

DOCTORAL STUDENT CHECKLIST

PHASE 1: Pre-Candidacy

- [Register in coursework](#) (or a leave of absence) each fall and spring semester. Summer enrollment is not required.
- Complete all course requirements on your Program Plan of Study (listed on [DegreeMap](#)).
- Pass your [Comprehensive Exam](#) and, if applicable, complete the rest of your course requirements (i.e. 8998 and Level B Research Methods).

PHASE 2: Candidacy

- [Register](#) for dissertation research (CNSL, CPED, EDUC, HOL, SEHD, or SPED 8999) at a rate of 3 or 6 credits each semester (summer is optional).
- If you have not already done so, establish a doctoral dissertation committee and file the [Dissertation Committee Membership form](#).
- Submit the CV for any committee members outside of GW to docgsehd@gwu.edu.
- Successfully defend your proposal and submit the completed [Dissertation Proposal Approval form](#).
- Obtain [IRB approval](#) via the GWiRIS system.
- Work with your chair to establish a timeline for degree completion and to complete drafts of your dissertation.
- After you complete 24 credits of Dissertation Research, you will become eligible to register for 1 credit a semester of Continuing Research (CNSL, CPED, EDUC, HOL, SEHD, or SPED 0940). Register each fall and spring until you graduate (summer is optional).
- Submit an online [Application for Graduation](#) before the appropriate deadline.
- Work with your chair to complete your committee with the addition of two external readers. Agree upon a date and time for the dissertation defense with all committee members, and distribute copies of your dissertation to all members for review at least 30 days in advance of that date.
- Submit the [Request for Dissertation Oral Examination form](#) and all accompanying materials at least 30 days before your scheduled defense.
- Successfully defend your dissertation in the oral examination.

- Make any revisions requested by your committee and submit your final dissertation to Gelman Library by the [ProQuest submission deadline](#) for the semester in which you defend. All dissertation deadlines can be found on the [Critical Dates](#) page.
- Submit the [ETD Approval form](#) signed by you and your dissertation chair to docgsehd@gwu.edu, and complete your [Survey of Earned Doctorates](#) and send a copy to docgsehd@gwu.edu.
- Close the [IRB study](#) by submitting the Study Closure Form through the GWiRIS system. Exempt studies do not require a study closure form.
- Walk across the stage at graduation!