How to Complete the Interactive Plan of Study (iPOS) for International Affairs & Leadership MA

The iPOS is a roadmap for how and when you will meet the requirements of the program. **It is not set in stone!** It can be changed over the course of your program as needed, up until your final semester. Think of the initial submission as a first draft of your plan of study, not the final product. Students should submit their iPOS prior to completing 15 credits in the program.

1. Access your iPOS via MyASU (https://webapp4.asu.edu/myasu/) under the My Programs box. Click on the arrow next to IAL MA, then the arrow next to iPOS. Click on the underlined Graduate Interactive Plan of Study link.
2. On the Welcome page, scroll down and click the acknowledgment box. Click Save and Next.
3. Click Next several times until you get to the Degree Requirements page. There is only one option for the IAL MA program, so it has been automatically selected for you. Click Save and Next.
4. Select your Anticipated Graduation Term. (This can be changed later if necessary.)
5. Each section of the Course Admin page must contain at least the required number of credits before you can submit your iPOS. Click Add Required Core. Select IAL 501, 502 and 503; click Done. Add the term you plan to take each course; click Done.
6. Click Add Electives. If you are already registered for electives, click Add from Transcript to select those courses. If you are not already registered for electives, click Add Future Courses. Search for IAL courses and select the electives you wish to take. You will need to take a total of 18 credits (six 3-credit classes) of electives. The specific courses can be changed later if necessary.
7. Click Next, then select the planned term for each course. Note that you may not always know which terms courses will be offered. Just select a future term, which can be adjusted later if necessary. Click Done.
8. Skip Add Open Courses for now and click Add Culminating Experience. Select IAL 560 Capstone and click Done. Select the term you intend to graduate and click Done.
9. The Total Hours at the bottom of the page should now equal at least 30. If there are other electives you wish to take, you can add those using the Add Open Courses button.
10. Once you have entered all the courses, click Save. The system will give you an error message if any of the sections do not meet the minimum required hours, and you can add additional courses where needed.
11. Click Next several times until you get to the Faculty Committee page. Click Select Faculty Committee and search for Professor **Michael Polt**. Choose Chair as the Committee Role and click Done.
12. Click Save and then click Summary/Submit on the left hand menu. Double check that everything looks correct, then click the Academic Integrity acknowledgment.
13. Click Submit. You're done!

The Graduate Coordinator will review the iPOS and approve it, or return it to you for revisions. It will then go to the Graduate College for secondary approval. You will be able to see the status of your iPOS on MyASU. To make changes, access the iPOS via MyASU and click on the section you need to change. Always be sure to Save and/or Submit, as noted.

If you have any questions or problems, please contact Ashley.A.Wright@asu.edu or Jenna.Roelle@asu.edu.