Introduction

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

- Date and time of defense
- Building and room of defense
- Title of Dissertation/Thesis exactly as it appears on the document
- Method of attendance for committee members (in person or via videoconference)

Important information to know when scheduling your defense:

- Scheduling your defense in your iPOS does not book the room in which your defense will be held
- Once your defense is scheduled, changes cannot be made to committee members

Process for Scheduling a Defense

A student’s defense can be scheduled through iPOS or through the My ASU page.

Scheduling a Defense through My ASU

1. Login to MyASU.
2. Locate the “My Programs” box on the right side of the page and click on “Defense”.
   
   ![Login to MyASU](Image)
   
   3. Click on “Next Steps”.
      
      ![Next Steps](Image)
4. Click on “Schedule your Defense”. This will open the iPOS to the defense page. To continue the process of scheduling a defense, go to step 5 listed in the Scheduling a Defense through iPOS section listed below.

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

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

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

Scheduling a Defense through iPOS

1. Login to MyASU.
2. Locate the “My Programs” box on the right side of the page and click on “iPOS”.
3. Click on “Graduate Interactive Plan of Study (iPOS)”.

4. Click on “Defense” on the left side of the page.

5. Click on “Schedule my Defense”.

**Important to know:**

- The proposed date must be at least 10 working days from the day the defense is scheduled.
- The defense must be held on a weekday and not on a blackout date. To view the blackout date calendar, click the calendar link located on the defense page of the iPOS.
- The proposed time must be between 8:00 am and 5:00 pm.
- Only valid dates will be available to choose from when scheduling a defense date in the iPOS.

If you have any questions, please contact your Academic Advisor in the Academic Unit.
6. Complete the Schedule My Defense form and click on “Request Approval” button to submit request. The following information is required when submitting a scheduling request.

- Date of defense
- Time of defense
- Building (on ASU campus only)
- Room number
- Title of your document
- Method of attendance for each committee member
Next Steps

1. After you have entered the date of your defense, the system will update and inform you of the deadline to submit a formatted draft of your document to the format team in the Graduate College. Make sure to do so by the date and time indicated in the system. Failure to submit a formatted draft of your document by the deadline may jeopardize your graduation.

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

   Year 2019  Month August  Day 15

2. The format team in the Graduate College will contact you if revisions need to be made to the formatted draft of your document. Two or three resubmissions to the format team are common.

3. Seven days before your defense takes place, an electronic Pass/Fail form will be generated by DocuSign. This document will be sent via email to each person on your committee, your Academic Advisor, and you.

4. After your defense date, the members of your committee will electronically report the decision of your defense on section C of the Pass/Fail form.

5. 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.

6. When you obtain final approval for publication of your document, your Chair or Co-Chairs (2) must sign section D of the Pass/Fail form (Note: Your Chair or Co-Chairs must sign both section C and Section D of the Pass/Fail form).

7. Once section D is signed, the Pass/Fail form is sent electronically to the Graduate College and the results listed on the form will be updated on your iPOS.