

Introduction

Because the defense is a very important culminating event, the general public is invited and anyone with the Zoom link can join virtually. It is important that you not only be well prepared for the presentation and questions, but also to use the technology.

Deciding on the Defense

The full committee for the defense must be approved in the iPOS before scheduling. Once the defense is scheduled, committee members cannot be changed. The student and committee should discuss and decide upon a date/time that will work for all using the [10-Working Day Calendar](#).

All students in on campus programs are required to conduct their defense in-person. If you have any questions about this, please contact your Academic Advisor in the Academic Unit. In-person defenses require a room at ASU with appropriate audio/visual equipment to be reserved and approved prior to scheduling the defense in the iPOS. Scheduling your defense in your iPOS does not book a room.

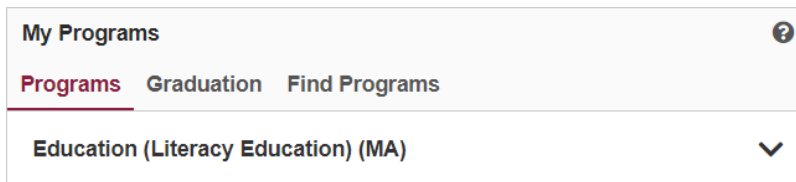
The following information needs to be input in the iPOS.

- [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)

Process for Scheduling a Defense

Note that you can also access defense information via the Graduate College website at [About Your Defense](#).

1. Login to MyASU and locate the My Programs box and click on your program name.



The screenshot shows a dropdown menu titled "My Programs" with a question mark icon in the top right corner. Below the title are three tabs: "Programs" (which is selected and underlined), "Graduation", and "Find Programs". The main content of the dropdown is "Education (Literacy Education) (MA)" with a downward-pointing chevron icon on the right side.

2. Click on **Defense**.

My Programs ?	
Programs Graduation Find Programs	
Leadership and Innovation (EdD)	^
Degree Information	v
iPOS	v
GPA	v
Defense	v

3. Click on Schedule your Defense. This will open the iPOS to the defense page.

Defense ^	
Dissertation Defense: Not Scheduled	
Next Steps:	
<ul style="list-style-type: none"> • Schedule your Defense • Work with Defense committee to complete Dissertation • Use Format Wizard for Dissertation • Verify committee members 	
Deadlines	

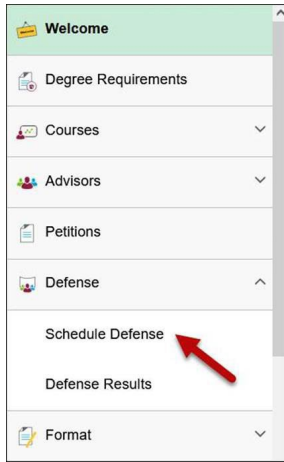
If a link for “Schedule your Defense” is not listed, it may be due to one or more of the following reasons:

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

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

You can also schedule the defense within your iPOS by clicking on **iPOS** and then clicking on the Defense tab and Schedule My Defense button in the iPOS.

My Programs ?	
Programs Graduation Find Programs	
Leadership and Innovation (EdD)	^
Degree Information	v
iPOS	^



[Schedule My Defense](#)

In-Person Defenses

1. On the Defense scheduling page in the iPOS, enter the date of the defense, time, location, Zoom link (optional), and culminating document title. If you will be providing a Zoom link so that people can attend virtually, it must be included in the original defense request and cannot be added later. See the Zoom Scheduling section on utilizing Zoom for a defense.

A form for scheduling a defense. It includes dropdown menus for Year, Month, and Day. A 'Defense Time' field with a clock icon and '(HH:MMAM/PM)' format. A 'Building' search field with a magnifying glass icon. A 'Room' text input field. Two radio button options: 'My building is not listed' with 'No' selected, and 'Would you like to provide a link for the audience?' with 'No' selected. A note: 'Formulae, symbols, superscripts, subscripts, Greek letters, chemical names, or other non-alphabetical symbols should be expressed in words.' A 'Culminating Document Title' text input field.

2. Select the Method of Attendance for each of your Committee Members. At least 50% of the faculty on your committee must attend in-person. The Chair must attend in-person. Click **Request Approval** and your scheduling request will be forwarded to your academic unit for review.

