



Introduction

The following document provides instructions for completing your iPOS. Questions regarding selecting course and degree requirements should be directed to your Academic Program Staff Advisor. You can access your Advisor’s contact information by selecting on the “Advisors” tab on the iPOS. You may access this information prior to completing your iPOS. For assistance with completing your iPOS, please work with your Academic Program Staff Advisor. To report technical issues, please contact the Graduate College at grad-gps@asu.edu or 480-965-3521.

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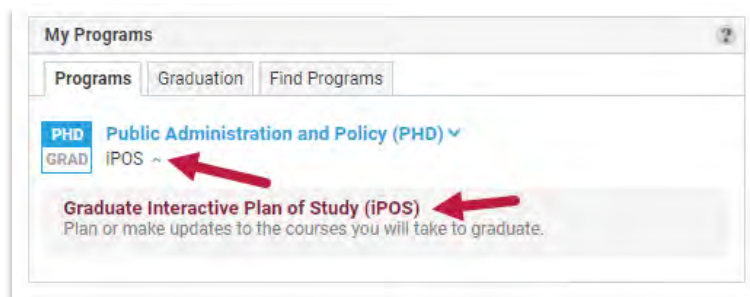
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Accessing the iPOS

- Login to [MyASU](#)
- Under “Programs”, select iPOS
- Select “Graduate Interactive Plan of Study (iPOS)”

