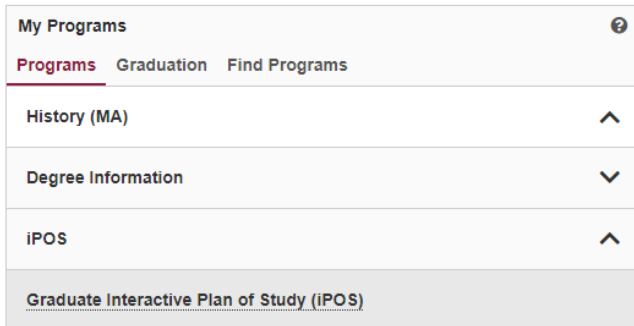


## Accessing the iPOS

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.

**ASU Arizona State University** | ASU Home | My ASU | Colleges and Schools | Map and Locations | Directory | SIGN OUT

Name: [Redacted] | Plan: Public Administration and Policy, PhD  
Campus/Location: [Redacted]  
Status: Not Started

**iPOS**  
**Next** ↓

---

**Welcome**

**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:

**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.

**Save**

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).

## 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.

ASU Arizona State University

Name [redacted] Plan Urban Design, MUD  
Campus/Location [redacted]  
Status Not Submitted but Started

iPOS

Previous Next

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 480/555-3536 or by email at [PSNoMail@asu.edu](mailto:PSNoMail@asu.edu). You may also visit their web site at <https://design.asu.edu>.

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 **2022-2023**.

**Requirements**

36 credit hours including the required applied project course (MUD 593)

Cancel Save

For programs with more than one option for degree requirements, select the requirement you want to complete.

ASU Arizona State University

Name [redacted] Plan Urban and Environmental Planning, MUEP  
Campus/Location [redacted]  
Student Group Accelerated Masters Student  
Status Not Submitted but Started

iPOS

Previous Next

**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 [redacted] or by email at [redacted]. You may also visit their web site at [redacted].

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

To qualify for graduation, all requirements must be fulfilled. In consultation with your advisor, select the approved requirements you will complete. Available degree requirements are determined by your catalog year for your program; your catalog year is **2019-2020**.

Select Requirement

No requirements have been selected.

Cancel Save

Cancel

## Degree Requirements

Requirements	>
47 credit hours including the required applied project course (PUP 593)	>
47 credit hours including the required capstone course (PUP 580)	>
47 credit hours and a thesis	>

Plan Urban and Environmental Planning, MUEP

Name [Redacted]

Campus/Location [Redacted]

Student Group Accelerated Masters Student

Status Not Submitted but Started

↑ Previous
Next ↓

**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 480/555-7533 or by email at [PSNoMail@asu.edu](mailto:PSNoMail@asu.edu). You may also visit their web site at <https://sgsup.asu.edu/degree-programs/graduate-degrees/master-urban-environmental-planning>.

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

To qualify for graduation, all requirements must be fulfilled. In consultation with your advisor, select the approved requirements you will complete. Available degree requirements are determined by your catalog year for your program; your catalog year is **2019-2020**.

Requirements	>
47 credit hours including the required applied project course (PUP 593)	>

Cancel
Save

### Course Admin



On the Course Admin page, you 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

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.

**Required Core (3 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	Course	Description	Hours
<input type="checkbox"/>	<b>HST 640</b>	Historical Methods	3

