

ELECTRONIC SIGNATURE SYSTEM FOR FINAL EXAM REQUESTS AND SUBMISSION OF ELECTRONIC THESIS DEFENSE (ESS)

Final Exam Request Procedure

Approximately 3 weeks before the day of your Final Exam (Defense of Thesis) contact the MFT Program Coordinator with the date and time of your exam. She will then order a room for your defense.

The Electronic Signature System (ESS) Final Exam Request must be submitted a minimum of 2 weeks before the date of your exam.

When filling out your Final Exam Request, you may note that the names of the Program Director and the Program Coordinator are incorrect. This is a Graduate School problem. They are aware of it and it should not cause a problem with your request.

Login in to the Electronic Signature System by going to <https://gradexam.stl.vt.edu/pages/login.php>.

1. Enter your PID and your password.
2. Select "Create New Exam". If there are errors with your student record, you will see a message detailing the needed corrections.
3. Complete the final exam request form and click "Save" at the bottom to submit your request. Be sure to enter the time of your exam, the room number, the building location, and your area of study. For building location, choose VA Tech-UVA Nova Center from the drop down menu. For your area of study, choose "Individual and Family Studies" from the drop down menu.
4. If you have not entered all required fields, the system will not accept your request and items which still need to be entered will be noted.
5. Once you complete the process, send an e-mail to the MFT Program Coordinator stating that you have successfully completed the Final Exam Request.
6. An e-mail will then be sent to your committee members requesting their approval of your exam request.
7. Once all committee members have approved the request, the Graduate School will complete the approval process and you will receive an e-mail notification.
8. You can review the status of your exam request at any time by going to <https://gradexam.stl.vt.edu/pages/login.php>.
9. After your Final Defense is completed, you will be told the results of the exam before leaving the room.
10. Your committee members will then enter their results approval and the Graduate School will approve the exam. An e-mail will be sent to you and to your committee members with the exam results.
11. If you experience difficulty, contact the MFT Program Coordinator at 703-538-8460 or the Graduate Student Services Office at 703-538-8322. If necessary, you can come in and submit your Final Exam Request from the MFT Program Coordinator's office.

Electronic Thesis Defense (ETD) Submission Procedures

After your Defense of Thesis has been completed, you will meet with your Committee Chair and he/she will talk with you about changes that need to be made to your thesis.

You have two weeks from the date of your defense to submit your ETD.

1. Login to the Electronic Signature System by going to <https://gradexam.stl.vt.edu/pages/login.php> .
2. Enter your PID and your password.
3. Select ETD Submission tab. If there are errors with your student record, you will see a message detailing the needed corrections.
4. Complete the submission form. Be prepared that the ETD Submission Form will ask you to upload and submit separately the title, the abstract and the key words. It will then ask you to submit the entire thesis, including the items listed above, even though you have already submitted them separately. You will also be asked to submit the names of two proxies. Proxy 1 should be your thesis Chair and proxy 2 should be the name of one of your committee members.
5. When the form is completed hit Save to submit.
6. If you have not entered all required fields, the system will not accept your request and items which still need to be completed will be noted.
7. Once you have completed the process, send an e-mail to the MFT Program Coordinator stating that you have successfully submitted your ETD.
8. An e-mail will then be sent to your committee members requesting their approval of your ETD.
9. Once all committee members have approved your ETD, the Graduate School will review your ETD. You will receive e-mails from the Graduate School of any changes needed. From this time on, you will work with the Graduate School to complete any needed changes and to submit your final ETD.
10. After the Graduate School approves your ETD, an e-mail will be sent to you and your committee members stating that your final ETD has been approved.