Note: Pop up blocker may need to be turned off



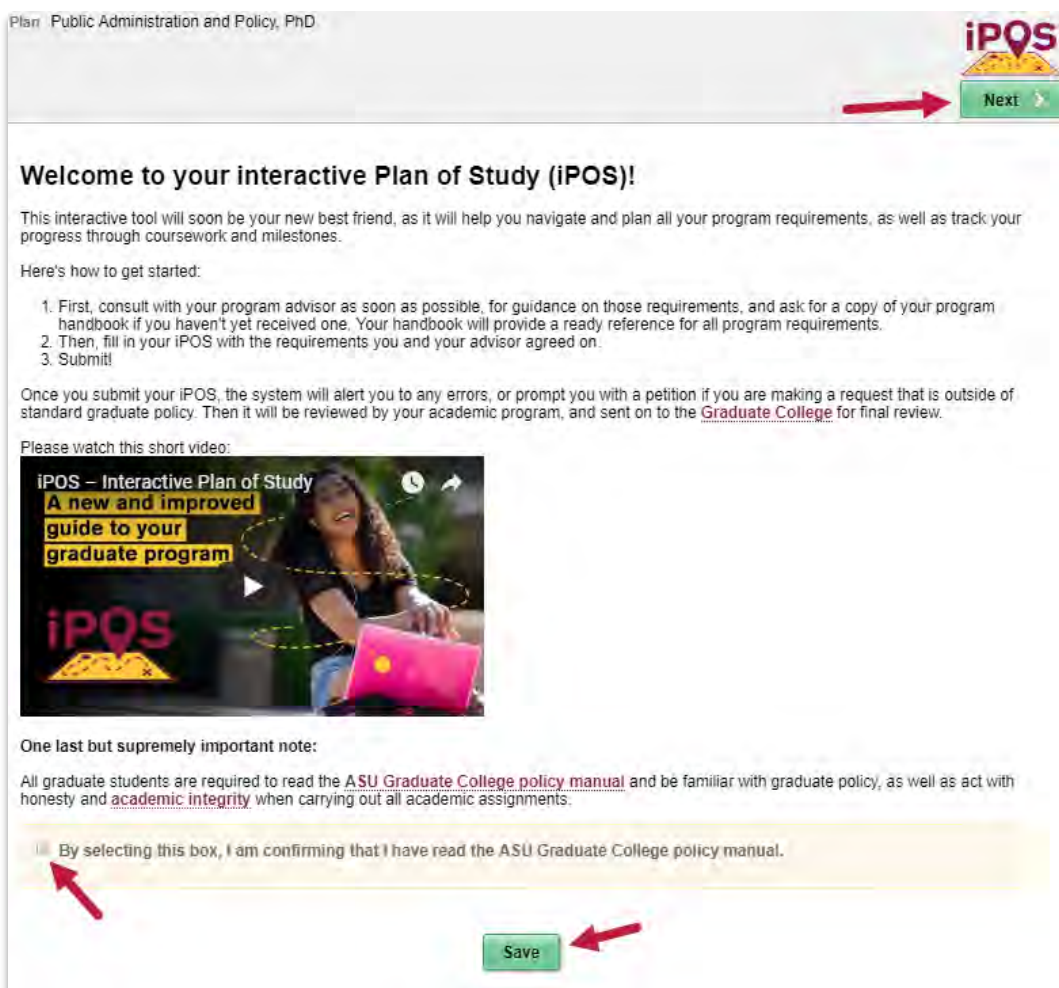
Completing the iPOS

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. The iPOS is mobile friendly, please be advised that the pictures in this document may look different on mobile views, however the functionality is the same.



Welcome

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



Plan: Public Administration and Policy, PhD

iPOS

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
A new and improved
guide to your
graduate program

iPOS

One last but supremely important note:

All graduate students are required to read the [ASU Graduate College policy manual](#) and be familiar with graduate policy, as well as act with honesty and [academic integrity](#) when carrying out all academic assignments.

By selecting this box, I am confirming that I have read the ASU Graduate College policy manual.

Save

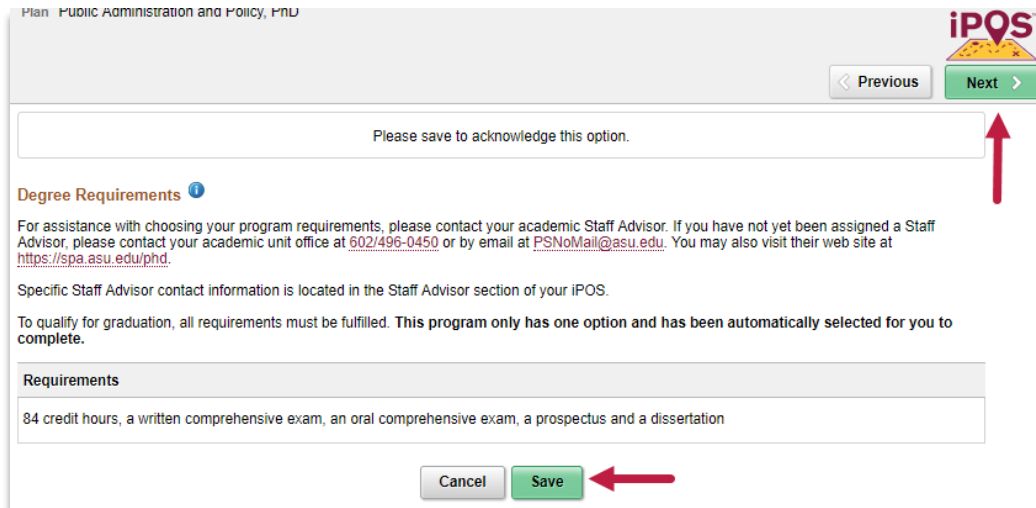
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Degree Requirements

The Degree Requirements page will populate the various tracks for completing the degree. You may notice you have one or more options for completing your degree. Choose the appropriate degree requirements in conjunction with your Academic Program Staff Advisor.

