

## Guidelines for Scheduling Final Exam

- Plans of study submitted and approved – may be viewed on Hokie Spa.
- All coursework and research credits listed on PhD Plan of Study taken
- Seminar presented to Chemical Engineering Department
- Register during semester of exam either full-time, if on assistantship, or Start of Semester Defense Exception status (see requirements below)

### Forms to be completed:

- **Application for Degree or Certificate (must be completed before scheduling final exam)**  
Located on Hokie Spa  
Complete form and submit to the Graduate School.  
Submit before these deadlines if you are planning to defend anytime during the semester.  
October 1 for Fall  
March 1 for Spring
- **Request to Admit Candidate to Final Exam (Electronic Signature Approval System)**  
Location: Graduate School website ([www.graduateschool.vt.edu](http://www.graduateschool.vt.edu))  
under Academics tab – Forms – Academic Progress category  
Submitted to Graduate School at least 2 weeks before exam (electronic form will not allow submission less than 2 weeks in advance)  
Complete on-line Electronic Scheduling form. (Committee members will be sent e-mails notifying them to approve the schedule electronically)  
When the exam request has been approved by everyone, an e-mail notification will be sent to the student, advisory committee and staff coordinator with notification of the official exam scheduling. (An exam should not be conducted without this e-mail notification).  
After the exam, committee members will approve the final exam electronically  
If a committee member cannot be present, a proxy may attend the exam, however, the original committee member must approve the schedule and the final exam electronically  
Non-VT committee members must be given guest access by the student through Hokie Spa (separate instructions available)  
If a student will be on Start of Semester Defense Exception (SSDE) status, the SSDE request form should be submitted first to the Graduate School before scheduling the exam so they can code the student's record accordingly  
The student's advisory committee will also use the Electronic Signature System to approve the student's ETD.
- **Start of Semester Defense Exception (SSDE) Request (Fall and Spring)**  
If a student has completed all course and residence requirements except for the final defense and will not be on an assistantship, they may be eligible for Start of Semester Defense Exception (SSDE). The form for SSDE should be submitted to the Graduate School at least 3 weeks prior to the exam or no later than the Friday of the 3<sup>rd</sup> week of classes, whichever date comes first. Deadlines for SSDE are listed on the Graduate School website under Commencement Deadlines. After the SSDE is approved, the Graduate School will register you for the 1 credit hour (do not register yourself). The SSDE fees\* are listed on the Bursar's website ([www.bursar.vt.edu](http://www.bursar.vt.edu)). Schedule your final exam using the Request to Admit Candidate to Final Exam (Electronic Signature System) at least two weeks prior to your desired exam date.
- **Start of Semester Defense Exception (SSDE) Request (Summer)**  
If you will be defending your thesis or dissertation during the summer, you may submit the SSDE form along with the Final Exam Request Form any time as long as it is 2 weeks before the exam date. You are allowed to be on an assistantship and be eligible for SSDE in the summer.  
\*If your advisor has agreed to pay your SSDE fees, please have them send an e-mail to us verifying this.