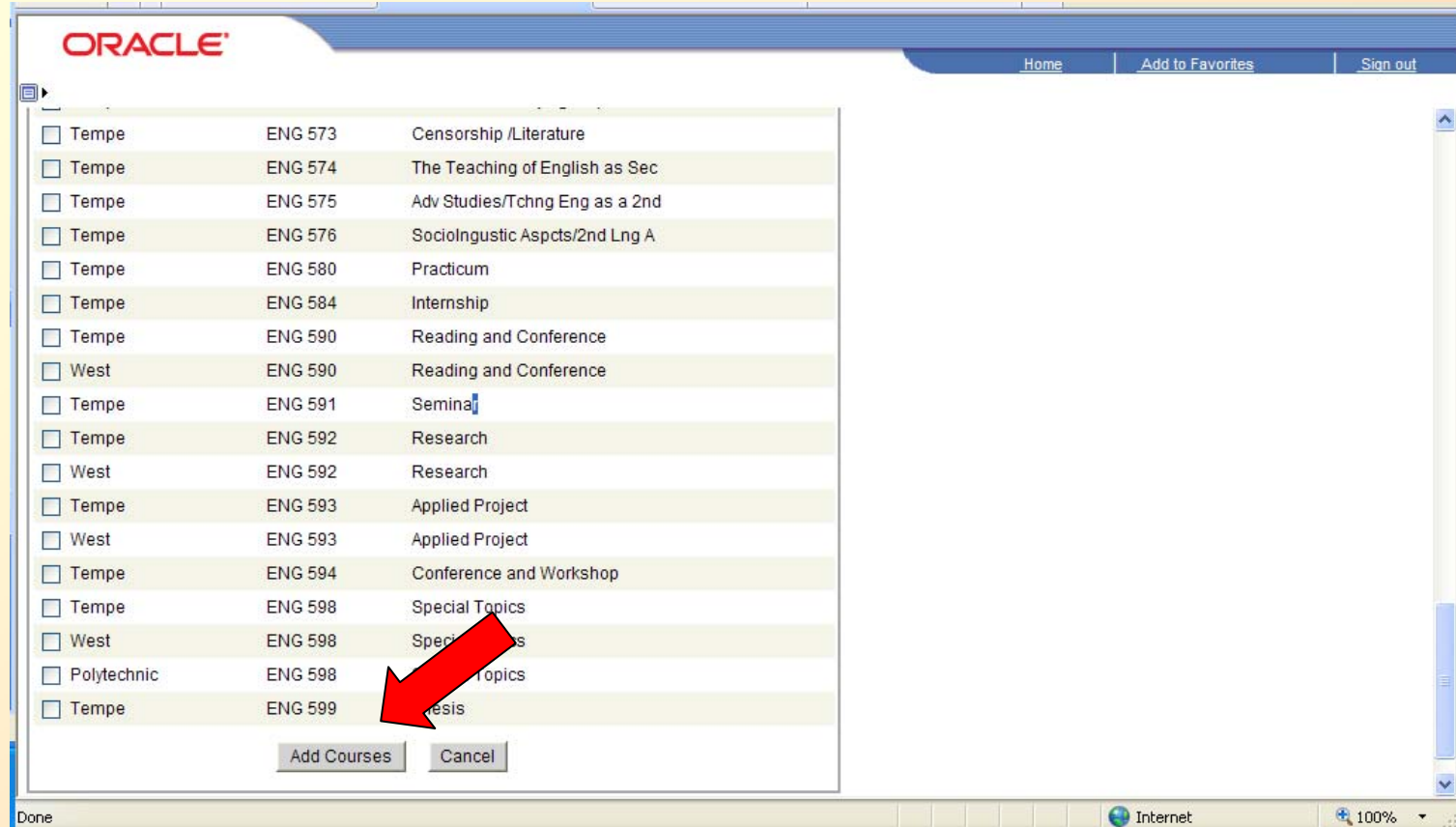
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<input type="checkbox"/>	Tempe	ENG 573	Censorship /Literature
<input type="checkbox"/>	Tempe	ENG 574	The Teaching of English as Sec
<input type="checkbox"/>	Tempe	ENG 575	Adv Studies/Tchng Eng as a 2nd
<input type="checkbox"/>	Tempe	ENG 576	Sociolngustic Aspcts/2nd Lng A
<input type="checkbox"/>	Tempe	ENG 580	Practicum
<input type="checkbox"/>	Tempe	ENG 584	Internship
<input type="checkbox"/>	Tempe	ENG 590	Reading and Conference
<input type="checkbox"/>	West	ENG 590	Reading and Conference
<input type="checkbox"/>	Tempe	ENG 591	Semina
<input type="checkbox"/>	Tempe	ENG 592	Research
<input type="checkbox"/>	West	ENG 592	Research
<input type="checkbox"/>	Tempe	ENG 593	Applied Project
<input type="checkbox"/>	West	ENG 593	Applied Project
<input type="checkbox"/>	Tempe	ENG 594	Conference and Workshop
<input type="checkbox"/>	Tempe	ENG 598	Special Topics
<input type="checkbox"/>	West	ENG 598	Special Topics
<input type="checkbox"/>	Polytechnic	ENG 598	Special Topics
<input type="checkbox"/>	Tempe	ENG 599	Thesis

Add Courses Cancel

Done Internet 100%



Check the box to select Courses off the list then click **Add Courses**.