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

Name	Committee Role	Method of Attendance
Kathleen Hicks	Chair	<input type="text"/>
Elenore Long	Member	<input type="text"/>
Kira Assad	Member	<input type="text"/>

Two red arrows point to the 'Method of Attendance' dropdown menus in the table. One arrow points to the dropdown for Kathleen Hicks, and the other points to the dropdown for Elenore Long. A second red arrow points to the 'Request Approval' button at the bottom of the form.

- Once the academic unit approves the defense, the event will appear on the [Graduate College Defense Calendar](#), along with the Zoom link, if included.

Virtual Defenses


Students in ASU online programs are able to choose the modality for their defense; virtual or in-person.

- On the Defense scheduling page in the iPOS, enter the date of the defense, time, and modality. If it will be in-person only, please refer to the In-Person Defenses section above. Virtual defenses require a Zoom link. See the Zoom Scheduling section below on utilizing Zoom for a defense.

A formatted draft of your document is due on 03/23/2023.

Year Month Day

Defense Time (HH:MMAM/PM)

How will your defense be conducted? 

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


Culminating Document Title

- Select the Method of Attendance for each of your Committee Members. Click **Request Approval** and your scheduling request will be forwarded to your academic unit for review.

Faculty Committee Attendance

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

Name	Committee Role	Method of Attendance
Kathleen Hicks	Chair	<input type="text" value="All Virtual"/>
Elenore Long	Member	<input type="text" value="All Virtual"/>
Kira Assad	Member	<input type="text" value="All Virtual"/>



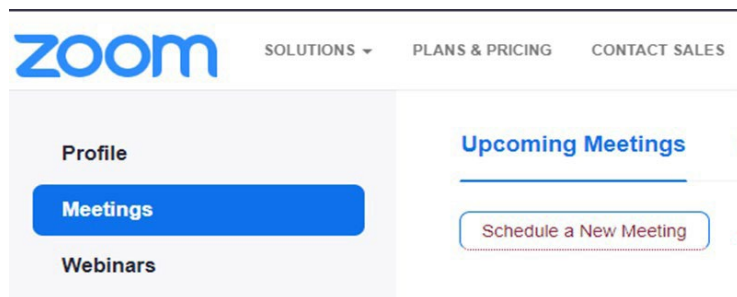
Once the academic unit approves the defense, the event will appear on the [Graduate College Defense Calendar](#), along with the Zoom link, if included.

Zoom Scheduling

- Go to <https://asu.zoom.us/> and log in with ASU credentials. It is important that the ASU Zoom account be used and not a personal Zoom account.



- Next, click on **Meetings** and then **Schedule a New Meeting**.



- Input the title of the meeting (i.e. John Doe's dissertation defense) and the agreed upon date, time, and duration. If the time zone is not set for "GMT-7:00 Arizona", change it in the drop down. The date and time of the meeting must match exactly the date/time of the defense.

Topic

Description (Optional)

When

Duration hr min

Time Zone

- For security, the Waiting Room should automatically be selected. It is suggested that you click on Show Options and choose to allow participants to join anytime and to mute them upon entry (otherwise there will be ding sound each time a new person joins the meeting).

Security

Passcode
Only users who have the invite link or passcode can join the meeting

Waiting Room
Only users admitted by the host can join the meeting

Require authentication to join

Video

Host on off

Participant on off

Audio

Telephone Computer Audio Both

Dial from United States

Options

Hide

Allow participants to join anytime

Mute participants upon entry

Breakout Room pre-assign

Automatically record meeting

Approve or block entry to users from specific regions/countries

Alternative Hosts

Note: If breakout rooms were decided upon, then the creator of the Zoom link will need to choose that setting.

- Input the ASU email of the committee chair as an Alternative Host and anyone else you would like to have the ability to control meeting features. It is important to have an alternate host so that someone else will have the ability to place people into the waiting room and allow them back in, mute participants as needed, etc. To add an alternate host, the email is typically the person's asurite@asu.edu instead of firstname.lastname@asu.edu. Then click on **Save**.

Alternative Hosts

- The meeting is now saved. Copy the Zoom link and enter it in the iPOS.

Invite Attendees

Join URL: <https://asu.zoom.us/j/363439617>

Preparing for a Virtual Defense

Conducting a defense can be a stressful time. It is important to prepare well for it in advance in order to ensure things go smoothly.

Here are some tips:

- Watch [Zoom tutorials](#).
- Discuss the following questions with the Chair:
 - Who will monitor the chat function during the defense?

