After the Successful Defense of Your Thesis / Dissertation

1. **Thesis / Dissertation ETD Approval Form**

Complete any corrections, additions, edits to the thesis/dissertation document… Ensure that you have all required components including your Abstract, Acknowledgements and Vita!

With final form of thesis/dissertation available, visit the On-line [VCU Scholars Compass](www.scholarscompass.vcu.edu, select “My Account”) to catalog your thesis (this is why you need to do this only when the document is final as you will need to provide details on number of pages, index, etc.).

ETD Approval Form – This form can be found in the Degree Completion section of our Student Policies and Procedures web page ([www.medschool.vcu.edu/graduate/student_res/](www.medschool.vcu.edu/graduate/student_res/)). Bring one (1) copy of the thesis/dissertation ETD Approval Form with all Committee and Department Chair signatures in black ink, to the School of Medicine Office of Graduate Education, 1-055 Sanger Hall. Signatures must be “original” signatures. Do not separately attempt to get either Dr. Buckley’s or Dr. Boudinot’s signature in advance. When an embargo of the thesis may be requested, only those indicating “never release” require a formal memo from the advisor indicating the rationale for the request to accompany the finalized ETD form.

We will normally provide Dr. Buckley’s signature on the same day; please leave contact information when you drop off your ETD Approval form.

**Ph.D. candidate - Additional requirements:**

i) **Survey of Earned Doctorates (SED):** You must bring a copy of the receipt indicating completion of the Electronic SED along with your ETD Approval Form. A link to the SED can be found in the webpage section referenced below.

ii) **ProQuest:** VCU no longer requires PhD dissertations be published with ProQuest; however, the service is available to those desiring it. Please note that submitting to ProQuest does not satisfy the university’s requirements of submission. You must submit to the VCU Scholars Compass website separately, in order to fulfill this requirement for graduation.

**M.S. candidate - Additional requirements:**

i) **ProQuest:** VCU does not require master’s theses be published with ProQuest; however, the service is available to those desiring it. Please note that submitting to ProQuest does not satisfy the university’s requirements of submission. You must submit your thesis to the VCU Scholars Compass website.

For more information, please visit the Degree Completion section of our Student Policies and Procedures webpage: [www.medschool.vcu.edu/graduate/student_res/](www.medschool.vcu.edu/graduate/student_res/) as well as The VCU Graduate School Thesis and Dissertations website: [www.graduate.vcu.edu/student/thesis.html](www.graduate.vcu.edu/student/thesis.html)

2. **Graduation Application**

A copy of your Graduation Application will be provided at the time of your Thesis / Dissertation defense, and if your defense is successful, returned to you. After you have been informed that you have passed, ask the examination chair to give you the envelope provided for you. Your Advisor and Program Director must validate your completion of all degree requirements by signing Section C of the Graduation Application.

The copy of the Graduation Application with the original signatures of the Advisor and Program Director, with an updated copy of your transcript from E-Services attached is returned to the School of Medicine Office of Graduate Education at the time you submit your other paperwork demonstrating the completion of all degree requirements.

**Contact the School of Medicine Office of Graduate Education in 1-055 Sanger Hall, if you have any questions.**

*Please do not wait until the very last minute to identify problems or seek exemption.*

01-12-2018