

## Introduction

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

- [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)

Important information to know when scheduling your defense:

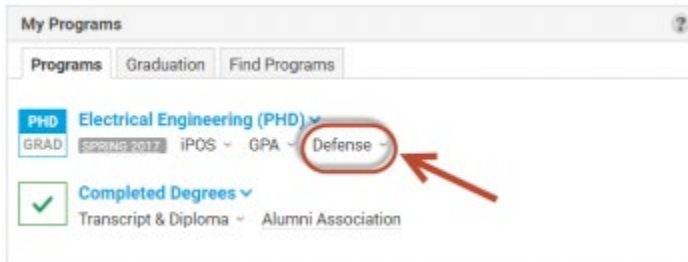
- Scheduling your defense in your iPOS does not book the room in which your defense will be held
- Once your defense is scheduled, changes cannot be made to committee members

## Process for Scheduling a Defense

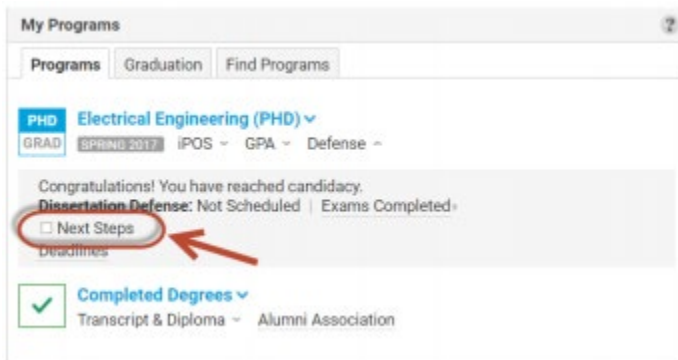
A student's defense can be scheduled through iPOS or through the My ASU page.

### Scheduling a Defense through My ASU

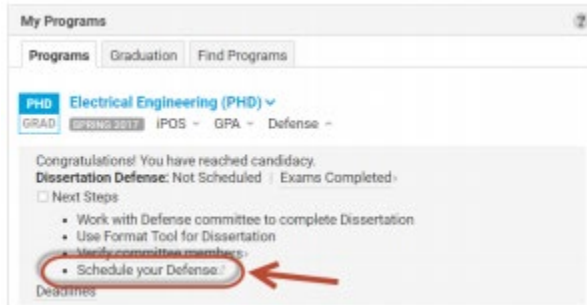
1. Login to MyASU.
2. Locate the "My Programs" box on the right side of the page and click on "Defense".



3. Click on "Next Steps".



- 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.



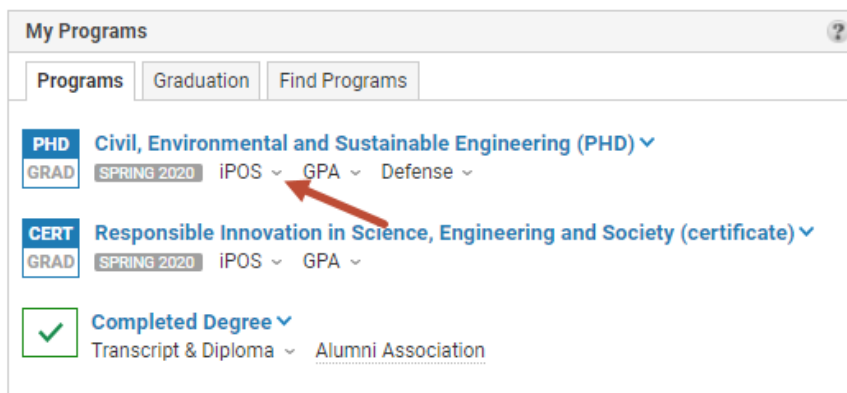
**If a link for “Schedule your Defense” is not listed, it may be due to one or more of the following reasons:**

