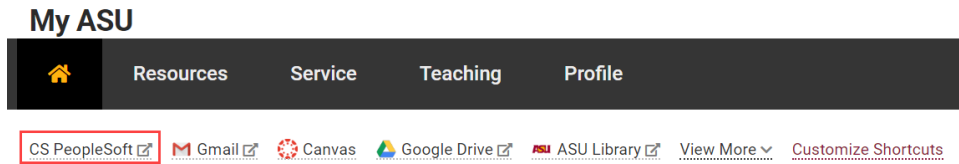


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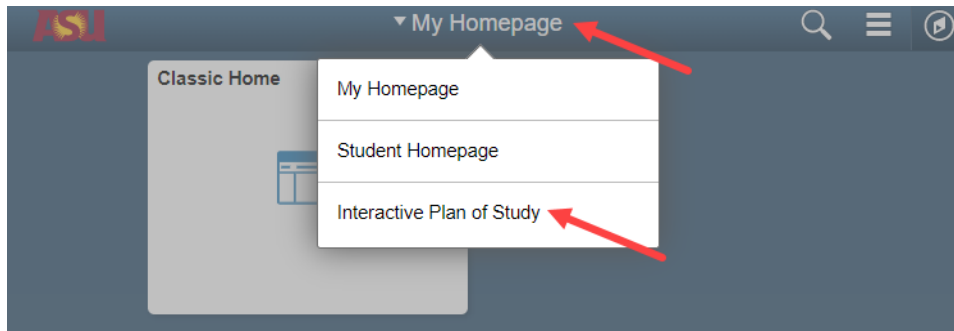
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# Accessing the iPOS Inbox

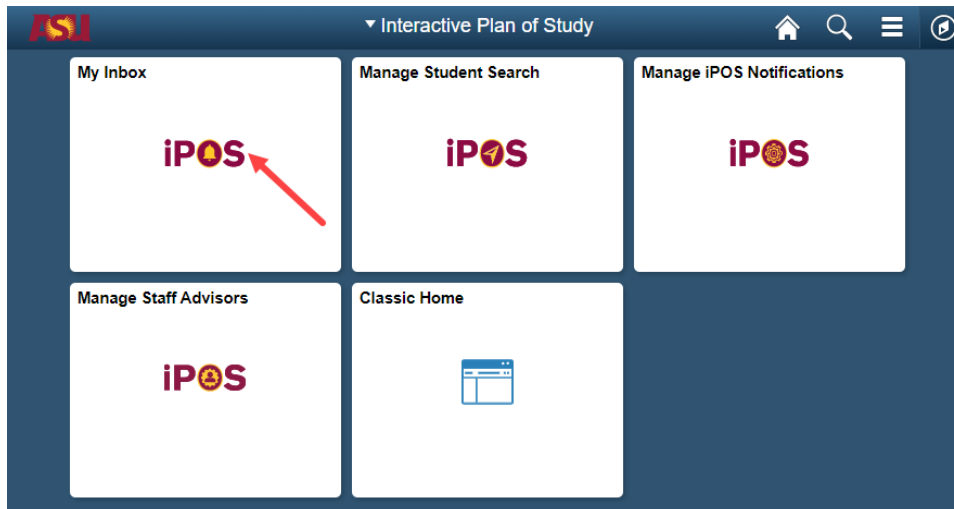
1. Login to My ASU and click on the **CS PeopleSoft** link.



2. Click on **My Homepage**, then click on **Interactive Plan of Study**.



3. Click on **My Inbox**.



4. All iPOS submitted for review for your program(s) will be displayed. **Note:** You may see programs in your My Inbox that are not assigned to you. This is due to programs sharing the same committee at the time of set up.

# IPOS Milestones

In My Inbox, you will see “Milestones” and “Milestone levels”. “Milestones” are used to identify the type of submission request and “Milestone levels” indicate the status of the “Milestone” submission.

