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 | June 1 for I Summer Session |
  | March 1 for Spring | August 1 for II Summer Session |

- **iThenticate**
  - Students must run their ETD through iThenticate and the similarity report must be reviewed by the student and advisor prior to scheduling the final examination.
  - The final similarity report must be included in the submission of the ETD to the Graduate School. This report will be archived separately from the ETD.

- **Request to Admit Candidate to Final Exam (Electronic Signature Approval System)**
  Location: Graduate School website
      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)
      Note: System will not allow scheduling until previous semester or session has ended.
  After approval 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
  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 <u>not</u> 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 3rd 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 (<u>do not register yourself</u>). The SSDE fees* are listed on the Bursar's website.   Schedule your final exam using the <u>Request to Admit Candidate to Final Exam</u> (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 should submit the SSDE form to the Graduate School at least 3 weeks prior to your exam date. Once the Graduate School has registered you for the 1 credit hour, you may schedule your final exam using the Request to Admit Candidate to Final Exam (Electronic Signature System). This should be done at least 2 weeks before the exam date.   You are allowed to be on an assistantship and be eligible for SSDE anytime in the summer.

*If your advisor has agreed to pay your SSDE fees, please have them send an e-mail to us verifying this.