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Select ASU Courses: Finalize Course List

Step 3 of 3

Select number of credit hours, future semester and year that you plan to take each of the course(s) listed below. Certain omnibus and repeatable courses will also require that you enter a course title.

ENG 574	The Teaching of English as Sec	<input type="checkbox"/> Cancel Addition of this Future Course
Term	Year	Credit Hours
<input type="text" value=""/>	<input type="text" value=""/>	3

ENG 575	Adv Studies/Tchng Eng as a 2nd	<input type="checkbox"/> Cancel Addition of this Future Course
Term	Year	Credit Hours
<input type="text" value=""/>	<input type="text" value=""/>	3

ENG 590	Reading and Conference	<input type="checkbox"/> Cancel Addition of this Future Course
Term	Year	Credit Hours
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

Save and Continue

Done | Internet | 100%

Finalize your future courses by selecting the term (semester) and year you will take the course.

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Select ASU Courses: Finalize Course List

Step 3 of 3

Select number of credit hours, future semester and year that you plan to take each of the course(s) listed below. Certain omnibus and repeatable courses will also require that you enter a course title.

ENG 574	The Teaching of English as Sec	<input type="checkbox"/> Cancel Addition of this Future Course
Term	Year	Credit Hours
Fall	2007	3

ENG 575	Adv Studies/Tchng Eng as a 2nd	<input type="checkbox"/> Cancel Addition of this Future Course
Term	Year	Credit Hours
Spring	2008	3

ENG 590	Reading and Conference	<input type="checkbox"/> Cancel Addition of this Future Course
Term	Year	Credit Hours
Spring	2008	03

Save and Continue

Done Internet 100%

- You can cancel the course by clicking the **Cancel** box.
- When you have finished, click **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.**

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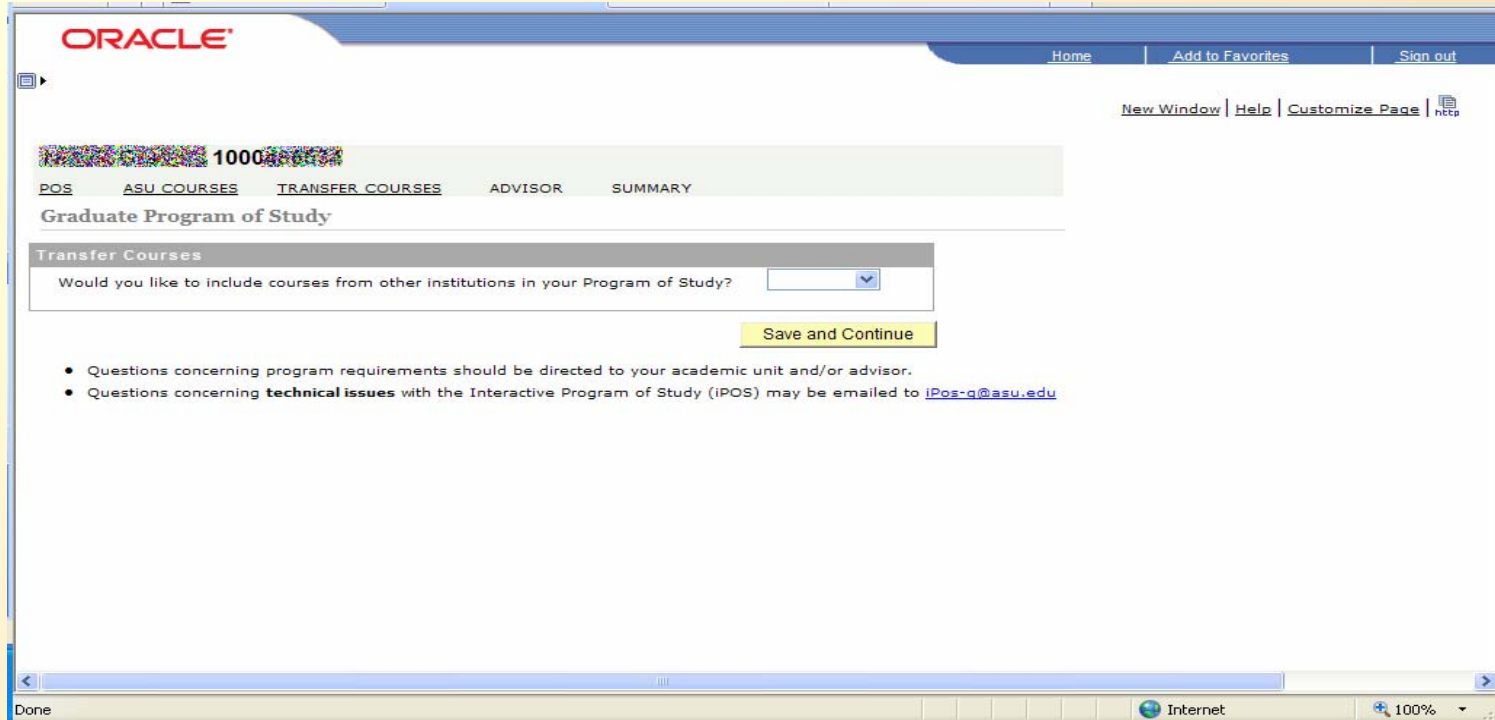
Home Add to Favorites Sign out

