How to Submit Defense Results in the iPOS

Introduction

Beginning Summer 2022, the Graduate College uses the student iPOS as part of the Defense Results process. This applies to all students who hold a defense for a thesis or dissertation.

Process

After the student schedules a defense in the iPOS and it is approved by the unit, an email will be sent to the student, faculty committee, and staff advisor seven days before the defense date. The email will outline the process for the defense results to be completed. An additional email reminder will be sent after the defense to faculty whose results were pending submission.

All members of the student’s committee will have access to the student’s iPOS. It can be accessed in two ways:

• via the email sent to the committee, or
• via the member’s MyASU portal > Graduate Faculty iPOS Review.

MyASU: Graduate Faculty iPOS Review

After clicking on their Graduate Faculty iPOS Review link, committee members will view the iPOS student search screen and click on the student’s name under “pending approval.”

Committee members external to ASU will have to go to https://my.asu.edu to sign in to their MyASU using their ASURITE ID and password. If they forget their ID or password, they can contact the Experience Center or follow these steps to reset their password/obtain their ASURITE ID.
Below are the steps for inputting the defense results. Note that all results must be input by the graduation deadlines in order for the student to graduate for the term.

1. At the conclusion of the defense, all members access the student’s iPOS and locate the Defense Results page. The results must be entered within 10 days after the defense.

2. All committee members can input their own initial defense results at that time or later, if needed. The iPOS can be accessed from a smartphone as well as a computer. Note that all members should agree on the results before inputting them.
3. If the committee determines that there are NO revisions, then the defense results process is completed after all of the committee inputs their result of "Pass. The Chair/Co-Chairs will also need to check the box about the **format** of the document before submitting their results.

One last but important note:

All graduate students are required to use the ASU Graduate College Format Tool and abide by basic format standards.

- By selecting this box, I am confirming that the student has met ASU format standards.

Submit  Cancel

4. If revisions are required, the Chair/Co-Chairs are to input the required revisions in the text box. Students have up to one calendar year to complete required committee revisions, must stay continuously enrolled, and must meet the graduation deadlines for the term in which they complete them in order to graduate.
5. If there are revisions needed, there will be an additional field for the Chair/Co-Chairs to complete once revisions have been completed.

Note: Staff advisors will have the ability to search for the status of the defense results of students via their PS iPOS Manage Student Search page.
1. Once the results have been entered, the student’s document is to be finalized in the format process, including the submission of the document to ProQuest. Students will be notified when to do this step.

2. If an embargo for the delay of the document’s publication is desired, an embargo form needs to be submitted no later than the deadline to submit to ProQuest.

3. Once the student submits their document to ProQuest by the stated deadline and receives their final format approval, the student has completed the defense process.

Next Steps

1. **What happens if a committee member mistakenly inputs the wrong defense result?**
   Contact your unit’s Graduate College coordinator or email grad-gps@asu.edu and we can assist.

2. **What if a committee member is not receiving the reminder emails?**
   They can check the defense results page to confirm their email is correct and is the one they are checking. If further assistance is needed, they can email the student’s name and ID number and the committee member name to the Graduate College for assistance (grad-gps@asu.edu). NOTE—faculty can access the Defense Results page directly via their MyASU portal without receiving a reminder email.

3. **How do faculty external to ASU get the reminder emails?**
   They will be sent to both their ASU email and also their other/personal email that ASU has (based on the committee approval request form). NOTE—email reminders are not needed in order to access Defense Results page by going to their MyASU.

4. **How can a committee member external to ASU access a student’s iPOS?**
   By logging in to their MyASU using their ASURITE ID and password. If it is the first time they are accessing their MyASU, then they will need to activate their ASURITE. They can then select the Graduate Faculty iPOS Review link under the Teaching and Student Support Tools.
5. **What if a committee member external to ASU cannot sign in to their MyASU?**
   If it is the first time they are accessing their MyASU, then they will need to activate their ASURITE. For all others, they can contact the [Experience Center](#) or follow [these steps](#) to reset their password/obtain their asurite id.

6. **How do faculty committee members get access to the iPOS?**
   Automatically by serving on the student’s faculty committee.

7. **Who should I contact if I am having trouble with the new Defense Results process?**
   Contact your unit’s Graduate College coordinator or email [grad-gps@asu.edu](mailto:grad-gps@asu.edu) and we can assist.