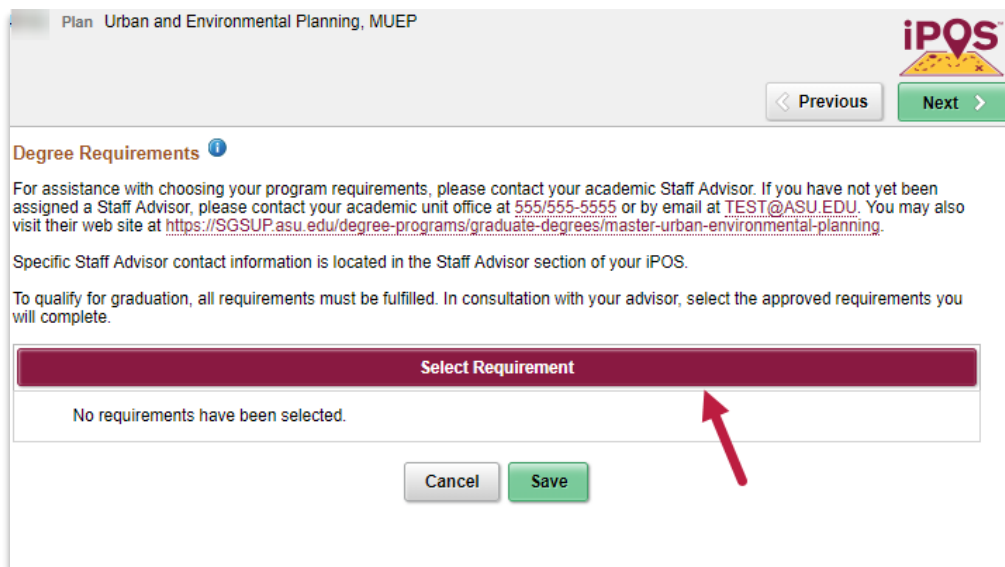
Programs with only one option for degree requirements

- Select “Save”
- Select “Next”



Programs with more than one option for degree requirements

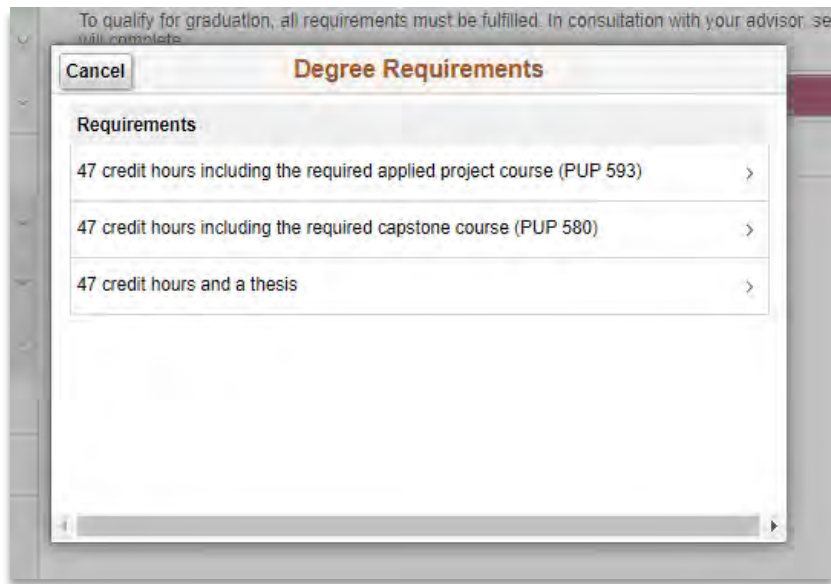
- Select “Select Requirement”



