

Urban and Regional Planning Thesis Process

Steps	Action(s) Required	Forms and Document Needed
Notify Graduate Student Services and Advising (GSSA) of intent to complete a thesis	Email wsgradvise@vcu.edu	
Begin developing concept paper	Register for 3 credits of URSP 797 (Directed Research)	Request override <i>Wilder School Override</i> form: https://goo.gl/forms/JqNIS6BYprINiZ4V2
Finalize concept paper and identify a thesis chair		
Select additional thesis committee members	Provide CV for any non-VCU faculty who does not have graduate faculty or affiliate faculty status	Request for Approval of Thesis Committee form*
Finalize proposal and share with committee		
Defend thesis proposal	Coordinate with Chair and Committee -Submit <i>Master's Degree Candidacy</i> form via DocuSign	Proposed Thesis form* <i>Master's Degree Candidacy</i> form: https://graduate.vcu.edu/student/candidacy.html
Coordinate revisions to your paper with Chair and Committee	-Register for 6 credits in URSP 764 (Thesis)** -If you are in your final semester, submit your graduation application via eServices	Review Thesis/Dissertation Manual: https://graduate.vcu.edu/student/thesis.html
Final Defense	-Reserve space for defense*** -Provide committee with a copy of the final thesis two weeks before final defense -Review the ETD Checklist and submit the ETD Approval form via DocuSign -Upload final thesis to VCU Scholars Compass	- <i>ETD Checklist and Approval</i> form : https://graduate.vcu.edu/student/thesis.html - <i>VCU Scholars Compass link</i> : https://graduate.vcu.edu/student/thesis.html

*Please complete and submit form through email or in person to Graduate Student Services and Advising (GSSA) office – wsgradvise@vcu.edu; Raleigh building, Rooms 1007 and 1009.

**If a student does not finish the thesis while taking URSP 764, the student must register for URSP 797 (one-credit) (Directed Research) for each semester until the thesis is completed.

***To reserve space for defense, please contact the GSSA office – wsgradvise@vcu.edu; 804-828-6837; Raleigh building, Rooms 1007 and 1009