

A photograph of three people in a modern office lounge. A woman with long dark hair is seated on the left, looking down at a laptop. A woman with blonde hair is seated in the center, smiling and looking towards the right. A man with short dark hair and glasses is seated on the right, looking towards the center. They are all seated in light-colored armchairs. A large potted plant is visible on the left, and a large window is in the background. The text "An introduction to" is overlaid on a yellow rectangular background on the left side of the image.

An introduction to

iPOS

Agenda



- **What is an iPOS**
- **iPOS Process Map**

What is iPOS

"Interactive Plan of Study" or "Individualized Plan of Study."

An Interactive Plan of Study typically refers to an online tool or system used by colleges and universities to help students plan their academic path and track their progress toward graduation. It allows students to explore different courses and programs, plan their schedules, and monitor their academic performance.



iPOS Process Map



Accessing the iPOS

- Login to MyASU
- Under “My Programs” -> “Programs”, click on your program
- Select “ iPOS” Tab
- Then, click on “Graduate Interactive Plan of Study (iPOS)”

Note: Pop up blocker may need to be turned off

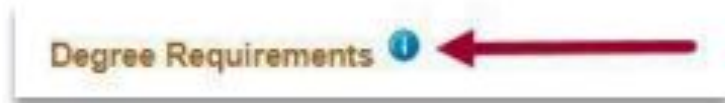


Completing the iPOS

Complete the iPOS by updating the information contained in each section. Watch for the blue information dots located throughout the iPOS, which provide help along the way.

Welcome

- Read the Graduate College policy manual
- Select the box at the bottom of the page to confirm reading it.
- Select “Save”
- Select “Next”



Plan: Materials Science and Engineering, MS

iPOS

Next

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 the student has agreed to read, understand, and abide by all Graduate College policies, including the continuous enrollment policy, located in the ASU Graduate Policies and Procedures manual.

Save

Degree Requirements

Select degree requirements based on your program requirements:

MS student:

- Portfolio
- Applied Project
- Thesis

Ph.D. student:

Required credits with dissertation

IPOS Degree Requirements

Plan: Materials Science and Engineering, MS

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 480.955-2335 or by email at semtograd@asu.edu. You may also visit their web site at <https://semtf.engineering.asu.edu/materials-science-graduate/>.

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 **2022-2023**.

Select Requirement

No requirements have been selected.

Cancel

Save

Degree Requirements

Plan: Materials Science and Engineering, MSE

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 480-965-7225 or by email at seminetgrad@asu.edu. You may also visit their web site at <https://seminet.engineering.asu.edu/materials-science-graduate>.

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 2022-2023.

Requirements

- 30 credit hours including the required applied project course (MSE 563)
- 30 credit hours including a portfolio
- 30 credit hours and a thesis

Cancel Save

- Select the appropriate degree requirement
- Click “Save”
- Click “Next”

Note: When you first start your iPOS, you can only choose portfolio track. If you can find a faculty to work with on applied project or thesis, you can change in a later time.

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 480-965-7225 or by email at seminetgrad@asu.edu. You may also visit their web site at <https://seminet.engineering.asu.edu/materials-science-graduate>.

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 2022-2023.

Requirements

- 30 credit hours including a portfolio

Cancel Save

Course Admin

Please refer to your program checksheet/flow chart to assist with adding course requirements.

- Select your “Anticipated Graduation Term”

The screenshot displays the 'iPOS Course Admin' web application. At the top, a dark header bar contains the title 'iPOS Course Admin' and navigation icons. Below the header, a breadcrumb trail shows 'i) Plan Materials Science and Engineering, MS' and 'Requirements: 30 credit hours including a portfolio'. The 'iPOS' logo is in the top right corner, with 'Previous' and 'Next' buttons. The main content area is titled 'Course Admin' with a help icon. A paragraph of instructions explains how to add courses and save drafts. Below this, a note states that course requirements are determined by the catalog year, which is set to 2021-2022. The 'Required Core' section is highlighted, showing a table with columns for 'Anticipated Graduation Term', 'Required Core', and 'Current Total (0 hours)'. A dropdown menu is open for the 'Anticipated Graduation Term' column, listing terms from 2022 Spring to 2027 Fall. The 'Required Core' column contains a red bar with the text 'Required Core'. The 'Current Total' column shows '0 hours'. Below this, the 'Technical Electives' section is also visible, with a similar table structure and a red bar labeled 'Technical Electives'. The 'Open Courses' section at the bottom has a red bar labeled 'Add Open Courses'. A footer note at the bottom left states: 'Links should be directed to your academic unit and/or adviser with the iPOS may be entered to the Graduate Catalog at <https://catalog.arizona.edu>'.

iPOS Course Admin

i) Plan Materials Science and Engineering, MS
Requirements: 30 credit hours including a portfolio

iPOS

Previous Next

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 2021-2022.

