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, you cannot make changes to your committee members

Process for Scheduling a Defense

Students are able to schedule their defense through their iPOS or through their My ASU page.

**Scheduling your 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”.

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**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, you cannot make changes to your committee members
4. Click on “Schedule your Defense”. This will open your iPOS to the defense page. To continue the process of scheduling your defense, go to step 5 listed in the Scheduling your Defense through iPOS section listed below.

If you do not see a “Schedule your Defense” link, 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 your 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.

![Image](image1.png)

5. Click on “Schedule my Defense”.

![Image](image2.png)

Important to know:

- Your proposed date must be at least 10 working days from the day you schedule your defense. Your defense must be held on a weekday and not on a blackout date. You can find a link to a calendar with listing the blackout dates on the defense page of your iPOS.
- Your proposed time must be between 8:00 am and 5:00 pm.
- Only valid dates will be available for you to choose from when scheduling your defense date in your iPOS.

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

6. Complete the Schedule Defense form and click on “Request Approval” button to submit request. You will be required to enter the following information when submitting 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
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.

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.