

## Introduction

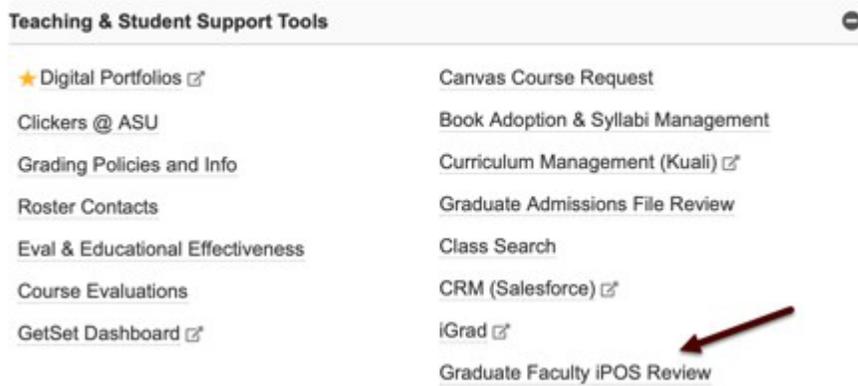
Beginning Summer 2022, the Graduate College uses the student iPOS as part of the defense-results process. This applies to all students who hold a defense for a thesis or dissertation.

## Process

Once 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. If the unit approves the defense in the iPOS within seven days before the defense, the original email reminders are not sent.

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 (the direct link is <http://www.asu.edu/go/gradposfaculty>).

### MyASU: Graduate Faculty iPOS Review



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



Committee members external to ASU are directed to their MyASU <https://my.asu.edu> to sign using their ASUrite ID and password. If they forget their ID or password, they can contact the Experience Center or follow the following steps to reset their [password](#)/obtain their [ASURITE ID](#).

# Sign In

ASURITE User ID  [Activate or request an ID](#)

Password  [Forgot ID / password?](#)

Remember my user ID

**Need Help?** Visit the [Help Center](#) or call 1-855-ASU-5080 (1-855-278-5080)

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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. All initial results need to be entered within 10 days of the defense.

	Name <span style="background-color: #ccc; padding: 2px;">[Redacted]</span> Campus/Location <span style="background-color: #ccc; padding: 2px;">Tempe</span> Status <span style="background-color: #ccc; padding: 2px;">Approved</span>	Plan <span style="background-color: #ccc; padding: 2px;">Geography, PhD</span> Requirements <span style="background-color: #ccc; padding: 2px;">84 credit hours, a written compr</span>
<b>Defense</b> ^		
<b>Defense Results</b>	<b>Defense</b>	
<input checked="" type="checkbox"/> Summary/Submit	Student Name	
<input type="checkbox"/> FAQ	Culminating Document Title	
	Defense Status	
	Defense Date	
	Defense Time	
	Building	
	Room	

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.

Name [Redacted] Plan Geography, PhD  
 Campus/Location Tempe Requirements 84 credit hours, a written comprehensive exam, an oral comprehensive exam, a prospectus and a dissertation  
 Status Approved

Defense Date 07/20/2022  
 Defense Time 4:30 PM  
 Virtual Meeting Link https://asu.zoom.us/j/123456789

**Defense Results**

FAQ

**Defense Results**  
**Instructions:**  
 Chairs/Co-Chairs must input the appropriate defense result plus any required content revisions, if applicable. Committee members must choose pass or fail as the defense result.

Committee Details	Defense Details
 Elizabeth Wentz Committee Role: Chair PSNoMail@asu.edu	Defense Results: Pending
 Lisa Anderson Committee Role: Member PSNoMail@asu.edu	Defense Results: <input type="button" value="Fail"/> <input type="button" value="Pass"/>
 Tamara Underiner Committee Role: Member PSNoMail@asu.edu	Defense Results: Pending

3. If revisions are needed, the Chair/Co-Chairs are to input the required revisions in the text box. Students have up to one year to complete required committee revisions, must stay continuously enrolled, and must meet the graduation deadlines for the term they complete them in order to graduate.

Name [Redacted] Plan Geography, PhD  
 Campus/Location Tempe Requirements 84 credit hours, a written comprehensive exam, an oral comprehensive exam, a prospectus and a dissertation  
 Status Approved

Defense

**Defense Results**

Defense FAQ

Summary/Submit

FAQ

**Defense Results**  
**Instructions:** Each committee member is required to enter defense results of Pass or Fail for [Redacted]

Committee Details	Defense Details	Revisions
 Elizabeth Wentz Committee Role: Chair PSNoMail@asu.edu	Defense Results: <input type="button" value="Pass Minor Revisions"/>	<input type="text"/>
 Lisa Anderson Committee Role: Member PSNoMail@asu.edu	Defense Results:	
 Tamara Underiner Committee Role: Member PSNoMail@asu.edu	Defense Results:	

The Chair/Co-Chairs will also need to check the box about the format of the document before submitting their results. *If there are **NO revisions**, then the defense-results process is completed after all of the committee inputs their results.*

**For Chairs/Co-Chairs only:**

All graduate students are responsible for submitting a final document that adheres to ASU format standards. In order to ensure that the document is ready for publication in ProQuest, please confirm with the student that they utilized the ASU Graduate College [Format Wizard](#) and Format Manual resources for format compliance. For your reference, a concise format checklist is provided [here](#).