Anticipated Graduation Term

Required Core (6 credit hours)

Current Total (0 hours)

Required Core

No courses have been selected

Technical Electives (24 credit hours)

Current Total (0 hours)

Technical Electives

No courses have been selected

Open Courses

Current Total (0 hours)

Add Open Courses

Links should be directed to your academic unit and/or adviser with the iPOS may be entered to the Graduate Catalog at <https://catalog.arizona.edu>

Course Admin

- Click the maroon button in each section to add courses
- Click “Save” after all degree requirements have been entered

****The Program Requirements and Total sections must match in order to move forward**

The image displays two screenshots of the iPOS Course Admin interface for a Materials Science and Engineering, MS program requiring 30 credit hours.

Top Screenshot: The 'Required Core' section is highlighted. It shows a maroon button labeled 'Add Required Core' with a blue arrow pointing to it. The 'Current Total' is 0 hours. Below the button, it states 'No courses have been selected'.

Bottom Screenshot: The 'Open Courses' section is highlighted. It shows a maroon button labeled 'Add Open Courses' with a blue arrow pointing to it. The 'Current Total' is 0 hours. Below the button, it states 'No courses have been selected'.

At the bottom of the interface, there are three buttons: 'Cancel', 'Save as Draft', and 'View GPA/Totals'. A blue arrow points to the 'Save as Draft' button.

Ways to add courses

Three maroon buttons appear after clicking on each banner.

- Choose “Add from Transcript” to add grad level 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. This can be changed in a later time based on the actual course availability in a semester.
- 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

Add Future Course

Add Transfer Course

How to Add Courses from Transcript

- Click “Add from Transcript”
- Check the box next to courses to add from your transcripts (Do not include courses that will not apply towards your degree requirements.
- Click “Done”
- Once all courses have been selected for the appropriate section, click “Done”

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

Cancel

Required Core (6 credit hours)

Done

The following listed courses are required for your program and must be added to this document. If you wish to include 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 checked="" type="checkbox"/>	MSE 550	Adv Materials Characterization	3
<input checked="" type="checkbox"/>	MSE 561	Kinetics&Phase Trans in Solids	3
<input checked="" type="checkbox"/>	MSE 523	Structural&Mech Prop of Matrls	3
<input checked="" type="checkbox"/>	MSE 524	Advanced Thermodynamics	3
<input type="checkbox"/>	MSE 560	Nanomtlis in Enrgy Prod/Storage	3
<input type="checkbox"/>	MSE 525	Fund of Mat Elec/Opt/Mag/Therm	3
<input type="checkbox"/>	MSE 503	Concepts in Materials Science	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

How to Add Future Courses

- Click “Add Future Course”
- Enter subject (eg. MSE) or select the magnifying glass to search all subjects
- Enter Course Number to search for a specific course or leave blank to search by Range (eg. 500-599)
- Click “Search”

Technical Electives (24 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.

Add from Transcript Add Future Course Add Transfer Course

Add Future Course

Cancel

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 MSE

Materials Science&Engineering

Course Number 5*

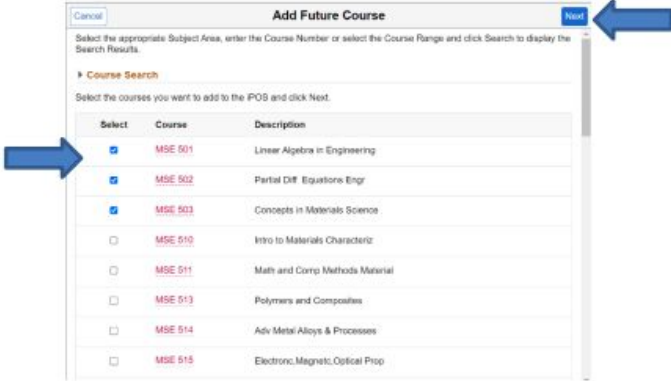
or Range 500-599

Search

How to Add Future Courses

- Check the box next to courses to add future courses (Do not include courses that will not apply towards your degree requirements.)
- Click “Next”
- From the drop down menu, select the anticipated term of enrollment for each course
- Click “Done”

Note: This section can be adjusted in a later time based on the actual course availability in a semester.