Milestones are:

- Committee Appointment/Change Request
- Course Change Request
- Petition (Leave of Absence, Retake Oral Exam, Other, etc.)
- Plan of Study

Milestone levels are:

- PENDING IN AU
- ON HOLD IN AU

# Plan of Study

The Plan of Study (iPOS) is a tool for graduate students to plan and track their progression in their graduate career to complete their degree. Staff advisor or faculty chair review initial iPOS submission to confirm student is satisfying degree requirements for their program. Students should complete their iPOS during the first semester of their program. Students will receive a registration hold if they do not complete their Plan of Study prior to completing 50% of their required coursework.

To review the Plan of Study submission, click on the **Summary/Submit** tab found on the left toolbar. Each section to be reviewed is highlighted in the image below.

The screenshot shows the iPOS Summary/Submit interface. The left sidebar contains a navigation menu with the following items: Welcome, Profile, Degree Requirements, Courses, Advisors, Petitions, Defense, Format, Additional Requirements, Approval/History, Correspondence, **Summary/Submit** (highlighted with a red arrow), Progress Audit, and FAQ. The main content area is divided into several sections:

- 1) Degree Requirements:** A summary box containing the following information:
 

IPOS Status	Approved	Minimum Hours Required	90.00
Admit Term	2018 Summer	IPOS Total Hours	90.00
Requirement Term	2018 Summer	Cumulative GPA	3.73
Anticipated Graduation Term	2022 Spring	Overall Graduate GPA	3.727
Maximum Time Limit	2028 Spring	IPOS GPA	3.727
Advanced to Candidacy	No		
Continuous Enrollment	Met		
- 2) Additional Requirements:** A table showing the status of various requirements:
 

Requirement	Status
Dissertation	Not Received
Graduate Oral Exam	Incomplete
Graduate Prospectus	Incomplete
Graduate Written Exam	Incomplete
- 3) Staff Advisor:** A section for listing the staff advisor, currently empty.
- 4) Faculty Committee:** A table listing the faculty committee members:
 

Name	Committee Role	Title	Department
[Redacted]	Chair	Assoc Professor	M, F, C, Div Ed Ldshp & Innov/Wst
[Redacted]	Member	Affiliate	
[Redacted]	Member	Program Dir & Professor	School Of Earth & Space Explor
- 5) Degrees Earned:** A table showing degrees earned from other institutions:
 

Institution	Degree	Date Earned
Northern Arizona University	Master of Arts	05/01/1998
Northern Arizona University	Master of Arts	05/01/2007
- 6) Course Summary:** A table showing the course summary for the current term (2018 Summer):
 

Term	Session	Course	Class Nbr	Description	Hours	Grade	Institution	Transfer Verified	Concurrent	Status
2018 Summer	C	TEL 706	41934	Intro to Doc Studies	3.00	A	ASU			✓
2018 Summer	C	TEL 705	44233	Systems Change and Leadership	3.00	A	ASU			✓

## 1) Degree Requirements

The Degree Requirements section of the iPOS displays important degree requirements the student must satisfy to qualify for graduation. When reviewing a student's iPOS, verify that the following degree requirements are met:

- Continuous Enrollment-verify that continuous enrollment displays as "Met"
- GPA-Cumulative, Overall Graduate, and iPOS GPAs should be 3.0 or greater. **Note:** An iPOS can be approved if a student has a Cumulative, Overall, or iPOS GPA below a 3.0, however the student must ensure that all three GPAs are 3.0 or greater at the time of graduation. If students do not meet the 3.0 GPA requirement, they may be placed on academic probation.

Summary/Submit ⓘ

iPOS Status	Approved	Specialization	BACB Fifth Edition Task List Verified Course Sequence
Admit Term	2019 Fall	Minimum Hours Required	30.00
Requirement Term	2019 Fall	iPOS Total Hours	30.00
Anticipated Graduation Term	2021 Spring	Cumulative GPA ⓘ	4.00
Maximum Time Limit	2025 Summer	Overall Graduate GPA ⓘ	4.000
Continuous Enrollment	Met	iPOS GPA ⓘ	4.000

## 2) Additional Requirements

The Additional Requirements section displays the status of graduate prospectus, graduate written exam, graduate oral exam, graduate foreign language requirement, and/or culminating experience result (capstone, portfolio, applied project, or thesis/dissertation). Information appearing in this section cannot be modified through the Plan of Study page. See [Exam Status](#) section for additional information regarding updating the status of a student's graduate prospectus, graduate written exam, graduate oral exam, and/or graduate foreign language requirement. Culminating experience results will be updated based a graded culminating experience course, portfolio, or defense result.

