School of Medicine
Graduate Degree Completion

Summer 2018
Information

• Specific to Thesis and Dissertation requiring MS and PHD programs.

• May find this helpful: Genetic Counseling MS and other non-thesis Master’s level programs.

• Not applicable to MPH or CERTIFICATE programs; see your program for specific instructions.
Deadlines - Summer 2018

• June 22 – Deadline for Submission of Graduation Application

• July 16 – Suggested Last Day to Submit Notice for Defense

• July 30 – Suggested Last Day for Defense

• August 3 – Firm Last Day for Defense

• August 9 – Firm Deadline for Completion of Signature Pages
School of Medicine Web Site

www.medschool.vcu.edu/graduate/student_res/

• Academic Calendar

• Stages in Degree Completion

• Graduate Program Checklist

• Oral Exam Scheduling in GradTrak

• Graduation Application
The Path to Enlightenment

• Pre-Final Defense Actions

• Post Final Defense Actions
The Path to Enlightenment

• Pre-Final Defense Actions
Graduate School Candidacy

• Check in GradTrak on your Program Information page that your Graduate School Candidacy has been filed

• If it has not been filed, contact Mr. Greenwald in the Office of Graduate Education (x8-0641, haroldg@vcu.edu)
Completing Your Degree

- Advisor / Committee agreement on document content – Committee meeting held to ensure mutual understanding

- Update GradTrak Committee form if necessary.

- Ensure compliance with all other degree requirements (GPA, course requirements, degree candidacy form, etc.) with DegreeWorks program.

- Check availability of Advisor, Committee members for review of thesis/dissertation and participation in final examination
Completing Your Degree – Additional Considerations

• Student matriculating into other VCU programs (e.g. Medical School and Dental School) in the Fall 2018 term must complete all degree requirement for their current degree program prior to initiating a new program.

• The Graduate School does not allow enrollment in 2 programs concurrently.
Registration in Final Semester

• You must be registered in the semester in which you are graduating.

• Supported doctoral students are permitted to register for a single credit hour if and only if all degree requirements will be completed within 30 days of the start of the semester (includes archiving thesis/dissertation)

• Deadline – June 19 - for completion of all graduation related actions and documentation
Graduation Application

• **All** School of Medicine Students will complete and submit a hard copy Graduation Application and complete the “Intent to Graduate” as listed in E-Services.

• Students who matriculated in their program in the Fall 2014 semester or thereafter will **ALSO** file a Graduation Application using the new “DegreeWorks” electronic system
Graduation Application

• Submit a Graduation Application - a fresh Graduation Application must be filed in the semester in which completion is planned – there is no “carry over“
Filing the Graduation Application

• Complete the notification to the Graduation Office by activating your intent to Graduate in e-Services by selecting the Student Tab, then Student Records and select Apply to Graduate.

• Complete the VCU Application to Graduate in electronic format and print a copy.
Filing the Graduation Application

• To complete the form, follow the instructions “Preparing the Graduation Application” and enter the School, Degree, Major and Concentration following the nomenclature list provided.

• With your Advisor, ensure that you are in compliance with regulations (see first page of form) and indicate compliance.
Graduation Application

- Part I – signed by Advisor and Program Director (Section B), bring to SOM Office of Graduate Education

- Part II – signed by Candidate and must accompany Part I

- **YOU DO NOT NEED TO SUBMIT PART III or Part IV BUT YOU MUST ATTACH A CURRENT COPY OF YOUR VCU TRANSCRIPT and the DEGREE WORKS TRANSCRIPT as appropriate.**
Graduation Application

• If you began your program of study in the Fall of 2014 or later, in addition to your hard copy of the Graduation Application and your Banner transcript, you must provide a hard copy of your Degree Works record for your advisor, Program Director and the Office of Graduate Education.
Graduation Application

• Your Graduation Application cannot be forwarded to University offices if there are any unrecorded grades or unresolved grades of Incomplete

• GPA must be > 3.00

• Review the information presented in DegreeWorks
Graduation Application

- Submission deadline – June 22
  submit now… why wait for the deadline??

- Both hard copies to SOM Office of Graduate Education and (if applicable) electronic initiation are to be completed by close of business on June 22.
  DO THIS NOW… Why wait??
Completion of Graduation Application

- A copy of your Graduation Application will be provided to your Advisor in the “For the Student” packet at the time of your thesis/dissertation defense, and, if your defense is successful, returned to you.

- Your Advisor and Program Director must validate your completion of all degree requirements by signing Section C of the Graduation Application.
Completion of Graduation Application

• The copy of the Graduation Application with the original signatures of the Advisor and Program Director is returned to the Office of Graduate Education at the time you submit your other paperwork demonstrating the completion of all degree requirements (ETD Approval from, proof of upload, etc.)
Action Required if Completion is Delayed

• If you will not complete degree requirements and a Graduation Application has been filed…….

