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 12, 2025 (Fall), Friday, May 8, 2026 (Spring), and Friday, August 7, 2026 (Summer).

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

STEP 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.

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

STEP 3 📋

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

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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