

Congratulations, You've Successfully Defended!!

Now What??

You will submit an electronic thesis or dissertation (ETD) to the university library via *ProQuest*. Keep in mind that the last day for graduation candidates to submit your thesis or dissertation is **Friday, May 2, 2025**.

1. Surveys for Graduation Candidates:

- **Batten School Graduate Survey:** Complete this brief online survey here: <http://goo.gl/KC88uU>
Note: You no longer need to upload the Graduate Survey into ProQuest if you submit the survey electronically at the above link. Permanent contact information is stored in our VIMS Academic Affairs alumni database and employment data is used for calculating statistics at time of graduation.
- **PhD Students Only: Survey of Earned Doctorates:** Complete online survey. [More Details](#)

2. When You Submit Your Thesis or Dissertation: Upload the following administrative documents into *ProQuest*.

- **Signed Thesis/Dissertation (ETD) Final Acceptance Form** (initiated by Batten School Registrar)
- **Signed VIMS|W&M IR Agreement** (initiated by student)
- **PhD Students Only: Survey of Earned Doctorates Certificate of Completion** (initiated by student)

3. Quick Tips about Formatting & *ProQuest* Submission:

- Make sure that the thesis/dissertation PDF document properties include the title of your thesis or dissertation as well as your name as the author in the description tab. Save the document to retain the correct properties. This impacts the title of the browser tab when the document is viewed online. Details on this can be found in the [step-by-step instructions guide](#). If you need help with this step, email the final PDF file of your thesis or dissertation to the Batten School Registrar prior to *ProQuest* submission.
- Make sure the date at the bottom of your thesis/dissertation title page is the **degree conferral date** (i.e., January, May or August 2025) not your defense date.
- Signatures are not required on the approval page. The “approved by committee” date (i.e., August 2025) should correspond with the latest approval date on the Thesis/Dissertation (ETD) Final Acceptance form.
- If an embargo period is requested, the embargo period for ProQuest **and** the W&M IR **must match** the embargo period listed on the [VIMS|W&M IR Agreement](#).

4. SMS Student Handbook Resources: Please refer to the following webpages for more information on the thesis/dissertation submission process and graduation:

- [Formatting Standards](#)
- [Submit Your Thesis/Dissertation](#)
- [Survey of Earned Doctorates](#) (PhD Students Only)
- [Graduation](#)

5. **Student Check-Out and Exit Interview:** You must complete a [student check-out form](#) before you depart campus. You will also need to **schedule an informal exit interview** with the Associate Dean for Academic Affairs, Siddhartha Mitra, prior to graduation. Please contact him directly at mitras@vims.edu for scheduling purposes or reach out to academicaffairs@vims.edu for assistance.

6. **Questions??** – Contact the Batten School Registrar at registrar@vims.edu