### Additional Requirements

Requirement	Status
Graduate Applied Project	Incomplete

## 3) Staff Advisor

Information appearing in the Staff Advisor section is automatically populated based on students selected academic plan and staff advisor assignment. For additional information regarding advisor assignment, see the Manage Staff Advisor How-To Guide for Support Staff.

## 4) Faculty Committee

The Faculty Committee section displays the faculty members that have been listed on a student's iPOS. Verify that all faculty committee members listed on a student's Plan of Study possess the proper endorsement to serve in the role they are serving. If committee members do not possess the proper endorsement to serve, a [Committee Approval Request](#) can be submitted to add a new endorsement to the committee member's record. It is best to wait to approve a Plan of Study until all committee members have the necessary endorsements listed on their record. For additional information regarding reviewing faculty eligibility to serve on a committee, see steps 1 and 2 in the [Committee Appointment/Change Request](#) section listed below.

## 5) Degrees Earned

The Degrees Earned section lists the student's undergraduate and graduate degrees (if applicable). Verify that the student's undergraduate degree is posted on the iPOS. An iPOS can be submitted even if the student's undergraduate degree has not been posted. If approving a Plan of Study that does not have a posted undergraduate degree, please ask the student to have an official undergraduate transcript sent to Graduate Admissions. All graduate students must have their bachelor's degree recorded on their iPOS to qualify for graduation.

### Degrees Earned

Institution	Degree	Date Earned
Mississippi State University	Bachelor of Science	05/01/2019

## 6) Course Summary

The Course Summary section provides a list of the coursework that has been added to the student's iPOS. Review all courses listed on the student's iPOS. Verify that all coursework listed meets Graduate College policy regarding concurrent enrollment and grading standards. Additional review will be required for any coursework listed in the course summary that is considered pre-admission coursework, 400 level pre-admission coursework, transfer coursework, and blanket credit hours. Please see Graduate College Policies and Procedures Handbook for additional information regarding acceptable coursework. These special coursework designations are detailed below.

### Pre-admission Courses

Coursework appearing on the iPOS that was taken prior to the admit term falls under the pre-admission coursework policy. Students may include up to 12 credits of pre-admission coursework on their iPOS. In order for pre-admission coursework to be eligible to be included on a student's iPOS, the course(s) must meet the following criteria:

- Course(s) were taken at the graduate level (500 level or higher) \*
- Earned a grade of B or better in the course(s)
- Course(s) was not used towards a previous degree
- Taken within three years of admission into the ASU degree or certificate program

**\*Note:** 4+1 or IADP students may include up to 6 credits of 400 level pre-admission coursework to be applied towards the graduate degree.

The example provided below highlights a pre-admission course appearing on a student's Summary/Submit page.

Summary/Submit ⓘ

iPOS Status	Pending in Graduate College
Admit Term	2018 Fall
Requirement Term	2018 Fall
Anticipated Graduation Term	2020 Spring
Maximum Time Limit	2028 Summer
Continuous Enrollment	Met

Course Summary

Current Total (84 hours)

Term	Session	Course	Class Nbr	Description	Hours	Grade	Institution	Transfer Verified	Concurrent	Status
				Blanket Hours	30.00					
2018 Spring	C	CRJ 515	29986	Seminar in Women and Crime	3.00	A	ASU			✔
2018 Fall	C	CRJ 601	91238	Seminar, Criminological Theory	3.00	A-	ASU			✔
2018 Fall	C	CRJ 518	91226	Race/Ethnicity, Crime & Justice	3.00	A	ASU			✔

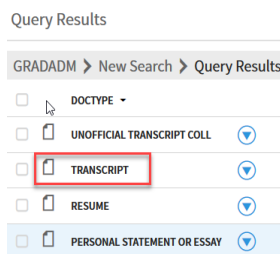
### Transfer Courses

Students may include pre-admission courses from an institution outside of ASU (also referred to as transfer courses). Transfer courses are considered pre-admission credits and students are limited to use up to 12 total pre-admission credits from all institutions combined. Transfer courses need to be compared to the student’s official transcript from the outside institution prior to approving their use on the iPOS. Transcripts can be located in AppXtender.