• You should inform the Office of Graduate Education by written statement (e-mail is fine, *verbal* indication is **NOT**) that you will not be finishing…..otherwise a hold will be in effect as you attempt to register for the following semester.
Scheduling the Defense/Final Examination

• *In advance, consult with Advisor and Committee members to plan date, time, and place of the exam and time needed to read/review thesis/dissertation*

• *Submit your notice of intent to defend in GradTrak at the earliest possible date*

• *Submission of the information in GradTrak results in the generation of form needed for your Advisor/Committee signatures*
Creating the Defense Form

• Make the appropriate entries of time, place, date and nature of the defense in the GradTrak system. Do not delay in creating the form; creation of the form informs the Office of Graduate Education of your intent

• Print the Form and use the Form to secure the required signatures

• Suggestion - Collect Committee signatures as you distribute the thesis/dissertation
Scheduling the Defense/Final Examination

- Notification of exam schedule in GradTrak, distribution of document to Committee, submission of hard copy of schedule form bearing Committee signatures to the Office of Graduate Education must take place a minimum of ten working days in advance of the examination (2 weeks).

- If you do not meet the deadline you will NOT be able to schedule in GradTrak
Scheduling the Defense/Final Examination

• Please note – The requirement of 10 working days (2 weeks) is a requirement set by the Dean’s Office for Graduate Education. YOUR COMMITTEE may need more time to evaluate your document.

• **We will not approve the scheduling of examinations on short notice**
Scheduling the Defense/Final Examination

• *If you encounter difficulties in scheduling your examination (i.e. difficulty in identifying a site, committee member participation, etc.) contact the Office of Graduate Education to seek assistance*

• *We will not approve the scheduling of examinations on short notice*
Scheduling the Defense/Final Examination

• Participation in the examination does not require the *physical* presence of all Committee members (the Advisor **must** be present); teleconference, Skype, video conference can be used

• If extenuating circumstances limit the availability of a Committee member, **contact the Graduate Education Office** as soon as the problem becomes known (substitution for an absent Committee member is **not** an option)
Scheduling the Defense/Final Examination

• Use **Defense Form** to confirm receipt of thesis/dissertation *draft* and awareness of scheduled defense by Committee members

• *Bring completed Defense Form* with signatures to the School of Medicine Office of Graduate Education *two full weeks in advance of the scheduled date* (ten working days)

• *M.S. students MUST also bring a hard copy of the thesis draft to the Office of Graduate Education two weeks in advance*
Your thesis/dissertation defense is an oral examination on your research and your demonstrated ability to present the rationale for your study, the work conducted and its interpretation – your Committee votes to determine if this performance was satisfactory (pass or fail).
Defense and Document

- The document in which you have described your research (the thesis / dissertation) is also subject to Committee approval.

- Approval is rendered by the signature of the Committee members and the Department Chair on the **ETD Approval Page** after corrections have been made.
Thesis / Dissertation Guidelines

• The official source of current information on guidelines governing degree completion is the VCU Graduate School

• Thesis and Dissertation Guidelines, including a Manual for the creation of your thesis / dissertation, along with forms needed (e.g. Survey of Earned Doctorate) are available at: http://graduate.vcu.edu/student/thesis.html
The Path to Enlightenment

• Post Final Defense Actions
After the Defense

www.medschool.vcu.edu/graduate/student_res/index.html

• Submit Electronic Thesis/Dissertation

• Obtain Signatures on ETD and Graduation Application

• Complete corrections; obtain signatures from Committee members and Department Chair or Program Director on a single copy –
After the Defense

For Ph.D. students -

- Survey of Earned Doctorates Form (completed on-line)
- UMI / Proquest Dissertation Submission (Optional)
- VCU Scholar’s Compass (Required)

For M.S. students -

- UMI / Proquest Dissertation Submission (optional)
- VCU Scholar’s Compass (Required)
Thesis / Dissertation

www.medschool.vcu.edu/graduate/student_res/index/.html

• VCU Graduate School ETD Submission Guidelines

• Guidelines for Processing Theses and Dissertations
  VCU Library site
  Thesis and Dissertation Information

• ETD Signature Form
Archiving Your Thesis / Dissertation

• The Library will require submission of your thesis/dissertation as an electronic document (ETD) but you may need to provide a hard copy for your Department.

