

New Procedure for scheduling final exam and ETD submission

Beginning September 17, 2012, the final exam and ETD process are going paperless! It will be your responsibility to initiate the final exam process. So here are a few things that you must do prior to going online to set the Final Exam Date:

1. Review your plan of study (during the first part of your final semester) to make sure that it matches the coursework on your transcript and that your committee has not changed. An incorrect Plan of Study will slow the process of electronic request for final exam. Also check for Incompletes on coursework on your Plan of Study. These need to be updated, too.
2. Get approval from your chair to take the final exam (aka thesis defense).
3. Solicit your committee for the best time to do the final exam.
4. Once time and date are agreed upon, contact Karen Nicholson for room scheduling. The room **MUST** be booked prior to applying for the Final Exam.
5. MAKE SURE THAT THE DATE IS AT LEAST TWO WEEKS AFTER ALL COMMITTEE MEMBERS ARE ABLE TO APPROVE YOUR REQUEST. I SUGGEST 2.5 WEEKS FOR ALL COMMITTEE MEMBERS TO AGREE.
6. YOU are now ready to go online and submit your FINAL EXAM REQUEST.
7. In the attachment, please note Step #3--If there are errors with your student record you will receive a message detailing the needed corrections. Once again, this indicates that you should not wait until the last minute to schedule your exam. It often takes 2-3 days to correct information.
8. Once your application has been accepted, the committee will receive an e-mail request for approval. You will be able to see how the process is moving along. You may want to remind a committee member if the approval has not been made.
9. Note: If completing degree as Defending Student Status, you will continue to use the paper process. Also, the preliminary exam (PhD students) will still be done by paper.

FINAL EXAM ELECTRONIC PROCESS

Note: If any member of the advisory committee does not approve the final examination request the student will need resubmit with a new date/time therefore it is imperative that students plan in advance with their advisory committee to ensure that all advisory committee members can attend the examination for the date/time requested. Requesting a room in the examination request does not reserve the room; you must reserve the room through the building room coordinator.

1. Login using your PID and password at <https://gradexam.stl.vt.edu/>

The screenshot shows the login page of the Virginia Tech Graduate School Signature Approval System. The header includes the Virginia Tech logo, "Graduate School", and "Signature Approval System" with a "log off" link. Below the header are tabs for "EXAMS" and "ADMIN", and a "LOGIN" button. The main content area has a "Welcome to the VT Graduate School Approval System." message and a login form with fields for "Username: hokiebird" and "Password: *****", and a "Submit" button. A footer contains "VT Graduate School Home | Privacy Statement | © 2007-2012 Virginia Tech".

2. Select *New Exam*

The screenshot shows the "GRADUATE EXAM LIST" page. The header is the same as the login page. Below the header are tabs for "EXAMS" and "ADMIN". The main content area has a "My exams pending approval" section with a table showing "Exams (0)", "Exam Cards(0)", "ETD's(0)", "Completed(0)", and "Re-REVCances(0)". A "New Exam" button is circled in red. A footer contains "VT Graduate School Home | Privacy Statement | © 2007-2011 Virginia Tech".

3. If there are errors with your student record you will receive a message detailing the needed corrections

The screenshot shows the "NEW FINAL EXAM REQUEST" page with an error message. The header is the same as the login page. Below the header are tabs for "EXAMS" and "ADMIN". The main content area has a "Errors occurred when processing your exam request" section with a message: "We were not able to schedule your final exam because of problems with your request:". The error message lists three items: "Your Overall GPA does not meet Graduate School minimum of 3.0", "No Graduate Committee recorded in BANNER", and "No Preliminary Exam result recorded in BANNER". A footer contains "VT Graduate School Home | Privacy Statement | © 2007-2011 Virginia Tech".

4. If your student record is up to date you will be given the final examination request screen to fill out. Complete the form and click *save* at the bottom. Once you click save, the system will send an email to your committee to request their approval of the exam request.

NEW FINAL EXAM REQUEST

Exam information - All examination information is REQUIRED

Exam Date:

Exam Time: Select HR Select Mn Select AMPM (Exams can be scheduled 7:00 AM - 9:00 PM)

Thesis/Dissertation Title:

Building:

Room Number: Enter a building name and select a room

Enrollment acknowledgement: <... By checking the box, you acknowledge that you are enrolled in the term in which your exam will be administered.

Please review this information, especially the members of your committee.
 If it is incorrect, please use HokieSPA to update.
 Your examination request will be approved if the information in Banner is incomplete or incorrect.