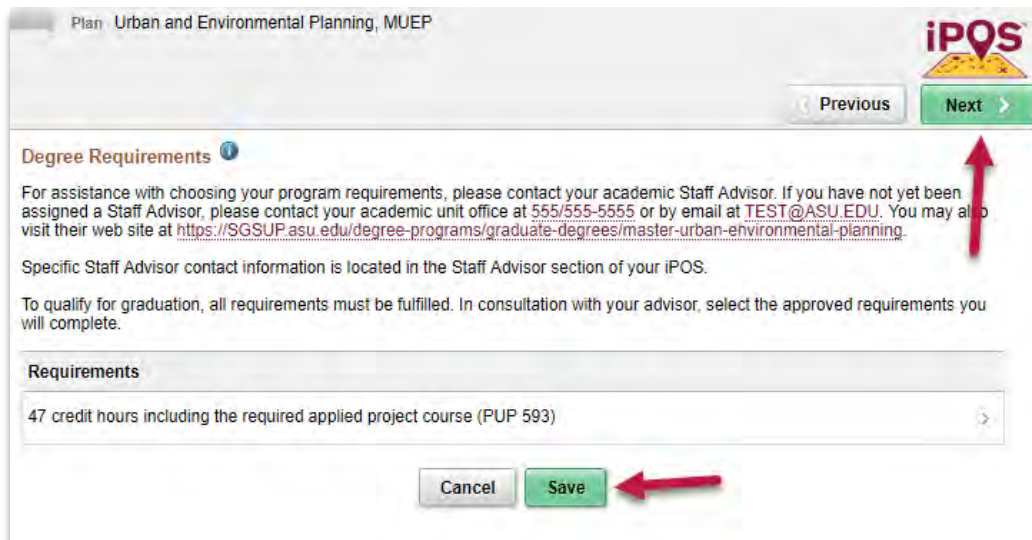
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- Select on the appropriate degree requirements

Note: Direct degree requirement questions to your Academic Program Staff Advisor.



- Select "Save"
- Select "Next"



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Previous Degree

Applicable to Doctoral students only. All other students go to [Course Admin](#)

Students may apply up to 30 credit hours from a previously awarded master's degree toward their Doctoral degree with the approval from both the academic unit and the Dean of the Graduate College. Select "Yes" to include up to 30 hours from a previously awarded master's degree or "No" to continue completing your iPOS.

Previous Degree ⓘ

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

No
Yes

"Yes"

- Enter the number of credit hours approved to be used
- Select "Save"

Note: If the Master's degree is not available on the iPOS, contact Graduate Admissions at gograd@asu.edu

- Select "Save"
- Select "Next"

Plan Public Administration and Policy, PhD
Requirements 84 credit hours, a written comprehensive exam, an oral comprehensive exam, a prospectus and a dissertation

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
California Southern University	Master of Arts	05/01/2018

"No"

- Select "Save"
- Select "Next"

Plan Public Administration and Policy, PhD
Requirements 84 credit hours, a written comprehensive exam, an oral comprehensive exam, a prospectus and a dissertation

Previous Degree ⓘ

Have you been approved to apply a previously awarded master's degree towards this Doctoral degree? No ▾

Next >

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Course Admin

Courses in the iPOS are added in a variety of ways. Some courses are pre-programmed, while others will be added from transcript, entered as future courses, transfer courses or Blanket Hours.

- Select your “Anticipated Graduation Term”

The screenshot shows the 'Course Admin' interface. At the top, there is a heading 'Course Admin' with an information icon. Below it is a paragraph of instructions: 'To add courses to your iPOS, select the "add courses" button for the corresponding section. Depending on your program, you may see multiple section 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.'

The main area is divided into two sections: 'Required Core (24 credit hours)' and 'Electives (15 credit hours)'. Each section has a maroon button labeled 'Add Required Core' and 'Add Electives' respectively. A dropdown menu for 'Anticipated Graduation Term' is open, showing a list of terms from 2018 Fall to 2024 Spring. A red arrow points to the dropdown menu.

Anticipated Graduation Term	Current Total
2018 Fall	(0 hours)
2019 Spring	(0 hours)
2019 Summer	(0 hours)
2019 Fall	(0 hours)
2020 Spring	(0 hours)
2020 Summer	(0 hours)
2020 Fall	(0 hours)
2021 Spring	(0 hours)
2021 Summer	(0 hours)
2021 Fall	(0 hours)
2022 Spring	(0 hours)
2022 Summer	(0 hours)
2022 Fall	(0 hours)
2023 Spring	(0 hours)
2023 Summer	(0 hours)
2023 Fall	(0 hours)
2024 Spring	(0 hours)

- Select the maroon button in each section to add courses

The screenshot shows a close-up of the 'Required Core (24 credit hours)' section. A maroon button labeled 'Add Required Core' is highlighted with a red arrow. Below the button, it says 'No courses have been selected'. The 'Current Total (0 hours)' is also visible.

