

# Checklist for GW Graduation

Below is a checklist for the submission of the final and approved (Post Defense) Doctoral Dissertations and approved Theses.

- Have you completed the credit hour requirement for your degree? Check your degree requirements in the [University Bulletin](#) and your transcript on GWEB.
- Have you [registered](#) for the current semester (or summer session) and [applied for graduation](#)? Deadline for applications for graduation are as follows:
  - Summer graduation: July 15
  - Fall graduation: November 15
  - Spring graduation: March 15

Graduation applications filed for past semesters are not automatically updated to the next semester or summer session. You must re-file for the current semester or summer session. Any graduation fees paid will transfer to your new application.

- Have you added a diploma address to your record on [GWEB](#)?
- Have you checked your name in [GWEB](#)? This is the name that will be printed on your diploma.

Please contact the Registrars Office ([registrar@gwu.edu](mailto:registrar@gwu.edu)) for information regarding a name change.

- Is your student account up to date? Check [GWEB](#).
- Did you check your PDF before uploading to the ETD Administrator:
  - Does your title page carry the date that degrees are conferred?  
The dates of degree conferral for Spring, Summer and Fall are listed on the [ETD Approval Deadlines](#) page.
  - Did you check the *professorial title* and correct spelling of your dissertation director (and co-director if applicable) and committee members or thesis director against the [Online GW University Directory](#)? If any members are outside of the University, please also confirm their names and titles before submission.
  - Do you have the university-required page margins, spacing and recommended fonts?
  - Have all blank pages been removed?

- Is every page clear and readable?
- Did you check pagination? Are **all** pages included and appropriately numbered?
- Did you check your abstract submitted to UMI for the 500 word limit?
- Have you submitted the signed **ETD Access Approval Form** to your graduate school office?
- Have you registered for and completed the **Graduation Student Survey** to your graduate office? This survey may be completed online. Please forward your confirmation email from the Graduation Student Survey to your graduate office.
- Ph.D. Candidates Only:** Have you registered for and completed the **Survey of Earned Doctorates**?  
This survey may be completed online. Please forward your confirmation email from the Survey of Earned Doctorates to your graduate office.