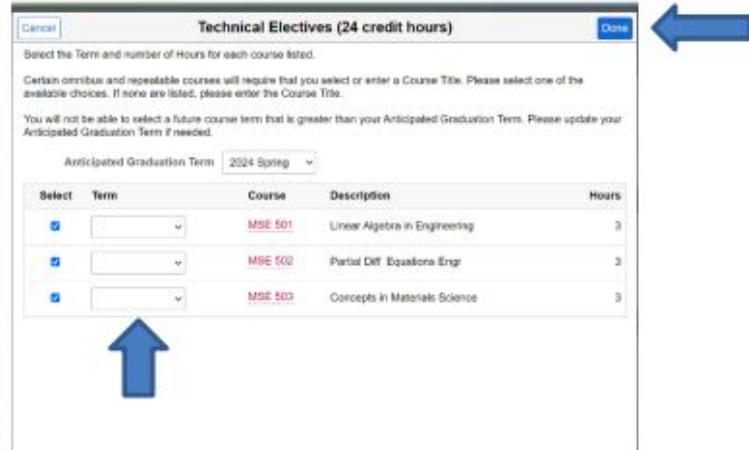
Add Future Course

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

► **Course Search**

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

Select	Course	Description
<input checked="" type="checkbox"/>	MSE 501	Linear Algebra in Engineering
<input checked="" type="checkbox"/>	MSE 502	Partial Diff. Equations Engr
<input checked="" type="checkbox"/>	MSE 503	Concepts in Materials Science
<input type="checkbox"/>	MSE 510	Intro to Materials Characteriz
<input type="checkbox"/>	MSE 511	Math and Comp Methods Material
<input type="checkbox"/>	MSE 513	Polymers and Composites
<input type="checkbox"/>	MSE 514	Adv Metal Alloys & Processes
<input type="checkbox"/>	MSE 515	Electronic, Magnetic, Optical Prop



Technical Electives (24 credit hours)

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: 2024 Spring

Select	Term	Course	Description	Hours
<input checked="" type="checkbox"/>	<input type="text"/>	MSE 501	Linear Algebra in Engineering	3
<input checked="" type="checkbox"/>	<input type="text"/>	MSE 502	Partial Diff. Equations Engr	3
<input checked="" type="checkbox"/>	<input type="text"/>	MSE 503	Concepts in Materials Science	3

How to Add Transfer Courses

- Click “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).
- Click “Add”
- Click “Done”

Note: Make sure that your transfer courses have been reviewed by your academic department before you add. Reach out to your Academic Advisor for assistance.

