

Student Services Manual (SSM)

SSM 204–02: Master’s and Doctoral Plans of Study

Effective: 8/5/1950

Revised: 3/1/2024

Purpose

To establish a plan of study for graduate students relating to the specific degree requirements for graduate degree completion and graduation

Source

Graduate College

Policy

Graduate students working toward a master’s or doctoral degree must file an official Interactive Plan of Study (iPOS) in the first semester after admission with regular status to a specific graduate degree program.

Courses and requirements on the plan of study are subject to approval by the graduate student’s supervisory committee, department chair, and the Graduate College.

The graduate student must submit an update via the iPOS to the Graduate College if any changes to the plan are necessary.

Procedure

Filing a Master’s or Doctoral Plan of Study

Responsibility	Action
Graduate student	<ol style="list-style-type: none"> 1. Complete and submit to the department the master’s or doctoral Interactive Plan of Study (iPOS) online via My ASU. 2. If assistance is needed, talk with the committee chair, committee members, or graduate coordinator. 3. If necessary, make any necessary revisions and resubmit.
Academic Department	<ol style="list-style-type: none"> 4. Verify that the iPOS meets the requirements specified in the ASU <i>Graduate Catalog</i> and the <i>Graduate College Policy Manual</i> and submit it to the Graduate College. 5. Help students complete any necessary revisions, online course changes, or petitions.
Graduate College	<ol style="list-style-type: none"> 6. Verify that the iPOS meets the requirements specified in the ASU <i>Graduate Catalog</i> and the <i>Graduate College Policy Manual</i>. 7. Reroute the iPOS to the department for revisions when necessary. 8. Review and approve/deny petitions or requests for changes when needed.

	<p>9. Approve or disapprove the iPOS.</p> <p>10. Notify student by e-mail and My ASU when iPOS is approved.</p>
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Filing a Petition to the Graduate College

Responsibility	Action
Graduate student	<ol style="list-style-type: none"> 1. Use the iPOS to submit petitions for review and approval by the department and then by the Graduate College. 2. If assistance is needed, check with the committee chair, committee members, or graduate coordinator.
Department	<ol style="list-style-type: none"> 3. Review the petition for graduation and policy requirements, submit any pertinent information about the petition, and forward to the Graduate College for review and approval.
Graduate College	<ol style="list-style-type: none"> 4. Review the petition for graduation and policy requirements. 5. Approve the petition, return to the department or hold for further information. 6. Notify the student via e-mail and My ASU of status and decision.

Cross-Reference

For information about graduation procedures, see:

1. [SSM 204-03](#), “Application for Graduation for Bachelor’s Candidates”
- and
2. [SSM 204-04](#), “Application for Graduation for Master’s and Doctoral Candidates.”