- Select “Save” after all degree requirements have been entered

The screenshot shows the 'Open Courses' and 'Culminating Experience' sections. The 'Open Courses' section has a maroon button labeled 'Add Open Courses' and 'No courses have been selected'. The 'Culminating Experience (12 credit hours)' section has a maroon button labeled 'Add Culminating Experience' and a table of entries. At the bottom, there are buttons for 'Cancel', 'Save', and 'View GPA/Totals'. A red arrow points to the 'Save' button. The 'Program Requirement (84 hours)' and 'Total (84 hours)' are also visible.

Term	Session	Course	Class Nbr	Description	Hours	Grade	Institution	Transfer Verified	Concurrent	Status
2022 Spring		PAF 799		Dissertation	4.00		ASU			(1) >
2022 Fall		PAF 799		Dissertation	4.00		ASU			(1) >
2023 Spring		PAF 799		Dissertation	4.00		ASU			(1) >

For additional detail on how to add courses, skip to [How to Add Courses](#)

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- After confirming all course validations have passed, select “Next”

Plan: Public Administration and Policy, PhD
Requirements: 84 credit hours, a written comprehensive exam, an oral comprehensive exam, a prospectus and a dissertation

Previous Next

Add Culminating Experience

Term	Session	Course	Class Nbr	Description	Hours	Grade	Institution	Transfer Verified	Concurrent	Status
2022 Spring		PAF 799		Dissertation	4.00		ASU			>
2022 Fall		PAF 799		Dissertation	4.00		ASU			>
2023 Spring		PAF 799		Dissertation	4.00		ASU			>

Program Requirement (84 hours) Total (87 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

Skip to [Course Summary](#)

How to Add Courses

Add courses to the iPOS by selecting from [Preloaded](#) Courses or

- [Add from Transcript](#)
- [Add Future Course](#)
- [Add Transfer Course](#)
- [Blanket Hours](#) (Doctoral Only)

Preloaded courses:

- Select the box next to courses to select
- Select “Done”

Cancel Required Core (24 credit hours) Done

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 checked="" type="checkbox"/>			PAF 603	Adv Econ Public Admin & Policy	3	
<input checked="" type="checkbox"/>			PAF 610	Adv Qualitative Methods	3	
<input checked="" type="checkbox"/>			PAF 609	Adv. Quant. Methods Sem.	3	
<input checked="" type="checkbox"/>	2018 Fall	Session C	PAF 602	Adv Rsrch Design for Public Pol	3	A-
<input checked="" type="checkbox"/>	2018 Fall	Session C	PAF 605	Org. Theory and Behav. Seminar	3	
<input checked="" type="checkbox"/>	2018 Fall	Session C	PAF 601	Advanced Public Policy Seminar	3	A
<input checked="" type="checkbox"/>	2019 Spring	Session C	PAF 604	Intellect Foundns Public Admn	3	
<input checked="" type="checkbox"/>	2019 Spring	Session C	PAF 620	PA Prof Development Workshop	3	

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- Select the drop down to select the anticipated term of enrollment for each course
- Select “Done”

Cancel **Required Core (24 credit hours)** Done

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: 2023 Spring

Select	Term	Course	Description	Hours
<input checked="" type="checkbox"/>	2020 Fall	PAF 603	Adv Econ Public Admin & Policy	3
<input checked="" type="checkbox"/>	2021 Spring	PAF 610	Adv Qualitative Methods	3
<input checked="" type="checkbox"/>	2021 Fall	PAF 609	Adv. Quant. Methods Sem.	3
<input checked="" type="checkbox"/>	2018 Fall	PAF 602	Adv Rsrch Desgn for Public Pol	3
<input checked="" type="checkbox"/>	2018 Fall	PAF 605	Org. Theory and Behav. Seminar	3
<input checked="" type="checkbox"/>	2018 Fall	PAF 601	Advanced Public Policy Seminar	3
<input checked="" type="checkbox"/>	2019 Spring	PAF 604	Intellect Foundns Public Admn	3
<input checked="" type="checkbox"/>	2019 Spring	PAF 620	PA Prof Development Workshop	3

Return to [How to Add Courses](#)

Return to [Save Courses](#)

Add from Transcript

- Select “Add from Transcript”

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.