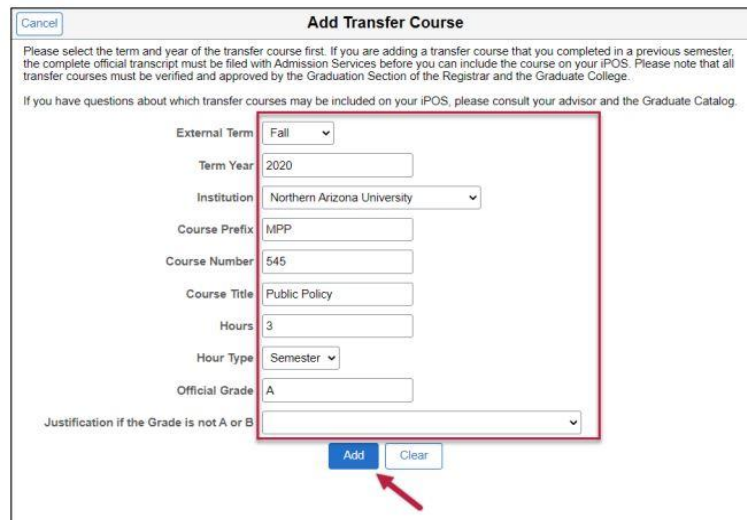


Cancel Electives (15 credit hours) Done

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



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 Fall

Term Year 2020

Institution Northern Arizona University

Course Prefix MPP

Course Number 545

Course Title Public Policy

Hours 3

Hour Type Semester

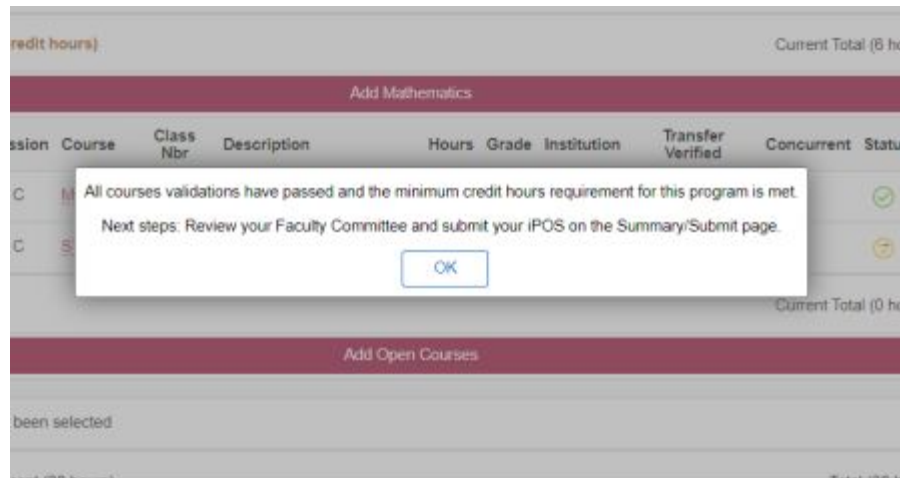
Official Grade A

Justification if the Grade is not A or B

Add Clear

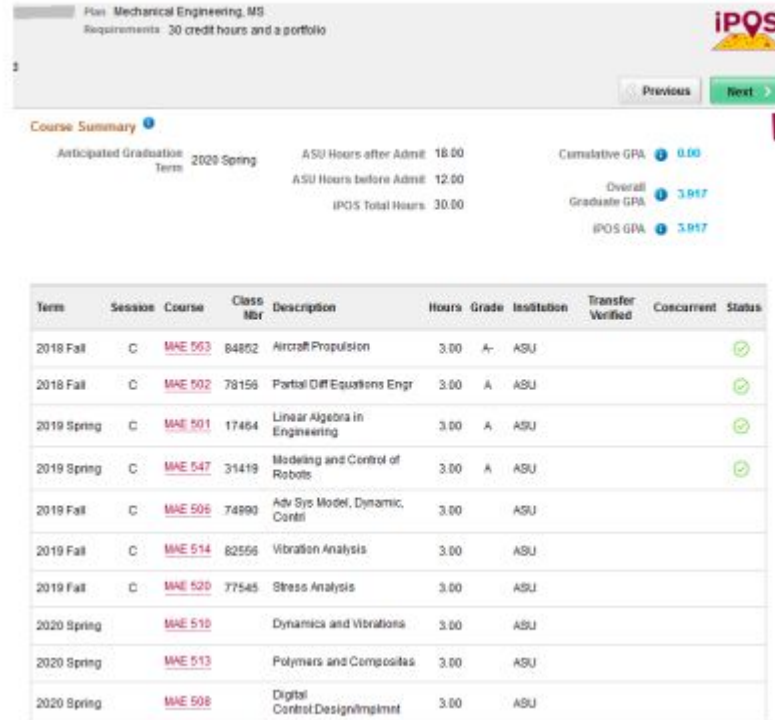
Course Admin

- After adding all coursework, click on “Save”
- After confirming all course validations have passed, select “Next”



Course Summary

- Review Course Summary. If you need to make changes, click on “Previous”.
- Else, click on “Next”