			Hours		
<input type="checkbox"/>	2004 Spring	EDP 514-M	Psychology of the Adolescent	3.00	A Tempe
<input type="checkbox"/>	2004 Spring	ENG 538-M	Studies Mod/Contemp Amer Lit	3.00	A Tempe
<input type="checkbox"/>	2004 Fall	COM 691-M	S:Rhetorical Theory	3.00	B Tempe
<input type="checkbox"/>	2004 Fall	POS 530-M	American Politics	3.00	A Tempe
<input type="checkbox"/>	2005 Spring	ENG 652-M	Advanced Composition Studies	3.00	A Tempe
<input type="checkbox"/>	2005 Fall	ENG 500-M	RM:Rhetoric/Compostn	3.00	A Tempe
<input type="checkbox"/>	2005 Fall	ENG 556-M	Theories of Literacy	3.00	A Tempe
<input type="checkbox"/>	2006 Spring	ENG 654-M	Adv Studies/Rhetoric,Writ,Tech	3.00	A Tempe
<input type="checkbox"/>	2006 Spring	ENG 655-M	Dd:Adv Lit/Tech/ Power	3.00	A- Tempe
<input type="checkbox"/>	2006 Summer 2	ENG 592-M	Research	1.00	Z Tempe
<input type="checkbox"/>	2006 Fall	ENG 530-M	Old English	3.00	B Tempe
<input type="checkbox"/>	2006 Fall	ENG 551-M	Rhetorical Traditions	3.00	A Tempe
<input type="checkbox"/>	2007 Spring	ENG 531-M	Old English Literature	3.00	A- Tempe
<input type="checkbox"/>	2007 Spring	ENG 599-M	Thesis	6.00	Z Tempe
<input type="checkbox"/>	2007 Fall	ENG 562	forms of Poetry	3.00	Tempe
<input type="checkbox"/>	2007 Fall	ENG 563	forms of Fiction	3.00	Tempe
<input type="checkbox"/>	2008 Spring	ENG 572	Theories Underlying Acquistn O	3.00	Tempe
<input type="checkbox"/>	2008 Spring	ENG 574	The Teaching of English as Sec	3.00	Tempe
<input type="checkbox"/>	2008 Spring	ENG 580	Practicum	4.00	Tempe

Internet 100%

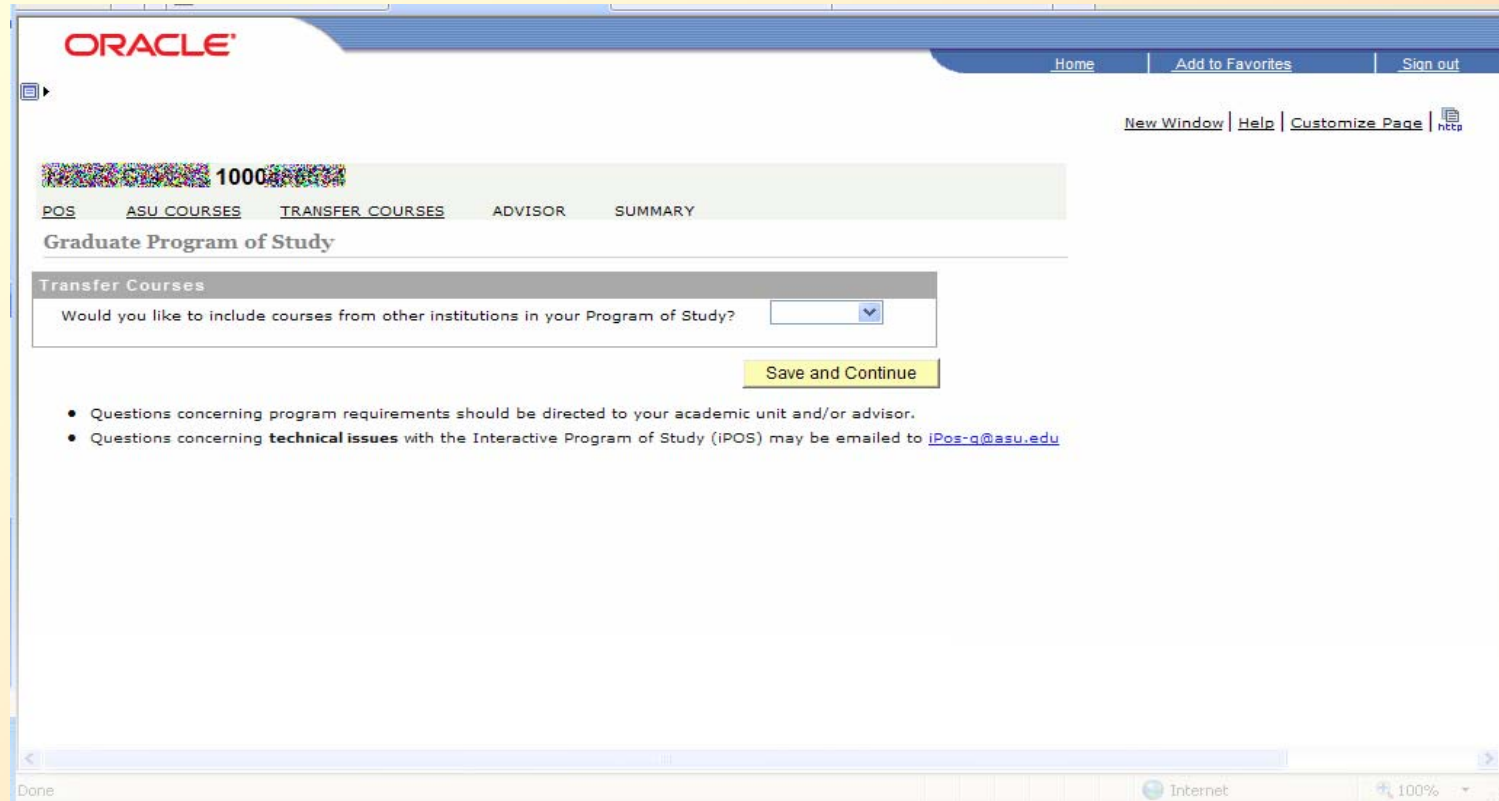
You will now be shown a list of all classes that will count on your Plan of Study.

