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

- Date and time of Defense
- Building and room of defense – Scheduling a defense does not book the room
- Title of Dissertation/Thesis exactly as it appears on the document

Instructions for scheduling a defense through MyASU.

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

![MyASU screenshot showing how to schedule a defense](image1.png)

2. Click “Next Steps”

![MyASU screenshot showing next steps](image2.png)

3. Click “Schedule your Defense”

![MyASU screenshot showing how to schedule a defense](image3.png)

Defense link missing? Check:

1. iPOS Status – The iPOS must be approved to schedule the defense
2. Petitions and changes – No pending petitions or changes
3. If defending dissertation - Candidacy – The student’s candidacy must be populated to schedule the defense.
4. All exams must be complete
4. Enter the details for the Defense, check the acknowledgements and click “Request Defense Approval”
5. Once defense request is submitted, this is what the student will see until it is approved by the academic unit.

Graduate Plan of Study

Your defense is Pending Approval by your Academic Unit. You will be notified by MyASU when your request has been approved.

NEXT STEP: Please review the instructions to Format/Submit Your Document. Failure to submit your document may result in cancellation of your defense.

If you are a PhD or DMA candidate, you need to submit the Survey of Earned Doctorates with your formatted document.

Schedule your Defense

Status: Pending Approval
Your proposed date must be at least 10 working days from today, on a weekday and not on a blackout date. Your proposed time must be between 8:00 AM to 5:00 PM. Only valid dates will be available.

Defense Date: 2018 January 15
Time: 10:00 AM (HH:MMAM/PM)

A formatted draft of your document is due by 5:00 PM on 01/05/2018 to the Graduate College.