

GRADUATION PROCEDURES – SPRING 2024

DATE	ITEM
TBD	Attend a MANDATORY ETD Formatting Workshop [choose <i>one</i> if multiple dates offered]
Feb 28	Deadline for student to distribute final dissertation draft to full committee
Mar 13	Deadline for defense chair to submit Dissertation Examination/Defense Form and student to submit Defense Program Information
Mar 15	Deadline to apply for graduation in Gweb
Mar 22	Deadline for student to have all DegreeMap requirements complete except -8999 grades
Mar 27	Deadline to defend
April 3	Deadline for (1) student to submit final dissertation to ETD , NSF Survey, and GW Graduation Survey, and (2) defense chair and mentor to submit Final Sign Off Form and ETD Access Form
April 10	Deadline to receive ETD dissertation approval
May 19	Degree conferral date

COMMITTEE REGULATIONS

- The defense examination [committee](#) must have at least 6 members, distributed as follows. **A majority (more than 50%)** of the committee members must be [approved IBS trainers](#).
- The dissertation must be distributed to the committee **at least one month** prior to the scheduled defense. **All defense committee members must attend the defense IN-PERSON** (friends & family can join online).
 - o THE DISSERTATION COMMITTEE [3-5 members] — A director, co-director [if applicable] and two or three readers who have advised the student during the dissertation research process.
 - o TWO EXAMINERS [1 Inside, 1 Outside] — Examiners cannot have had a direct role in the dissertation research process. One examiner must be from within the academic unit [the student’s PhD program/department], with the other examiner coming from outside of the academic unit. The outside examiner may be at GW in another program/department, at another university, or at another institution. The student may be required to submit the outside examiner’s CV.
 - o CHAIR — The examination is chaired by a member of the academic unit in which the student is enrolled. The chair cannot be drawn from the dissertation committee or examiners. It is recommended that the Graduate Program Director, if not an examiner or on the dissertation committee, serve as chair. The chair takes no part in the examination itself, except, if asked, to pose an introductory question to elicit an opening summary from the student.

STEPS IN DEFENSE AND GRADUATION

- STUDENT PREPARATION CHECKLIST [Jan-Feb]
 - o [Apply to graduate](#) in Gweb [deadline Mar 15]
 - o Visit the [GW Electronic Dissertations](#) [ETD] website for information on formatting

requirements. Upon acceptance, your dissertation will be published electronically—take some time to understand the copyright and patent implications. Attend the [mandatory ETD Workshop](#).

- Identify your [Examination Committee](#) [see above]
- Determine your defense date. Confirm the date and time with all committee members.
 - You will need 3 hours for your defense. For the 1st hour, you will present a public seminar, followed by a closed 2-hour defense with your committee.
 - Send your completed [Dissertation Examination/Defense Form](#) and [Defense Program Information](#) form to the IBS office as soon as you have confirmed the day & time with your committee. This will help us secure an appropriate room for your defense, keeping in mind that space availability might be tight.
 - When planning your dates, keep in mind you are required to submit the final draft of your dissertation to your committee for review by Feb 28.

- 1 MONTH PRIOR TO DEFENSE

- Defense chair submits [Dissertation Examination/Defense Form](#) to [CCAS](#) [copy IBS] [deadline **Mar 13**]
- Student submits:
 - (1) [Defense Program Information](#) form to IBS [deadline **Mar 13**]
 - (2) Final draft of dissertation (which has been reviewed and approved by mentor) to committee members for review [deadline **Feb 28**]
- Determine the last day of your research activities in the lab (when your GRA/fellowship award will end). The student and mentor will need to discuss and agree on this end date (it must be *the last day of the month* for GW-based students due to the way awards are processed). At GW students may remain supported by their award to finish up lab activities following their defense until the end of the semester, but may end their activities and award at an earlier date depending on the student's and mentor's plans.
 - Once the student's last date is determined, they need to communicate it to the department administering the GRA/fellowship award, and to the IBS if they also have a supplementary IBS award. The department/IBS then need to submit a Change in Status form to end the award on the appropriate date.
 - Students at CNH should check with their mentor and division administrator for specific procedures at their institution.

- POST-DEFENSE STUDENT CHECKLIST [deadline **April 3**]

- Make any required changes to the dissertation.
 - Submit your dissertation with all corrections made as instructed to the [ETD](#). Also complete the UMI Dissertation Publishing Agreement form at the time of submission.
 - Make hard copies of your dissertation for your mentor and other committee members if they request them. The university no longer needs hard copies.

- **We STRONGLY suggest uploading your dissertation prior to April 3.** It can take up to a week for your document to be reviewed and approved, and if it is sent back to you for corrections, *it may cause your graduation to be delayed an entire semester.* It is common for there to be formatting issues which prevent approval on the first attempt, meaning that most people need more than one week to achieve approval. If your dissertation is not fully approved by April 10 in the ETD system, your graduation will be bumped to the next semester (no exceptions), so please take this timing into account.
- Work with your mentor and defense chair to submit (1) [ETD Access/Approval Form](#) and (2) [Final Dissertation Committee Sign-Off](#) * to [CCAS](#) and copy IBS [* must be submitted by faculty]
- Register for and complete the online [Survey of Earned Doctorates](#). Forward the confirmation email to [CCAS](#) after you have completed this requirement.
- Complete the [GW Graduation Survey](#)
- If you require documentation of your successful dissertation and defense prior to receiving your degree, email the IBS after you have completed the above steps and we can provide a letter certifying your completion of the PhD requirements. Employers typically accept this as proof of completion prior to the official diploma issue date.

COMMENCEMENT

- [Commencement](#) ceremonies are optional and happen only once per year [in late May]. Summer 2023, Fall 2023 and Spring 2024 graduates are eligible to participate in the commencement events taking place in May 2024.
 - If you intend to participate in commencement ceremonies, please ask your faculty mentor to participate and hood you. IBS graduates take part in the CCAS doctoral hooding ceremony typically held on the Thursday of graduation weekend at one of the event venues on the Foggy Bottom campus (full details will be sent by CCAS).