By selecting this box, I, Elizabeth Wentz, certify that the student has defended their document and/or research and has completed all requirements as set by this committee. I confirm that the student has utilized ASU format resources and that the document is ready for publication.

- If there are revisions needed, there will be an additional field for the Chair/Co-Chairs to complete once revisions have been completed.

Defense Final Results 

**For Chairs/Co-Chairs only:**

All graduate students are responsible for submitting a final document that adheres to ASU format standards. In order to ensure that the document is ready for publication in ProQuest, please confirm with the student that they utilized the ASU Graduate College [Format Wizard](#) and Format Manual resources for format compliance. For your reference, a concise format checklist is provided [here](#).

Committee Chair Elizabeth Wentz

Revision(s) Status Revisions complete ▾

By selecting this box, I, Elizabeth Wentz, certify that the student has defended their document and/or research and has completed all requirements as set by this committee. I confirm that the student has utilized ASU format resources and that the document is ready for publication.

Cancel

Submit

## Proxy

The Committee Chair and/or Co-Chair (ASU faculty only) have the option to enter defense results on behalf of a committee member or affiliate co-chair.

- Upon confirmation of the defense result from the faculty member, the Chair/Co-Chair clicks on Proxy Submission.

Name 

Campus/Location Tempe

Status Approved

Plan Geography, PhD

Requirements 84 credit hours, a written comprehensive exam, an oral comprehensive exam, a prospectus and a dissertation

Defense

**Defense Results**

Summary/Submit

[FAQ](#)

Defense Status Scheduled

Defense Date 07/01/2022

Defense Time 4:00 PM

Virtual Meeting Link <https://asu.zoom.us/j/123456789>

**Defense Results**

**Instructions:**

Chairs/Co-Chairs must input the appropriate defense result plus any required content revisions, if applicable. Committee members must choose pass or fail as the defense result.

Committee Details	Defense Details
 Elizabeth Wentz Committee Role: Chair PSNoMail@asu.edu	Defense Results: <span style="border: 1px solid #ccc; padding: 2px 10px;">▾</span>
 Lisa Anderson Committee Role: Member PSNoMail@asu.edu	Defense Results: Pending
 Tamara Underiner Committee Role: Member PSNoMail@asu.edu	Defense Results: Pending

Cancel

**Proxy Submission**

Submit

- The Chair/Co-Chair then chooses the committee member for which they want to enter results and clicks Confirm. Step 5 displays how ASU Co-Chairs can enter results on behalf of a non-ASU faculty Co-Chair.

### Select Committee Member ✕

Select the Committee Member for whom you have received spoken and/or written consent to serve as a proxy for entering defense results and then click Confirm.

**Committee Member**

Lisa Anderson

Tamara Underiner

- The Chair/Co-Chair indicates the agreed upon defense result and then clicks on Submit.

Name [Redacted]

Campus/Location Tempe

Status Approved

Plan Geography, PhD

Requirements 84 credit hours, a written comprehensive exam, an oral comprehensive exam, a prospectus and a dissertation

Defense

Defense Results

Summary/Submit

FAQ

Defense Time 4:00 PM

Virtual Meeting Link <https://asu.zoom.us/j/123456789>

**Defense Results**

**Instructions:**

Chairs/Co-Chairs must input the appropriate defense result plus any required content revisions, if applicable. Committee members must choose pass or fail as the defense result.

You are currently in Proxy Mode for Lisa Anderson.

Committee Details	Defense Details	
 Elizabeth Wentz Committee Role: Chair PSNoMail@asu.edu	Defense Results: Pending	
 Lisa Anderson Committee Role: Member PSNoMail@asu.edu	Defense Results:	<input type="button" value="v"/> <input type="button" value="Fail"/> <input type="button" value="Pass"/>
 Tamara Underiner Committee Role: Member PSNoMail@asu.edu	Defense Results: Pending	

4. The Defense Results page will then show that those results were recorded by proxy.

The screenshot shows a user interface for a defense results page. At the top, there is a header with a profile picture, name, campus/location, status, plan, and requirements. Below this is a sidebar with navigation options: Defense, Defense Results (highlighted), Summary/Submit, and FAQ. The main content area displays the defense status as 'SCHEDULED' and provides the defense date (07/01/2022), time (4:00 PM), and a virtual meeting link. A section titled 'Defense Results' includes instructions for chairs/co-chairs and committee members. A table below lists committee members and their defense results:

Committee Details	Defense Details
 Elizabeth Wentz Committee Role: Chair PSNoMail@asu.edu	Defense Results: <input type="text"/>
 Lisa Anderson Committee Role: Member PSNoMail@asu.edu Recorded by proxy by Elizabeth Wentz for Lisa Anderson	Defense Results: Pass Recorded: 09/12/2022
 Tamara Underiner Committee Role: Member PSNoMail@asu.edu	Defense Results: Pending

At the bottom of the table, there are three buttons: 'Cancel', 'Proxy Submission', and 'Submit'. A red arrow points to the 'Recorded by proxy' text in the Lisa Anderson row.

