

GRADUATION PROCEDURES – SUMMER 2019

July 1	Deadline to apply for graduation in Gweb
July 1	Deadline for (1) student to distribute final dissertation draft to committee and (2) defense chair to submit Dissertation Examination/Defense Form
TBD	ETD workshop on dissertation formatting and publishing (<i>required – check link for dates</i>)
July 15	Deadline for student to have all DegreeMap requirements complete
Aug 1	Deadline to defend
Aug 8	Deadline for (1) student to submit final dissertation to ETD , and (2) defense chair and mentor to submit Final Sign Off Form and ETD Access Form
Aug 15	Deadline to receive ETD dissertation approval

COMMITTEE REGULATIONS

- The defense examination [committee](#) must have at least 6 members, distributed as follows:
 - o THE DISSERTATION COMMITTEE [3-4 members] — A director, co-director [if applicable] and two 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.
- The dissertation must be distributed to the committee **at least one month** prior to the scheduled defense.

STEPS IN DEFENSE AND GRADUATION

- STUDENT PREPARATION CHECKLIST [May-June]
 - o [Apply to graduate](#) in Gweb [deadline July 1]
 - 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.
 - o Identify your [Examination Committee](#) [see above]
 - o 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.
 - Contact the IBS office to request a room and submit your [program details](#).
 - When planning your dates, keep in mind you are required to submit your dissertation to your committee at least 1 month prior to your defense and the last day to defend for Summer graduation is **August 1**.

- **1 MONTH PRIOR TO DEFENSE** [deadline **July 1**]
 - o Defense chair submits [Dissertation Examination/Defense Form](#) to CCAS [copy IBS]
 - o Student submits:
 - (1) [Program information](#) to IBS
 - (2) Final draft of dissertation to committee members for review
- **POST-DEFENSE STUDENT CHECKLIST** [deadline **August 8**]
 - o 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 Aug 8.** 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 Aug 15 in the ETD system, your graduation will be bumped to the next semester (no exceptions), so please take this timing into account.
 - o Work with your mentor, dissertation chair, and program director to submit (1) [ETD Access/Approval Form](#) and (2) [Final Dissertation Committee Sign-Off](#) to CCAS [copy IBS]
 - o [Register for](#) and [complete](#) the online Survey of Earned Doctorates. Forward the confirmation email to [CCAS](#) after you have completed this requirement.
 - o Complete the [GW Graduation Survey](#)

COMMENCEMENT

- [Commencement](#) ceremonies are optional and happen only once per year [in late May]. Summer 2019 graduates are eligible to participate in the commencement events taking place in late May 2020.
 - o If you intend to participate in commencement ceremonies, please ask your research advisor to participate and hood you.