- You can delete any courses that you do not want to appear on your Plan of Study.
- After you have made all changes, click **Save and Continue**.

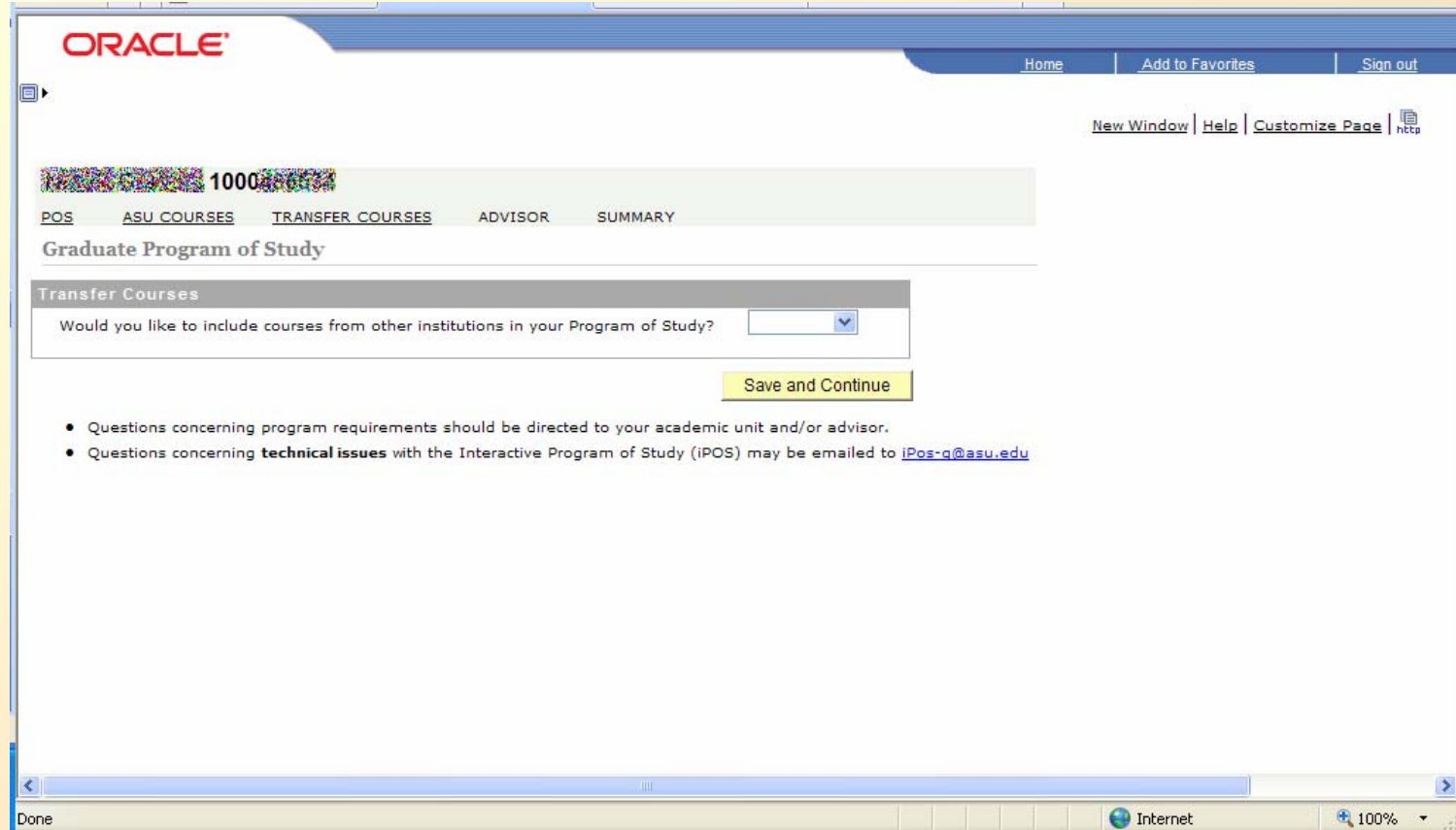


You will now be asked to list any Transfer courses you would like to include on your Plan of Study.

- 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
- If you choose to list a previously completed transfer course, the transcript must be on file with Graduate Admissions.



