HOW TO
Submit your Plan of Study

MS Biomedical Engineering

What is the Interactive Plan of Study (iPOS)?
Your Plan of Study (POS) contains a list of courses and the culminating experience, which maps the requirements for your degree completion. It serves as a guide as to what items you have left to complete.

• Your POS is submitted and revised electronically via the interactive POS system (iPOS).
• Graduate students with regular status must submit a Plan of Study by the time they have enrolled for 50 percent of the minimum credit hours required towards their degree program. Failure to submit the iPOS will result in blocked registration.
• The iPOS link will appear when you log into myASU.

• The iPOS must be approved by a student's committee, the head of the academic unit, and the Graduate College dean.
• After your iPOS has been approved at all levels, you can log into myASU to complete committee or course changes, or to file a petition.
• The iPOS system is designed to be user-friendly. This manual contains step-by-step instructions on completing and submitting the iPOS.
What are the Plan of Study requirements?

Courses numbered 500 or higher are graduate level courses. A maximum of six credit hours of 400 level coursework may be used on an approved iPOS (400 level courses taken for a grade of Pass/Fail cannot be included on an iPOS). Courses with grades of “D” (1.00) and “E” (0.00) cannot be included on an iPOS. You may not include on your Plan of Study any credit hours that have been applied towards a previously awarded degree.

Master’s Plan of Study Requirements

- A minimum of 30 credit hours of graduate level coursework is required on your iPOS, though your program may require more.
- Master's requirements include a culminating experience which may take the form of written or oral exam, capstone course, applied project or portfolio, or thesis or equivalent. Your culminating experience will be listed on your iPOS.
- If you are completing a thesis, list six 599 Thesis hours (only 6) on your iPOS.
- You can add a committee to your iPOS at initial submission or after it has been approved via a Committee Change through the iPOS system.

For the complete Graduate College iPOS policy information, please see Graduate Policies.

If you have experiencing technical issues with filing your iPOS or have a question on the Graduate College policy regarding iPOS requirements, please email ipos-q@asu.edu.

How to Submit your iPOS

The iPOS submission process will take you through these steps to complete your Plan of Study (iPOS):

- Select courses from your ASU transcript that you wish to add to your iPOS
- Select courses that you plan to complete in future semesters
- Add courses from other institutions to your Plan of Study*
- Select your faculty advisor or your complete committee
- Obtain approval from your faculty advisor for the courses
  - Submit approval form to SBHSE advising department
- Review and submit your iPOS electronically for approval

When you submit the POS, it is sent electronically to the SBHSE advising department for review and approval. Then it will be forwarded to Graduate College and the Graduation Office for approval.
1) **Log in to begin**

Log onto MyASU (my.asu.edu). Select the iPOS tab on the upper right hand corner.

Click on the “graduate interactive plan of study” link to begin.

2) **Welcome Screen:**

Click on your degree to continue. If your degree is not listed or incorrect, contact the SBHSE advising department.

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### Graduate Plan of Study

Welcome to the interactive Plan of Study (iPOS) system. All master's and doctoral programs require a completed Plan of Study. You should consult with your faculty advisor at the earliest possible date after admission about planning a Plan of Study. Also, we suggest that you review program requirements as listed in the Graduate Catalog at [http://www.asu.edu/bad/catalogos/](http://www.asu.edu/bad/catalogos/).

The iPOS system will take you through five steps to complete your Plan of Study (POS). When you have completed your POS, the system will check your requirements and prompt you to file any petitions required for the POS to be submitted to your department. When you submit the POS, it is sent electronically to your department for review and approval. Some departments require their students to submit signature pages before the POS will receive department approval. Please check with your department if you have questions about their approval process. When the department approves your POS, it will be routed electronically to the Graduation Section of the University Registrar for review, and then forwarded to the Graduate College for final approval. You will receive and email when your program of study is approved by the Graduate College.

Based on your admissions, you may prepare a Plan of Study for the following degrees. Click on a degree to continue.

**Biomedical Engineering (BME)**

If you do not see your degree listed above, please contact the Graduate Enrollment Services office.

3) **Degree Requirements**

1. Read the text listed under degree requirements.
2. **Select the appropriate requirement, non-thesis**
3. Select your anticipated graduation date.
4. Save and continue.
4) **Select Courses to Add to your iPOS**

This is a two-step process

**Phase 1: Add courses from your transcript**

Click the *Transcript* button to select ASU courses that you have already completed or in which you are currently registered.

Click next to the courses you want to apply to your iPOS and then click on Save and Continue.
Phase 2: Add Future Courses

Click the *Future* button to select courses you plan to enroll in during future terms. This is a three-step process.