1. To access AppXtender, click **Profile Tab**→**Student Profile** and click on the **AppXtender** icon in the upper right corner of the page.



2. Locate the Transcript listed in AppXtender and click to open the scanned transcript. If one or more transcripts are listed, locate the most recent transcript based on the created date/time listed in AppXtender.



3. Review the course(s) credit hours, term, course prefix, and name to ensure that the course(s) to be used as pre-admission transfer courses meet all pre-admission guidelines set by the Graduate College.

**Note:** The Graduate College will verify all transfer courses listed on the iPOS. A checkmark in the Transfer Verified box indicates that the Graduate College has approved the transfer.

## Blanket Hours (Applies to Doctoral students Only)

With academic unit approval, students may use up to 30 credits of blanket hours from a previously awarded master's degree. **Note:** Some academic programs may have special agreements regarding the use of Blanket Hours, please refer to your degree program proposal for additional details regarding the use of Blanket Hours.

If the student does not have their earned Master's degree listed on the iPOS and wishes to utilize blanket hours, contact Graduate Admissions at [gograd@asu.edu](mailto:gograd@asu.edu) to have the student's master's degree posted to the student's iPOS.

### Previously Awarded Master's Degree

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

Yes



Institution	Degree	Degree Date	Blanket Hours
Beijing Normal University	Master of Science in Engineering	06/01/2017	30

### Course Summary

Current Total (90 hours)

Term	Session	Course	Class Nbr	Description	Hours	Grade	Institution	Transfer Verified	Concurrent	Status
				Blanket Hours	30.00					
2017 Fall	C	EEE 554	86684	Random Signal Theory	3.00	A	ASU			✓

## Plan of Study Approval

When the Plan of Study is ready for approval, click on the **Approval/History** tab and then click **Approval**. If a coursework input on the Plan of Study requires a petition, an automatically generated petition may appear on the iPOS approval page. Complete any automatically generated petitions, input any appropriate comments in the text box and click **Approve** to forward the Plan of Study to the Graduate College for review. If changes need to be made, add a comment for the student regarding what needs to be updated/removed and then click **Deny** to return the Plan of Study back to the student.

iPOS Approval

Plan Special Education (Applied Behavior Analysis), MA  
Requirements 30 credit hours including a Applied Project (SPE 593)

Previous Next

iPOS Approval

Status Pending in Academic Unit

Academic Unit Comments

This iPOS has been reviewed by the Advisor, Committee Chair and the Head of the Academic Unit  
If denied, the comments are included in the email to the student.

Approve Deny Hold

Approval/History

Approval

History



# Committee Appointment/Change Requests

A Committee Appointment/Change Request is submitted when a student wishes to make a change their committee.

## Approving Committee Appointment/Change Requests

1. Click on **Approval/History** and then click on **Approval**.

**iPOS Approval**

Plan: Biological Design, PhD  
Requirements: 84 credit hours, a written comprehensive exam, an oral comprehensive exam, a prospectus and a dissertation

Committee Change Approval

Committee Members Added

Name	Committee Role	Title	Department
Julian Chen	Committee Member	Professor	School of Molecular Sciences
Karen Anderson	Committee Member	Professor	Biodesign PD

Status: Pending in Academic Unit

Academic Unit Comments:

If denied, the comments are included in the email to the student.

2. Click on each member listed on the request to ensure that the members being added to the committee possess the correct endorsement to serve on the committee based on the student's academic plan. A separate window will appear showing the name, committee role and title the requested committee member will serve in and will also display approval type, approval level, and endorsements the requested committee member received approval for in the system.

