Introduction

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

- Date and time of defense
- Building and room of defense, if applicable
- Zoom link, if applicable
- Title of Dissertation/Thesis exactly as it appears on the document
- Method of Attendance for Committee Members (in person or via videoconference)

Important information to know when scheduling your defense:

- Scheduling your defense in your iPOS does not book the room in which your defense will be held
- Once your defense is scheduled, changes cannot be made to committee members

Process for Scheduling a Defense

A student’s defense can be scheduled through iPOS or through the My ASU page.

Scheduling a Defense through My ASU

1. Login to MyASU.
2. Locate the “My Programs” box on the right side of the page and click on “Defense”.

3. Under “Next Steps”, Click on Schedule your Defense”. This will open the iPOS to the defense page. To continue the process of scheduling a defense, go to step 5 listed in the Scheduling a Defense through iPOS section listed below.
If a link for “Schedule your Defense” is not listed, it may be due to one or more of the following reasons:

- You have a pending petition or change in your iPOS
- You do not have a complete committee
- Your iPOS is not approved
- One or more of your GPAs is below 3.0
- Your exam results are not entered and approved
- As a doctoral student, you are not in candidacy

If you are unsure of what is preventing you from scheduling your defense or are unsure of how to resolve the issue, please contact your Academic Advisor in your Academic Unit.

Scheduling a Defense through iPOS

1. Login to MyASU.
2. Locate the “My Programs” box on the right side of the page and click on “iPOS”.
3. Click on “Graduate Interactive Plan of Study (iPOS)”.
4. Click on “Defense” on the left side of the page.

5. Click on “Schedule my Defense”.

Important to know:

- The proposed date must be at least 10 working days from the day the defense is scheduled.
- The defense must be held on a weekday and not on a blackout date. To view the blackout date calendar, click the calendar link located on the defense page of the iPOS.
- The proposed time must be between 8:00 am and 5:00 pm.
- Only valid dates will be available to choose from when scheduling a defense date in the iPOS.
- If a room is required, that must be scheduled and approved prior to scheduling the defense in the iPOS.

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

6. Enter the date of the defense, time of defense, and select your defense modality from the How will your defense be conducted? drop down menu. You have the option to select to hold your defense All Virtual, ASU Sync, or In-Person Only.
7. Enter your defense location information and Culminating Document Title. You will see different defense location options based on your selection of where your defense will be conducted.
   a. **All Virtual** – You will be asked to provide your Virtual Meeting Link and your culminating Document Title.

   ![All Virtual Example]

   b. **ASU Sync** – In addition to your Culminating Document Title, you will be asked to provide your Virtual Meeting Link, the building number, and the room number where your defense will be conducted.

   ![ASU Sync Example]

   c. **In-Person Only** – In addition to your Culminating Document Title, you will be asked to provide the building number and room number where your defense will be conducted.

   ![In-Person Only Example]

8. Select the Method of Attendance for each of the Committee Members attending your defense and click **Request Approval**. Your scheduling request will be forwarded to your academic unit for approval.

   ![Faculty Committee Attendance]

   **Important Note** If you choose to conduct your defense **All Virtual** or **ASU Sync**, please refer to the document titled **Additional Procedures for ASU Sync or All Virtual Defenses**.
Next Steps

1. You are required to submit a formatted draft of your document into your iPOS no less than 10 business days prior to your defense.
   
   A formatted draft of your document is due by 5:00 PM on 08/05/2019.

2. Utilize the Format Manual and Format Wizard to conduct an initial formatting of your document.

3. Seven days before your defense takes place, an email will be sent to all faculty committee members reminding them to submit the defense results via the iPOS.

4. Faculty committee members have 10 days from the date you conducted your defense to input their initial results via your iPOS.

5. If your committee requires revisions to your document, you need to complete them in time for your Chair or Co-Chairs to input “Revisions Complete” in your iPOS by the required graduation deadline.

6. Once all final defense results and revisions have been submitted, the Graduate College will notify you to submit your document to ProQuest.

7. Once your document has been finalized in ProQuest, you will be “format approved,” indicating completion of the defense process.