

GRADUATION PROCEDURES – SPRING 2019

Feb 1	Deadline to apply for graduation in Gweb
Feb 20	ETD workshop on dissertation formatting and publishing
March 15	Deadline for (1) defense chair to submit Dissertation Examination/Defense Form and (2) student to distribute final dissertation draft to committee
March 19	ETD workshop on dissertation formatting and publishing (<i>choose either Feb or Mar workshop to attend – it is required. Email ccasgradserv@gwu.edu for details</i>)
April 1	Deadline to (1) complete all requirements in DegreeMap, and (2) upload dissertation draft to ETD for formatting pre-check
April 15	Deadline to defend
April 24	Deadline for (1) student to submit final dissertation to ETD , and (2) defense chair and mentor submit Final Sign Off Form
May 1	Deadline for 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 [January/February timeframe]
 - o [Apply to graduate](#) in Gweb [deadline February 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 Spring graduation is **April 15**.
- **1 MONTH PRIOR TO DEFENSE** [deadline **March 15**]
 - Defense chair submits [Dissertation Examination/Defense Form](#) to CCAS [copy IBS]
 - Student submits:
 - (1) [Program information](#) to IBS
 - (2) Final draft of dissertation to committee members for review
 - (3) Final draft of dissertation to [ETD](#) for formatting pre-check [deadline April 1]
- **POST-DEFENSE STUDENT CHECKLIST** [deadline **April 24**]
 - 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.
 - Work with your program director to submit (1) [ETD Access/Approval Form](#) and (2) [Final Dissertation Committee Sign-Off](#) to CCAS [copy IBS]
 - [Register for](#) and [complete](#) the online Survey of Earned Doctorates. Forward the confirmation email to [CCAS](#) after you have completed this requirement.

COMMENCEMENT

- [Commencement](#) ceremonies are optional and happen only once per year [in late May]. You must have all required forms and documents submitted and approved by May 1 in order to participate in that year's commencement ceremony. Keep in mind that it can take up to 5 business days to approve your electronic dissertation once it has been uploaded, so plan to submit it [at least a week before the deadline](#).
 - If completion of all required elements occurs after May 1, you will have the option to take part in commencement the following May.
 - Eligibility details: Students who complete degree requirements from 5/2/18 - 5/1/19 are eligible to participate in Commencement on May 19, 2019. Students who complete degree requirements from 5/2/19 - 5/1/20 are eligible to participate in Commencement in May 2020.
 - If you intend to participate in commencement ceremonies, please ask your research advisor to participate and hood you.