



# VCU

## Graduate School

# Spring 2024 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, May 10, 2024.**

Master's Thesis Requirements:	Steps 1-2 are <b>REQUIRED</b> for graduation.
Doctoral Dissertation Requirements:	Steps 1-3 are all <b>REQUIRED</b> for graduation.
<b>The Graduate School must receive <u>all required materials</u> before your ETD form will be signed and your upload accepted into Scholars Compass. A hold preventing the degree posting and diploma disbursement will be placed if all ETD requirements are not completed by the deadline.</b>	

1.) Submit “**ETD Approval Form**” to the Graduate School for final signature [ETD Approval form using DocuSign](#)

- ☐ 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. (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.
- ☐ All titles, embargo options, and approval numbers must match what has been approved on the “ETD Approval Form.” See the 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 the link below. <a href="https://graduate.vcu.edu/current-students/electronic-thesis-and-dissertation/">https://graduate.vcu.edu/current-students/electronic-thesis-and-dissertation/</a>			

3.) Complete the **Survey of Earned Doctorates** (SED) <https://sed-ncses.org/login.aspx>

**While all materials listed are due to the Graduate School on **Friday, May 10, 2024**, please allow one week for processing. This will not affect the student's ability to participate in graduation ceremonies or delay degree posting.**