**GRADUATION TIMELINE**

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<th>APPLY TO GRADUATE</th>
<th>GRADUATION AUDIT</th>
<th>GRADUATION CLEARANCE</th>
<th>DIPLOMA RECEIPT</th>
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<td>1. Carefully review the graduation application instructions and deadlines on the Registrar’s website. The CCAS Priority Deadline to apply to graduate in Spring 2020 is Friday, Dec. 6, 2019.</td>
<td>1. After your graduation application is submitted, a CCAS advisor from your POD will complete an audit of your courses and send you an email notifying you if you’re on track or are missing requirements.</td>
<td>1. Clearance begins after classes end and grades are posted in the spring.</td>
<td>1. Diplomas are mailed eight to 12 weeks after your transcript has been updated to reflect your degree conferral.</td>
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<td>2. Don’t apply yet if you plan to make changes to declared majors or minors. If you do, email your POD so we can update your application.</td>
<td>2. If you apply for graduation by Dec. 6, 2019, you’ll receive your graduation audit before Jan. 10, 2020.</td>
<td>2. You cannot be cleared for graduation with courses still “in progress,” incomplete grades or administrative holds.</td>
<td>2. Plan ahead for jobs and graduate schools if they require proof of your degree. You can use your official transcript as proof of graduation once your degree is conferred.</td>
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<td>3. If you apply after Feb. 1, 2020, submit a late paper application (PDF).</td>
<td>3. If you have any questions, feel free to make an appointment with a CCAS advisor.</td>
<td>3. Ensure that study abroad, transfer, AP and IB credits are posted before graduation. It can take up to three weeks for credit to be posted.</td>
<td>3. Questions? Contact <a href="mailto:diploma@gwu.edu">diploma@gwu.edu</a>.</td>
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<td>4. A $35 late fee is charged to your student account for any application submitted after the deadline.</td>
<td>4. You will receive an email if there are any challenges in clearing you for graduation.</td>
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**GRADUATION ELIGIBILITY**

To be eligible for graduation, a student must:

- have completed satisfactorily the scholarship, curriculum, residence and other requirements for the degree, as stated in the GW Bulletin;
- file an application for graduation by the published deadline date; and
- be free from all indebtedness to the University.

Enrollment is required for the semester or summer session at the close of which the degree is to be conferred; all degree requirements must be completed by the last day of final examinations for that semester or summer session. Undergraduates who pursue a double major across two schools must complete the primary major in their home school in order to graduate. A second major may supplement the primary major, but may not substitute for it.

The minimum cumulative grade-point average required for graduation is 2.0 for undergraduate students. Students must also complete 120 credit hours and all General Education (G-PAC), major and minor courses (where applicable).

Make sure to follow up with your major or minor faculty advisor if you have any requirement waivers or substitutions.

After meeting with your major/minor advisor, follow up with your CCAS POD advisor to confirm the completion of your degree requirements. If you have questions, please email your POD or schedule an appointment on the CCAS Advising website.

**GRADUATION ELIGIBILITY CHECKLIST**

- 120 credits completed
- 2.0 GPA minimum
- Major, Minor complete
GRADUATION CEREMONIES

COLUMBIAN COLLEGE CELEBRATION CEREMONY
During Commencement Weekend, Columbian College holds separate Celebration ceremonies to honor our undergraduate and graduate students.

- Two undergraduate ceremonies, by CCAS department
- Date & Times: Saturday, May 16, at 12:00 P.M. and 3:30 P.M.
- Location: Charles E. Smith Center
- Tickets: Students receive six (6) tickets to the ceremony for family and friends (request more through CCAS Advising, pending availability – more information available in April)

UNIVERSITY COMMENCEMENT CEREMONY
While each school holds its own ceremony, University Commencement includes graduates from all degree levels and schools. Graduating students will take the first step of their lifelong journey as GW alumni with the nation’s most recognizable landmarks and monuments serving as a backdrop.

- One ceremony, university-wide
- Date & Time: Sunday, May 17, at 9:30 A.M.
- Location: National Mall
- Tickets: Students receive six (6) tickets to the ceremony for family and friends (request more through the lottery on the Commencement website, commencement.gwu.edu)

Information on Commencement packet pick-up can be found on the Commencement website. Only students who have applied for graduation and indicated that they will attend the ceremony, or students who have been awarded a degree in the preceding summer or fall and indicated they will attend the ceremony, will be issued packets. You need a valid form of identification (e.g. GWorld card, driver’s license, passport) when picking up your packet. You must also have completed the online graduation survey prior to picking up your packet.

