

Frequently Asked Questions about the Plan of Study (POS)

How do I file my POS?

1. Go to: <http://my.asu.edu>.
2. Login using your ASURITE UserID and Password.
3. Click on “Plan (Program) of Study” and follow the directions given.

How do I change my POS?

All POS changes are submitted online via MyASU. See: “How do I file my POS?”

What is a Plan of Study and why do I need one?

The Plan of Study is a contract between you (the student), your academic unit, and the Graduate College, that details how you will fulfill your degree requirements.

When should I submit my Plan of Study?

Students must submit their POS by the time they have registered for 50% of the necessary credit hours to complete their program. If student's fail to submit an POS, registration will be suspended until it is submitted. Note that a Plan of Study can take several weeks to several months to move through the approval process, so plan ahead.

Who should be involved in the preparation of my Plan of Study?

You should create a Plan of Study in consultation with the Program Director and your Graduate Committee Chair. Once you have obtained approval from both individuals, the POS is sent to the Graduation Office. After being audited it is then sent to Student Academic Services (SAS), where it receives final approval if it meets all established program requirements.

Should I list every class I've taken at ASU on my Plan of Study?

No. You should only list the classes required to complete your degree. Thus, for the CBS PSM program, students should not list more than the 42 credits.

Who should sign my Plan of Study?

Your Graduate Committee Chair must sign off on it first. It is then brought to your academic unit for approval from the Program Director.

When do I need to have all three of my committee members listed on my POS?

Master's students must have a total of three committee members. These individuals must be selected and included on your POS prior to your semester of graduation. Remember, it takes time to move a Plan of Study through the approval process. It is the student's responsibility to make sure their updates are submitted in a timely manner.

What if I need to make a change to my approved Plan of Study?

🕒 If you need to make a change to your **committee**, complete a committee change request online. If you need to change any of the **coursework or credit hours** listed, complete a course change request online. All changes must be approved by both you Graduate Committee Chair and the Program Director.

How do I know if my Plan of Study has been approved?

You will be notified via email once SAS has approved your Plan of Study. You may also check the status of your POS by logging in to MyASU.

Any other advice?

Be proactive! Save a copy of your POS prior to submitting it and keep the approved copy once it has been returned. Keep your POS up-to-date by submitting the proper forms and obtaining the proper approval in a timely manner.