



VCU Graduate School

Spring 2025 Thesis or Dissertation (ETD)

& associated additional submission requirements!

Submitting a thesis or dissertation for graduation? If so, the following tasks must be completed by **5:00 pm on Friday, May 9, 2025.**

Master's Thesis Requirements:	Steps 1-2 are REQUIRED for graduation.
Doctoral Dissertation Requirements:	Steps 1-3 are all REQUIRED for graduation.
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.	

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. https://graduate.vcu.edu/current-students/electronic-thesis-and-dissertation/			

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 9, 2024, please allow one week for processing. This will not affect the student's ability to participate in graduation ceremonies or delay degree posting.**