- If you are in a doctoral program and plan to use the blanket 30 credit hours from a previously earned master's degree, **DO NOT list the courses on this link.** You should see a **Previous Degree** link on your menu bar. If you do not see the link, contact Graduate Admissions.
- If you are not transferring courses, select **No.**
- Click **Save and Continue.**



- If you are transferring courses, select **Yes**
- A new screen will appear.

The screenshot shows the Oracle Graduate Program of Study web interface. At the top, the Oracle logo is on the left, and navigation links for Home, Add to Favorites, and Sign out are on the right. Below the logo, there are tabs for POS, ASU COURSES, TRANSFER COURSES, ADVISOR, and SUMMARY. The main heading is "Graduate Program of Study".

The "Transfer Courses" section is highlighted. It contains a question: "Would you like to include courses from other institutions in your Program of Study?" with a dropdown menu set to "Yes". Below this is a detailed instruction: "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 file with Graduate Admissions 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."

The form fields include:

- Term/Year: A dropdown menu and a text input field.
- Institution: A dropdown menu.
- Course Prefix: A text input field.
- Course Number: A text input field.
- Course Title: A text input field.
- Credit Hours: A text input field.
- Credit Hour Type: A dropdown menu.
- Official Grade: A text input field.
- Justification (required if grade not A or B): A dropdown menu.

At the bottom of the form are two buttons: "Add Course" and "Clear".

The browser's status bar at the bottom shows "Done", "Internet", and "100%".

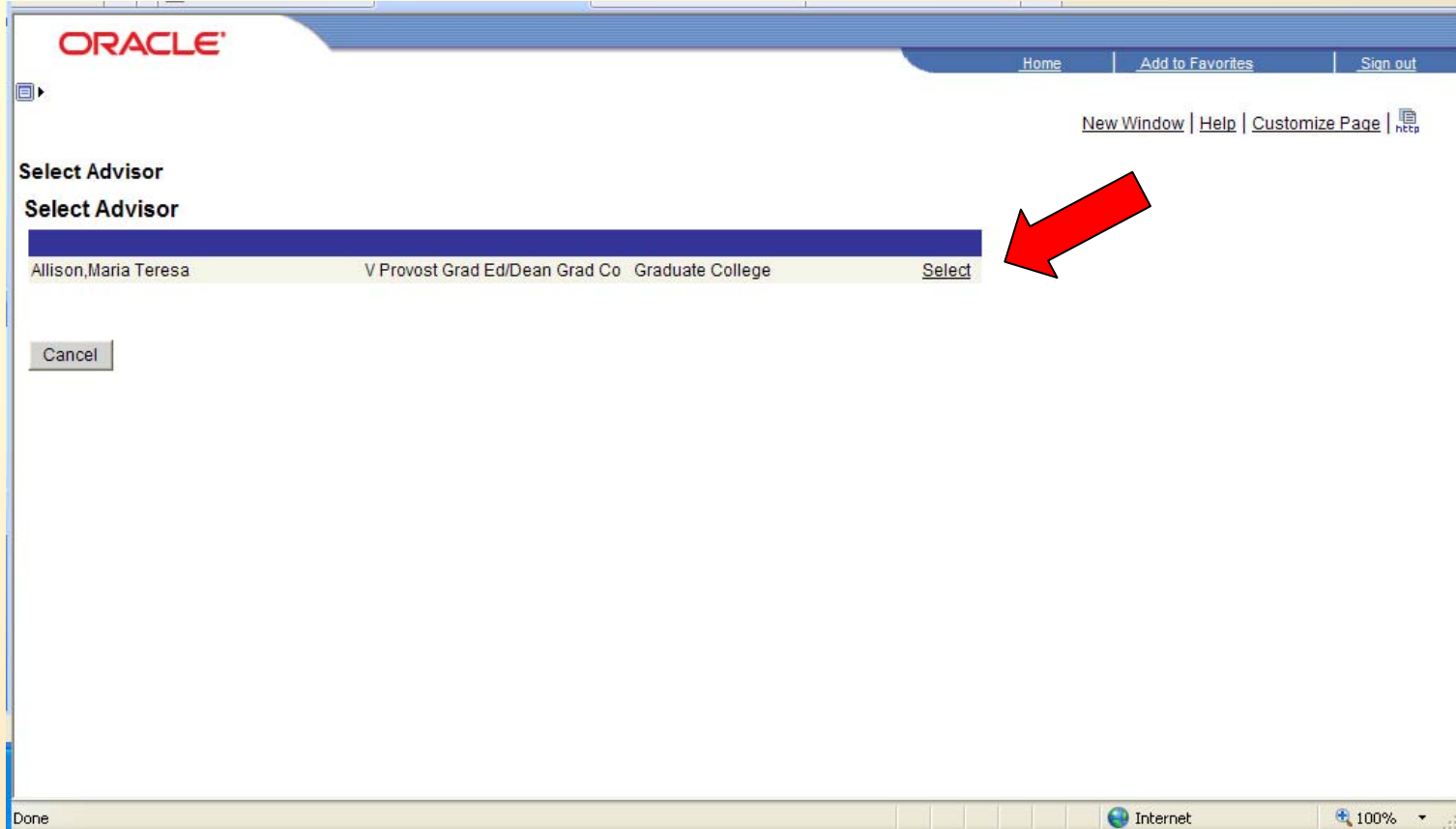
- Select past and future courses to list as transfer hours here.
- Please note: You will need to select a term/year first in order for the institution list to appear properly.
- **Save and Continue** when finished.

