

SEAS Ph.D. Dissertation Required Forms

- Form 1 and/or Educational Planner (DegreeMAP) (signed by faculty advisor and the department chair)
- [Dissertation Completion Certificate](#) (signed by all committee members)
- [Form 5: Doctoral Dissertation Program](#) (signed by department chair)
- [Final Exam Committee PhD Form](#)
- Defense Announcement (electronic copy)
- Academic Integrity Review (No form needed, occurs during ETD process)
- [ETD Approval Form](#) & confirmation of upload email
- [Survey of Earned Doctorates \(SED\)](#): Completed survey (electronic copy)

The following forms are only required by some departments:

- Colloquium Form- CS/BME/ECE- (signed by faculty advisor and department chair)
MAE- Starting Fall 2016 need a colloquium form.
CS- Encouraged but not required
- Resume of outside defense committee member (electronic copy)
- Journal/conference article submission/acceptance confirmation email- Only for ECE, BME, and CS.
- Copy of journal article (Only for ECE students)

SEAS Ph.D. Dissertation Completion Timeline

DEADLINES:

	FALL	SPRING	SUMMER
Dissertation draft submitted to advisor*	Oct. 15	Jan. 20	Jun. 10
Dissertation submitted to committee*	Nov. 1	Feb. 20	July 10
Dissertation defended by*	Nov. 26	March. 10	Aug. 1
Cleared for hooding ceremony booklet		April 1	
GW Proquest ETD**	December 14	April 1	August 15

*Guidelines for timely submission

**Hard deadline set by the university. If missed, you will not be able to graduate.

At the beginning of the semester you intend to graduate:

1. Request a dissertation forms packet to seasgrad@gwu.edu.
2. Complete the online Application for Graduation at the following link:
<http://registrar.gwu.edu/onlinegraduationapplicationinstructions>.
In the event that you are not able to defend your dissertation during that semester, you can always reapply for graduation for another semester.
3. Have an updated and approved Educational Plan in DegreeMAP. Students who began their program of study before Fall 2013 can use an updated and signed Form 1 to fulfill this requirement.
4. Complete the Department's Final Examination Committee Ph.D. Approval Form. Please note that the form needs to be approved by the Department Chair.
5. Complete the Ph.D. Dissertation Form (Form 5). This form includes the tentative Dissertation Title. The form needs to be approved by your Research Advisor and the Department Chair.
6. Complete the Dissertation/Project Completion Certificate.
7. Once a date for your Dissertation Defense has been confirmed, schedule a conference room with your department.

One month prior to Dissertation Defense:

1. Forward all the forms listed above to seasgrad@gwu.edu.
2. Distribute the final draft of your dissertation to all committee members no later than 30 days prior to the date of your Dissertation Defense.
3. Provide your Department the information necessary to prepare the Dissertation Announcement and the Dissertation Abstract. Make sure that a copy is also submitted to seasgrad@gwu.edu.

At the time of your Dissertation Defense:

1. Chair of the Dissertation Committee will request the folder containing the Dissertation/Project Completion Certificate to seasgrad@gwu.edu.
2. At the conclusion of your Dissertation Defense, the committee will recommend if you passed, recessed, or failed.
3. If you pass your Dissertation Defense, you will be informed by your committee whether or not you have corrections or revisions that need to be made.
4. Once all the corrections are completed and approved by your Research Advisor, you will need to upload your dissertation via the ETD website:
<http://library.gwu.edu/etd/submissionprocess>.

Your dissertation should be uploaded only after your Research Advisor has signed off on the final, approved version of the dissertation, and about two weeks prior to the established ETD submission deadline, to allow for any and all formatting changes that may be required and to allow enough time to obtain all the required approvals and signatures.

PLEASE NOTE: The ETD deadline is set by the university and cannot be changed. You will not graduate that semester if you are unable to meet the ETD deadline. You will graduate the following semester. The Hooding Ceremony is held once a year during the spring semester.