- Select on the box next to courses to select
- Select “next”

Cancel **Add from Transcript** Next

The following courses are graduate level courses you are currently registered for or have previously taken at ASU. Please select the courses that are applicable to your iPOS. If you have questions on which courses apply, please consult with your advisor.

Select	Term	Session	Course	Description	Hours	Grade
<input checked="" type="checkbox"/>	2018 Fall	Session C	PAF 522	Adv Govt Financial Mgmt	3	A
<input checked="" type="checkbox"/>	2018 Fall	Session C	PAF 574	Diversity,Ethics,Public Change	3	B

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- Select “Done”

Cancel **Electives (15 credit hours)** **Done**

The following courses are graduate level courses you are currently registered for or have previously taken at OSU. Please select the courses that are applicable to your iPOS. If you have questions on which courses apply, please consult with your advisor.

Select	Term	Session	Course	Description	Hours	Grade
<input checked="" type="checkbox"/>	2018 Fall	Session C	PAF 522	Adv Govt Financial Mgmt	3	A
<input checked="" type="checkbox"/>	2018 Fall	Session C	PAF 574	Diversity,Ethics,Public Change	3	B

Return to [How to Add Courses](#)

Return to [Save Courses](#)

Add Future Courses

- Select “Add Future Course”

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**

- Enter subject or select the magnifying glass to search
- Enter Course Number or leave blank to search by Range
- Select “Search”

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

Search

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- Select the box next to the course(s) to select
- Select “Next”

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"/>	PAF 501	Public Service Research I
<input type="checkbox"/>	PAF 502	Public Service Research II
<input type="checkbox"/>	PAF 503	Public Affairs
<input checked="" type="checkbox"/>	PAF 504	Microecon of Public Policy I
<input type="checkbox"/>	PAF 505	Public Policy Analysis
<input type="checkbox"/>	PAF 506	Public Budgeting and Finance
<input type="checkbox"/>	PAF 507	Public Human Resource Mgmt

- Select the drop down to select the anticipated term of enrollment for each course
- Select “Done”

Cancel **Electives (15 credit hours)** 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 2023 Spring ▼

Select	Term	Course	Description	Title	Hours
<input checked="" type="checkbox"/>	2021 Fall ▼	PAF 501	Public Service Research I		3
<input checked="" type="checkbox"/>	2022 Summer ▼	PAF 503	Public Affairs	Public Affairs	3
<input checked="" type="checkbox"/>	2020 Summer ▼	PAF 504	Microecon of Public Policy I		3
<input checked="" type="checkbox"/>	2019 Summer ▼	PAF 506	Public Budgeting and Finance		3

Return back to [How to Add Courses](#)

Return to [Save Courses](#)