**iPOS Approval**

Plan: Biological Design, PhD  
Requirements: 84 credit hours, a written comprehensive exam, an oral comprehensive exam, a prospectus and a dissertation

Faculty Advisor Detail

Name: Julian Chen  
Committee Role: Member  
Title: Professor  
Department: School of Molecular Sciences

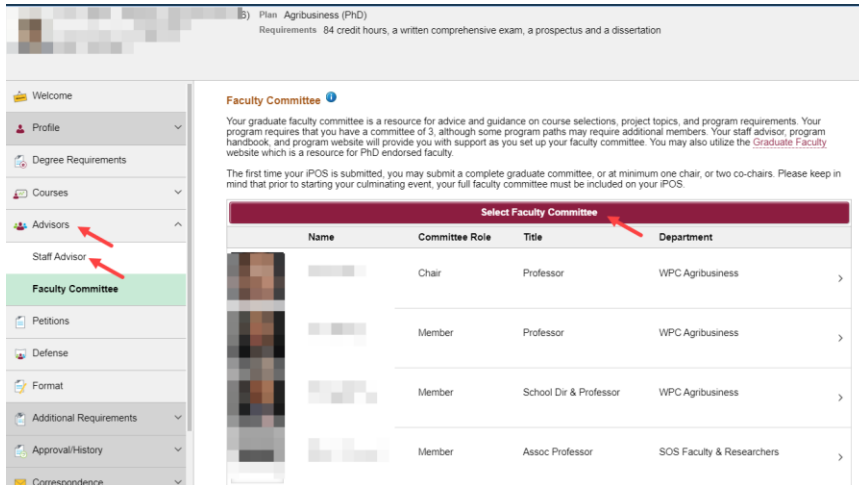
Approval Type	Approval Level	Endorsements
Graduate Faculty	Chair	Biological Design
Graduate Faculty	Chair	Biochemistry PHD
Graduate Faculty	Chair	Biology PHD
Graduate Faculty	Chair	Molecular & Cellular Bio PHD
Graduate Faculty	Chair	Chemistry PHD
Graduate Faculty	Chair	Microbiology PhD

3. If all requested committee members being added possess the proper endorsement to serve on the student's committee, add an Academic Unit Comment, and then click Approve. The request will be forwarded to the Graduate College for approval.

**Note:** If a student wishes to add a committee member that has not been granted the endorsement for the student's particular academic plan, a Committee Approval Request (located on the Graduate College website under Resources for Faculty and Staff) must be submitted to request an endorsement to be added to the requested committee member's record.

## Submitting Committee Appointment/Change Requests on behalf of a student

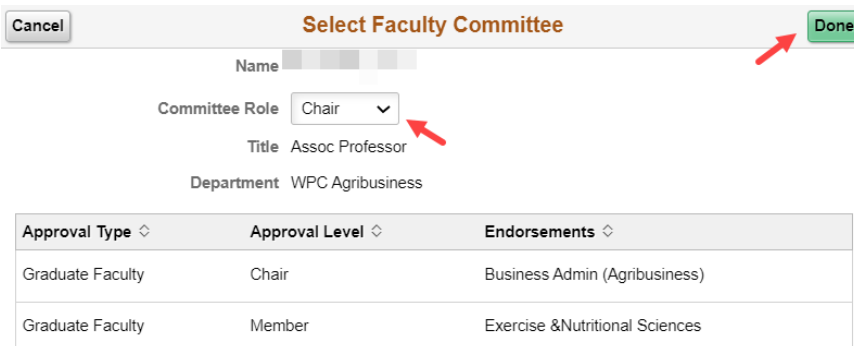
1. Click on **Advisors, Faculty Committee**, and click on **Select Faculty Committee**.



2. Enter the committee member's first and last name and click **Search**. After clicking search, a list of matching committee members will be displayed. Click on the committee member to be added.



3. A new window will be displayed. Verify that the committee member to be added possesses the correct endorsements, select their committee role and click **Done**.



