

GWSPH Graduation FAQ's

1. **I submitted my application for graduation online before the deadline to apply, will I receive confirmation?**
 - Yes. The Office of Student Records will confirm receipt of your application no later than one week after the portal to apply online closes.

2. **Am I eligible to participate in the Commencement Ceremony?**
 - If there is a reasonable expectation that you 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.

3. **Can I apply for graduation if I have a hold on my account?**
 - Yes. The hold will have to be removed and satisfied before the Office of the Registrar will send your diploma.

4. **How can I confirm all degree requirements have been met for my program?**
 - Please check DegreeMap and make an appointment to meet with your academic advisor to go over program requirements prior to the Office of Student Records completing an audit on your record for graduation. This meeting should take place at least a semester prior to you applying for graduation in the event you are missing any credits.

5. **Are the three GWSPH School Requirements (Academic Integrity Quiz, CITI Training and 8 Hours of Professional Enhancement) required for all GWSPH degree programs?**
 - Yes.

Milken Institute School of Public Health

THE GEORGE WASHINGTON UNIVERSITY

6. How long will it take to receive my degree?

- Generally, you can expect your diploma to arrive within 8-12 weeks from the university's official award date for the semester/term in which you have applied. For a list of official award dates, please visit <http://registrar.gwu.edu/application-deadlines>.
- **NOTE: The Office of the Registrar is responsible for sending all diplomas. Please send an email to diploma@gwu.edu if you do not receive your diploma within the given timeframe.**

7. When will my degree reflect on my transcript?

- Once all degree requirements have been met and following the official degree conferral date for the semester/term in which you have applied. The estimated processing timeframe for your awarded degree to reflect on your transcript will be 5-10 business days.

8. What if I have changes to my name or address after submitting my graduation application?

- Please inform the Office of the Registrar of the name or address change subsequent to your graduation application being submitted. If your diploma is processed and mailed prior to your request to change, there will be a penalty to reprint your degree. For further details, please visit <http://registrar.gwu.edu/diplomas>.

9. I initially registered for my special course requirements (Practicum/Culminating Experience/Internship/Residency/Immersion 4/Final Project/Thesis) with the intent to finish in the fall semester. After consulting my program director, the work for the special course will not be finalized until the spring semester. Will I need to re-register for my special course?

- No. You will not need to re-register for your special course. The original course will remain on your transcript until the final grade is submitted. If you have no other course work to complete, you will be required to register for the status "Continuing Enrollment". This will allow you to remain in good academic standing with the university for another full semester/term. If you have applied for graduation, you will also need to re-apply before the posted deadline for the next semester/term. For deadlines to apply for graduation, please visit: <http://registrar.gwu.edu/application-deadlines>.

Milken Institute School of Public Health

THE GEORGE WASHINGTON UNIVERSITY

10. I have been “Out of Status” for over a year and I have only my special course requirements (Practicum/Culminating Experience/Internship/Residency/Immersion 4/Final Project/Thesis) to finalize. Will I have to re-apply for admission?

- Yes. For further details on the readmission process, please visit:
<http://publichealth.gwu.edu/academics/forms>

11. I received a letter indicating “I was not cleared to graduate”, but I have finished all of my program and school requirements.

You received the letter for one or two reasons:

- a. A **school or program requirement** was not met by the stated deadline for the semester/term in which you applied to graduate.
- b. A **grade** was not submitted by the stated deadline for the semester/term in which you applied to graduate.

For further details, please respond to the email address at the bottom of your letter.

12. I have accepted a job/internship/admission to medical school and I need my degree verified. Where do I go?

- The Office of Student Records can provide a “Letter of Completion” only after all degree requirements have been met.
- **NOTE: Before you make a request, please make certain you have met all degree/school requirements.**

13. I applied for spring graduation to participate/walk in the annual May Commencement Ceremony but I will not finalize my program requirements until summer. What will I need to do?

- You will need to register for Continuous Enrollment or final course work and reapply as a summer graduate online before the March 15th deadline, if you are participating in the May Commencement Ceremony. The summer deadline for non-participants will be July 1st.
- **NOTE: After the online portal closes, ALL paper applications will be assessed a \$35 processing fee regardless of submission date. Also note, this same rule will apply to any student finalizing your program requirements in the fall semester. Please consult your academic advisor regarding the appropriate registration.**

Milken Institute School of Public Health

THE GEORGE WASHINGTON UNIVERSITY

14. Graduation Clearance vs. Commencement

- **Graduation Clearance** is the auditing process on your student record to determine if all school and program requirements have been met to be awarded your degree. This process will take place at the end of each semester/term.
- **Commencement** is the annual ceremony to recognize students who have applied to graduate in the current spring semester/spring 2 term, upcoming summer session, and graduates from the preceding fall semester or summer session.
- **Note: Any student participating in the annual May Commencement Ceremony who has not completed all degree requirements, will not be officially graduated until a determination is made through the auditing process.**

SPECIFIC MPH@GW and MHA@GW GRADUATION FAQ'S

15. When should I apply for graduation?

(Please refer to the table below for graduation application dates)

Term in which requirements are met	Graduation Semester	Graduation Application Deadline
Spring 1	Spring	February 1
Spring 2	Summer	March 15 (to walk in May Ceremony) July 1
Summer	Fall	October 1
Fall	Fall	October 1

16. Who is invited to attend the May Commencement Ceremony?

- If you finished all coursework in the previous Fall, Spring I, or (Spring 2), you are invited to attend the May Commencement Ceremony. Additionally, if you will finalize your course requirements in the summer following the May Commencement Ceremony, you are invited to “walk-through” and attend the ceremony prior to completion of your requirements.