- How will participant questions be handled?
- How will the deliberation be handled? Breakout rooms? Waiting room? Separate Zoom meeting?
- Who will be the alternate host(s)?
- How will people be contacted if they have issues accessing the meeting? (share cell numbers and have email opened)
- Review the ASU Zoom resources site: <https://uto.asu.edu/zoom-resources>
- Schedule a Zoom meeting with a friend for a practice defense. This will ensure that you know how to navigate the features, including sharing screens and using the waiting room.
- Save any documents, presentation, etc. in your email in case of issues accessing the materials during their defense.
- If the committee requests it, develop a slide presentation (e.g., PowerPoint, Keynote, Google Slides), summarizing the major components of the research, and email them to all committee members prior to the defense.
- Review the best practices for the defense listed below to agree upon the flow of the defense. It should be determined how the deliberations will be handled, if the waiting room or breakout room will be used and if it is set up correctly in Zoom. Confirm that the chair is the alternate host.
- Arrange for a physical location that has a reliable and fast wireless connection to conduct the defense.

Day of the Virtual Defense

- At least 10 minutes before the scheduled defense, log on to Zoom and test the audio and video. The alternate host(s) should try to utilize meeting controls as a test.
- Ensure that the image displayed on camera, including anything visible in the background, is reflective of the serious and professional nature of the event. Students are required to be visible on video for the duration of the event.
- Close out all other applications on the computer and turn off notifications.
- Test your background to make sure that it looks professional prior to logging on to Zoom (use a solid backdrop without posters, windows, pictures or mirrors).
- Make sure you are wearing proper attire, tops and bottoms.
- Lock up your pets (no cats and dogs in the defense).
- Make sure you have a quiet, designated space that will be free from interruptions from other housemates.
- Turn your phone to silent.
- Issues with Zoom? Call UTO at [1-855-278-5080](tel:1-855-278-5080) or [+1-480-965-6500](tel:+1-480-965-6500)
- If a new link had to be created, contact the Graduate College at [480-965-3521](tel:480-965-3521)

**** If the Zoom link is changed without alerting Graduate College, the defense may be invalidated****

Defense Best Practices

These are suggested best practices, but the student and committee should discuss the guidelines for the defense prior to holding the defense.

1. The student should start the defense at the scheduled time.
2. Once all committee members for the defense and student are present, the student and all committee members can (very briefly) introduce themselves. Then, the chair or student can welcome the audience and explain the process of the defense. Any virtual guests should be muted.
3. The student should then deliver their presentation. Please note that for purposes of flow and timing, it is strongly recommended that the student's presentation NOT be interrupted by questions. The chair or student can coordinate the Q&A portion following the completion of the presentation.

4. Following the completion of the presentation, the chair or student can open the floor for questions from the committee members. During this time, it is recommended that a designated person take notes for the student, so that the student can actively engage with the committee.
5. The chair can then invite members of the audience to ask questions or make comments to the student. If there are virtual attendees, it should be noted whether this should be done via chat or by the individual being “unmuted” by the host.
6. Once the defense Q&A portion has been completed, the chair may then excuse the student in order for the committee to discuss the defense. If Zoom is being used, the Chair may put all participants and the student in the waiting room or a breakout room, or may leave the meeting to join another Zoom meeting with the committee, and then rejoin the defense Zoom meeting.
7. The chair and the committee members will deliberate on the quality of the defense and what revisions, if any, are needed.
8. After deliberations, the chair can admit the student and audience back into the room (or rejoin the Zoom meeting) and deliver the results of their deliberation.
9. The chair must remain diligent throughout the entire defense in order to ensure that all activities can be completed efficiently and effectively within the time period.
10. At the conclusion, the chair can conclude the defense.
11. The chair and committee members can then input their initial defense results into the student’s iPOS.

Next Steps

1. You are required to submit a formatted draft of your document to the format team in the Graduate College 10 business days prior to your defense.

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

Year 2019 ▼ Month August ▼ Day 15 ▼

2. Utilize the [Format Manual](#) and [Format Wizard](#) to do an initial formatting of your document. The format team will contact you if additional revisions are needed. Two or three resubmissions to the format team are common.
3. After your defense, the members of your committee will submit your defense results electronically via your iPOS. Initial results are due within 10 days of the defense. If you need to make minor or major revisions to your document based on committee input, you need to work with your committee on making the necessary changes.
4. For all steps, see [After Your Defense](#).
5. The process is not complete until you have met all of the graduation deadlines and requirements, have submitted your document to ProQuest, and are Format Approved.