

Thesis/Project Checklist

1. Go on to Hokie Spa and enter your Application for Degree (AFD) Card. There will be a fee of \$25.00 which will be billed to you. Fall deadline is October 1st and spring deadline is March 1st.
2. Schedule a meeting with the MFT Program Coordinator at least 4-6 weeks before the date of your Final Defense to discuss changes to your Plan of Study and additional forms needed for your defense.
 - a. Start of Semester Defense Exception Request Form (need to submit only if you are defending within the first 5 weeks of the semester)
 - b. Change of Committee/Advisor Form (if needed).
 - c. Thesis Option Change Request (needed by those of you who are switching to a Project)
 - d. Plan of Study Change Form (everyone)
3. When exam date and time have been chosen by you and your faculty committee, contact the Program Coordinator to request a room for your final defense.
4. Submit your online Request to Defend on the Electronic Signature System (ESS). See instructions on Scholar. This must be done at least 2 weeks before the date of your exam.
5. Your committee will approve your defense date online and you will be notified by the Graduate School when all committee members have approved the date of your defense.
6. At least 10 days before your defense, send a message to the MFT listserv (MFTList@listserv.vt.edu) announcing the title, date, time and room number of your defense and invite all those who wish to attend.
7. Defend
8. After your defense, your committee members will go online (ESS) and approve your defense. You will be notified by the Graduate School when all committee members have approved.

IF YOU HAVE JUST DEFENDED YOUR PROJECT, CONGRATULATIONS! YOU ARE DONE!

The following information is only for those who will be defending a thesis:

After your defense, you will meet with your committee Chair to discuss any changes that need to be made to your thesis. You will have 2 weeks from the day of your defense to make your changes and submit your Electronic Thesis Defense (ETD) on the Electronic Signature System (ESS). After you have submitted your ETD online, your committee will go online and approve. At this point, the MFT program hands you off to the Graduate School. A member of the Graduate School staff will review your ETD and you will be contacted if they need you to make additional changes. You will be contacted by the Graduate School when they have submitted the final approval of your ETD.

****** CELEBRATE!!!**