Plan: Mechanical Engineering, MS
Requirements: 30 credit hours and a portfolio

iPOS

Previous Next

Course Summary

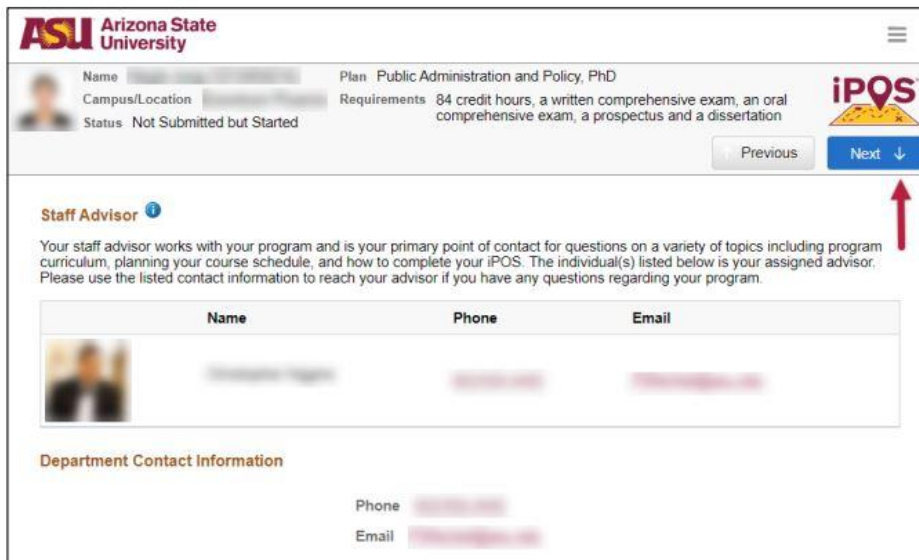
Anticipated Graduation Term: 2020 Spring
ASU Hours after Admit: 18.00
ASU Hours before Admit: 12.00
iPOS Total Hours: 30.00

Cumulative GPA: 0.00
Overall Graduate GPA: 3.917
iPOS GPA: 3.917

Term	Session	Course	Class Nbr	Description	Hours	Grade	Institution	Transfer Verified	Concurrent	Status
2018 Fall	C	MAE 563	84862	Aircraft Propulsion	3.00	A-	ASU			✓
2018 Fall	C	MAE 502	78156	Partial Diff Equations Engr	3.00	A	ASU			✓
2019 Spring	C	MAE 501	17464	Linear Algebra in Engineering	3.00	A	ASU			✓
2019 Spring	C	MAE 547	31419	Modeling and Control of Robots	3.00	A	ASU			✓
2019 Fall	C	MAE 506	74890	Adv Sys Model, Dynamic, Control	3.00		ASU			
2019 Fall	C	MAE 514	82556	Vibration Analysis	3.00		ASU			
2019 Fall	C	MAE 520	77545	Stress Analysis	3.00		ASU			
2020 Spring		MAE 510		Dynamics and Vibrations	3.00		ASU			
2020 Spring		MAE 513		Polymers and Composites	3.00		ASU			
2020 Spring		MAE 508		Digital Control Design/Implement	3.00		ASU			

Staff Advisor

- This page displays the name and contact information of your staff advisor for your reference. Please use this as a resource for academic advising contact information.
- No action is required on this page.
- Select “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 ↓](#)

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 Name]	[Redacted Phone]	[Redacted Email]

Department Contact Information

Phone: [Redacted]
Email: [Redacted]

iPOS

Faculty Committee

In this section, you will add the faculty member that will be overseeing your Portfolio, Applied Project , Thesis, or dissertation.

- Click “Select Faculty Committee” button

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 2, 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



Faculty Committee

- Enter Last Name and First Name
- Click Search
- Choose the faculty member
- From the committee role drop down, select “chair”
- Click “Done”

Note: When you start doing your iPOS, most of you will be on the portfolio track, so choose your program chair as your faculty committee.

The screenshot shows a web form titled "Select Faculty Committee" with a "Cancel" button in the top left. Below the title is a search instruction: "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." There are two input fields: "Last Name" with the value "ALFORD" and "First Name" with the value "TERRY". A blue "Search" button is to the right of the "First Name" field. Below the search fields is a section titled "Search Results" containing a table with three columns: "Name", "Title", and "Department". The table has one row with the following data: Name: Terry Alford, Title: Professor, Department: Sch Engr Mater Transprt Energy. A right arrow icon is at the end of the row.

Name	Title	Department
Terry Alford	Professor	Sch Engr Mater Transprt Energy

The screenshot shows the same "Select Faculty Committee" form, but with the "Committee Role" dropdown menu open. The dropdown menu has three options: "Chair" (selected), "Co-Chair", and "Member". Below the dropdown menu is a table with three columns: "Approval Type", "Approval Level", and "Endorsements". The table has six rows of data.

Approval Type	Approval Level	Endorsements
Graduate Faculty	Chair	Aerospace Engineering PhD
Graduate Faculty	Chair	Chemical Engineering PhD
Graduate Faculty	Chair	Electrical Engineering PhD
Graduate Faculty	Chair	Materials Sci & Engr PhD
Graduate Faculty	Chair	Mechanical Engineering PhD
Graduate Faculty	Co-Chair	Chemistry PhD

Faculty Committee


- Click “Save”
- Click “Next”

File: Materials Science and Engineering, MS
Requirements: 30 credit hours including a portfolio

Previous Next ↓

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.

