

Plan of Study (iPOS) Tips

[Graduate College page "Your Plan of Study \(iPOS\)"](#)

[Graduate College iPOS Guide for Doctoral Students](#)

These tips will help you submit your iPOS! (If you have any questions, contact [Heather](#) for assistance).

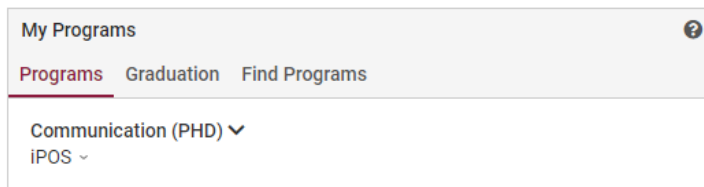
BREAKDOWN OF COURSEWORK

The iPOS organizes course requirements into the following sections:

- "Required Core" = 9 credits;
- "Electives" = 45 credits (including 30 credits from master's degree);
- "Other Requirements" = 24 credits (Seminars);
- "Research" = 6 credits (including 2 credits "Apprenticeship" and 1 credit "Prof. Development Forum");
- "Culminating Experience" = 12 credits (Dissertation)

[9 cr. + 45 cr. + 24 cr. + 6 cr. + 12 cr. = 96 credits total for PhD degree]

➔ **To begin**, click on the iPOS link (under "My Programs" on your MyASU page):



I. Welcome

★ **Tip:** Be sure to always **carefully** read **everything!**

Welcome to your interactive Plan of Study (iPOS)!

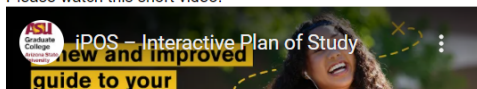
This interactive tool will soon be your new best friend, as it will help you navigate and plan all your program requirements, as well as track your progress through coursework and milestones.

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:



- Confirm that you have reviewed the information.

One last but supremely important note:

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

By selecting this box, I am confirming that that I have read, understand, and will abide by all Graduate College policies, including the continuous enrollment policy, located in the ASU Graduate Policies and Procedures manual.

- Click “Save” and select “Next”.

II. Degree Requirements

- We have only one option in this section (see Sample “A” below).

To qualify for graduation, all requirements must be fulfilled. **This program only has one option and has been automatically selected for you to complete.** Available degree requirements are determined by your catalog year for your program; your catalog year is 20__-20__.

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

[Sample “A”]

- Click “Save” and select “Next”.

III. Previous Degree

- Students who have completed a master’s degree will select “Yes” and “30” (see Sample “B” below).

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? 30 ▾

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.

[Sample “B”]

- If you have already submitted your final master’s transcript, your prior degree should be listed in this section.

(If your degree is not listed, contact [Heather](#) for assistance).

- Click “Save” and select “Next”.

IV. Course Admin

- Select your Anticipated Graduation Term.

- Click the maroon buttons to add courses in each section.

Required Core (9 credit hours)

Add Required Core

- Completed (or currently enrolled) courses are easily added from your transcript.

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

★**Tip:** future coursework is usually a guess, but don't worry; changes can be made later.

- After listing 9 credits of “core” coursework, remember to add 30 “blanket hours” (from your master’s degree).
- Add 15 credits (including 6 cr. that are not in Communication) to complete the (45 credit) “Electives” section.

Electives (45 credit hours)

Add Electives

Term	Session	Course	Class Nbr	Description	Hours	Grade	Institution
				Blanket Hours	30.00		

- Add 24 credits of COM 691 special topic seminars to the “Other Requirements” section.

Other Requirements (24 credit hours)

Add Other Requirements

★**Tip:** students may choose to include up to three 1-credit COM 692 modules in the “Other Requirements” section (replacing one 3-credit seminar). These students will submit a Course Exception Petition and add a comment, “This program allows three COM 692 modules to substitute as one COM 691 Seminar in the Other Requirements category.”

- Add 6 credits of COM 792 to complete the “Research” section.

Research (6 credit hours)

Add Research

★**Tip:** remember to include COM 792: Apprenticeship (2 cr.) and COM 792: Professional Development Forum (1 cr.).

- Add 12 credits of COM 799 to the “Culminating Experience” section.



★**Tip:** the 12 credits of COM 799 can be taken all in one semester or split among several semesters.

- Click “Save” and select “Next”.

V. Course Summary

- Review the summary of your coursework and select “Next”.

VI. Staff Advisor

- Just ignore that photo of Heather and select “Next” to continue. 😊

VII. Faculty Committee

★**Tip:** if your committee is incomplete at the moment, **list only your chair/co-chairs** (members can be added later).

- Click “Save” and select “Next”.



VIII. Summary/Submit

- Be sure to discuss your iPOS coursework with your advisor and obtain approval before submitting.
- Review summary and select “Submit”.

★**Tip:** After you submit, Heather will review your iPOS and obtain the required signatures (of your advisor and the Director of Doctoral Studies) via Adobe Sign, Heather will then submit your iPOS to the Graduate College for approval.

Updating your iPOS

You will need to make updates to your iPOS occasionally. Please see the how-to guides below for assistance.

[How to Submit Course Changes](#)

[How to Update the Faculty Committee](#)

[How to Add Professional Development Items](#)