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

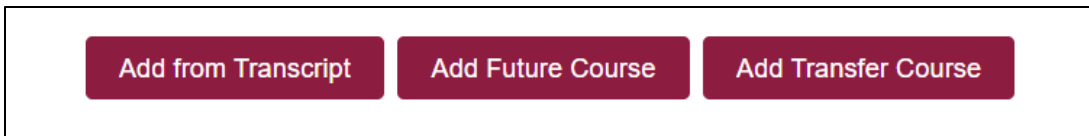
Add Future Course

Add Transfer Course

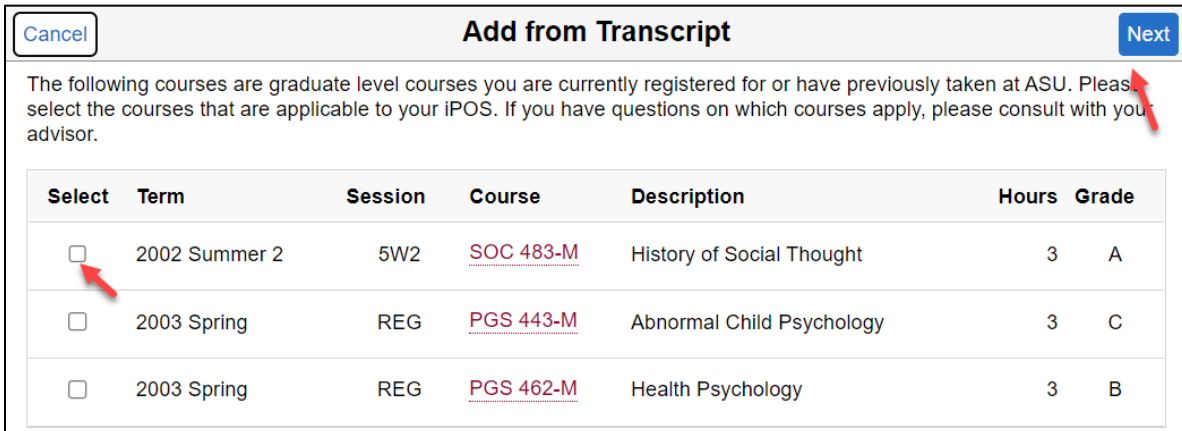
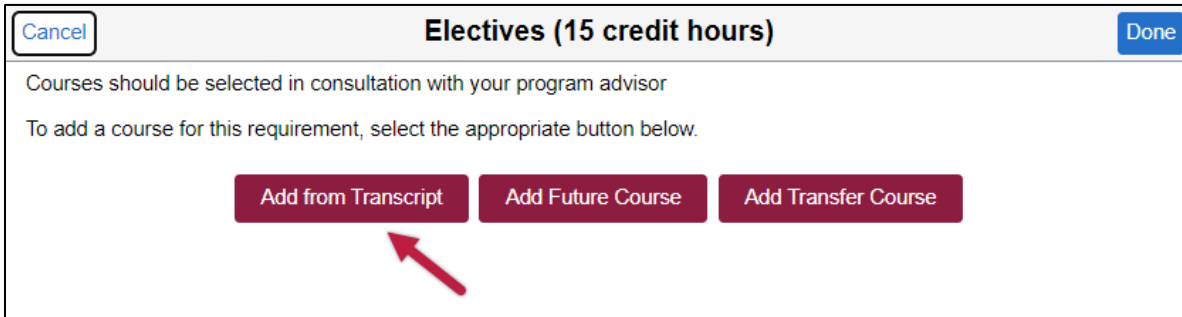


Three maroon buttons appear after clicking on each banner.

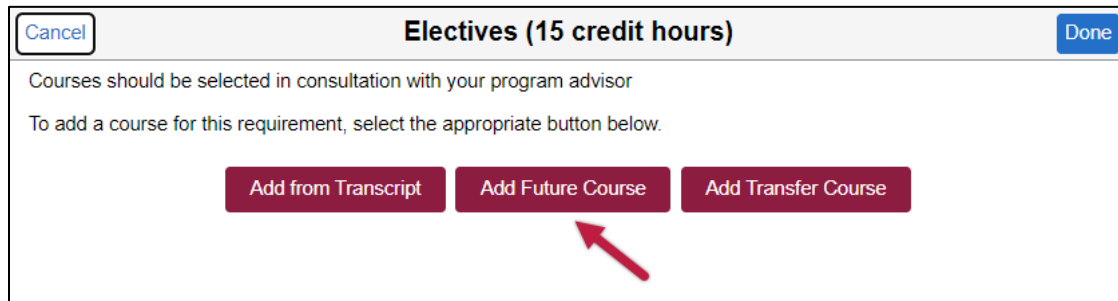
- Choose Add from Transcript to add courses you have already completed or are currently enrolled in
- Choose Add Future Course to add courses you plan to take in a future term
- Choose Add Transfer Course if you completed graduate coursework elsewhere that did not apply towards an awarded degree, and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

Cancel Done

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)**

Cancel Done

Courses should be selected in consultation with your program advisor

To add a course for this requirement, select the appropriate button below.

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)).

[Cancel](#)

### Add Transfer Course

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:

Term Year:

Institution:

Course Prefix:

Course Number:


Course Title:

Hours:

Hour Type:

Official Grade:

Justification if the Grade is not A or B:



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.

**Other Requirement (3 credit hours)** Current Total (3 hours)

Add Other Requirement

Term	Session	Course	Class Nbr	Description	Hours	Grade	Institution	Transfer Verified	Concurrent	Status
2020 Spring	C	<a href="#">PUP 576</a>	29771	GIS Workshop	3.00	A			Y	⊕ >

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

Add Open Courses

No courses have been selected


**Culminating Experience (5 credit hours)** Current Total (5 hours)

Add Culminating Experience

Term	Session	Course	Class Nbr	Description	Hours	Grade	Institution	Transfer Verified	Concurrent	Status
2021 Spring	C	<a href="#">PUP 593</a>	22311	Applied Project: MUEP Professional Project	5.00	Z	ASU			⊕ >

Program Requirement (47 hours)

Total (47 hours)



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



[Previous](#)
[Next ↓](#)

**Culminating Experience (5 credit hours)** Current Total (5 hours)

Add Culminating Experience

Term	Session	Course	Class Nbr	Description	Hours	Grade	Institution	Transfer Verified	Concurrent	Status
2021 Spring	C	<a href="#">PUP 593</a>	22311	Applied Project: MUEP Professional Project	5.00	Z	ASU			👉

Program Requirement (47 hours) Total (47 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.

