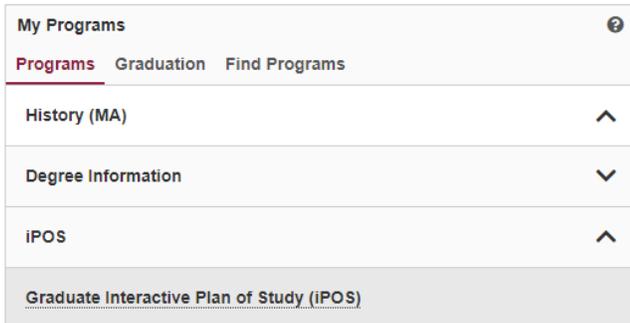


## Accessing the iPOS

Locate the My Programs box in the bottom right of your MyASU home page. Click on your degree program and then Graduate Interactive Plan of Study (iPOS).



## Completing the iPOS

### Welcome Page

Read the Graduate College policy manual as linked. Then, click on the boxes as shown below and then Next.

**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:

**iPOS - Interactive Plan of Study: New and Improved guide to your graduate program**

**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.

**Next** **Save**

## Degree Requirements

The Degree Requirements page will populate with either one option for the degree requirements or with a maroon button to select from multiple options. If necessary, contact your Academic Program Staff Advisor for guidance.

Name  Plan Public Administration and Policy, PhD  
Campus/Location   
Status Not Submitted but Started



Please save to acknowledge this option.

**Degree Requirements** ⓘ

For assistance with choosing your program requirements, please contact your academic Staff Advisor. If you have not yet been assigned a Staff Advisor, please contact your academic unit office at [602/555-0450](tel:6025550450) or by email at [PSNoMail@asu.edu](mailto:PSNoMail@asu.edu). You may also visit their web site at <https://spa.asu.edu/phd>.

Specific Staff Advisor contact information is located in the Staff Advisor section of your iPOS.

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 2017-2018.

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

## Previous Degree

Doctoral students have the option of applying up to 30 credit hours from a previously awarded master's degree toward their doctoral degree.

**Previous Degree** ⓘ

Have you been approved to apply a previously awarded master's degree towards this Doctoral degree?

Name  Plan Public Administration and Policy, PhD  
 Campus/Location  Requirements 84 credit hours, a written comprehensive exam, an oral comprehensive exam, a prospectus and a dissertation  
 Status Not Submitted but Started

iPOS 

Previous Next

**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?

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.

Institution	Degree	Date Earned
SUNY University at Albany	Master of Arts	12/01/2016

Cancel Save

If the awarded master's degree is not available on the iPOS, contact Graduate Admissions at [gograd@asu.edu](mailto:gograd@asu.edu). You will need to add the Blanket Hours in one or more sections on the next page--the Course Admin.

### Course Admin

Here you can add the courses you plan to take and in which term you plan to take them. You can always make changes in the future, if necessary.

First, select your Anticipated Graduation Term based on when you project completing the degree. This can be changed afterwards if needed.

**Course Admin** 

To add courses to your iPOS, select the "add courses" button for the corresponding section. Depending on your program, you may see multiple sections and will need to assign courses to each accordingly. If you need more time completing the courses section of your iPOS, you may select the "save as draft" button at the bottom of the page and return later.

Course requirements are determined by your catalog year for your program; your catalog year is **2019-2020**.

Anticipated Graduation Term

**Required Core (24 credit hours)** Current Total (0 hours)

Required Core

No courses have been selected

2020 Summer  
 2020 Fall  
 2021 Spring  
 2021 Summer  
 2021 Fall  
 2022 Spring  
 2022 Summer  
 2022 Fall  
 2023 Spring  
 2023 Summer

Begin adding courses by clicking on each maroon banner. There will be differences in banners depending on the degree programs.

Required Core (24 credit hours) Current Total (0 hours)

**Add Required Core**

No courses have been selected

## Adding Courses

Each section on the iPOS is programmed to display “Blanket Hours” if you selected “Yes” to using a previously awarded master’s degree. You can add the blanket hours in one section or divide them among several sections.

