



Completing Your Degree in Spring 2018

ASAP	<p>Visit www.gs.emory.edu > Academics > Degree Completion.</p> <ul style="list-style-type: none"> ◆ Read “Master’s Completion Form” or “Doctoral Completion Form” – both found under Forms ◆ Read “Submitting your Thesis or Dissertation” – found under Instructions
Very Soon	Make sure you have fulfilled all program and Laney Graduate School requirements.
Soon	Make sure you have paid all applicable fees.
February 9	<p>Submit your Application for Degree</p> <ul style="list-style-type: none"> ◆ This is both a university-wide deadline set by the Registrar and a Registrar form. Submit the completed paper form to the Laney Graduate School. You can also submit online, in OPUS, if your record indicates that this semester is your anticipated semester of graduation. (Questions? Contact Tamika Hairston-Miles, tamika.hairston@emory.edu.) ◆ If you submitted this a previous semester but did not complete, you need to submit it again.
If you haven’t already...	<p>... then it’s time you attend a session on dissertations, copyright and intellectual property issues. Sessions will be included on the LGS calendar, and you can also find them listed on the Woodruff Library Class Calendar at this link.</p>
In February and/or early March	<p>Attend an information session to learn about submitting your thesis or dissertation. These sessions cover formatting and other requirements, both for the manuscript and for the electronic file; decisions you’ll need to make regarding access; and the process of producing and submitting the paper copy for review and the electronic copy for the repository.</p> <p><i>For more information – and to check dates and locations – visit the Woodruff Library Class Calendar at this link.</i></p>
April 6	<p>Submit your thesis or dissertation</p> <ul style="list-style-type: none"> ◆ Detailed instructions are on the Degree Completion page. ◆ This is a Laney Graduate School deadline. Your thesis or dissertation will be reviewed by the Dean who must approve it before you can receive your degree.
Remember...	<p>If you are to also be awarded a certificate, we must have a Certificate Declaration Form on file (found on our Certificate Declaration page), and you must also submit a Certificate Clearance Form. This form is found on the Degree Completion page.</p>
May 14, 2018	Rejoice at Commencement! We hope so see you there!
Help!	<p>At the Laney Graduate School: Renee Webb, renee.webb@emory.edu</p> <p>With ETD issues: etd-help@iistserv.cc.emory.edu</p>

Caveat: This is a quick overview of what you need to do. Always check with your program to make sure you complete all requirements, and always verify dates posted on the appropriate calendars and websites.