The screenshot shows a web browser window displaying the Oracle Graduate Program of Study Advisor selection page. The page has a blue header with the Oracle logo and navigation links: Home, Add to Favorites, and Sign out. Below the header, there are links for New Window, Help, Customize Page, and http. The main content area is titled "Graduate Program of Study" and includes a "Program of Study Advisor" section. This section contains instructions: "Please select your Program of Study/faculty advisor. If your degree requires a committee, you will appoint the committee once your POS has been approved by the Graduate College." It also states: "Enter the last name of your advisor below; you can also enter the first letter of the advisor's first name to narrow your search results. If you select the wrong name, search again and select the correct name; the old name will be replaced." There are two text input fields: "Last Name" with the value "Allison" and "First Name" with the value "maria". A "Search" button is located to the right of the "Last Name" field. Below the input fields is a "Save and Continue" button. At the bottom of the page, there are two bullet points: "Questions concerning program requirements should be directed to your academic unit and/or advisor." and "Questions concerning technical issues with the Interactive Program of Study (iPOS) may be emailed to iPos-q@asu.edu". The browser's status bar at the bottom shows "Done", "Internet", and "100%".

Select your Plan of Study advisor.

After typing in your advisor's name, click **Search**.

Hint: Type only your advisor's last name for the easiest search, then select the appropriate person from the list.



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

File an iPOS - Windows Internet Explorer

https://hrsa.oasis.asu.edu/psp/asusaprd/EMPLOYEE/HRMS/c/ASU_ACADEMIC_ADVISING.ASU_AA_POS_INTRO.GBL

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- Student Financials
- Academic Advising

POS ASU COURSES TRANSFER COURSES ADVISOR SUMMARY

Graduate Program of Study

Program of Study Advisor

Please select your Program 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 advisor's first name to narrow your search results.

Last Name

First Name

Name	Role	Business Title	Department	
Allison, Maria Teresa	<input type="button" value="Chair"/>	V Provost Grad Ed/Dean Grad Co	Graduate College	Delete
Webber, Andrew Neil	<input type="button" value="Member"/>	Assoc V Provost	Graduate College	Delete
Lindquist, Sarah Bliss	<input type="button" value="Member"/>	Asst Dean Graduate College	Graduate College	Delete

• Questions concerning program requirements should be directed to your academic unit and/or advisor.
 • Questions concerning technical issues with the Interactive Program of Study (iPOS) may be emailed to iPos@asu.edu

You may select 1 chair, 2 co-chairs, or your ENTIRE committee.

- For degrees requiring a defense: If you do not select your entire committee you will be required to complete a committee change via your iPOS prior to holding a defense.

When you have completed this step you have filled out the Plan of Study. It will now audit your data to ensure you have fulfilled the requirements of the degree program.

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Home | Add to Favorites | Sign out

POS | ASU COURSES | TRANSFER COURSES | ADVISOR | **SUMMARY**

Graduate Program of Study

Your Program of Study is not ready to Submit. [Click here for reason\(s\)](#).

[Print Approval Page](#) | [Print Course Page](#)

General POS Information

Degree Plan	Rhetoric/Composition/Linguistics (PhD)
Admitted	2008 Spring
Graduation Deadline	2013 Fall
Minimum Hours Required	84.00
Total Hours on POS	68.00
Current POS GPA	3.778
Overall Graduate GPA	3.778
Program of Study Status	Not Submitted

Degree Requirements

84 credit hours, a Dissertation, a Written Comprehensive Exam, an Oral Comprehensive Exam, and a Foreign Language Exam

GR DISSERTATION	Dissertation
GR FOREIGN LANGUAGE 1	Graduate Foreign Language 1
GR ORAL EXAM	Graduate Oral Exam

ASU and Transfer Courses

Term	Course	Title	Credit Hours	Grade	Campus
2004 Spring	EDP 514-M	Psychology of the Adolescent	3.00	A	Tempe
2004 Spring	ENG 538-M	Studies Mod/Contemp Amer Lit	3.00	A	Tempe

Internet 100%

The Summary page will tell you if your Plan of Study is ready to Submit.

- If there are errors in your iPOS, a red link will appear at the top. Click on the link to see what items you need to fix.

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New Window | Help | Customize Page | nctp

Review Page

To proceed with submission of your Program Of Study, please review and respond to the following items:

- X** The total hours listed on your program of study does not meet the minimum number of hours required for your degree, please return to the ASU Courses or Transfer Courses pages to select additional credit hours for inclusion on your program of study.
- Yellow Triangle** Doctoral students must complete a minimum of 54 semester hours of approved graduate work after admission to the doctoral degree 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. [Main Content](#)
- Yellow Triangle** You must include twelve credit hours of 799 Dissertation on your program 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.

Save | Return

Done | Internet | 100%

- Review each item.
 - A **red X** means you will need to go back and fix your iPOS as indicated.
 - A **yellow triangle** means you will need to submit a petition. Check the box and a petition space will appear.
- 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.
- You will then be eligible to submit your iPOS.

What to do Next

Once your Plan of Study has been approved you are able to file:

- Course Change

- Used if you projected a course you did not take, or if you need to change courses listed.

- Committee Appointment/Change

- Used to appoint your entire committee or to change members and roles of your existing committee.

- Petition

- Used 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.

