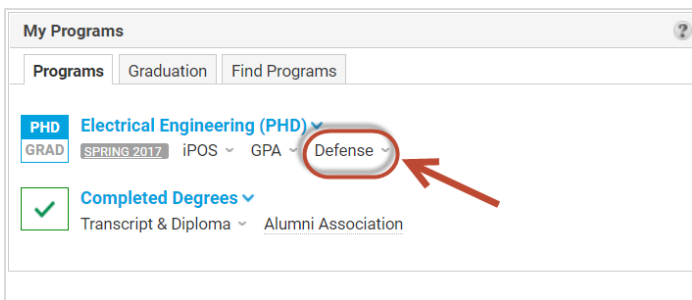


Before scheduling a defense, students should have the following information available:

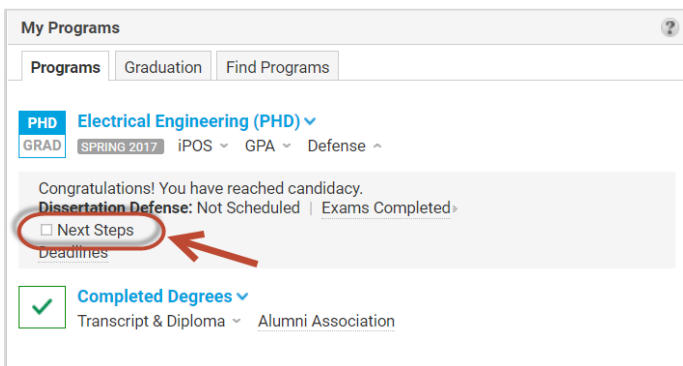
- Date and time of Defense
- Building and room of defense – Scheduling a defense does not book the room
- Title of Dissertation/Thesis exactly as it appears on the document

Instructions for scheduling a defense through MyASU.

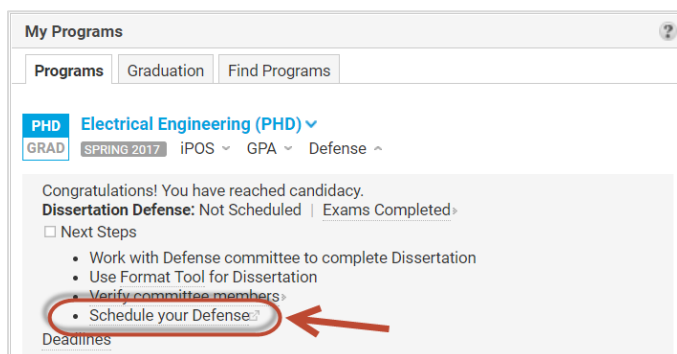
1. Log onto MyASU and under “My programs”, click “Defense”



2. Click “Next Steps”



3. Click “Schedule your Defense”



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"

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SUMMARY COURSE CHANGE COMMITTEE CHANGE PETITION DEFENSE

Graduate Plan of Study

Schedule your Defense

Status Not Scheduled
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** 10:00AM (HH:MMAM/PM)

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

Building ECA Engineering Center A-Wing **Room** 120

My building is not listed

Formulas, symbols, superscripts, subscripts, Greek letter, chemical names or other non-alphabetical symbols should be expressed in the words

Culminating Document Title

Committee Member(s)		
Advisor Name	Role	Method of Attendance
	Chair	In Person
	Member	In Person
	Member	In Person
	Member	Video Conference
	Member	In Person

To change your committee, complete the COMMITTEE CHANGE request prior to scheduling your defense.

I understand that scheduling my defense with the Graduate College does not create a room reservation and I need to follow up with my academic unit to ensure room availability

I have consulted with my supervisory committee regarding this request

Request Defense Approval Cancel

- Questions concerning **program requirements** should be directed to your academic unit and/or advisor.
- Questions concerning **technical issues** with the iPOS may be emailed to the Graduate College at Grad-GPS@asu.edu.

5. Once defense request is submitted, this is what the student will see until it is approved by the academic unit.

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SUMMARY COURSE CHANGE COMMITTEE CHANGE PETITION DEFENSE

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 10:00AM (HH:MMAM/PM)

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