Cancel Done

Courses (72 credit hours)

Courses should be selected in consultation with your program advisor

Select	Description
<input type="checkbox"/>	Blanket Hours

Some sections may have preloaded courses to choose from and count as degree requirements. Select the courses you plan to take. The total number of credits for each section must equal the number required as shown.

Cancel Done

Required Core (24 credit hours)

The course(s) listed below are required for your program and must be added in this section. If you wish to utilize courses other than those that have been pre-loaded, you may use the buttons at the bottom of this page, otherwise select the appropriate pre-loaded courses and select "done" when finished.

Select	Term	Session	Course	Description	Hours	Grade
<input type="checkbox"/>	2018 Fall	C	<a href="#">PAF 602</a>	Adv Rsrch Desgn for Public Pol	3	A
<input type="checkbox"/>	2018 Fall	C	<a href="#">PAF 605</a>	Org. Theory and Behav. Seminar	3	A
<input type="checkbox"/>	2019 Spring	C	<a href="#">PAF 604</a>	Intellect Foundns Public Admn	3	A+
<input type="checkbox"/>	2019 Fall	C	<a href="#">PAF 610</a>	Adv Qualitative Methods	3	A
<input type="checkbox"/>	2019 Fall	C	<a href="#">PAF 609</a>	Adv. Quant. Methods Sem.	3	A
<input type="checkbox"/>	2019 Fall	C	<a href="#">PAF 601</a>	Advanced Public Policy Seminar	3	A
<input type="checkbox"/>	2020 Spring	C	<a href="#">PAF 620</a>	PA Prof Development Workshop	3	A
<input type="checkbox"/>	2020 Spring	C	<a href="#">PAF 603</a>	Adv Econ Public Admin & Policy	3	A
<input type="checkbox"/>				Blanket Hours		

Substitutions are rare, and must be approved by your academic unit and the Graduate College. To substitute a course for this requirement, select the appropriate button below.

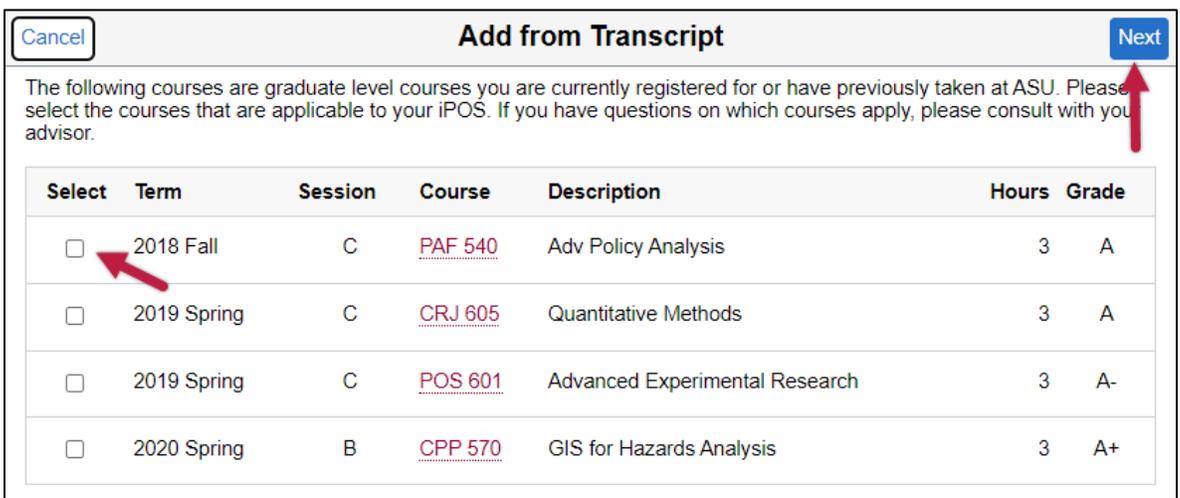
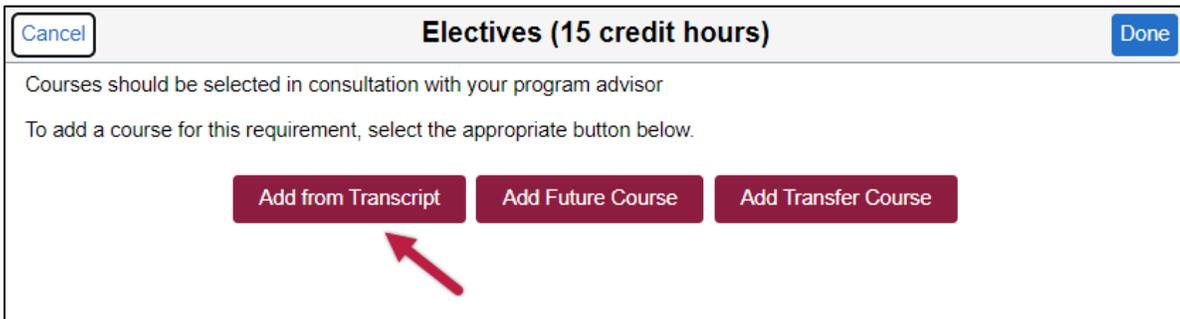
Add from Transcript
Add Future Course
Add Transfer Course