File an iPOS - Windows Internet Explorer

https://asu84808dev.mycmsc.com/psp/asusatst/EMPLOYEE/HRMS/c/ASU_ACADEMIC_ADVISING.ASU_AA_POS_INTF

ASU ARIZONA STATE UNIVERSITY

Home | Add to Favorites | Sign out

New Window | Help | Customize Page | ntp

Menu

- ASU Academic Advising
 - POS Language Setup
 - File an iPOS
 - Manage Student Search
 - POS Quick Search
 - POS Quick Notes
 - Faculty Approval List
 - Faculty Approval Search
- ASU Co-Enrollment
- ASU Security
- ASU Admissions
- ASU Student Records
- ASU Financial Aid
- ASU Student Financials
- ASU Campus Community
- GPortal for Financial Aid
- ASU Conversion
- Self Service
- Effort Reporting
- Recruiting
- Campus Community
- Student Recruiting
- Student Admissions
- Records and Enrollment
- Curriculum Management
- Student Financials

Graduate Program of Study

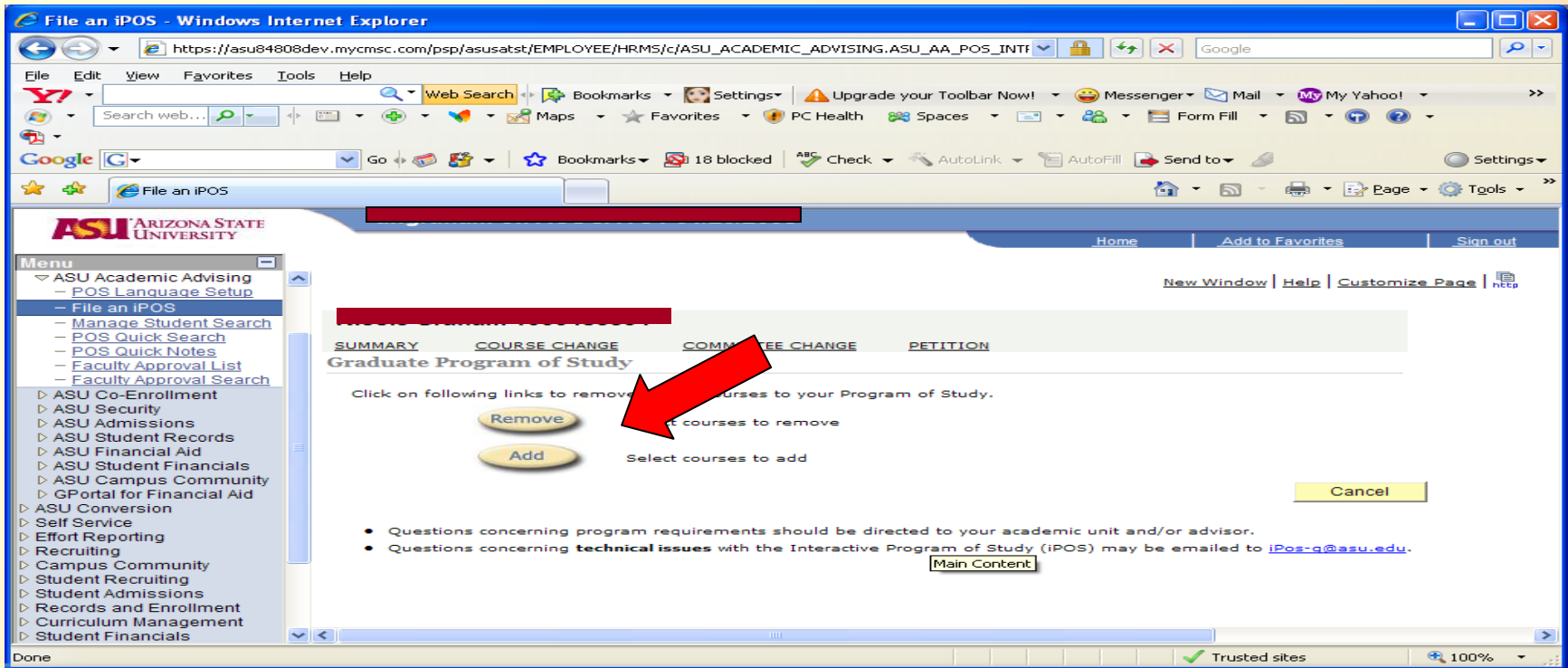
Your Program of Study is approved. To make changes, use Course Change or Committee Appointment/Change forms.

[Print Approval Page](#) | [Print Course Page](#)

General POS Information	
Degree Plan	English (MA)
Admitted	2005 Fall
Graduation Deadline	2009 Fall
Minimum Hours Required	30.00
Total Hours on POS	37.00
Current POS GPA	3.733
Overall Graduate GPA	3.778
Program of Study Status	APPROVED

Degree Requirements

- Log into my.asu.edu.
- Select “My Graduate Plan of Study.”
- You will see a list of available e-forms to submit.



Course Change

- Select the Course change option.
- Select the appropriate classes to remove from your approved iPOS.
- Select the appropriate classes to add to your POS from your transcript, and future courses.
- Only 1 course change can be processed at a time, so make all changes before clicking **Submit**.