• The ETD has two parts –
  Approval of the thesis/dissertation (including information on animal/human subjects protocol if applicable)
  Embargo on publication of document
Archiving Your Thesis / Dissertation

• An electronic copy (most commonly a pdf) of the final, fully approved version of your document is archived (Word documents are not acceptable)

• The document is uploaded at the “VCU Scholars Compass” site

• A successful upload will produce a receipt documenting the archiving
Thesis/Dissertation ETD Signature Page

• All theses/dissertations are now archived (Library copy) as electronic files

• Use the form specified by the VCU Graduate School

• Separate signature lines for Advisor(s), Committee members, Department Chair, SOM Dean, GS Dean

• ONE original copy is required signed in black ink
VCU Graduate School

Approval form for thesis/dissertation and final oral examination

Student name: ___________________________  V number: ___________________________

Document type (check one)  □ Master’s thesis  □ Doctoral dissertation

Department: ___________________________

Thesis/Dissertation title: ___________________________

Approved numbers
□ IRB
□ VCUIR
□ Exempt
□ Not applicable

Thesis/dissertation and final oral defense

Date: ___________________________

Graduate Advisory Committee (type name and sign)

<table>
<thead>
<tr>
<th>Name</th>
<th>Failed</th>
<th>Passed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Graduate program director/department chair: ___________________________  Date: ___________________________

School/college dean: ___________________________  Date: ___________________________

Virginia Commonwealth University
Thesis/Dissertation ETD Document Release Form

• If you and your advisor wish to restrict public access to your thesis or dissertation

• Check the appropriate option box on the form – no embargo (standard), 1 year, 5 years, or never release.

• “Never” will require a written justification from the Advisor to Dr. Boudinot on letterhead
Thesis/Dissertation ETD  
Document Release Form

• Your advisor must provide a justification for the restriction on placing into the public domain addressed to the Dean of the Graduate School, Dr. Boudinot

• Letter must be on letterhead in hard copy
Personal Bound Copies

- Students who desire personal, bound print copies of their work will select a binder for the work and pay for the binding themselves. Commercial binders for binding personal copies of theses and dissertations are posted on Page 11 of the Thesis and Dissertation Manual (v.12-12-2017).

- *The list includes establishments that can bind copies* for students, but it is not an endorsement of the sources.
Final Contact with SOM
Office of Graduate Education

• You **MUST** archive your dissertation/thesis in the library **prior** to securing your **ETD** signatures and coming to the Office of Graduate Education

• Misrepresentation of the archiving of your dissertation/thesis is a potential Honor Code violation
Final Contact with SOM
Office of Graduate Education

• Bring the **ETD approval sheet** with original signatures in black – up to and including Chair signature -- to School of Medicine Office of Graduate Education – **do not obtain SOM Deans’ signature yourself**

• Bring the copy of your **Graduation Application** bearing the signatures of your Advisor and Program Director in Part C.
Final Contact with SOM
Office of Graduate Education

• Signatures - The ETD Approval Form and the completed Graduation Application form must bear original signatures

• Digital signatures or Faxed copies of signatures are not acceptable except when circumstances deemed to be extenuating exist
Final Contact with SOM
Office of Graduate Education

• The Graduate School determines what an acceptable extenuating circumstance would be

• An explanation for submission of a signature which is not original must be provided by the Advisor or Program Director and submitted with the forms
Final Contact with SOM
Office of Graduate Education

• Attach an updated copy of your Banner transcript to the Graduation Application

• Provide a copy of the “receipt” from electronic archiving in Scholar’s Compass

• If Ph.D., bring evidence of completion of Survey of Earned Doctorate Form
Final Contact with SOM
Office of Graduate Education

• **The Dean’s Office for Graduate Education will secure/execute signature of Dean of the School of Medicine**

• **YOU will secure the last signature, that of the Dean of the Graduate School – the Graduate School is located at 408 W. Franklin St., two blocks east of Monroe Park**
The Graduate School

• Take your signature and/or ETD approval pages, to the Graduate School at 408 W. Franklin St.

• The Office will render Dr. Boudinot’s signature

• If Ph.D. have your Survey of Earned Doctorate and validation of document upload “receipt” with you.
Graduate School Location

• 408 W. Franklin St. – “Blair House”, 828-2233
• Campus Connector Shuttle Stops
• Outbound - Snead Hall (Engineering) on Main
• Inbound – Commonwealth Club on Franklin
Documentation of Degree Completion

• Degree is officially awarded as of the end of the term (not the date of Commencement)

• “Degree awarded” will NOT appear on an official transcript until mid-September.
Documentation of Degree Completion

• If documentation of degree completion is needed before the degree is officially awarded please contact The Dean’s Office for Graduate Education.

• If requesting a “documentation” letter, please include the following information: name and address to whom letter is sent, whether e-mail or hard copy is required.
Helpful Webpages

• SOM – Degree Completion
  https://medschool.vcu.edu/graduate/student_res/

• ETD Approval Form
  https://medschool.vcu.edu/media/medschool/documents/ETDApprovalForm.pdf

• Graduation Application (paper)
  https://medschool.vcu.edu/graduate/student_res/graduation_application/

• Survey of Earned Doctorates (PHD only)
  https://sed-ncses.org/login.aspx
Helpful Webpages

• Grad. School – ETD Manual
  https://graduate.vcu.edu/media/graduate-school/docs/pdf/