

How to: iPOS

Initial Plan of Study Submission

Students will be notified by Graduate College via the **My Programs** module in MyASU when the iPOS must be completed

- Required by the time students have enrolled in 50% of minimum credit hours required by program
- Accelerated (4+1 and IADP) MUEP students are required to submit the iPOS by the end of their first graduate semester. The Manager of Graduate Programs will notify affected students and provide support as needed.
- Students will not be able to register for classes if iPOS is not complete by deadline (set by [Graduate College](#))
- Use each program's respective [Plan of Study](#) to plan coursework and enter classes into iPOS
- Thesis and Dissertation credits may be taken during multiple semesters but must add up to exactly 6.0 hours (thesis) or 12.0 hours (dissertation)
- A maximum of 6.0 credits of 400-level coursework may be included on the iPOS for Geography PhD, Geography MA, and MUEP students. Courses at the 400-level must be taken as standard grading (i.e., no pass/fail permitted).
- Steps:
 1. Submit iPOS via MyASU
 2. Manager of Graduate Programs approves iPOS; iPOS automatically forwards to Graduate College for final approval
 3. If iPOS is returned for revision, student will receive notification at ASU email account with instructions
 4. If iPOS revisions are needed while approval for an earlier submission is still pending, email the Manager of Graduate Programs to ask for the iPOS to be returned for revision

Pre-Admission Credit

- Pre-admission credits are credit hours that are completed prior to the semester and year of admission to an ASU graduate degree or certificate program
- Up to 12.0 credit hours of pre-admission graduate coursework can be counted towards a degree program plan of study
- Pre-admission credits for certificate programs vary based on the total credits required for the certificate. Refer to the [Graduate College Policies and Procedures Handbook](#).
- Pre-admission undergraduate coursework (400-level or lower) may not be included on the iPOS.
- Courses cannot have counted towards a previously earned degree
- Required core courses must be taken at ASU. They may be taken pre-admission but must be earned at ASU.

- Courses must:
 - have a grade of B or better
 - have been completed at a regionally accredited US institution or international institution officially recognized by that country
 - have been taken within 3 years of admission to the ASU graduate degree
- Exceptions apply to students in an accelerated master's degree program. Refer to the [Plan of Study](#) for IADP/4+1 students

Blanket 30 Policy (PhD students only)

- Students can apply a flat thirty (30) credit hours from a previously awarded master's degree toward their doctoral Plan of Study (this is different from pre-admission credit)
 - Final, official master's transcript showing degree conferral must be on file in order to include on iPOS
 - Admissions must have posted the master's degree
- When submitting the iPOS, select **Previous Degree** under the Courses menu option and follow the prompts
 - Students do not select individual classes to add to the iPOS. The previously earned credit will appear on the iPOS as "Blanket Hours 30.00"
- Credit must:
 - have been completed at a regionally accredited US institution or international institution officially recognized by that country
 - have been taken within 3 years of admission to the ASU graduate degree

Shared/Concurrent Credit

- Credits may be shared between degree programs and certificate programs
- Refer to the [Graduate College Policies and Procedures Handbook](#) for certificate policy
- MUEP concurrent degrees are designed for specific courses to be shared between the programs' plans of study. Refer to the [Plan of Study](#).

Course Changes

- Submit changes to iPOS
- If changes are significant, Manager of Graduate Programs may request approval of faculty advisor
- Manager of Graduate Programs reviews and approves changes

Petitions

Submit a petition to request any sort of waiver or exemption of Graduate College policy. Some petitions will be triggered automatically when the iPOS is submitted, if coursework that does not comply with policy is included.

These are the most commonly-used petitions:

Leave of Absence

- All students must maintain continuous enrollment during all Fall and Spring semesters (registered for a minimum of 1.0 credit) while in the program
- Submit if one semester of non-enrollment is desired; no more than two Leaves of Absence are permitted
- The Leave of Absence petition must be submitted prior to the start of the semester of non-enrollment. Petitions submitted after the start of the semester will not be approved.
- If the Leave of Absence petition is not submitted and the student fails to enroll, they will be discontinued from the program in accordance with Graduate College policy

Request to Change Degree Requirements

- Required for MUEP students changing their culminating experience (thesis, applied project, planning workshop)

Retake Written Examination

- Required for PhD students who need to retake the comprehensive exam. Only one retake is permitted.

Waive non-degree/transfer limit

- Submit to request to add more than 12.0 pre-admission credits to the iPOS
- PhD students applying 30 credits from a master's degree program to the iPOS should not submit this petition; refer to Blanket 30 Policy above

Waive 3-year prior to admit

- Submit to request to add pre-admission credit that was not taken within three years prior to admission