How to Submit your Plan of Study
PhD 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.

Plan of Study Requirements

A minimum of 84 credit hours of graduate level coursework is required on your iPOS, though your program may require more.

- With the approval of your department and the Graduate College, you may apply up to 30 hours from a previously awarded master’s degree to your doctoral iPOS.
- All PhD students complete a written comprehensive exam. Additionally, an oral comprehensive exam is required.
- List twelve 799 Dissertation hours (only 12) 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.

3) Degree Requirements
Select the appropriate requirements for your degree.
   1. Select your anticipated graduation date.
   2. Save and continue.

Graduate Plan of Study

Plan: Bioengineering (PhD)

Degree Requirements
For assistance with completing the Plan of Study, please contact your academic unit office at 480/965-5485 or by email at sbhse-advise@asu.edu. You may also visit their web site at http://engineering.asu.edu/sbhse.

To be awarded this degree, you must complete the following requirements. Select the radio button to confirm that you are in agreement with the degree requirements.

- 84 credit hours, a Written Comprehensive Exam, an Oral Comprehensive Exam, a Prospectus and a Dissertation

Anticipated Graduation Term
Please select the term that you anticipate you will be graduating: 2015 Spring

Double-check your program pathway and enter your anticipated graduation term. If you are having trouble, please contact your academic unit.

Questions concerning program requirements should be directed to your academic unit and/or advisor.
Questions concerning technical issues with the Interactive Plan of Study (IPOS) may be emailed to ipos-g@asu.edu.
If you have a previously awarded Master’s degree and plan to apply credits...
Select Yes, select your institution, Save and Continue.

Please note: to obtain approval to apply credits from a previously awarded Master’s degree, please contact Tami.Coronella@asu.edu.

4) Select Courses to Add to your iPOS
This is a two-phrase 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.
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 84 credit hours listed on this page before submitting.** Ensure you do not have any more than 12 hours of dissertation.

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

![Transfer Courses](image)

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

At this point, you only need to identify one advisor/committee member. But you must list their role as “chair”.

Search for your committee members by typing in their name. The next screen will allow you to select from a list of options. A role will be identified for each member.

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.

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

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.

⚠️ You must include twelve credit hours of 799 Dissertation on your Plan of Study after admission to your program ASU.

☐ Check here if you have consulted with your advisor and you have been advised to file a petition requesting 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