



GSEHD

DOCTORAL STUDENT CHECKLIST

PHASE 1: Pre-Candidacy

- Connect with Doctoral Study Advising Team (listed on your admission letter).
- Complete any prerequisite work (or other conditions of admission) as listed on your admission decision letter.
- Ensure that you are enrolled (or registered for a leave of absence) each fall and spring semester. Summer enrollment is not required.
- Complete all course requirements on your Program Plan of Study, with the possible exception of the Pre-Dissertation Seminar (CNSL, CPED, EDUC, HOL or SPED 8998), and/or your level B research methods course. You may not enroll in Dissertation Research (CNSL, CPED, EDUC, HOL or SPED 8999) until AFTER all other coursework is completed.
- Complete the [Comprehensive Examination Application](#) by the appropriate deadline (Fall semester: October 1st, Spring semester: February 1st, Summer semester: June 1st).
- Be actively enrolled in at least one credit hour during the semester in which you intend to sit for the comprehensive examination. **Consult with your academic advisor and student services representative to determine the best course of enrollment for the semester in which you take the comprehensive exam.**
- Successfully complete the comprehensive examination.
- Successfully complete the Pre-Dissertation Seminar (CNSL, CPED, EDUC, HOL or SPED 8998) and your Level B research methods course, if not previously completed. **Please be aware that enrolling in only 3 credits of 8998 or level B do not qualify for semester half-time or full-time certification with federal financial aid.** Please plan accordingly.

PHASE 2: Candidacy

- Begin registering for dissertation research (CNSL, CPED, EDUC, HOL or SPED 8999) at a rate of 3 or 6 credits each semester.
- If you have not already done so, establish a doctoral dissertation committee and file the [Dissertation Committee Membership form](#). Review the criteria for establishing a committee as listed on the back of the form. Submit the CV for any committee members outside of GW to docgsehd@gwu.edu
- Obtain your dissertation committee's approval of your proposal. Complete the [Dissertation Proposal Approval](#) form. Submit completed form to the Office of Student Services.
- Obtain IRB and Proposal Approval:

Proposal Approval/IRB documents:

- Clean copy of the final Dissertation Proposal approved by the committee (free from editorial comments and including an accurate table of contents)
- Any supplementary proposal documents
- Student Investigator IRB Responsibilities agreement--HRP 290 signed by both the student and your P.I.(dissertation chair)
- IRB application--HRP 200, signed by both your PI and Department Chair **if your PI is also the department chair, Senior Associate Dean will need to sign as department chair*

- Submit drafts of your dissertation to your dissertation chair and committee members for review and feedback, as requested by the chair. Work with your chair to establish a timeline for degree completion.
- Enroll in a minimum of 12 credit hours of Dissertation Research (CNSL, CPED, EDUC, HOL or SPED 8999). If you have not completed all degree requirements and graduated by the time you reach 12 credit hours of Dissertation Research, you must continue to register for Dissertation Research at a rate of 3-6 credits until you either successfully complete all degree requirements or reach 24 credits. If you reach 24 credits of Dissertation Research, you will become eligible to register 1 credit a semester of Continuing Research (CNSL, CPED, EDUC, HOL or SPED 0940).
- Submit an online [Application for Graduation](#) in the semester in which you plan to graduate by the appropriate deadline (Fall semester: October 1st, Spring: February 1st, Summer: July 1st).
- Establish a dissertation oral examination committee with the assistance of your dissertation chairperson. See the regulations in the Doctoral Student Handbook.
- Submit the [Dissertation Approval Form](#), the [Request for Dissertation Oral Examination Form](#), one electronic copy of your completed dissertation and one electronic copy of the abstract (Word format, 350 words) to the Office of Student Services. **This must be done at least 30 calendar days before the scheduled defense.**
- Distribute copies of the final dissertation to the members of the examining committee. Consult with the examiners to determine whether they prefer electronic or print copies of your document. **This must be done no less than 20 working days prior to the scheduled date of the oral examination.**
- Successfully defend your dissertation in the oral examination.
- Make any revisions requested by the oral examination committee, submit final documents to the Office of Student Services, and have your document uploaded and accepted by both the Gelman Library and the Office of Student Services **within 30 calendar days from the date of your final oral examination or by the ProQuest submission deadline for the semester in which you defend (whichever comes first)**. Deadlines can be found on the Office of Student Services [Critical Dates webpage](#).
- Submit [ETD Approval Form](#) signed by you and your dissertation chair (student services will sign as the school official) as evidence you have completed the [Survey of Earned Doctorates](#) to the Office of Student Services.
- Close the IRB study by submitting the Study Closure Form directly to the [Office of Human Research](#). *Exempt studies do not require a study closure form.*
- Walk across the stage at graduation!!!