- 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

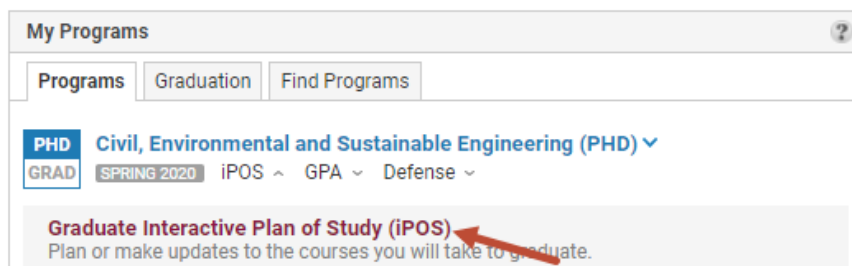
If you are unsure of what is preventing you from scheduling your defense or are unsure of how to resolve the issue, please contact your Academic Advisor in your Academic Unit.

### Scheduling a Defense through iPOS

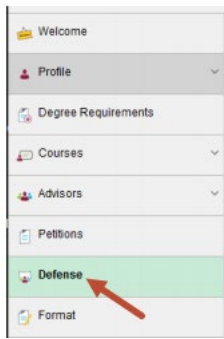
- Login to MyASU.
- Locate the “My Programs” box on the right side of the page and click on “iPOS”.



- 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 a room is required, that must be scheduled and approved prior to scheduling the defense in the iPOS.

If you have any questions, please contact your Academic Advisor in the Academic Unit.

6. Enter the date of the defense, time of defense, and select your defense modality from the **How will your defense be conducted?** drop down menu. You have the option to select to hold your defense **All Virtual, ASU Sync, or In-Person Only**.

A form section with a red border containing: Year, Month, and Day dropdown menus; a Defense Time field with a clock icon and "(HH:MMAM/PM)" format; and a dropdown menu for "How will your defense be conducted?".

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

Culminating Document Title

**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"/>

7. Enter your defense location information and Culminating Document Title. You will see different defense location options based on your selection of where your defense will be conducted.
  - a. **All Virtual** – You will be asked to provide your Virtual Meeting Link and your culminating Document Title.

Defenses currently being scheduled can be conducted in various modalities. For defenses being conducted completely online or via ASU Sync, the ASU Zoom link must be added in the virtual meeting link. For example: <https://asu.zoom.us/j/123456789>

A formatted draft of your document is due by 5:00 PM on 10/03/2020.

Year 2020 Month October Day 13

Defense Time 4:15PM

How will your defense be conducted? **All Virtual**

Virtual Meeting Link  
 Culminating Document Title

- b. **ASU Sync** – In addition to your Culminating Document Title, you will be asked to provide your Virtual Meeting Link, the building number, and the room number where your defense will be conducted.

Defenses currently being scheduled can be conducted in various modalities. For defenses being conducted completely online or via ASU Sync, the ASU Zoom link must be added in the virtual meeting link. For example: <https://asu.zoom.us/j/123456789>

A formatted draft of your document is due by 5:00 PM on 10/31/2020.

Year 2020 Month November Day 10

Defense Time 10:15AM

How will your defense be conducted? **ASU Sync**

Virtual Meeting Link  
 Building  
 Room  
 Culminating Document Title

- c. **In-Person Only** – In addition to your Culminating Document Title, you will be asked to provide the building number and room number where your defense will be conducted.

Defenses currently being scheduled can be conducted in various modalities. For defenses being conducted completely online or via ASU Sync, the ASU Zoom link must be added in the virtual meeting link. For example: <https://asu.zoom.us/j/123456789>

A formatted draft of your document is due by 5:00 PM on 10/11/2020.

Year 2020 Month October Day 21

Defense Time 8:15AM

How will your defense be conducted? **In-Person Only**

Building  
 Room  
 Culminating Document Title

8. Select the Method of Attendance for each of the Committee Members attending your defense and click **Request Approval**. Your scheduling request will be forwarded to your academic unit for approval.

**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"/>

**\*\*Important Note\*\*** If you choose to conduct your defense **All Virtual** or **ASU Sync**, please refer to the document titled **Additional Procedures for ASU Sync or All Virtual Defenses**.

## Next Steps

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

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

Year  Month  Day

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. 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.