**First Step:** Type in the Subject Area and Prefix. Ensure the range is 500-599. Click Search.

**Second Step:** Select the course. Click Add Courses
**Third Step**: Finalize the course list. Select: Term, Year, Credit Hours, and Topic. *Click on the magnifier icon to look up the topic title.* You will see the title in the list. Since many of the graduate level courses use BME 598 as the course pre-fix, you will need to look up most course titles.

Below is a sample listing of the Topic titles available. You will enter the two-digit number in the topic box.
4) **Select Courses to Add to your iPOS**

You will now see a list of classes that will count on your POS. Delete any courses you do not want to appear. Click Save and Continue.

**Be sure you have 30 credit hours listed on this page before submitting. Your requirements include:**

- at least 13 credits of BME courses
- at least 6 credits of general electives (3 max from internship)
- at least 6 credits of quantitative electives
- at least 2 credits of BME 591 seminar
- 3 credits of BME 593, applied project

5) **Add transfer courses**

You will now see a list of classes that will count on your POS.

**If you are not transferring courses** from another university, select “no” and continue

**If you are transferring courses,** select yes and then follow the steps below.

- Transfer courses must be verified and approved by the Graduation Section of the Registrar and the Graduate College and the complete official transcript must be filed with Graduate Enrollment Services before you can include the course on your POS.
- Transfer courses must have been completed within 3 years of your admissions
- Transfer courses are required to have a grade of B or better

1) Select a term/year first in order for the institution list to appear properly.
2) Add other data from your transcript.
3) Click *Add Course.*
6) Select your POS Advisor/Committee

As you are a non-thesis MS student: Search for your Advisor/Committee. Your committee chair is Stephen Helms Tillery. Enter his name in the fields and then click “search”. Click “select” by his name again. Assign his role as “Chair”.

Your final step (either thesis or non-thesis) will be review your committee members, then click on Save and Continue.
7) **Review iPOS Audit**

An audit will now run to review your iPOS and will alert you to any issues. Address the issues and then Save your iPOS. Below is an example of what you might see if there are any issues.

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**Your Plan of Study is not ready to Submit. Click here for reason(s).**

<table>
<thead>
<tr>
<th>General POS Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Degree Plan</strong></td>
</tr>
<tr>
<td><strong>Admitted</strong></td>
</tr>
<tr>
<td><strong>Anticipated Graduation Term</strong></td>
</tr>
<tr>
<td><strong>Graduation Deadline</strong></td>
</tr>
<tr>
<td><strong>Minimum Hours Required</strong></td>
</tr>
<tr>
<td><strong>Total Hours on POS</strong></td>
</tr>
<tr>
<td><strong>Current POS GPA</strong></td>
</tr>
<tr>
<td><strong>Overall Graduate GPA</strong></td>
</tr>
<tr>
<td><strong>Plan of Study Status</strong></td>
</tr>
</tbody>
</table>

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3) A red X means you will need to go back and fix your iPOS as indicated.

![Red X symbol] Your degree option requires a Applied Project course which is not listed on your plan of study. Please add course to your Plan of Study.

4) A yellow triangle means you will need to submit a petition. Check the box and a petition space will appear.

![Yellow Triangle symbol] You must include twelve credit hours of 799 Dissertation on your Plan of Study after admission to your program.

Check here if you have consulted with your advisor and you have been advised to file a petition requiring an exception to this policy.

Click Save after you have addressed any/all issues.
8) **Submit your POS and Obtain Faculty Approval**

The summary page will show your POS is ready to submit.

Important Note: For your iPOS to be approved by the SBHSE advising staff, please select Print Course Page. You will need to have your faculty advisor (non-thesis MS students) or committee chair (thesis MS students). Submit that signed form to the advising office (ECG 346). Do not select Print Approval Page. That link does not actually list the courses.

Once you have printed the course page, check the box, agreeing to the affidavit and then click Submit POS.

9) **Keep your iPOS up to date**

Not completing one of these steps below could result in your graduation not being processed in a timely manner.

- You will receive an email when your program of study receives final approval.
- Once your Plan of Study has been approved you can file electronically for:
  - **Course Change:** if you projected a course you did not take, or if you need to change courses listed.
  - **Committee Appointment/Change:** to appoint your entire committee or to change members and roles of your existing committee.
  - **Petition:** for special circumstances. Consult your department contact before submitting a petition.
- All of these e-forms are available in the iPOS system accessible through myASU.

**What if you have questions?**

For the complete Graduate College iPOS policy information, please see Graduate Policies. If you have experiencing technical issues with filing your iPOS or have a question on the Graduate College policy regarding iPOS requirements, please email ipos-q@asu.edu.

For questions about meeting degree requirements, contact sbhse@asu.edu