LATE (PAPER) GRADUATION APPLICATION
(DEGREE CANDIDATES ONLY)

The paper application should only be used if you have missed the stated deadline.
<u>ALL</u> paper applications will be charged a $35 processing fee regardless of submission date.
The following form must be submitted directly to your Dean's office. It should not be used for Certificate programs.

FEBRUARY 1: for students completing degree requirements in the spring semester.

MARCH 15: for summer applicants who are eligible to "walk through."

JULY 1: for students completing degree requirements in the summer sessions.

OCTOBER 1: for students completing the degree requirements in the fall semester.

If you submit a paper application to your school prior to or after the stated deadlines, you will be charged a $35 processing and/or late fee. 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 http://commencement.gwu.edu 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 March 15 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 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. Nicknames 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 and cannot be changed after degree awarding.

Diploma Mailing Information

Diplomas are mailed 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 form, 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 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 for Graduation* to the Dean's office of your school.

If you have not received your diploma 8–12 weeks after your graduation date, check your GWeb transcript to see if your degree was conferred. If it was 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. 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, please check with your Dean's Office.

Academic Regalia

The bookstore distributes regalia information via the Commencement website. Please visit http://commencement.gwu.edu for more information.

LATE (PAPER) GRADUATION APPLICATION
(DEGREE CANDIDATES ONLY)

THE GEORGE WASHINGTON UNIVERSITY
WASHINGTON, DC

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

The paper application should only be used if you have missed the stated deadline. ALL paper applications will be charged a $35 processing fee regardless of submission date.

(February 1 for spring; March 15 for eligible summer "walk-throughs"; July 1 for summer; October 1 for fall)

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

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

Email Address **After** Graduation: _____ GWid _____

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. Please print clearly. **Note: Names of record cannot be changed after degree awarding per university policy.**

_____ _____ _____ _____
First Name Middle Name or Initial Last Name Suffix

_____ _____ _____
Degree Major(s) School

Note: If you are receiving two degrees, 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.

Will you attend the annual University Commencement Ceremony in May? Check one: ☐ Yes ☐ No
If Yes, and you are a SUMMER applicant, 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.

Will you attend your School Commencement Ceremony? Check one: ☐ Yes ☐ No
If Yes, and you are a SUMMER applicant, please check one of the following:
☐ I wish to attend the May School Ceremony in the year following the summer that I graduate.
☐ I wish to "walk through" the May School Ceremony preceding my graduation.

Information regarding the ceremony will only be made available to applicants who indicate that they will attend.

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.

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 am enrolled at GW this semester.
☐ I understand that I will be charged a $35 processing fee for submitting this Late (Paper) Application.

_____ _____
Signature Date

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

_____ _____ _____ _____
School Degree Major 2nd Major

_____ _____
Minor(s) Concentration(s)

I have reviewed the applicant's coding in Banner SGASTDN and verified that it is correct and up-to-date for the semester of graduation indicated. Any changes will be reported in writing to Graduation Services.

_____ _____
Name of Reviewer(s) Date of Review