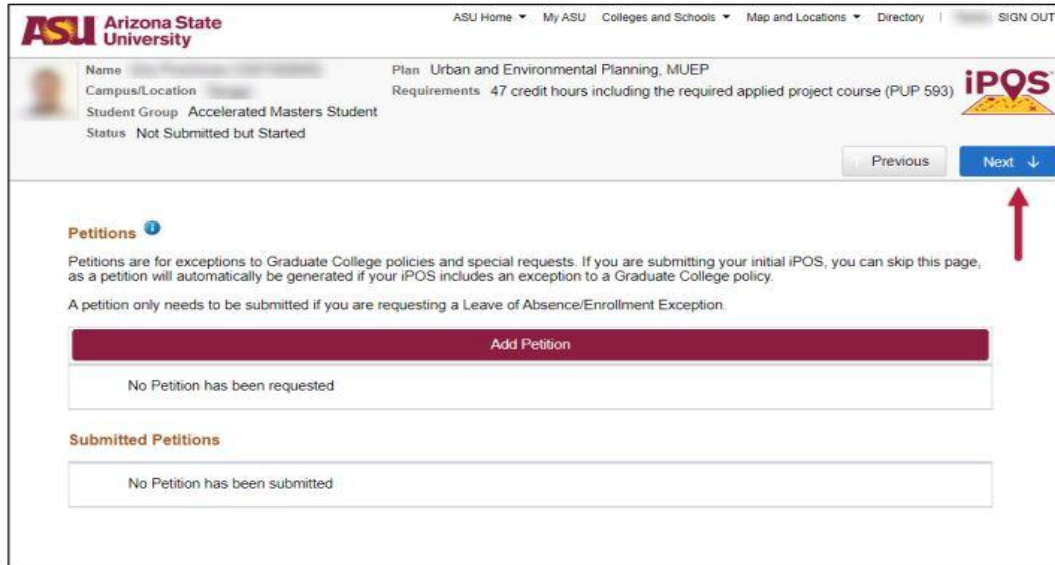
Select Faculty Committee

Image	Committee Role	Title	Department
	Chair	Professor	Sch Engr Mater Transport Energy

Cancel Save

Petitions

- This page is used to request exceptions to Graduate College policies.
- You can skip this page when submitting your initial iPOS
- Click on “Next”



The screenshot shows the ASU Petitions page. At the top is the ASU logo and navigation links: ASU Home, My ASU, Colleges and Schools, Map and Locations, Directory, and a SIGN OUT button. Below the navigation bar, user information is displayed: Name (redacted), Campus/Location (redacted), Student Group (Accelerated Masters Student), and Status (Not Submitted but Started). To the right of this information, the Plan is listed as 'Urban and Environmental Planning, MUEP' and Requirements as '47 credit hours including the required applied project course (PUP 593)'. The iPOS logo is also visible. Below the user information, there are 'Previous' and 'Next' buttons. A red arrow points to the 'Next' button. The main content area has a heading 'Petitions' with an information icon. Below this, text explains that petitions are for exceptions to Graduate College policies and that a petition will be automatically generated if the iPOS includes an exception. It also states that a petition only needs to be submitted if requesting a Leave of Absence/Enrollment Exception. There are two sections: 'Add Petition' with a red button and a message 'No Petition has been requested', and 'Submitted Petitions' with a message 'No Petition has been submitted'.

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) iPOS
Student Group Accelerated Masters Student
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

- This page is used to collect your professional development experiences, certificates, and other documents.
- Click on “Next”

 **Arizona State University**

ASU Home ▾ My ASU Colleges and Schools ▾ Map and Locations ▾ Directory | [SIGN OUT](#)



Name


Campus/Location

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 ↓

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

- Review content to confirm accuracy and then scroll to the bottom of page, Check box to agree to act in accordance with the honesty and integrity policy
- Click “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.

Reminder

- You have to add all the required courses and credits to your iPOS in order to submit it.
- Your iPOS is changeable/editable.
- Portfolio students usually use their program chair as the faculty committee chair.
- Ph.D. students and Thesis students don't need to add the full committee when they first submit their iPOS.