Three maroon buttons appear after clicking on each banner.

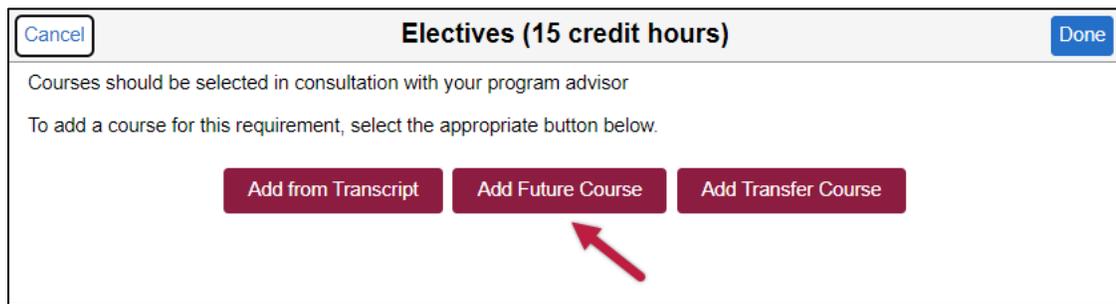
- Choose Add from Transcript to add courses you have already completed or are currently enrolled in
- Choose Add Future Course to add courses you plan to take in a future term
- Choose Add Transfer Course if you completed graduate coursework elsewhere that did not apply towards an awarded degree, and have been approved to apply it to your degree.



**Add from Transcript:** If you are currently enrolled in the course, choose Add from Transcript.



**Add Future Courses**



You will be prompted to input the Subject/Course prefix and course number to search for. Choose the term you plan to take each course.

[Cancel](#) **Add Future Course**

Select the appropriate Subject Area, enter the Course Number or select the Course Range and click Search to display the Search Results.

▼ **Course Search**

Subject

Public Affairs

Course Number

or Range

Select the course(s) you want to take. You can make changes to these throughout your program, if desired/needed.

[Cancel](#) **Add Future Course** [Next](#)

Select the appropriate Subject Area, enter the Course Number or select the Course Range and click Search to display the Search Results.

► **Course Search**

Select the courses you want to add to the iPOS and click Next.