5. Co-Chairs external to ASU will not have access to the proxy option. They can have their results input by the ASU faculty serving as Co-Chair, if desired.

The screenshot shows a dialog box titled 'Select Committee Member'. It contains the following text: 'Select the Committee Member for whom you have received spoken and/or written consent to serve as a proxy for entering defense results and then click Confirm.' Below this text is a list of committee members with radio buttons next to their names:

- Bob Jones
- Lisa Anderson
- Tamara Underiner

At the bottom of the dialog box is a blue 'Confirm' button.

Name [Redacted] Plan Geography, PhD  
 Campus/Location Tempe Requirements 84 credit hours, a written comprehensive exam, an oral comprehensive exam, a prospectus and a dissertation  
 Status Approved

**Defense Results**

**Instructions:**  
 Chairs/Co-Chairs must input the appropriate defense result plus any required content revisions, if applicable. Committee members must choose pass or fail as the defense result.

**You are currently in Proxy Mode for Bob Jones.**

Committee Details	Defense Details
 Bob Jones Committe Role: Co-Chair PSNoMail@asu.edu	Defense Results: <input type="text" value=""/>
 Elizabeth Wentz Committe Role: Co-Chair PSNoMail@asu.edu	Defense Results: Pending
 Lisa Anderson Committe Role: Member PSNoMail@asu.edu	Defense Results: Pending
 Tamara Underiner Committe Role: Member PSNoMail@asu.edu	Defense Results: Pending

6. The ASU Co-Chair will also have the ability to check the box indicating that all revisions are complete. The confirmation will be listed as having been checked by proxy.

**For Chairs/Co-Chairs only:**

All graduate students are responsible for submitting a final document that adheres to ASU format standards. In order to ensure that the document is ready for publication in ProQuest, please confirm with the student that they utilized the ASU Graduate College [Format Wizard](#) and Format Manual resources for format compliance. For your reference, a concise format checklist is provided [here](#).

By selecting this box, I, Bob Jones, certify that the student has defended their document and/or research and has completed all  requirements as set by this committee. I confirm that the student has utilized ASU format resources and that the document is ready for publication.

Confirmed By Bob Jones

Confirmed Date/Time 09/13/2022 2:37:27PM

Recorded by proxy by Elizabeth Wentz for Bob Jones

By selecting this box, I, Elizabeth Wentz, certify that the student has defended their document and/or research and has completed all  requirements as set by this committee. I confirm that the student has utilized ASU format resources and that the document is ready for publication.

Confirmed By Elizabeth Wentz

Confirmed Date/Time 09/13/2022 2:37:52PM

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.



Search by Student

Empl ID

First Name

Last Name

Additional Search Criteria

Academic Plan

Academic Org

Academic Prog

Program Of Study

Committee Change

Course Change

Petition

Defense Results

- Defense Results Completed
- Final Defense Results Pending
- Initial Defense Results Pending

Active Status

Degree Checkout Status

Achieved Candidacy

Req Term Range

To

Advisor ASURITE

## FAQs

- 1. What happens if a committee member mistakenly inputs the wrong defense result?*  
The unit's Graduate College coordinator should be contacted at [grad-gps@asu.edu](mailto:grad-gps@asu.edu).
- 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 contact the Graduate College for assistance ([grad-gps@asu.edu](mailto:grad-gps@asu.edu)).
- 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 the 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. They may also contact the Chair to request their results be input via the proxy option.
- 5. What if a committee member external to ASU cannot sign in to their MyASU?*  
If they forgot their asurite ID and/or password, they can contact the ASU Experience Center, reset their [password](#)/obtain their [asurite ID](#), or refer to the email they received upon approval to be on an ASU committee. In addition, they have the option to contact the Chair to request their results be input via the proxy option.

6. *How do faculty committee members get access to the iPOS?*  
Automatically by serving on the student's faculty committee.
7. *Who can be contacted if faculty are having trouble with the new Defense-Results process?*  
The unit's staff advisor and/or the Graduate College coordinator ([grad-gps@asu.edu](mailto:grad-gps@asu.edu)).

## Next Steps

1. Once the defense results process has been completed, the student's document has 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.
3. Once the student submits their document to ProQuest by the stated graduation deadline and receives their final format approval, the student has completed the defense process.