- To remove a committee member, click on their name on the Faculty Committee page. A new window will be displayed. Click **Remove** to remove the committee member from the student's committee.

Approval Type	Approval Level	Endorsements
Graduate Faculty	Chair	Business Admin (Agribusiness)
Graduate Faculty	Member	Exercise & Nutritional Sciences

- When all committee members have been added/removed, click **Submit**. The Committee Appointment/Change Request will now appear as Pending in Academic Unit in the iPOS inbox and will require an additional approval at the advisor level prior to being reviewed by the Graduate College (see steps listed above for approving a Committee Appointment/Change Request).

## Course Change Requests

Once an iPOS Plan of Study has been approved, students can request to adjust the courses appearing on their Plan of Study by submitting a course change request. Additionally, the academic unit can also submit a course change request on behalf of the student.

Typically, a course change will only require academic unit approval. Graduate College approval may be needed if students have a past petition associated with their iPOS or their current course change request requires an exception to Graduate College policy.

### Approving Course Change Requests

- Click on **Approval/History** and then click **Approval**.
- Review that the course change request meets program and Graduate College requirements. If the course change meets all requirements, add a comment and click **Approve**. If the course change needs to be adjusted, add a comment for the student and click **Deny** to return to the student for corrections.

Term	Course	Title	Hours	Grade	Institution
2019 Spring	CSE 596	Software Proj/Process/Qual Mgt	3.00	C	ASU

Term	Course	Title	Hours	Grade	Institution
2020 Spring	CSE 551	Foundations of Algorithms	3.00		ASU

## Submitting Course Change Requests on behalf of a student

1. Click on **Courses, Course Admin** and click on the red course bar to add courses to the desired course requirement.

milavall on ASUCSSUP 4/22/2020  
IPOS Course Admin

Plan: W. P. Carey MBA - Professional Flex Program  
Requirements: 48 credit hours including the required capstone course (MGT 589)

Welcome

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**Course Admin**

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**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 **2018-2019**.

Anticipated Graduation Term: 2020 Spring

**Required Core (1.5 credit hours)** Current Total (3 hours)

**Add Required Core**

Term	Session	Course	Class Nbr	Description	Hours	Grade	Institution	Transfer Verified	Concurrent	Status
2020 Spring	DYN	LES 582	32416	Ethical Issues for Managers	3.00	A-	ASU			<input checked="" type="checkbox"/>

**Electives (31.5 credit hours)** Current Total (42 hours)

**Add Electives**

Term	Session	Course	Class Nbr	Description	Hours	Grade	Institution	Transfer Verified	Concurrent	Status
------	---------	--------	-----------	-------------	-------	-------	-------------	-------------------	------------	--------

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

2. A new window will be displayed which will allow for courses to be added from the transcript, as future courses, or as transfer courses. Select the course type category to continue.

Cancel **Electives (6 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**

3. A new window will be displayed. Check the box to add the courses to the iPOS and click **Next**.

milavall on ASUCSSUP 4/22/2020  
IPOS Course Admin

Plan: W. P. Carey MBA - Professional Flex Program  
Requirements: 48 credit hours including the required capstone course (MGT 589)

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**Course Admin**

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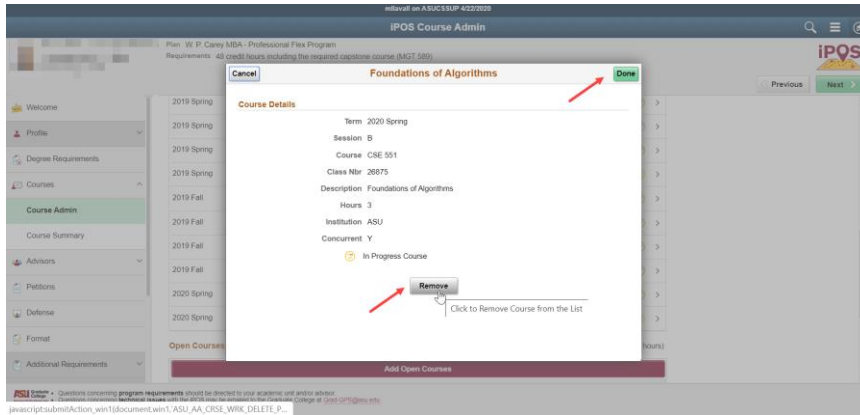
Additional Requirements

