

## Graduation Deadlines and Procedures

Graduation Deadlines	Fall 2017	Spring 2018	Summer 2018	Fall 2018
Apply for Graduation (see <b>MyASU</b> )	Monday October 2	Thursday February 15	Friday June 15	Monday October 1
Last day to schedule an oral thesis/dissertation defense	Wednesday October 25	Friday March 30	Friday June 29	Wednesday October 24
Last day to hold an oral thesis/dissertation defense	Wednesday November 8	Friday April 13	Monday July 16	Wednesday November 7
Submit <a href="#">Survey of Earned Doctorates</a>	Monday November 13	Monday April 16	Monday July 16	Monday November 12
Submit final revisions for thesis/dissertation format approval by 2 p.m.	Wednesday November 15	Friday April 20	Monday July 23	Wednesday November 14
Submit signed original thesis/dissertation pass/fail form to Graduate College ( <b>INTDSB 288</b> ) by 2 p.m.	Wednesday November 15	Friday April 20	Monday July 23	Wednesday November 14
Last day to submit Commencement Ceremony Registration (see <b>MyASU</b> )	Wednesday November 15	Friday April 20	–	Wednesday November 14
Submit thesis/dissertation to <a href="#">UMI/ProQuest</a> by 2 p.m.	Wednesday November 22	Friday April 27	Monday July 30	Wednesday November 21
Culminating Experience (non-thesis/dissertation) iPOS data entry by academic unit	Friday December 8	Friday May 4	Friday August 3	Friday December 7
Graduate Commencement	Monday December 11	Monday May 7	–	Monday December 10
<b>NOTE THAT <a href="#">DEADLINES AND PROCEDURES</a> ARE SUBJECT TO CHANGE. PLEASE CONSULT THE GRADUATE COLLEGE WEBSITE FOR THE MOST RECENT UPDATES.</b>				

### Forms and Assistance

All Graduate College forms are available on the Internet at [graduate.asu.edu/forms](http://graduate.asu.edu/forms) in PDF. Students are responsible for obtaining the most recent version of the forms (available on our website) and submitting them with the appropriate signatures.

## Enrollment Requirements

Students must be registered for a minimum of one credit hour during all phases of their graduate education, including the term in which they graduate. This includes periods when students are engaged in research, conducting a doctoral prospectus, working on or defending theses or dissertations, taking comprehensive examinations, taking Graduate Foreign Language Examinations, or in any other way utilizing university resources, facilities or faculty time.

## Graduation, Format Evaluation and Oral Defense Procedures

### Step 1: Apply for Graduation

You may apply for graduation through the “Graduation” tab on your My ASU, or through the University Registrar’s Office online, in person or by mail. Information about [the graduation application procedures and fees](#) is available online. If you apply after the deadline for a semester, you will be assessed a late fee and your name will not appear in the commencement program.

### Step 2: Submit Materials for Format Evaluation and Schedule the Oral Defense

When you have identified a suitable defense date with your committee and reserved a building and room number, you will request to schedule the defense through the “Defense” tab on your My ASU. The request to schedule a defense must be submitted at least 10 working days before the planned defense date.

In the “Defense” tab you will have a “Schedule my defense” link that will take you to the electronic schedule form. If the link does not appear on your My ASU, please verify that every item below has been completed and contact your academic unit should you need assistance:

- You must be defending a Thesis or Dissertation
- You must have an approved iPOS (no pending changes or petitions)
- You must have met all minimum 3.0 GPA requirements (iPOS and Graduate)
- You must have an approved full committee on the iPOS (no pending changes)
- All milestone requirements have been satisfied (written comprehensive examination, foreign language examination, etc.)
- Doctoral students must have reached candidacy
- You must be an active student and currently enrolled

You must submit a **complete** draft of your document at least ten (10) calendar days before your defense date by uploading your document to the Graduate College [Dropbox](#) link. Please be sure to include your ASU Affiliate ID number in the file name. (i.e. 1234567890 Thesis Jones or 1234567890 Dissertation Jones)

Please note that it is expected there will be content revisions needed after receiving feedback from the supervisory committee. However, it is also expected that the document is ready to defend, meaning that there is full text in each section and you have utilized the Format Tool prior to submission to the format office.

PhD and DMA students must also submit the [Survey of Earned Doctorates](#) through the website link.

### Step 3: Approval to Hold the Oral Defense

Once you have submitted the request to schedule a defense, the request must be approved by the academic unit through the iPOS approval system. The “Pass/Fail” form will be sent to your supervisory committee only after your academic unit has approved the defense in the system.

When the defense has been approved, you will receive email confirmation and your defense will be highlighted on the [Graduate College Master’s/Doctoral Defense Schedule](#) website that updates every Monday.

#### Step 4: Hold the Oral Defense

Students and supervisory committee chairs must be physically present at the oral defense of their thesis, dissertation or equivalent research document. If, due to unforeseen circumstances, they cannot be physically present, then the oral defense must be rescheduled to another date.

On the day of your defense, the “pass/fail” form will have already been sent to your committee chair from Graduate College for your committee to sign. It is the responsibility of your committee chair to take the form to the defense location.

#### Step 5: Submit Thesis/Dissertation to UMI/ProQuest

##### Final Document Approval Pathway:

- Students submit the final version of their document that has been approved by the supervisory committee and a format advisor in Graduate College.
- The approved document is then reviewed by Graduate College format advisors to ensure compliance with format regulations; additional format revisions may be required.
- When final format approval has been granted, the Graduate College office notifies ProQuest that the document is ready for publication.
- Once the document has been submitted to ProQuest and approved by ASU format advisors for publication, the document cannot be recalled; no changes may be made to an approved document. Always double check to make sure you have submitted the correct version for publication.

Students may not receive a letter of degree completion until ASU has approved the final document and notified ProQuest.

##### UMI/ProQuest Submission Instructions:

Students are required to create a new user account specific to the submission of their document and must use their ASU email address.

- Select the appropriate Publishing Option but do not select “Open Publishing” as Graduate College does not allow open publishing. If you select the “Open Publishing” option your ETD submission will be returned to you.
- UMI/ProQuest requires all students to submit a PDF version of their final document. The ASU Graduate College office requires that the PDF document is in compliance with the formatting standards. **Students will receive final format approval only after the submitted PDF document has successfully passed a format review.**
  - To create a PDF version of the document, students can use the full Adobe suite for free by logging into [asu.edu/myapps](http://asu.edu/myapps), or alternatively UMI/ProQuest provides a free Word to PDF conversion.
- Students have an opportunity to order bound copies of their document for themselves through UMI/ProQuest. They can also go to any third party bindery to obtain bound copies of their document if desired.

\*All oral defenses of a thesis, dissertation, etc. must be scheduled with Graduate College at least 10 working days in advance of the planned defense date. Please use the official [10-Working Day Calendar](#), available online. Please note that there are certain dates during the academic year during which students cannot hold an oral defense of a thesis or dissertation.