# How to: Thesis/Dissertation

The following is an outline to assist students through the defense process. Visit Graduate College for additional information and clarification. For questions about any of the steps and procedures below, please contact the Manager of Graduate Programs.

## Preparing to schedule your defense

Prior to scheduling the defense, ensure that you meet the following requirements:

- Approved iPOS on file (no pending changes or petitions)
- All minimum 3.0 GPA requirements met (iPOS, Graduate, and Cumulative)
- Approved full committee on iPOS (no pending changes)
- No incomplete grades on iPOS
- All milestone requirements have been satisfied (Doctoral students must have reached candidacy: comprehensive exams submitted and proposal/prospectus accepted)
- Enrolled in a minimum of 1.0 credit hour during the semester in which you are defending, including summer

Additionally, students may not make changes to the iPOS once the defense is passed, so this is the best time to make sure everything is accurate.

## Selecting a Date

Review the Graduate College 10 Working Day Calendar for deadlines, such as last day to schedule a defense, last day to hold a defense, and blackout dates. Coordinate with the supervisory committee to select a date and time for the defense. Skype or other web conferencing is permitted for committee members, but at least 50% of the committee must be physically present for your defense. The chair (or at least one co-chair) must be physically present. All defenses must be held at an ASU campus.

## Scheduling a Room

Visit SGSUP Room Reservations and request a room for the public defense. Include set-up and break-down time in the reservation request. To change or reschedule, follow all Graduate College directions regarding rescheduling defenses.

## Scheduling Your Defense

After the day and time is selected and the room is reserved, schedule the defense via the iPOS system. Contact the Manager of Graduate Programs or Graduate College with any questions.

## ProQuest Document Ready Check (10 calendar days before your defense)

No less than ten days before the defense, submit the completed thesis/dissertation document to Graduate College via iPOS. This is a pre-check to make sure the document is ready to be published in the ProQuest system. Before submitting, double-check the document using Graduate College guidelines.

## Submitting an Abstract (at least one week prior to defense)

Once the defense date has been approved and scheduled, submit an abstract to the Manager of Graduate Programs. Approximately one week prior to the defense, an announcement will be sent to the SGSUP listservs. To change the timing of the defense announcement, contact the Manager of Graduate Programs.

## Holding the Defense

The oral defense is a public meeting that includes the student, chair, committee, and anyone else who would like to attend. As the defense is also an examination of the student's research, most of the meeting is devoted to the student's presentation of the research and the committee's questions to the student. The chair serves as the facilitator of the defense and determines whether, and when, those not on the committee can ask questions or offer comments. When the committee is determining the outcome of the defense, the student and non-committee members are asked to leave the room. Possible outcomes of the defense, as specified and defined on pass/fail form are pass, pass with minor revisions, pass with major revisions, or fail. Once the student has successfully defended the dissertation, the committee must sign the pass/fail form. Students must complete required revisions before the chair signs Section D: Final Approval.

### Pass/Fail Form Due (within 10 calendar days after defense)

All committee members will receive the electronic pass/fail form via DocuSign the day before the defense. Each committee member must electronically sign by following the link contained in the email they received. After all members have signed, the DocuSign system consolidates all signatures into one master document for filing with Graduate College.

## After Your Defense

After the pass/fail form is processed, students will receive a prompt in MyASU to upload the document to ProQuest. If revisions are needed, follow Graduate College's instructions on revisions. Committee-required revisions should be discussed with the committee chair. Formatting revisions should be made in consultation with a Format Advisor and in line with the Format Manual. Students are responsible for meeting all deadlines.