

# THE GEORGE WASHINGTON UNIVERSITY - OFFICE OF THE REGISTRAR

## APPLICATION FOR GRADUATION

The Application for Graduation that follows must be submitted directly to your Dean's Office. A complete application should be submitted at the beginning of your final semester *but no later than* the following deadlines:

**FEBRUARY 1** - for students completing degree requirements in the spring semester and for summer graduates who are eligible "walk through" candidates.  
**JULY 1** - for students completing degree requirements in the summer sessions.  
**OCTOBER 1** - for students completing the degree requirements in the fall semester.

All applicants will be charged a graduation fee of \$100. This is a one-time fee and will not be charged again if you have to reapply for the same degree. The fee is charged through the Office of Student Accounts; **do not** submit payment with this application. You will also be charged an additional \$35 late processing fee if you submit your application to your school after the posted deadlines. 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 successfully defended their dissertations may not participate in either the May commencement or hooding ceremony. For any details about the Commencement Ceremony on the Ellipse please call University Events. Each individual School handles the details of their specific ceremonies. Please direct any questions accordingly.

**WALK THROUGH POLICY** - 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 February 1 and indicate their preference to "walk through" in the appropriate section on their graduation application.

**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 is required for the semester or summer session of 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.

**DIPLOMA MAILING INFORMATION** - Diplomas are mailed 8 - 12 weeks following the date of degree conferral, except for any unforeseen circumstances. Your School is responsible for clearing you for graduation. Once the Office of the Registrar receives your clearance form, your degree will be awarded and your diploma will be ordered.

Diplomas will be mailed to the Diploma Address in our records. You will be responsible for entering this address via the GWeb information system and for making any updates should they be necessary. Instructions are included on the Application for Graduation. You must enter this address BEFORE you submit your application.

If you have not received your diploma 8 - 12 weeks after your graduation date, check your online transcript to see if your degree was conferred. If conferred, you need to report not receiving your diploma to the Registrar's Graduation Services Department within 6 months. After that time period, you will be charged for a replacement diploma. You should also check to see if you have any financial holds on your account. A diploma will only be sent if the amount of your balance is less than \$500. If your degree was not conferred, check with the Dean's Office of your school.

**ACADEMIC REGALIA** - Caps and gowns are ordered through the GW Bookstore. The Bookstore will mail you information 6 - 8 weeks prior to the ceremony.

**COMMEMORATIVE BRICK** - As part of the commencement activities, the University provides a Commemorative Graduation Brick for each graduate to be placed in the University Brick Walk. However, if you prefer, a commemorative bookplate can be placed in one of the books in the Gelman Library's permanent collection. Each bookplate will bear your name, degree earned, and graduation date. If you would like to choose the Commemorative Book option, please contact the Gelman Library Administration located in Room 201 of the Gelman Library, or call (202) 994-6455.

# THE GEORGE WASHINGTON UNIVERSITY, OFFICE OF THE REGISTRAR

## APPLICATION FOR GRADUATION

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

Fall 20 \_\_\_\_\_ Spring 20 \_\_\_\_\_ Summer 20 \_\_\_\_\_

Dean's Office Use Only- RECEIVED:

E-mail Address After Graduation: \_\_\_\_\_ GW ID #

**Your name will appear on the diploma in the following order: first name, middle name or initial and last name. Indicate below how you would like your name to appear on your diploma. This MUST conform to the official name of record at the time you graduate. Please print clearly.**

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Degree: \_\_\_\_\_ Major(s): \_\_\_\_\_ School: \_\_\_\_\_

Note: If you are receiving two degrees, you must complete two separate applications. You will only be charged one graduation fee.

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 on to the GWeb information system. Click on 'Personal Information Menu,' then click on 'Update addresses and phone numbers.' 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 graduation date, excluding any unforeseen circumstances. While in GWeb, please also check that your name of record is accurate.

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.

Will you attend the annual commencement ceremony in May? Check one: Yes  No

If Yes, and you are a SUMMER graduate, please check one of the following:

I wish to attend the May Commencement Ceremony in the year following the summer that I graduate.

I wish to "walk through" the May Commencement Ceremony preceding my graduation.

Information regarding the ceremony will only be made available to applicants who indicate that they will attend, however a graduation fee of \$100.00 will be charged to ALL graduation applicants. This fee will be charged to your student account, **do not** submit payment with this application. If you apply after the posted deadlines you will also be charged an additional \$35.00 late processing fee.

**For Doctoral Students ONLY:** Please indicate the title of your dissertation. This will be the title published in the Commencement Program. If the title changes, you must contact your School Representative. We may not be able to accommodate late changes.

\_\_\_\_\_

\_\_\_\_\_

**I have read the information contained in this application, including the cover page, and acknowledge that the information I have provided here is correct.**

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Dean's Office use only, please fill in appropriate codes:**

School: \_\_\_\_\_ Degree: \_\_\_\_\_ Major: \_\_\_\_\_ 2<sup>nd</sup> Major: \_\_\_\_\_

Minors (s): \_\_\_\_\_ Concentration(s): \_\_\_\_\_

I have reviewed the applicant's coding in BANNER, verified that it is correct, and that the applicant is or will be registered for the semester of graduation indicated. Any subsequent coding changes will be reported in writing to the Graduation Services Dept..

Name of Reviewer(s): \_\_\_\_\_ Date of Review: \_\_\_\_/\_\_\_\_/\_\_\_\_