Finishing the paperwork for your M.S. degree(THESIS VERSION)

Unofficial information for graduate students in the CEE department at Virginia Tech

Learning the steps to complete your degree

Vocabulary- know it!

- ❖ **Two kinds of registration for class are available:**
  - ❖ 1) Regular registration
  - ❖ 2) Special registration

- ❖ **"AFD" means application for degree**

- ❖ **"SSDE" means Start of Semester Defense Exemption Request (**formerly called DSS or defending student status)

- ❖ **"ETD" means Electronic Thesis or Dissertation**

- ❖ **"Final form" means the electronic form "Request Candidate to the Final Exam"**

- ❖ **The words "final exam" refer to ANY final work such as a oral exam, approval of written course exam, project presentation or a thesis defense**

Thesis = 4 major requirements:

1) You must be registered for classes (research, class or SSDE) in the semester you take the final

2) You must apply for your degree (AFD)

3) You must apply to be admitted to the final exam (YES, all students do this part-by ONLINE form)

4) Following your final exam, you must make the final corrections to your Thesis and have your Chairman approve the final version in the ONLINE exam system. Once that approval is completed you will upload your ETD in the same system you scheduled your final exam

1) Registration for class
(choose ONE from the below)

❖ **Regular registration:**

   ❖ Register online for class/research hours

   ❖ Three or more regular hours

OR

❖ **Special registration:**

   ❖ Also called "start of semester defense exemption request" or "SSDE"

   ❖ You DO NOT register online

   ❖ Fill out the "Start of Semester defense exemption" form: hhttps://graduateschool.vt.edu/academics/what-you-need-to-graduate/deadlines-for-academic-progress/start-of-semester-defense-exception.html

   ❖ Please see the Graduate School website to find out if you qualify for this special registration and the limited deadlines for use. http://graduateschool.vt.edu/academics/commencement_deadlines SEE Qualifying for Start of Semester Defense Exception

   ❖ SSDE generally has more flexible deadlines for the summer sessions.

   ❖ This special registration is a very inexpensive alternative compared to regular tuition and fees.

2) Application for Degree (AFD)

❖ Go to www.Hokiespa.vt.edu, find the AFD in the degree menu section (choose the correct semester)

❖ The fee is $25.00 (it is good for a year's time). Pay the Bursar after you do the AFD

❖ Note: If you do not finish in the semester you originally applied for your degree, return to HokieSpa and update the AFD for the correct semester

❖ The deadlines for AFD are associated with your name appearing in the commencement bulletin. It can only appear in one semester's bulletin

www.hokiespa.vt.edu

3) Request a Final Exam Form

The final exam form MUST be filed online at:

https://ess.graduateschool.vt.edu/pages/login.php

- ❖ COMPLETE THE ONLINE FORM "Request to Admit Candidate to the final exam," see the red link at the top of this page. Your committee will need to sign electronically

- ❖ This form MUST be submitted online to the Graduate School office two(2) weeks before your final, please give your committee time to sign it electronically. Use this form *NO MATTER WHAT TYPE OF REGISTRATION THAT YOU USE*

- ❖ Be sure to actually schedule the room ahead of time with your program area staff. YOU NEED TO PLAN AHEAD!!

- ❖ This form generates an email officially scheduling your final exam. The exam card should be signed by the faculty ONLINE following the exam.

- ❖ THERE ARE DEADLINES FOR DATES TO DEFEND IN A SEMESTER- SEE NEXT SLIDE

4) Electronic Dissertation (ETD) = 4 STEPS

❖ The ETD must be submitted through the ONLINE final exam scheduling system within 2 WEEKS following your final exam - https://etd.vt.edu/

❖ STEP ONE: Student completes final version of the Thesis and gains approval from the Chairman of the Committee

❖ STEP TWO: The Chairman returns to the ONLINE final exam scheduling system and approves the ETD for submission

❖ STEP THREE: The student returns to the ONLINE final exam scheduling system and uploads the ETD

❖ STEP FOUR: The other committee members return to the ONLINE final exam scheduling system and approve the final version of the Thesis

❖ Graduate School then completes the final approval of the Thesis and awards the degree. NOTE: Graduate School will contact the student if format corrections are needed

DEADLINES- FOLLOW THEM

❖ Commencement deadlines: http://graduateschool.vt.edu/academics/commencement_deadlines

❖ NOTE: The deadline page is full of information, be sure to identify your registration and deadlines to insure that you are reading the correct information for your specific needs

Questions?

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