

VCU Graduate School

Checklist for submitting electronically

- Dissertation defended and approved by the Graduate School's deadline.
- Corrections completed and final copy prepared.
- Approval form signed by committee members, school dean or designee, and graduate dean and turned in to the Graduate School dean's office.
- For doctoral students: Survey of Earned Doctorates completed and returned to the Graduate School.
- Submit your thesis/dissertation electronically.
 - If you have more than one file please click on the "add another file" button instead of repeating this process more than once.
 - Do you want to embargo your work? If so, did you fill out the appropriate time frame on your approval form?
 - Naming your file: Please use your last name, an underscore, your first name, an underscore and your degree. For example: Smith_John_MS.pdf.
 - Have your abstract and any subject keywords ready.
- Submit your thesis/dissertation to UMI/ProQuest.
 - Required for doctoral students
 - Optional for master's students
 - PDF required