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 760 (Capstone Proposal Development)	
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 *Master's Degree Candidacy* form via DocuSign	Proposed Thesis form *Master's Degree Candidacy* 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	*-ETD Checklist and Approval* form : https://graduate.vcu.edu/student/thesis.html *-VCU Scholars Compass link:* https://graduate.vcu.edu/student/thesis.html

*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