[Cancel](#)
[Save](#)
[View GPA/Totals](#)

**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 Home | My ASU | Colleges and Schools | Map and Locations | Directory | SIGN OUT

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Name: [Redacted]

Campus/Location: [Redacted]

Student Group: Accelerated Masters Student

Status: Not Submitted but Started

Plan: Urban and Environmental Planning, MUEP

Requirements: 47 credit hours including the required applied project course (PUP 593)

[Previous](#)
[Next ↓](#)

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Welcome

Degree Requirements

Courses

Course Admin

Course Summary

Advisors

Petitions

Professional Development

Summary/Submit

FAQ

**Course Summary** ⓘ

Anticipated Graduation Term	2024 Spring	ASU Hours after Admit	29.00	Cumulative GPA	3.58	
Concurrent Hours	9.00	ASU Hours before Admit	18.00	Overall Graduate GPA	3.762	
			iPOS Total Hours	47.00	iPOS GPA	3.744

Term	Session	Course	Class Nbr	Description	Hours	Grade	Institution	Transfer Verified	Concurrent	Status
2019 Fall	C	<a href="#">PUP 520</a>	90069	Plan Practice, Ethics & Proces	3.00	B+	ASU			✔
2019 Fall	C	<a href="#">PUP 571</a>	74408	Planning Methods I	3.00	A+	ASU			✔
2020 Spring	C	<a href="#">PUP 579</a>	29690	Planning Methods II	3.00	A+	ASU			✔
2020 Spring	C	<a href="#">PUP 692</a>	24234	Research	3.00	Y	ASU		Y	✔
2020 Spring	C	<a href="#">PUP 576</a>	29771	GIS Workshop	3.00	A	ASU		Y	✔
2020 Summer	B	<a href="#">TGM 515</a>	47612	Navigating Gtbl & RBES	3.00	A	ASU			✔
2020 Fall	C	<a href="#">PUP 642</a>	71640	Urbn & Regnl Economic Analysis	3.00	B+	ASU			✔
2020 Fall	C	<a href="#">PUP 501</a>	73474	Planning, History	3.00	A+	ASU			✔

**Staff Advisor**

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

9

09/14/2022

**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

**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.

**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 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.

**Select Faculty Committee**

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** ASU Home My ASU Colleges and Schools Map and Locations Directory SIGN OUT

Name [Redacted] Plan Urban and Environmental Planning, MUEP

Campus/Location [Redacted] Requirements 47 credit hours including the required applied project course (PUP 593)

Student Group Accelerated Masters Student

Status Not Submitted but Started

**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 1, 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
[Redacted]	Chair	Assoc Professor	School of Geog Sci & Urban Pln

## Petitions

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

ASU Arizona State University ASU Home My ASU Colleges and Schools Map and Locations Directory SIGN OUT

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Name Plan Urban and Environmental Planning, MUEP  
Campus/Location Requirements 47 credit hours including the required applied project course (PUP 593) **iPOS**  
Student Group Accelerated Masters Student  
Status Not Submitted but Started

[Previous](#) [Next ↓](#)

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**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. Items can be added at any time. Click Next to continue.

ASU Arizona State University ASU Home My ASU Colleges and Schools Map and Locations Directory SIGN OUT

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Name Plan Urban and Environmental Planning, MUEP  
Campus/Location Requirements 47 credit hours including the required applied project course (PUP 593) **iPOS**  
Student Group Accelerated Masters Student  
Status Not Submitted but Started

[Previous](#) [Next ↓](#)

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**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](#)

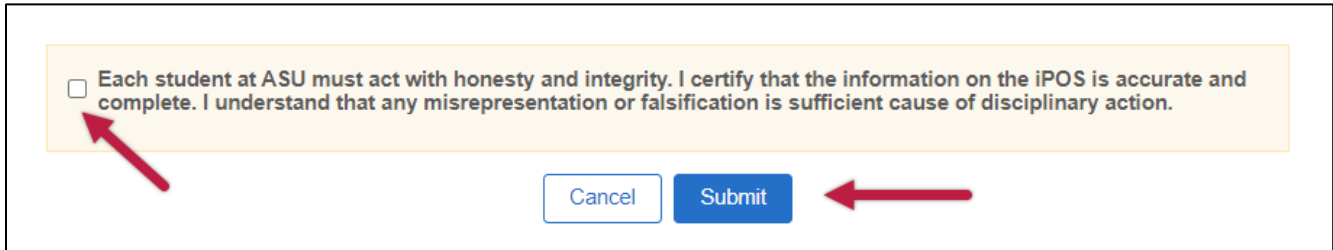
No professional development has been selected

## 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.

CancelSubmit



**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.