

Student Academic Services FAQ

What if I want to have a non-ASU affiliated member on my committee?

Your academic unit must request special approval by submitting a *Committee Approval Request* and a copy of that person's CV to SAS. The *Committee Approval Request* form is available at www.asu.edu/graduate/forms. Contact your academic unit's graduate support staff or SAS for more information.

I submitted an application for a Master's in Passing, but my degree was never awarded. What happened?

If your degree was not awarded, you probably didn't apply for graduation. The Master's in Passing is not automatic; you must apply for graduation to receive this degree.

I'm a doctoral student and I need to take some time off school for various personal reasons. What should I do?

You must submit a petition for a Leave of Absence to SAS before the semester of your leave. Consult the Leave of Absence policy in the Graduate Catalog under the "Continuous Enrollment" section for more information, or call SAS.

All I'm doing this semester is defending my prospectus. Do I still need to register?

Yes. You must register for at least one credit hour of appropriate coursework for each semester that you are using University resources. This includes defending your prospectus, taking comprehensive examinations, oral defense of a thesis/dissertation, foreign language exam, etc.

I'm defending my thesis/dissertation during the summer. Do I need to register?

Yes, you must register for at least one credit hour of appropriate coursework, and you must be registered before scheduling the defense. You can register for any summer session; it does not have to be the same session in which you are defending.

Do I have to be finished with format review before I can schedule my defense?

No. In fact, you must submit your document for format review at the same time that you schedule your defense.

How do I submit my document for format review if I am out of town?

We do not accept emailed or faxed documents, so we recommend that you appoint someone to act on your behalf. To appoint someone to act in this capacity, please complete the form *Consent for Access to Education Records or Proxy* and submit it to the Registrar's Office. The form is available on the Registrar's website: http://www.asu.edu/forms/forms_index.htm. Only complete the section titled "Consent for Access to Educational Records" and select "limited" or "long term" use. The form should be submitted to the Registrar's Office, and allow 2 - 7 business days for processing. You can also submit your document and defense schedule form via US Mail or FedEx. Please call SAS for more information.

What's the last time of day that I can have my defense?

4:30 p.m. You cannot schedule a defense to start after this time.

What should I do if one of my committee members cannot attend my defense?

One committee member may be absent from your defense, but it cannot be your chair, and a substitute must attend in that member's place. For more details, please see the *Absent Committee Member Procedures* form, available in the Administration Building, B-wing, Room 170.

One of my committee members will be out of town during my defense; can he/she still participate via teleconference?

Teleconferencing is not generally permitted for oral defenses. If you have questions, please ask SAS.

I didn't go the bookstore. Will I still receive my degree?

No. For graduate students doing a thesis, dissertation, research paper, bound document, or practicum, it is a degree requirement that you pay the fees and submit at least 2 copies of your document for binding at the bookstore.

I've heard that there isn't a Commencement ceremony in the summer. Can I still graduate?

Although there isn't a summer Commencement ceremony, you can still graduate in the summer. If you want to participate in the ceremony, you may attend the fall Commencement.

When will I receive my degree if I finish during the interim period?

If you complete your degree requirements during the summer interim period, you will receive your degree in December; if you finish in the winter interim period, you will receive your degree in May; if you finish during the spring interim period, you will receive your degree in August.