

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 Digital Archives** site to catalog your thesis (this is why you need to do this only when the document is final as you will need to provide detail 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 at the below listed website. Bring one (1) copy of the thesis/dissertation ETD Approval Form with all Committee and Department Chair signatures in **black ink**, (do not separately attempt to get either Dr. Strauss' or Dr. Boudinot's signature in advance) to the School of Medicine Office of Graduate Education, 1-023 Sanger Hall. *Original signatures are required.*

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

Additional requirements – Ph.D. student:

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 requires that all doctoral dissertations be published with **ProQuest**. Please note that submitting to **ProQuest** does not satisfy the university's requirements of submission. You must submit to the **VCU Digital Archives** separately in order to fulfill this requirement for graduation.

Additional requirements – M.S. student:

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 to the **VCU Digital Archives**.

For more information, please visit the Degree Completion section of our Student Policies and Procedures webpage: www.medschool.vcu.edu/graduate/student_res/index.html as well as The VCU Graduate School Thesis and Dissertations website: www.graduate.vcu.edu/community/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. 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 1-023 Sanger Hall, if you have any questions. Please do not wait until the very last minute to identify problems or seek exemption.