**Add from Transcript**

Term	Session	Course	Class Nbr	Description	Hours	Grade	Institution	Transfer Verified	Concurrent	Status
2013 Fall	Session C	CSE 485		Computer So Capstone Proj I		A-				
2013 Fall	Session C	CSE 430		Operating Systems	3	B				
2013 Fall	Session C	CSE 445		Distributed Software Developmt	3	C+				
2013 Fall	Session C	CSE 484		Internship: Department	3	Y				
2014 Spring	Session B	IEE 456		Intro to Systems Engineering	3	B				
2014 Spring	Session C	CSE 463		Intro Human Computer Interactn	3	B+				
2014 Spring	Session C	CSE 496		Computer So Capstone Proj II	3	B				
2014 Spring	Session C	CSE 484		Special Topics: Web Usability Principles and Techniques	3	B+				
2014 Spring	Session C	IEE 458		Project Management	3	B				
2018 Spring	Session C	CSE 591		Seminar: Software Engineering Principles and Concepts	3	B				
2019 Spring	Session C	CSE 506		Software Proj/Process/Qual Mgt	3	C				

Cancel **Next**

- If courses need to be removed, click on the course to be removed. A new window will pop up. Click **Remove** and then click **Done**.

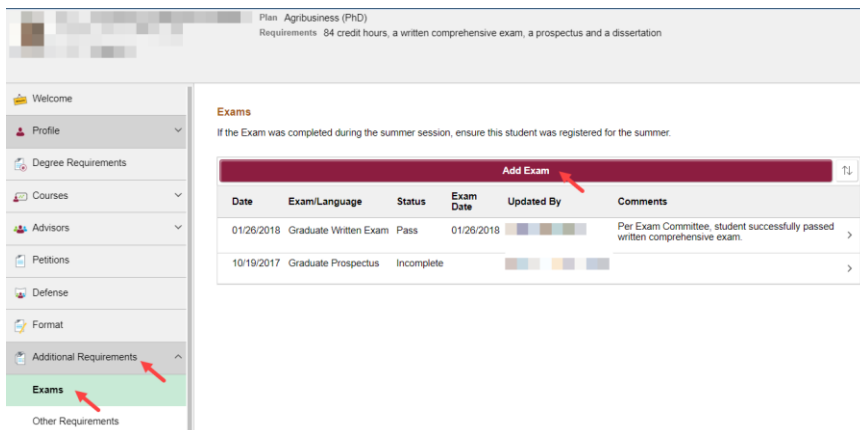


- Once all courses have been added and removed, verify that the listed credit totals match the required credit totals prepopulated on the iPOS and click **Submit**. The Course Change Request will now appear as Pending in Academic Unit in the iPOS inbox and will require an additional approval at the advisor level prior to being reviewed by the Graduate College (see steps listed above for approving a Course Change Request).

## Exam Status

When students have completed their prospectus, graduate written exam, graduate oral exam, and/or graduate foreign language requirement, the exam result may be input into the iPOS. To enter an exam result, follow the steps listed below:

- Click on **Additional Requirements, Exams**, and then click on **Add Exam**.



- A new window will be displayed. Select the exam type and status from the drop-down menus, enter the date of the exam, add a comment, and click **Save**. If reporting more than one exam result, repeat this step until all exam results have been saved.

Cancel **Add Exam** Save

Exam Graduate Prospectus

Status Pass

Date 06/02/2020

Comments Add comment here

- Once all required exam results have been entered, click **Submit** to forward the exam request to the Graduate College for processing.

Plan Agribusiness (PhD)  
Requirements: 84 credit hours, a written comprehensive exam, a prospectus and a dissertation

Exams

If the Exam was completed during the summer session, ensure this student was registered for the summer.

