

Masters Thesis Checklist

- Approved Plan of Study
- Submit AFDC (Application for Degree or Certificate)
- Registration or DSS (Defending Student Status)
- Submit Final Exam Request Form
- Exam packet and Final Exam Card will be mailed to your committee chair
- Your committee chair returned the signed Final Exam Card within 1-2 business days
- Submit ETD Approval Form with original signatures
- Submit IRB, (human subjects), copyright permission granted letters, if applicable.
- Submit ETD .pdf file via <http://etd.vt.edu>
- Pay all student fees at Student Accounts
- Grades posted on all coursework
- Official transcripts sent to Graduate School for transfer credits, if applicable

Masters Non-thesis Checklist

- Approved Plan of Study
- Submit AFDC (Application for Degree or Certificate)
- Registration or DSS (Defending Student Status)
- Submit Final Exam Request Form
- Exam packet and Final Exam Card will be mailed to your committee chair
- Your committee chair returned the signed Final Exam Card within 1-2 business days
- Pay all student fees at Student Accounts
- Grades posted on all coursework
- Official transcripts sent to Graduate School for transfer credits, if applicable

Ed.S. Checklist

- Approved Plan of Study
- Submit AFDC (Application for Degree or Certificate)
- Registration or DSS (Defending Student Status)
- Your department submitted an Ed.S. Clearance Memo to Graduate School
- Pay all student fees at Student Accounts
- Grades posted on all coursework
- Official transcripts sent to Graduate School for transfer credits, if applicable

Questions? Call 540/231-8636 or
e-mail gradappl@vt.edu for assistance.