

## Introduction

Before scheduling a defense, students should have the following information:

- Date and time of Defense
- Building and room of defense
- Title of Dissertation/Thesis exactly as it appears on the document
- Method of attendance for committee members (in person or videoconference)

Important to know:

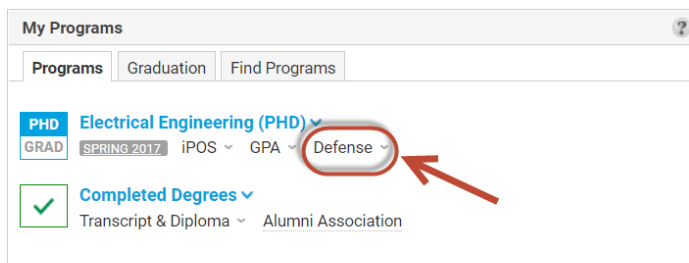
- Scheduling a defense does not book a room
- Once your defense is scheduled, you cannot make changes to your committee

## Process

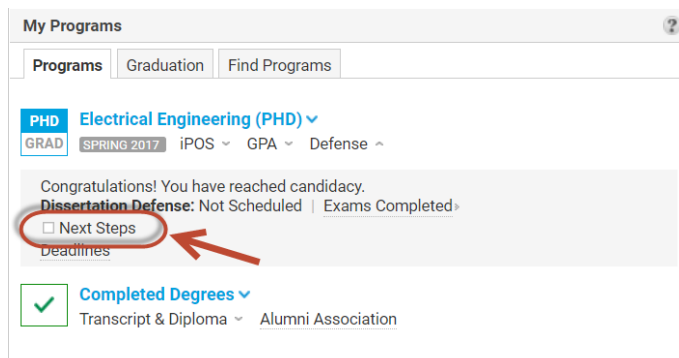
Students are able to schedule their defense either through their My ASU or through their iPOS.

### Through My ASU

1. Log into MyASU and under “My programs”, click “Defense”

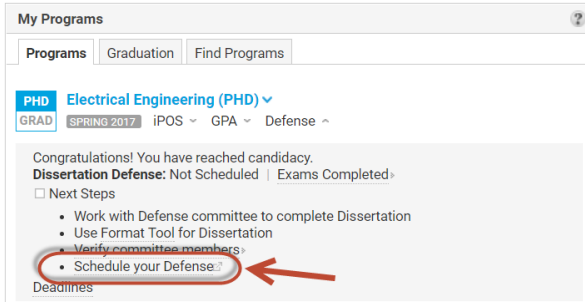


2. Click on “Next Steps”



3. Click on “Schedule your Defense”

This will open your iPOS on the defense page. [Click here](#) to go to step four.



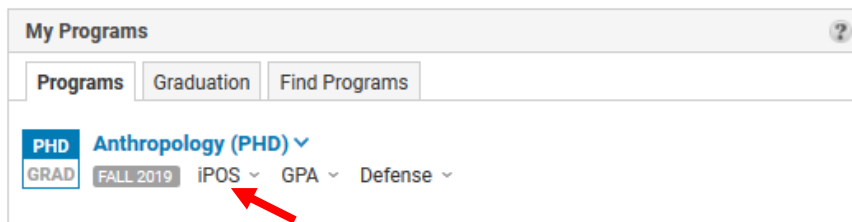
If you do not see a “Schedule your Defense” link, it may be due to one or several of the following reasons:

- You have a pending petition or change in your iPOS (ex. course change request)
- You do not have a complete committee
- Your iPOS is not approved
- One or several of your GPAs is below 3.0
- Your exam results are not entered and approved (if applicable)
- As a doctoral student, you are not in candidacy

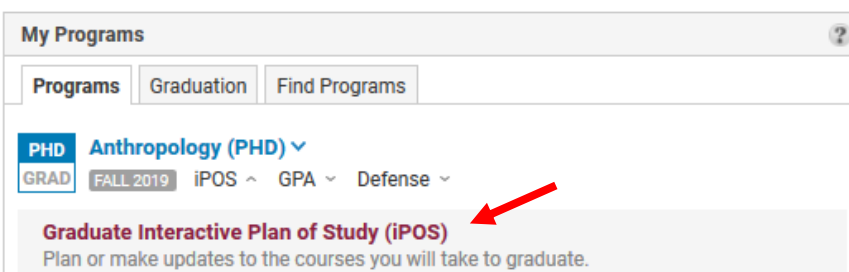
If you are unsure of what the problem is or how to resolve it, please contact your Academic Advisor in the Academic Unit.