Date	Exam/Language	Status	Exam Date	Updated By	Comments
06/02/2020	Graduate Prospectus	Pass			Add comment here
01/26/2018	Graduate Written Exam	Pass	01/26/2018		Per Exam Committee, student successfully passed written comprehensive exam.

Submit

## Petitions

### Leave of Absence (LOA)

The Leave of Absence (LOA) petition can be used when students indicate they need to take a 1 or 2 semester break from their degree program without breaking the continuous enrollment policy established by the Graduate College.

### Request Change to Degree Requirements

The Request Change to Degree Requirements petition allows students to switch from one degree requirement (credit hours and culminating experience) to another degree requirement offered in the same requirement term.

### Request Change to Requirement Term

The request change to requirement term petition allows students to opt into a new degree requirement changes offered in a new academic term. This option must be initiated by advising staff. Students will not have the option to choose to submit the Request Change to Requirement Term petition via the iPOS.

## Request Extension to Grad Time Limit

Students can submit the petition called Request extension to grad time limit if they need time beyond the graduation deadline to complete their degree. The time limit for master's students is six years. For doctoral students it is ten years.

## Petition-Other

A Petition-Other is a formal request for an exception to any Graduate College policy that is not addressed by any petition listed above. A request for a standalone "Other" petition can be submitted for multiple reasons depending on the student's situation.

## Approving Petitions

1. Click on **Approval/History** and then click on **Approve**.
2. In the comment box, enter a comment that supports the petition request, check the box stating that the student's faculty committee has been notified of this leave request, and click **Approve**.

**Standalone Petition Approval**

Petition	Request
Petition - Leave of Absence	Begin LOA Term: 2020 Fall Resume Program Term: 2021 Spring

Petition Comments: Requesting LOA for fall 2020 due to personal issue. Will return in spring 2021.

Status: Pending in Academic Unit

Academic Unit Comments: Academic Unit supports student LOA request for fall 2020.

The student's faculty committee has been notified of this leave request.  
If denied, the comments are included in the email to the student.

**Approve** Deny Hold

3. The petition request will now be forwarded to the Graduate College for review. The Graduate College may require additional supporting documentation depending on the petition request. A Graduate Support Coordinator will reach out to you if additional information is needed.

## Submitting Petitions on behalf of a student

1. Click on **Petitions** and then click on **Add Petition**.

iPOS Petitions

Name: [Redacted] Plan: Special Education (Applied Behavior Analysis), MA  
Campus/Location: Online Requirements: 30 credit hours including a Applied Project (SPE 593)  
Status: Pending in Academic Unit

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**Petitions**

**Petitions**

**Add Petition**

No Petition has been requested

**Submitted Petitions**

No Petition has been submitted

2. Choose the desired Petition type, enter all requested information, add a comment, and click **Done**.

**Cancel** **Add Petition** **Done**

Petition: Leave of Absence

Status: Pending in Academic Unit

Status Date: 03/17/2020

Begin LOA Term: 2020 Fall

Resume Program Term: 2021 Spring

Comments: Requesting LOA for fall 2020 due to personal issue. Will return in spring 2021.

3. Click **Submit**. The petition will now appear as Pending in Academic Unit in the iPOS inbox and will require an additional approval at the advisor level prior to being reviewed by the Graduate College (see steps listed above for approving a petition).

## iPOS Checklist

Verify that all items are satisfied prior to submitting an iPOS to the Graduate College for review:

- Continuous enrollment is met
- All three GPA's (Cumulative, Overall, iPOS) meet the 3.0 minimum
- Committee participants possess correct endorsements
- Pre-admission coursework meets Graduate College policies
- No more than 6 credits of 400 Level coursework listed on iPOS
- Coursework listed is valid for degree program
- Transfer courses from outside universities has been verified against transcript in AppXtender
- Concurrent hours allowed for degree(s) does not exceed Graduate College policy
- Blanket 30 on PhD iPOS meets Graduate College policy
- Outstanding iPOS petitions are complete
- Culminating experience is appropriate for student degree program