

## Checklist for Graduation

Unless graduating with a non-thesis master's degree, students will submit all items *except* the Completion of Master's Form through their VIREO profile:  
<http://vireo.library.vanderbilt.edu/>

### Master's Degree Requirements

#### Intent to Graduate OR Intra-term Application - all master's students

Students graduating at the end of the semester will complete the [INTENT to Graduate](#) from their student profile in YES. Students graduating on one of the Intra-Term dates will complete both pages of the Intra-Term Application and **upload to VIREO as an administrative file**. If graduating non-thesis option, students may submit their application via the [grad school submissions portal](#).

#### Format Review - for those graduating thesis-option

A format review is required before thesis approval. Review will take place through VIREO when you first upload your document. Allow time before the deadline for review and revisions. For questions or an in person format review, contact [etdadmin@vanderbilt.edu](mailto:etdadmin@vanderbilt.edu).

#### Title Page and Abstract - for those graduating thesis-option

Upload the signed title page and signed abstract as an administrative file. Abstracts and title pages may be signed electronically and/or digitally, or in person, and should then be uploaded to Vireo.

#### Completion of Master's Degree Form - all master's students

Form must be completed and signed by the advisor and the DGS and then submitted by the program via the [grad school submissions portal](#). Electronic/Digital Signatures are accepted.

### 2021/2022 Conferral Dates (left) – Deadlines (right):

#### 2021 Summer

May 31 - May 15  
June 30 - June 15  
**Aug. 13- July 17 (end of term)**

#### 2021 Fall

Aug. 31 - Aug. 15  
Sept. 30 - Sept 15  
Oct. 31 - Oct. 15  
**Dec.18 - Nov. 19 (end of term)**

#### 2022 Spring

Jan. 31 – Jan. 15  
Feb. 29 – Feb. 15  
Mar. 31 – Mar. 15  
**May 13 – Mar. 25 (end of term)**

## **Ph.D. Dissertation Requirements**

### Intent to Graduate OR Intra-term Application

Students graduating at the end of the semester will complete the INTENT to Graduate, from their student profile in YES. Student graduating on one of the Intra-Term dates, will complete both pages of the Intra-Term Application and upload to VIREO as an administrative file.

### \*Defense Results

Students must schedule the Defense Exam with the Graduate School two weeks prior to the exam. Students will bring the Defense Results Form (along with the Title Page & Abstract) to obtain committee signatures. Programs will submit the final Defense Results to the Graduate School via the grad school online submissions portal.

### Format Review

A format review is required before thesis or dissertation approval. Review will take place through VIREO when you first upload your document. Allow time before the deadline for review and revisions. For questions or an in person format review, contact [etdadmin@vanderbilt.edu](mailto:etdadmin@vanderbilt.edu).

### Title Page & Abstract

Upload the signed title page and signed abstract as an administrative file. Abstracts and title pages may be signed electronically and/or digitally, or in person, and then uploaded to Vireo.

### Survey of Earned Doctorates (SED)

Students finishing a doctorate degree are requested to complete the SED survey accessible at <https://sed-ncses.org>. Information provided to the National Opinion Research Council remains confidential and will be used for research or statistical purposes. **Submit the Certificate of Completion with your VIREO submission as an administrative file.** Ignore the follow up link to the second survey.

### Curriculum Vitae

**Submit your CV through your VIREO submission as an administrative file.**

Instructions on preparing a curriculum vitae are available at:

[https://gradschool.vanderbilt.edu/forms/CV\\_requirement.pdf](https://gradschool.vanderbilt.edu/forms/CV_requirement.pdf).

Save VIREO ADMINISTRATIVE files as PDF's with the following naming format:

Last, First – ITEM eg. King, Amanda – CV

### \*Defense Results

Exam results are considered grades; to remain FERPA compliant, *do not email* these approvals. However, the Graduate School will accept electronic/digital signatures in addition to wet signatures. Once signed, the document may be securely delivered using Vanderbilt Box or uploaded to the grad school submissions portal.

### **2021/2022 Conferral Dates (left) – Deadlines (right):**

#### 2021 Summer

May 31 - May 15

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