FINAL STEPS AFTER DISSERTATION ORAL EXAMINATION

1. **Determine your final due date:** In order to graduate, you must submit your final dissertation to ProQuest. Because of this, the final due date to graduate each semester is the ETD Approval Deadline set by the university. All of the steps below must be completed, and your final dissertation must be uploaded to ProQuest, before the posted date. **Please be sure to check the ETD Approval Dates to ensure you are aware of your due date and plan accordingly. If you do not submit your final dissertation before the ETD deadline, you will have to wait until the next semester to graduate.**

2. **Decide whether you want to copyright your work:** GW generally discourages students from copyrighting their dissertation unless the research has some commercial value. Please see the Best Practices Section of the GW ETD website for more information regarding open access and copyright. ProQuest will assess a $95 fee for open access publishing.

3. **Work with chair to make edits:** Work with your chair to make final edits to the document based on your committee's feedback, and, if necessary, obtain approval/signatures from committee members, then complete the remaining steps.

4. **Submit ETD Approval Form:** After your chair approves the final draft, both you and your chair must sign the ETD Approval Form and submit it to docgsehd@gwu.edu. If you do not yet have an ETD submission number when you are filling out the form, you may leave that item blank.

5. **Submit SED:** The University requires students to submit the Survey of Earned Doctorates before clearing you for graduation. Please complete the questionnaire online at https://sed-ncses.org and send your certificate of completion to docgsehd@gwu.edu.

6. **Upload your final dissertation and receive formatting approval:** The GW ETD website (https://library.gwu.edu/gw-etds) will guide you through the process of electronically submitting your dissertation to ProQuest. Your dissertation must follow the University Formatting Guidelines and match the template provided on the GSEHD Style Guide. Gelman Library will review your submission and may require you to make formatting edits and re-submit your document before accepting it if your document does not follow the above formatting guidelines. They will notify you via email if your submission requires edits and when your submission has been accepted. **Your dissertation is not considered final until Gelman Library has accepted it**. If you have substantial formatting edits to make, this approval process can take several business days. Be sure to submit your dissertation in advance of the deadline to ensure you have left time for this formatting review.

7. **Finalize IRB logistics:** If required, go to http://humanresearch.gwu.edu/closing-studies, fill out the Study Closure Form to terminate your research, and submit it to the Principal Investigator (PI) for signature. Exempt studies do not require a closure form. You should submit this form through the iRIS system and reach out to the IRB office directly with any questions at 202-994-2715 or ohrirb@gwu.edu.

8. **Finalize GSEHD logistics:** Notify GSEHD's Office of Student Life (docgsehd@gwu.edu) if the title of your dissertation has changed, or if you have any questions about the process. Otherwise, you will receive your graduation clearance from us after Gelman Library accepts your submission.