



SEAS PhD Requirement Checklist

- () Form 5: Doctoral Dissertation Program
- () Defense Announcement (electronic copy)
- () Resume of Outside Defense Committee Member
- () Doctoral Final Examination Approval Form
- () Dissertation Completion Certificate
- () ETD Approval Form
- () Survey of Earned Doctorates (SED)
- () Confirmation Email from ETD Administrator
- () ECE Colloquium Attendance Form (ECE Only)
- () MAE Seminar Attendance Form (MAE Only)
- () Journal/Conference Article Submission/Acceptance Email
(BME, CS, & ECE Only)
- () Copy of Journal Article (ECE Only)

***All forms should be submitted to your
Home Department **BEFORE** the relevant ETD Deadline***



To Complete *Prior* to Your Defense:

- () Form 5: Doctoral Dissertation Program
- () Doctoral Final Examination Approval Form - Please note that this form does not require the signatures of all committee members, just their names and information.

To Complete *At the Time* of Your Defense:

- () Dissertation Completion Certificate - This form should be signed by all members of your dissertation committee on the day of your defense.

To Complete *After* Your Defense:

- () ETD Approval Form - Complete this form once you have uploaded your ETD to the library. You should submit your ETD about two weeks prior to the stated ETD Deadline to allow for any revisions. You **must** submit this form to SEAS Grad by the stated ETD Deadline or your graduation **will** be delayed until the next term.
- () Survey of Earned Doctorates (SED) - This survey should be completed after your ETD has been submitted to ProQuest. Please submit your completion certificate.
- () Confirmation Email from ETD Administrator - Once your ETD has been officially accepted for publication (no further edits are needed), you will receive a confirmation email. Please include a copy of this email in your submitted documents.

For all other required documents on the checklist - please check with your home department for specific submission deadlines and procedures.

ALL forms must be submitted to SEAS Grad by the stated ETD Deadline for your graduation term. Please be sure to submit all documents to your home department in advance of the ETD Deadline to ensure they are sent to SEAS Grad on time.

**Please contact SEAS Grad at seasgrad@gwu.edu with any questions or concerns.
For ETD deadlines and assistance, visit <https://library.gwu.edu/etd>**