Student Information

Name: Email: @vt.edu

Student #: ***-**-5350 Daytime phone: Not available

CONFIDENTIAL

Local Address: Drive
 Christiansburg VA 24073

Program of Study

Program:		First Enrolled:	Fall 2001
Degree Level:	PHD	Filed date:	03/23/2009
Option:	DISSERTATION	Approved date:	04/08/2009
Campus:	Blacksburg	Prelim date:	11/09/2010
Overall GPA:	3.00	Plan of Study GPA:	3.00

+ Click to view plan of study

Graduate Committee

ROLE	NAME
CHAIR	
COMMITTEE MEMBER	
COMMITTEE MEMBER	
COMMITTEE MEMBER	

Administrative Notifications

ROLE	NAME
PROGRAM CHAIR	

5. Once all advisory committee members have logged in and approved the submitted final exam request, the Graduate School will complete the approval process. An email confirmation will be sent to the student, advisory committee and department staff coordinator with notification of the official examination scheduling. An examination should not be held without receipt of the notification email from the Graduate School.

From: VTGS Signature Approval Admin [<mailto:gradappl@vt.edu>]

Sent: Tuesday, June 05, 2012 11:59 AM

To: xxxxxxxxxxxxxxxxxxxx

Subject: [VT Grad School] A final exam has been approved and scheduled for xxxxxxxxxxxxxxxxxxxx

The Graduate School has approved the request to schedule a final examination for xxxxxxxxxxxxxxxxxxxx.

Title: Title Goes Here

Date/Time: 06/15/2012, 1:00 PM

Location: 117A Randolph Hall

Note that this approval DOES NOT reserve the exam room for this date and time. Please contact the department to reserve this room.

You can review the status of this request by logging into the exam scheduling system (<https://gradexam.stl.vt.edu/>).

If you have any questions, please contact the Graduate School

ETD ELECTRONIC PROCESS

1. Login using your PID and password at <https://gradexam.stl.vt.edu/>

The screenshot shows the login page of the Virginia Tech Graduate School Signature Approval System. The header includes the Virginia Tech logo, "Graduate School", and "Signature Approval System" with a "log off" link. A navigation bar contains "EXAMS" and "ADMIN" links. The date "Thursday, August 30, 2012" is displayed on the left, and a "LOGIN" button is on the right. The main content area has a "Welcome to the VT Graduate School Approval System." message. Below this, a login form prompts the user to log in if they have a username and password. It includes fields for "Username" (containing "foklebird") and "Password" (masked with dots), and a "Submit" button. A note below the password field states "(VT faculty/students should login via a VT PID)". At the bottom, there are links for "VT Graduate School Home", "Privacy Statement", and a copyright notice for 2007-2012 Virginia Tech.

2. Select ETD Submission Tab; complete the submission form; then save to submit.

The screenshot displays the "EDIT ETD SUBMISSION" form. The header includes "EXAMS", "REPORTS", and "ADMIN" links, and the date "Friday, August 31, 2012". A "save" button is circled in red. The form is divided into several sections:

- ETD Information - All fields are required:**
 - Title and Categorization:** Includes fields for "Thesis Title" (containing "A New Updated Title") and "Abstract" (containing "A new updated abstract").
 - Keywords that describe your material (comma-separated):** A text field containing "keyword1,keyword2, updated".
 - Select at least one Proquest category:** A list of categories: "Agriculture, Agronomy" (REQUIRED), "Agriculture, Animal Pathology" (Optional), and "Biogeochemistry" (Optional).
- Files:** A section for uploading files. It includes a "Dissertation file:" field with "ETDTest.pdf" uploaded on 11/10/2011, 3:19 PM, and a "Support file 1:" field with "ETDTest_Support 2.pdf" uploaded on 11/10/2011, 3:29 PM. Both fields have "Choose File" buttons and "no file selected" text. An "Add File" button is at the bottom right.
- Access Status:** A dropdown menu set to "Restrict access to the ETD for Virginia Tech only for a period of 1 year".
- Reason for withholding access:** A dropdown menu set to "Patent".
- Proxy Information:** A text area explaining the proxy requirement, followed by "Name of proxy 1:" and "Name of proxy 2:" fields, both containing "none".
- Copyright clearances obtained:** A checkbox labeled "I hereby certify that, if appropriate, I have obtained and submitted with my ETD a written permission statement from the owner(s) of each third party copyrighted matter to be included in my thesis or dissertation, allowing distribution as specified above. I certify that the version I submitted is the same as that approved by my advisory committee." which is checked.
- Grant VT License:** A checkbox labeled "I hereby grant to Virginia Tech and its agents the non-exclusive license to archive and make accessible, under the conditions specified above, my thesis or dissertation [in whole or in part in all forms of media], now or hereafter known. I retain all ownership rights to the copyright of the thesis or dissertation. I also retain the right to use in future works (such as articles or books) all or part of this thesis or dissertation." which is checked.