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Add Transfer Course

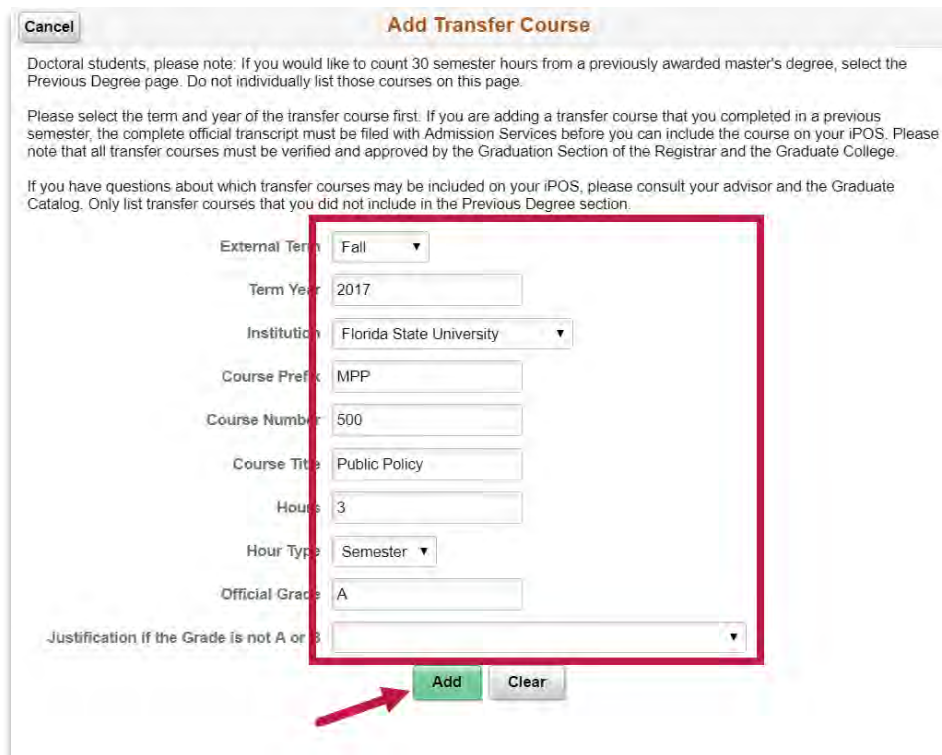
- Select “Add Transfer Course”



- Fill in the fields

Note: If institution is not available contact Graduate Admissions at gograd@asu.edu

- Select “Add”



Return back to [How to Add Courses](#)

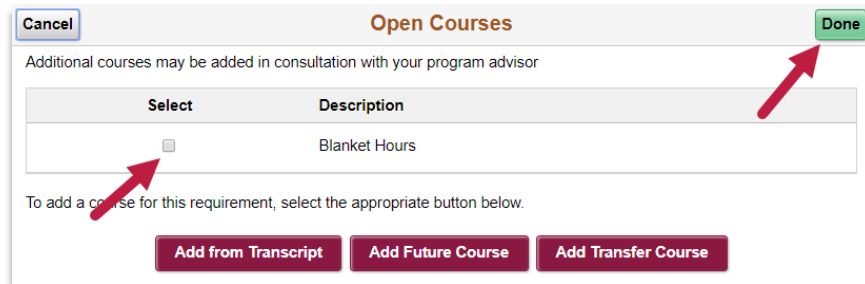
Return to [Save Courses](#)

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Blanket Hours

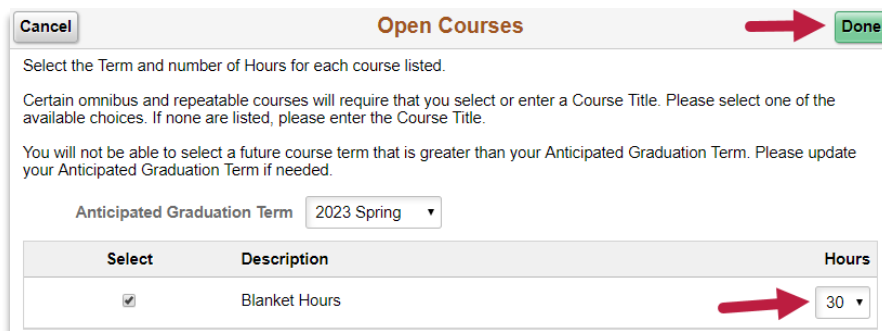
Applicable to Doctoral Students Only Blanket hours are credit hours applied to the iPOS from a Previously Earned Master’s Degree. Each section on the iPOS is programmed to display “Blanket Hours” if you have chosen “Yes” to using a Previously Earned Master’s degree. In consultation with your Academic Program Staff include the blanket hours in the appropriate section by selecting the maroon button at the top of the section the hours are to be added to.

