Step 1:  Do not forget to register for the semester in which you are defending. You have to be enrolled in order to defend.

Step 2: You also **MUST** register your final exam with the Graduate School.  The graduate school will not approve the results of the final exam if the final exam date/time/location are NOT registered. You register for your exam via this link, <https://ess.graduateschool.vt.edu/pages/login.php>. All committee members must be in agreement with the date and time selected.

Step 3: Prepare a Defense Exam Booklet for the VMCVM announcement: Once you have an approved date in the system, you will also need to complete the attached booklet information worksheet.  We create a booklet for each defending student as well as a flyer to announce the defense. A public defense is a requirement of the program.

Step 3:  Preparing Electronic Thesis Dissertation (ETD): Here is a helpful link with FAQs related to the ETD submission process, <http://etd.vt.edu/etdfaq.html>. We have also included forms and guideline information within the BMVS Student Information tab on the Intranet and in the BMVS Google Drive. Please see the below information pulled from the Graduate School’s page on ETD submission.

**Electronic Thesis and Dissertation**

Welcome to the Electronic Thesis and Dissertation Resources page. If you have questions after reviewing the information provided please contact the Graduate School at [grads@vt.edu](mailto:grads@vt.edu). We hope you will find this information beneficial as you work to complete your thesis or dissertation.

[**ETD Website**](http://etd.vt.edu/)****

The ETD website can be accessed online and will provide you with more detailed information and allow you to submit your ETD.

The Graduate School has established [Guidelines](http://graduateschool.vt.edu/academics/degree_completion) for participation in Graduate Commencement, including completion dates, requirements, and academic regalia.

**ETD Resources**

[ETD Template - MS Word](https://secure.graduateschool.vt.edu/GSITWiki/attach/GAAPSETD/ETD%20Template.doc)[(info)](https://secure.graduateschool.vt.edu/GSITWiki/PageInfo.jsp?page=GAAPSETD/ETD%20Template.doc)

This template can be used to begin your ETD. . .

[ETD Formatting Guidelines: Please refer to these tables to determine the formatting requirements for your ETD](https://secure.graduateschool.vt.edu/GSITWiki/attach/GAAPSETD/Base%2014%20Fonts.pdf)[(info)](https://secure.graduateschool.vt.edu/GSITWiki/PageInfo.jsp?page=GAAPSETD/Base%2014%20Fonts.pdf)

[Base 14 Font List\_](https://secure.graduateschool.vt.edu/GSITWiki/attach/GAAPSETD/Base%2014%20Fonts.pdf)[(info)](https://secure.graduateschool.vt.edu/GSITWiki/PageInfo.jsp?page=GAAPSETD/Base%2014%20Fonts.pdf)

[Manuscript Format Guidelines\_](https://secure.graduateschool.vt.edu/GSITWiki/attach/GAAPSETD/Mnscrpt%20Format%20Rules_Nov12.pdf)[(info)](https://secure.graduateschool.vt.edu/GSITWiki/PageInfo.jsp?page=GAAPSETD/Mnscrpt%20Format%20Rules_Nov12.pdf)

[Standard Format Guidelines\_](https://secure.graduateschool.vt.edu/GSITWiki/attach/GAAPSETD/Std%20Format%20Rules_Nov12.pdf)[(info)](https://secure.graduateschool.vt.edu/GSITWiki/PageInfo.jsp?page=GAAPSETD/Std%20Format%20Rules_Nov12.pdf)

[**Items the Graduate School Looks For When Reviewing ETDs\_**](https://secure.graduateschool.vt.edu/GSITWiki/attach/GAAPSETD/Items%20the%20Graduate%20School%20Looks%20for%20While%20Reviewing%20ETDs.pdf)**[(info)](https://secure.graduateschool.vt.edu/GSITWiki/PageInfo.jsp?page=GAAPSETD/Items%20the%20Graduate%20School%20Looks%20for%20While%20Reviewing%20ETDs.pdf)**

[**Formatting Page Numbers in Microsoft Word\_**](https://secure.graduateschool.vt.edu/GSITWiki/attach/GAAPSETD/Formatting%20Page%20Numbers%20in%20Microsoft%20Word.pdf)**[(info)](https://secure.graduateschool.vt.edu/GSITWiki/PageInfo.jsp?page=GAAPSETD/Formatting%20Page%20Numbers%20in%20Microsoft%20Word.pdf)**

[**Combining Files in Microsoft Word**](https://secure.graduateschool.vt.edu/GSITWiki/attach/GAAPSETD/Combining%20multiple%20files%20in%20word.pdf)**[(info)](https://secure.graduateschool.vt.edu/GSITWiki/PageInfo.jsp?page=GAAPSETD/Combining%20multiple%20files%20in%20word.pdf)**

[Creating Equations in MS Word](https://secure.graduateschool.vt.edu/GSITWiki/attach/GAAPSETD/Creating%20Equations%20in%20MS%20Word.pdf)[(info)](https://secure.graduateschool.vt.edu/GSITWiki/PageInfo.jsp?page=GAAPSETD/Creating%20Equations%20in%20MS%20Word.pdf)

[Combining PDF files](https://secure.graduateschool.vt.edu/GSITWiki/attach/GAAPSETD/ETD%20Combine%20PDFs%20step-by-step.pdf)[(info)](https://secure.graduateschool.vt.edu/GSITWiki/PageInfo.jsp?page=GAAPSETD/ETD%20Combine%20PDFs%20step-by-step.pdf)

Step 4:  Reporting of the defense/final results: The entire committee will have to approve this within the system. Once you have defended, the system should also send an automated email to you with instructions on how to upload your ETD.  You MUST do iThenticate analysis and submit results for graduate school approval for ETD to be approved by the graduate school.

If you do not receive this information, **please contact Andrea Green at [greena15@exchange.vt.edu](mailto:greena15@exchange.vt.edu).** We (Andrea Green and/or Dr. Ahmed) can reach out to the Graduate School and have the email resent.

Step 5:  Ensuring Plan of Study is current: You will also need to ensure that your Plan of Study is up to date. You can view your approved Plan of Study in HokieSpa. All courses listed need to show a grade. If you took a course in a different semester than what you listed, it will need to be updated. You will use this form to make those changes, <https://graduateschool.vt.edu/content/dam/graduateschool_vt_edu/GAAPforms/plan-of-study-change-fillable-072920.pdf>.

Step 6: Applying for degree:  You also MUST apply for your degree via HokieSpa. This tells the university that you are preparing to graduate and ensures that you receive your diploma. While you are in HokieSpa, it is best to make sure your mailing address is up-to-date. If it is not, you will have to pay for a replacement diploma to be sent.

The Graduate School has also published a timeline of what to do in order to Graduate, <https://graduateschool.vt.edu/academics/what-you-need-to-graduate/graduation-requirements.html>.

We at RGS want to ensure that you have a smooth graduation process. If you need any clarifications, please contact RGS.  Andrea will be your first point of contact and will reach out to Dr. Ahmed for any guidance/clarifications.

Andrea Green [greena15@vt.edu](mailto:greena15@vt.edu)

Ansar Ahmed [ansrahmd@vt.edu](mailto:ansrahmd@vt.edu)