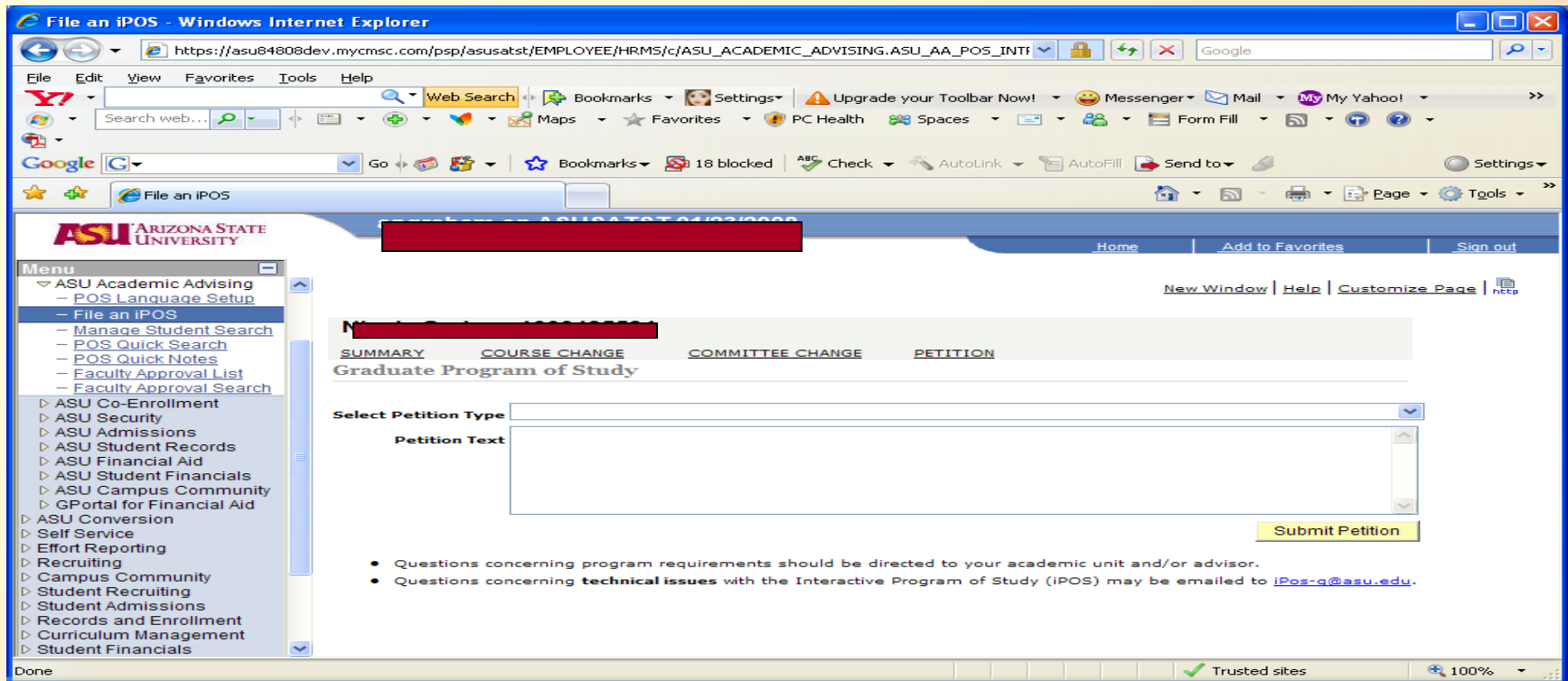
The screenshot displays the ASU iPOS system interface. The browser window shows the URL: https://asu84808dev.mycmsc.com/psp/asusatst/EMPLOYEE/HRMS/c/ASU_ACADEMIC_ADVISING.ASU_AA_POS_INTF. The page title is "File an iPOS". The ASU logo is in the top left. A navigation menu on the left includes "ASU Academic Advising", "File an iPOS", "ASU Co-Enrollment", "ASU Security", "ASU Admissions", "ASU Student Records", "ASU Financial Aid", "ASU Student Financials", "ASU Campus Community", "GPortal for Financial Aid", "ASU Conversion", "Self Service", "Effort Reporting", "Recruiting", "Campus Community", "Student Recruiting", "Student Admissions", "Records and Enrollment", "Curriculum Management", and "Student Financials". The main content area has tabs for "SUMMARY", "COURSE CHANGE", "COMMITTEE CHANGE", and "PETITION". The "COMMITTEE CHANGE" tab is active, showing a "Graduate Program of Study" section. Below this is a "Remove Committee Member(s)" section with a table of members and checkboxes for removal. The table has columns for "Advisor Name", "Role", "New Role", "Title", and "Department". Three members are listed: Goggin, Peter (Member), Goggin, Maureen Daly (Member), and Bernick, Philip A (Chair). Below the table is an "Add Committee Member(s)" section with a search bar and a "Search" button.

Committee Change

Select the Committee Change link at the top of the page. Click Save and Continue after each change made.

- Appoint your committee.
- Change your existing members.
- Change the role of each member.

Only 1 committee change can be processed at a time, so make all changes before clicking **Submit**.



Petition

- Select Petition.
- Always consult with your department contact prior to submitting a petition.
- Use this option to request an exception to Graduate College policy.
- Select a Petition type from the available drop down box.

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 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 be sure to visit the Student Academic Services website <http://graduate.asu.edu/currentstudents/index.html>.