

March 10, 2011

The Electronic Thesis and Dissertation (ETD) section of the Graduate School Website has been updated:

<http://www.graduate.vcu.edu/community/thesis.html>

Please make sure that both you and your students are familiar with the ETD requirements outlined in the manual posted on the website. When posting information about the ETD on your own website, please make sure you also link back to our website.

Below are some key factors to keep in mind when advising your students:

Approval form for thesis/dissertation and final oral examination

- All students must fill out and use this approval form: http://www.graduate.vcu.edu/pdfs/090730-01approval_form.pdf
- This form must be submitted to the Graduate School no later than the deadline listed on the academic calendar for the semester in which the students are graduating. http://www.pubinfo.vcu.edu/calendar/ac_fullViewAll.asp
- All signatures must be on the approval form when submitted to the Graduate School for the Graduate Dean's signature.
- When planning to meet the Graduate School deadline, keep in mind that it can take several days for the ETD approval form to be signed by the school/college dean and reach the Graduate School.
- All signatures must be original.
- The original ETD approval form is kept in the students file at the Graduate School once it is signed by the Graduate Dean. If a student would like signed copies for his/her record, the student must request copies or include extra forms for the Dean to sign and return.
- The signed ETD approval form is NOT included in the on-line submission to the VCU Digital Archives.
- Submit the final approval form to K. Stone, VCU Graduate School, Box 843051 or 1001 Grove Avenue, Room 203.

Electronic Submission

- All theses and dissertations must be submitted electronically to the VCU Digital Archives. The library no longer provides binding services.
- Once the student's committee has approved the thesis or dissertation, the student must upload the approved thesis or dissertation in a PDF to the Digital Archives. <http://digarchive.library.vcu.edu/handle/10156/820>
- The uploaded electronic submission CANNOT be approved by the Graduate School until the Graduate School Office receives the ETD approval form with all of the proper signatures.
- An on-line video tutorial on how to submit the ETD can be found at the following link: <http://guides.library.vcu.edu/content.php?pid=160670&sid=1358709>

Additional requirements for students submitting Dissertations

- VCU requires that all doctoral dissertations be published with ProQuest (in addition to the VCU Digital Archives). The following website offers more information about this service <http://www.ETDadmin.com/cgi-bin/school?siteId=242>
- The Survey of Earned Doctorates (SED) must be completed and the e-mail confirmation sent by the student to the Graduate School no later than the submission of the ETD approval form. Further instructions for this process can be found in the ETD manual on the Graduate School website. http://www.graduate.vcu.edu/pdfs/ETD_MANUAL_2011.pdf

Please contact K. Stone at 804-827-4546 or stoneke@vcu.edu with questions.

