



# VCU

## Graduate School

# Fall 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, December 15, 2017.**

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

- 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.<br><a href="http://www.graduate.vcu.edu/student/thesis.html">http://www.graduate.vcu.edu/student/thesis.html</a> |                 |               |               |

- 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!**