- Select the box next to “Blanket Hours”



The screenshot shows a dialog box titled "Open Courses" with a "Cancel" button on the left and a "Done" button on the right. Below the title bar, there is a text prompt: "Additional courses may be added in consultation with your program advisor". A table with two columns, "Select" and "Description", contains one row with a checkbox in the "Select" column and "Blanket Hours" in the "Description" column. A red arrow points to the checkbox. Below the table, there is a text prompt: "To add a course for this requirement, select the appropriate button below." and three buttons: "Add from Transcript", "Add Future Course", and "Add Transfer Course". Another red arrow points to the "Done" button.

- Select the number of “Hours” to include
- Select “Done”



The screenshot shows the same "Open Courses" dialog box. The "Anticipated Graduation Term" is set to "2023 Spring". The table now has a checked checkbox in the "Select" column for "Blanket Hours". A red arrow points to the "Hours" dropdown menu, which is set to "30". Another red arrow points to the "Done" button.

Return back to [How to Add Courses](#)

Return to [Save Courses](#)

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Course Summary

- Review Course Summary
- Select “Next”

Plan: Public Administration and Policy, PhD
Requirements: 84 credit hours, a written comprehensive exam, an oral comprehensive exam, a prospectus and a dissertation

Course Summary

Anticipated Graduation Term: 2023 Spring
ASU Hours after Admit: 57.00
Approved Blanket Hours: 30
Blanket Hours: 30
iPOS Total Hours: 87.00

Cumulative GPA: 3.67
Overall Graduate GPA: 3.667
iPOS GPA: 3.667

Term	Session	Course	Class Nbr	Description	Hours	Grade	Institution	Transfer Verified	Concurrent	Status
2018 Fall	C	PAF 601	91450	Advanced Public Policy Seminar	3.00	A	ASU			✔
2018 Fall	C	PAF 602	71717	Adv Rsrch Desgn for Public Pol	3.00	A-	ASU			✔
2018 Fall	C	PAF 605	87363	Org Theory and Behav Seminar	3.00		ASU			☹
2019 Spring	C	PAF 620	17571	PA Prof Development Workshop	3.00		ASU			
2019 Spring	C	PAF 604	14986	Intellect Foundns Public Admn	3.00		ASU			
2020 Fall		PAF 603		Adv Econ Public Admn & Policy	3.00		ASU			
2021 Spring		PAF 610		Adv Qualitative Methods	3.00		ASU			
2021 Fall		PAF 609		Adv Quant. Methods Sem.	3.00		ASU			
2018 Fall	C	PAF 574	72147	Diversity,Ethics,Public Change	3.00	B	ASU			✔

Staff Advisor

No action is required on this page select “Next” to continue.

Faculty Committee

- Select “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 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

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- Enter Last Name and First Name
- Select Search
- Choose the faculty member

Note: If the faculty member you are searching for did 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 committee member and click Search.

Last Name GR

First Name ANTH

Search

Search Results

Name	Title	Department
Anthony Gribble	Telecomm Technician	SDA Operations And Facilities
Anthony Grubescic	Center Dir (ACD) & Professor	School of Criminology & Crim J

- Select the "Committee Role"
- Select "Done"

Cancel **Select Faculty Committee** Done

Message Not Found

Name Anthony Grubescic

Committee Role

Title Chair (ACD) & Professor

Department Criminology & Crim J

Approval Type	Approval Level	Endorsements
Graduate Faculty	Chair	Geography PHD
Graduate Faculty	Chair	Public Administration(Urbanism)
Graduate Faculty	Chair	Public Administration & Policy

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Summary/Submit


- Select "Save"
- Select "Next"

Plan Public Administration and Policy, PhD
Requirements 84 credit hours, a written comprehensive exam, an oral comprehensive exam, a prospectus and a dissertation

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.

Name	Committee Role	Title	Department
 Anthony Grubestic	Chair	Center Dir (ACD) & Professor	School of Criminology & Crim J

Cancel Save

- Review content and scroll to the bottom of page
- Select box to agree to act with honesty and integrity
- Select "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.