Select	Course	Description
<input checked="" type="checkbox"/>	<a href="#">PAF 501</a>	Public Service Research I
<input type="checkbox"/>	<a href="#">PAF 502</a>	Public Service Research II
<input checked="" type="checkbox"/>	<a href="#">PAF 503</a>	Public Affairs
<input checked="" type="checkbox"/>	<a href="#">PAF 504</a>	Microecon of Public Policy I
<input type="checkbox"/>	<a href="#">PAF 505</a>	Public Policy Analysis
<input type="checkbox"/>	<a href="#">PAF 506</a>	Public Budgeting and Finance
<input checked="" type="checkbox"/>	<a href="#">PAF 507</a>	Public Human Resource Mgmt
<input type="checkbox"/>	<a href="#">PAF 508</a>	Organization Behavior

Select the term you plan to take each course. This may also be changed in the future, if desired/needed.

**Electives (15 credit hours)** Done

Cancel

Select the Term and number of Hours for each course listed.

Certain omnibus and repeatable courses will require that you select or enter a Course Title. Please select one of the available choices. If none are listed, please enter the Course Title.

You will not be able to select a future course term that is greater than your Anticipated Graduation Term. Please update your Anticipated Graduation Term if needed.

Anticipated Graduation Term: 2025 Spring

Select	Term	Course	Description	Title	Hours
<input checked="" type="checkbox"/>	2023 Spring	PAF 501	Public Service Research I		3
<input checked="" type="checkbox"/>	2023 Fall	PAF 503	Public Affairs	Public Affairs	3
<input checked="" type="checkbox"/>	2023 Fall	PAF 504	Microecon of Public Policy I		3
<input checked="" type="checkbox"/>	2024 Spring	PAF 507	Public Human Resource Mgmt		3

**Add Transfer Course**

**Electives (15 credit hours)** Done

Cancel

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

You will be prompted to complete the fields as indicated. If the institution does not show in the dropdown, contact Graduate Admissions to request that your transcripts be posted to your record ([gograd@asu.edu](mailto:gograd@asu.edu)).

**Add Transfer Course** Cancel

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 Admission Services before you can include the course on your iPOS. 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 iPOS, please consult your advisor and the Graduate Catalog.

External Term: Fall

Term Year: 2020

Institution: Northern Arizona University

Course Prefix: MPP

Course Number: 545

Course Title: Public Policy

Hours: 3

Hour Type: Semester

Official Grade: A

Justification if the Grade is not A or B: [dropdown]

Add
Clear

After adding all coursework to fulfill all degree and credit requirements in each area, and your total credits matches the minimum required, you can Save.

**Research (3 credit hours)** Current Total (3 hours)

Add Research

Term	Session	Course	Class Nbr	Description	Hours	Grade	Institution	Transfer Verified	Concurrent	Status
2023 Spring		<a href="#">PAF 792</a>		Research	3.00					>

**Open Courses** Current Total (0 hours)

Add Open Courses

No courses have been selected

**Culminating Experience (12 credit hours)** Current Total (12 hours)

Add Culminating Experience

Term	Session	Course	Class Nbr	Description	Hours	Grade	Institution	Transfer Verified	Concurrent	Status
2024 Fall		<a href="#">PAF 799</a>		Dissertation	6.00		ASU			+ >
2025 Spring		<a href="#">PAF 799</a>		Dissertation	6.00		ASU			+ >

Program Requirement (84 hours) Total (84 hours)

After seeing the message that all course validations have passed, click Next to continue.

Program Requirement (84 hours) Total (84 hours)

All courses validations have passed and the minimum credit hours requirement for this program is met.  
Next steps: Review your Faculty Committee and submit your iPOS on the Summary/Submit page.

## Course Summary

The Course Summary page displays an overview of your plan to complete the degree. If you need to make changes, click on Previous. Otherwise, click Next to continue.

