

PAPER GRADUATION APPLICATION

The paper application should only be used if you are unable to apply online via GWeb for the following reasons:

- Currently do not have the required GPA or credit hours but will by the end of your expected graduation term;
- Currently have a hold on your student record that prohibits online graduation application;
- The graduation application is no longer available online for that semester.

The following form must be submitted directly to your Dean's office. It can be used for degrees or certificates.

The Following Deadlines Apply:

MARCH 15: for students completing degree requirements in the spring semester.

APRIL 1: for summer applicants who are eligible to "walk through." (Spring Term ONLY)

JULY 15: for students completing degree requirements in the summer sessions.

NOVEMBER 15: for students completing the degree requirements in the fall semester.

The graduation application is available for the current term through GWeb after registration opens, through the stated deadline. Participation in the annual Commencement Ceremony held in May is open to students who have applied to graduate in the current spring semester or who graduated in the preceding fall semester or summer session. Doctoral candidates who have not been cleared by their school for graduation and successfully defended their dissertations by the posted ETD deadlines may not participate in either the May Commencement or Hooding ceremonies. For any details about the Commencement Ceremony held on the National Mall in May, please visit the Commencement Website or call the Office of University Events. Each individual school handles the details of their specific ceremonies. Please direct any questions accordingly.

Walk Through Policy (Summer Applicants Only)

With the exception of doctoral candidates and only if there is a reasonable expectation that they will be able to obtain the needed academic credit hours during the following summer, all students, graduate or undergraduate, who need no more than 9 credit hours to complete their degree requirements may participate in the May Commencement Ceremony. The maximum of 9 credit hours is not subject to petition. Summer applicants who have 9 or fewer credit hours to complete and who wish to attend the preceding May ceremony must apply no later than April 1.

Degree Requirements

To be recommended by the faculty for graduation, a student must meet all degree requirements, as outlined in the University Bulletin, and file an *Application for Graduation* by the published deadlines. Enrollment at GW is required for the semester or summer session in which your degree is to be conferred. All degree requirements must be completed by the last day of final examinations for that semester or summer session. Doctoral candidates who have not been cleared by their school for graduation and successfully defended their dissertations by the posted ETD deadlines may not participate in either the May Commencement or Hooding Ceremonies.

Diploma Name

A student's name of record includes the first name, middle initial or full middle name, and the family name. Chosen name may not be used. The university will change the name of a currently enrolled student on its official record, but will require satisfactory evidence of a legal basis for the change. The diploma is awarded under the official name of record at the time of graduation. To update your legal name, visit registrar.gwu.edu/forms.

Diploma Mailing Information

Diplomas are mailed via USPS 8–12 weeks following the date of degree conferral, barring any unforeseen circumstances. Your school is responsible for clearing you for graduation. Once the Office of the Registrar receives your clearance and reviews it, your degree will be awarded and your diploma will be ordered.

Diplomas will be mailed to the Diploma Address in our records. You are responsible for entering this address via GWeb and making any updates necessary. Instructions are included on the *Application for Graduation* form. You must enter this address **BEFORE** you submit your *Application for Graduation* form to the Dean's office of your school.

If you have not received your diploma 8–12 weeks after your conferral date, check your GWeb transcript to see if your degree was conferred and ensure you do not have any holds preventing your diploma from being ordered. If conferred, you must report not receiving your diploma to the Graduation Services Office within six months. After that time, you will be charged for a replacement diploma. If your degree was not conferred, please check with your Dean's Office.

Commencement Ceremony Information

Please visit <http://commencement.gwu.edu> for more information regarding the Commencement Ceremony.

THE GEORGE
WASHINGTON
UNIVERSITY

WASHINGTON, DC

**This Form Must
be Submitted to
Your Dean's
Office for
Processing**

PAPER GRADUATION APPLICATION

Dean's Office Use Only
RECEIVED:

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Please indicate the semester and year in which you intend to complete all requirements for graduation:

Fall 20 _____ Spring 20 _____ Summer 20 _____
(Graduates in January) (Graduates in May) (Graduates in August)

Your name will appear on the diploma in the following order: first name, middle name or initial, and last name, including suffix (if applicable). This must conform to the official name of record at the time you graduate. Indicate below how you would like your name to appear on your diploma. If this is different from your official name of record at GW, please visit registrar.gwu.edu/forms to submit a Biographical Update Form with government issued photo ID. Please print clearly.

First Name Middle Name or Initial Last Name Suffix

GW Email Address: _____ GWid: _____

Degree Major(s) School

Note: If you are receiving two credentials, you must complete two separate applications.

Second Degree School

Your diploma will be mailed to the Diploma Address on file. Before submitting this application, you must update your Diploma Address in GWeb. Please do so by going to <http://my.gwu.edu> and logging in to the GWeb Information System. Click on *Personal Information Menu*, then click on *Update Address(es) and Phone(s)*. Scroll to the bottom and select the type of address to insert, in this case *Diploma*. Follow the instructions to enter your address. Diplomas are mailed 8–12 weeks following your degree conferral, excluding any unforeseen circumstances.

Initial here to indicate you have entered your diploma address in GWeb and that you will make appropriate updates if necessary AND that you have verified that your official name of record is accurate.

I have read the information contained in this application, including the cover page, and acknowledge that the information I have provided here is correct. I will submit the completed application to my Dean's Office by the appropriate deadline listed above

I confirm that I am enrolled at GW in the semester in which I am applying for graduation.

Signature Date

Dean's Office use only, please fill in appropriate codes and reason for paper application submission:

Does not meet hour or GPA Hold Retroactive

School Degree Major 2nd Major

Minor(s) Concentration(s)

I have reviewed the applicant's registration and curricula coding in Banner SGASTDN. The student is registered in the graduation term and I have verified the curricula information is correct. Any changes will be reported in writing to Graduation Services.

Name of Reviewer(s) Date of Review

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WASHINGTON
UNIVERSITY
WASHINGTON, DC

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be Submitted to
Your Dean's
Office for
Processing**