

ELECTRONIC THESIS AND DISSERTATION (ETD) CHECKLIST

The ETD defense deadline will be set every semester two weeks prior to the deadline for submission of ETD materials.

The following tasks must be completed by 5:00pm on Friday, December 11, 2026 (Fall), Friday, May 14, 2027 (Spring), and Friday, August 13, 2027 (Summer).

Submit "ETD Approval Form" to the Graduate School for final signature.
ETD Approval form using DocuSign

STEP 1

Steps 1 and 2 must be completed by Masters and Doctoral Students

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 the Dean's final approval signature.

STEP 2

Upload your electronic thesis or dissertation to the Graduate Schools VCU Scholars Compass repository

Visit page 3 of the Thesis & Dissertation manual to ensure you have included all the mandatory content.

Scan the QR code to be directed to the Thesis & Dissertation Manual



Complete the Survey of Earned Doctorates (SED). This can be completed at anytime during this process

STEP 3



Link to Survey of Earned Doctorates

This survey is only completed by Doctoral Students

FAQS

Do I need to the GS Dean signature on my ETD form by the ETD deadline or the graduation ceremony?

No

Does completing the materials on the ETD checklist affect a student's ability to participate in graduation ceremonies?

No, completing the materials on the ETD checklist will not affect a student's ability to participate in graduation ceremonies.

Do I need to include my IRB or IACUC number on the ETD form if applicable?

Yes, this is a mandatory component of the ETD form.



VCU Graduate School

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