**ASU Arizona State University**

Name: [Redacted] Plan: Public Administration and Policy, PhD  
 Campus/Location: [Redacted] Requirements: 84 credit hours, a written comprehensive exam, an oral comprehensive exam, a prospectus and a dissertation  
 Status: Not Submitted but Started

**iPOS**

Previous Next

**Course Summary**

Anticipated Graduation Term: 2023 Spring ASU Hours after Admit: 56.00 Cumulative GPA: 3.92  
 Approved Blanket Hours: 30 Blanket Hours: 30 Overall Graduate GPA: 3.917  
 iPOS Total Hours: 86.00 iPOS GPA: 3.917

Term	Session	Course	Class Nbr	Description	Hours	Grade	Institution	Transfer Verified	Concurrent	Status
				Blanket Hours	30.00					
2017 Fall	C	PAF 602	71826	Adv Rsrch Desgn for Public Pol	3.00	A-	ASU			✓
2017 Fall	C	PSY 532	71926	Analysis of Multivariate Data	3.00	A+	ASU			✓
2017 Fall	C	PAF 605	92212	Org. Theory and Behav. Seminar	3.00	A	ASU			✓
2018 Spring	C	PAF 604	15547	Intellect Foundns Public Admn	3.00	A	ASU			✓
2018 Spring	C	FAS 508	19941	Structural Equation Analysis	3.00	A	ASU			✓
2018 Spring	C	PAF 609	30080	Adv. Quant. Methods Sem.	3.00	A	ASU			✓
2018 Fall	C	PAF 601	91450	Advanced Public Policy Seminar	3.00	A-	ASU			✓
2018 Fall	C	PAF 606	78866	Adv Qualitative	3.00	A	ASU			✓

**ASU Graduate College** • Questions concerning program requirements should be directed to your academic unit and/or advisor.  
 • Questions concerning technical issues with the iPOS may be emailed to the Graduate College at [Grad-GPS@asu.edu](mailto:Grad-GPS@asu.edu).

## Staff Advisor

The Staff Advisor page displays the name and contact information of your staff advisor for your reference. Click Next to continue.

**ASU Arizona State University**

Name: [Redacted] Plan: Public Administration and Policy, PhD  
 Campus/Location: [Redacted] Requirements: 84 credit hours, a written comprehensive exam, an oral comprehensive exam, a prospectus and a dissertation  
 Status: Not Submitted but Started

**iPOS**

Previous Next

**Staff Advisor**

Your staff advisor works with your program and is your primary point of contact for questions on a variety of topics including program curriculum, planning your course schedule, and how to complete your iPOS. The individual(s) listed below is your assigned advisor. Please use the listed contact information to reach your advisor if you have any questions regarding your program.

Name	Phone	Email
[Redacted]	[Redacted]	[Redacted]

**Department Contact Information**

Phone: [Redacted]  
 Email: [Redacted]

## Faculty Committee

All programs require that a faculty Chair be designated for your plan. To submit the initial iPOS, only the Chair is required and the rest can be added at a later date, if required. Some units will tell you who you need to add as your Chair. If not, contact your staff advisor.

**Faculty Committee** ⓘ

Your graduate faculty committee is a resource for advice and guidance on course selections, project topics, and program requirements. Your program requires that you have a committee of 3, although some program paths may require additional members. Your staff advisor, program handbook, and program website will provide you with support as you set up your faculty committee. You may also utilize the [Graduate Faculty](#) website which is a resource for PhD endorsed faculty.

The first time your iPOS is submitted, you may submit a complete graduate committee, or at minimum one chair, or two co-chairs. Please keep in mind that prior to starting your culminating event, your full faculty committee must be included on your iPOS.

Select Faculty Committee

No Faculty Committee have been selected

Cancel Save

Search for the faculty member by inputting at least the first two characters of the last and first name. **Note:** If the faculty member does not appear, contact your Academic Program Staff Advisor.

Cancel **Select Faculty Committee**

Enter at least the first 2 characters of the last name and at least the first character of the first name of the appointment supervisor and click Search.

Last Name

First Name

Search

**Search Results**

Name	Title	Department
[Redacted]	Center Dir (ACD) & Professor	School Of Public Affairs

Select the Chair committee role from the drop-down click on Done.

