



VCU

Graduate School

Summer 2017 Thesis or Dissertation (ETD)

& associated additional submission requirements!

Submitting a thesis or dissertation for graduation? If so, the following tasks must be completed by **5:00pm on Friday, August 11, 2017.**

Thesis Requirements:	Steps 1-2 are REQUIRED . Step 3 is optional for graduation.
Dissertation Requirements:	Steps 1-4 are all REQUIRED for graduation.
<i>A HOLD preventing the degree posting and diploma disbursement will be placed if all ETD requirements are not resolved by the deadline.</i>	

- 1.) Submit “**ETD Approval Form**” to the Graduate School for final signature <http://www.graduate.vcu.edu/media/graduate-school/docs/pdf/ETDApprovalForm2-24-17.pdf>
 - All approval signatures, including the School/College dean’s and, if applicable, documentation of IRB or IACUC approval number must be entered **PRIOR** to submitting to the Graduate School for Dean Boudinot’s final approval signature. (Page two at the bottom of the document.)
- 2.) Upload your electronic thesis or dissertation to the Graduate Schools **VCU Scholars Compass** repository <http://scholarscompass.vcu.edu/>
 - Naming your ETD: Your last name, an underscore, your first name, an underscore and your degree. (Example: Smith_John_MS.pdf) **NOTE:** Hyphens and other symbols are not allowed.
 - Refer to the Thesis & Dissertation manual for instructions on formatting, pagination, and mandatory items to be included: <http://www.graduate.vcu.edu/student/thesis.html>
 - All titles, embargo options and approval numbers must match what has been approved on the “ETD Approval Form.” See chart below for acceptable formatting options.

RECOMMENDED FORMATS & DOCUMENT CONVERSIONS FOR THESES AND DISSERTATION UPLOADS			
Text	Image	Video	Audio
PDF	TIFF (.tif)	MPEG-4 (.mp4)	WAV (.wav)
PDF/A (.pdf)	JPEG (.jpg)		AIF (.aif)
	JPEG2000 (.jp2)		MPEG-3 (.mp3)
	GIF (.gif)		
Need more help? Please see link below. http://www.graduate.vcu.edu/student/thesis.html			

- 3.) Upload your dissertation to **ProQuest** <http://www.etdadmin.com/cgi-bin/school?siteId=242>
 - ProQuest allows your dissertation to be viewed by a larger audience; this is an additional **REQUIREMENT** for all PHD students and doesn’t alleviate your requirement to also submit to the VCU Scholars Compass.
- 4.) Complete the **Survey of Earned Doctorates (SED)** <https://sed.norc.org/showRegister.do>

DON'T FORGET TO CHECK E-SERVICES TO MAKE SURE ALL FINAL GRADES ARE POSTED!