Through Your iPOS

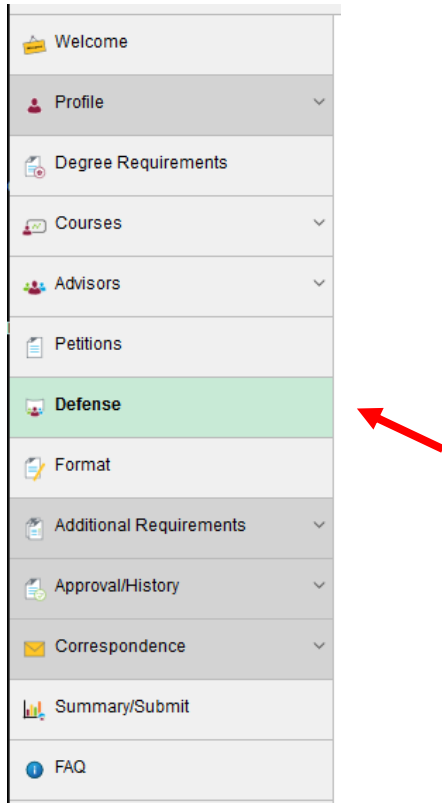
1. Log into your My ASU and click on “iPOS”



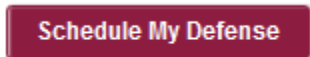
2. Click on “Graduate Interactive Plan of Study (iPOS)”



3. Click on “Defense” on the left



4. Click on ‘Schedule my Defense’



Important to know:

- Your proposed date must be at least 10 working days from the day you schedule your defense, on a weekday and not on a blackout date. You will see a link on the defense page in your iPOS to a calendar with the blackout dates.
- Your proposed time must be between 8:00am and 5:00pm.
- Only valid dates will be available for you to choose.

If you have any questions, please contact your Academic Advisor in the Academic Unit.

5. Fill out the Schedule Defense Form and click on “Request Approval”

- Date
- Time
- Building (on ASU campus only)
- Room number
- Title of your document
- Method of attendance for each committee member

Year  Month  Day

Defense Time  (HH:MMAM/PM)

Building

My building is not listed

Room

Formulae, symbols, superscripts, subscripts, Greek letters, chemical names, or other non-alphabetical symbols should be expressed in words.

Culminating Document Title

### Faculty Committee Attendance

Select the Method of Attendance for each of the Committee Members attending your Defense.

Name	Committee Role	Method of Attendance
Gary Schwartz	Chair	<input type="text" value=""/>
Lucas Delezene	Member	<input type="text" value=""/>
William Kimbel	Member	<input type="text" value=""/>

### Next Steps

1. After you have entered the date of your defense the system will update and let you know by when you need to submit a formatted draft of your document. Make sure to do so by the date and time indicated. Failure to do so may jeopardize your graduation.

A formatted draft of your document is due by 5:00 PM on 08/05/2019.



Year  Month  Day

2. The format team in the Graduate College will contact you if revisions need to be made to your document. Two or three resubmissions with format revisions is common.
3. The day before your defense takes place an electronic Pass/Fail Form will be generated by DocuSign. This document will be sent via email to each person on your committee, your Academic Advisor and you.
4. After your defense, the members of your committee will electronically report the decision of your defense in section C of the form.
5. If you need to make minor or major revisions to your document, you need to do so and work with your committee on making the necessary changes.
6. When you obtain final approval, your Chair or both Co-chairs have to sign the form in section D (this means your Chair or both Co-chairs sign the form twice)
7. After section D is signed, the form is sent electronically to the Graduate College, where your result is entered in your iPOS.