Cancel **Select Faculty Committee** Done

Name [Redacted]

Committee Role

Title [Redacted] & Professor

Department [Redacted] Public Affairs

Approval Type	Approval Level	Endorsements
Graduate Faculty	Chair	Hmn Soc Dmn of Sci Tech PhD
Graduate Faculty	Chair	Public Administration(Urbanism)
Graduate Faculty	Chair	Public Administration & Policy

Click Save and then Next to continue.

**ASU** Arizona State University

Name [Redacted] Plan Public Administration and Policy, PhD  
 Campus/Location [Redacted] Requirements 84 credit hours, a written comprehensive exam, an oral comprehensive exam, a prospectus and a dissertation  
 Status Not Submitted but Started

Previous Next ↓

**Faculty Committee** ⓘ

Your graduate faculty committee is a resource for advice and guidance on course selections, project topics, and program requirements. Your program requires that you have a committee of 3, although some program paths may require additional members. Your staff advisor, program handbook, and program website will provide you with support as you set up your faculty committee. You may also utilize the [Graduate Faculty](#) website which is a resource for PhD endorsed faculty.

The first time your iPOS is submitted, you may submit a complete graduate committee, or at minimum one chair, or two co-chairs. Please keep in mind that prior to starting your culminating event, your full faculty committee must be included on your iPOS.

Select Faculty Committee

Name	Committee Role	Title	Department
	Chair	Center Dir (ACD) & Professor	School Of Public Affairs >

Cancel Save

## Petitions

The Petitions page is used to request exceptions to Graduate College policies and special requests. When submitting your initial iPOS, you skip this page. Click Next to continue.

**ASU** Arizona State University

Name [Redacted] Plan Public Administration and Policy, PhD  
 Campus/Location [Redacted] Requirements 84 credit hours, a written comprehensive exam, an oral comprehensive exam, a prospectus and a dissertation  
 Status Not Submitted but Started

Previous Next ↓

**Petitions** ⓘ

Petitions are for exceptions to Graduate College policies and special requests. If you are submitting your initial iPOS, you can skip this page, as a petition will automatically be generated if your iPOS includes an exception to a Graduate College policy.

A petition only needs to be submitted if you are requesting a Leave of Absence/Enrollment Exception.

Add Petition

No Petition has been requested

**Submitted Petitions**

No Petition has been submitted

## Professional Development

The Professional Development page is used to collect your professional development experiences, certificates, and other documents. Examples of experiences could be specific courses, webinars, workshops or conferences, and publications. Examples of certificates could be training in specific software, skills or

techniques for which you received a certificate of completion. Documents could include your resume or C.V. among others. These items can be added in the future, as you complete them. Click Next to continue.

**ASU Arizona State University**

Name [Redacted] Plan Public Administration and Policy, PhD  
Campus/Location [Redacted] Requirements 84 credit hours, a written comprehensive exam, an oral comprehensive exam, a prospectus and a dissertation  
Status Not Submitted but Started

**iPOS**

Previous Next ↓

### Professional Development ?

Please use this resource to collect your professional development experiences, certificates, and other documents. Examples of experiences could be specific courses, webinars, workshops or conferences, and publications. Examples of certificates could be training in specific software, skills or techniques for which you received a certificate of completion. Documents could include your resume or C.V. among others.

**Add Professional Development** [Add] [Remove]

No professional development has been selected

## Summary/Submit

The Summary/Submit page is a culmination of all items that have been added to your iPOS. ASU Graduate Students are required to submit accurate information on the iPOS and are directed to confirm they have before they Submit.

Each student at ASU must act with honesty and integrity. I certify that the information on the iPOS is accurate and complete. I understand that any misrepresentation or falsification is sufficient cause of disciplinary action.

Cancel Submit

**Congratulations! Your iPOS has been submitted successfully.**

An informational and instructional video about the iPOS is also available to assist you in this process: <https://graduate.asu.edu/current-students/completing-your-degree/your-plan-study-ipos>

Need Help?

Questions about completing the iPOS should be directed to your Academic Program Staff Advisor located on your iPOS.