Look out for information about the Commencement Fair, where you can order your cap and gown as well as learn more about Commencement weekend. Before Commencement weekend, make sure to look out for emails regarding ticket distribution for both CCAS Celebration and University Commencement.

Please note: Students who submit an application to graduate after the published deadlines are not guaranteed Commencement materials and may not be listed in the Commencement program.

COMMENCEMENT CEREMONY PARTICIPATION
Participation in the annual Commencement ceremony held in May is open to students who have applied to graduate in the current spring semester, the preceding fall semester, or the preceding summer session. Students (graduate or undergraduate) who need no more than nine (9) credit hours to complete their degree requirements may participate in the preceding May Commencement ceremony if there is a reasonable expectation that they will be able to obtain the needed credits during the following summer. The maximum of nine (9) semester hours is firm and not subject to petition.
**GRADUATION CEREMONIES FAQ**

**Which Celebration ceremony does my major participate in?**
There will be two undergraduate CCAS Celebration ceremonies. One ceremony will be at 12 P.M. and one will be at 3:30 P.M. on Saturday, May 16. A list of which majors are in each CCAS ceremony will be announced in mid-February 2020.

**Which Celebration ceremony do I attend as a double major?**
If your majors participate in separate ceremonies, choose a primary major and attend that ceremony.

**Which ceremony do I attend as a double degree student?**
Attend the ceremony of your home school, not both.

**How many tickets do students get for Celebration/Commencement?**
Each graduate will get six tickets for Celebration and six for Commencement.

**How do I request extra tickets for the University Commencement Ceremony?**
Graduates can be placed on an electronic wait list, maintained by the Office of University Events, to be considered for extra Commencement tickets.

**I’m a Summer 2019 or Fall 2019 graduate, how do I get my tickets?**
All graduates will receive electronic tickets to the University Commencement Ceremony on the Mall. Graduates will pick up their CCAS Celebration tickets during the assigned ticket distribution times on campus. More information about this will be available in mid-February 2020.

**When will Celebration & Commencement tickets be handed out?**
The specific dates and times for ticket distribution will be announced in mid-February 2020.

**Where is the overflow seating for the CCAS Celebration ceremonies?**
In previous years, we have had overflow seating available for guests attending Celebration without a ticket. In the overflow seating area, guests will view a live feed of the ceremony on a screen. Additional information will be provided in March/April.

**How do I apply to be the Commencement Speaker?**
Students can apply on the [Commencement website](http://www.gwu.edu) to be the University Commencement Speaker. For additional information or questions, contact University Events at 202-994-7129 or [commencement@gwu.edu](mailto:commencement@gwu.edu).

**How can I apply to be the Celebration Speaker?**
The undergraduate Celebration Speakers are the students selected as the CCAS Distinguished Scholars. Distinguished Scholar nominees are nominated by faculty members and then selected by the CCAS Undergraduate Studies Committee.

**How do I get my cap and gown?**
Graduates can order regalia at the 2020 Graduation Fair. Bachelor’s regalia can be purchased at the GW Campus Store. If you cannot attend the Grad Fair, you can purchase regalia online. There is a $25 shipping charge for online orders shipped to home; there is no charge to ship to the GW Campus Store. Regalia orders will be shipped to the address provided at time of purchase. Personalized announcements can be ordered online.

**How do I check my diploma details?**
Graduates can log into the [GWeb Information System](http://gweb.gwu.edu) and update their diploma mailing address under the Personal Information Menu. For more information, visit the [Office of the Registrar](http:// registrar.gwu.edu).

**Who can I contact with ADA-related concerns for the Celebration Ceremony?**
You can contact [ccascele@gwu.edu](mailto:ccascele@gwu.edu).

**What ADA accommodations are available for the University Commencement Ceremony?**
Information is provided on the Commencement website on the [Accessibility at Commencement](http://www.gwu.edu) page.

**Will DVDs of the CCAS Celebration Ceremony and the University Commencement Ceremony be available for purchase?**
Yes, they will be available for purchase. Information about purchase options will be available in May.

**Who can I contact with Celebration questions?**
You can email [ccascele@gwu.edu](mailto:ccascele@gwu.edu) with any Celebration questions.

*For additional details, including a checklist for graduates, FAQ, and special events and activities for the Class of 2020, please visit the [Commencement website](http://www.gwu.edu).*
**Resourses/Reminders**

**Taking Less than 12 Credits**
Institutional financial aid/scholarships can be prorated for seniors who need less than 12 credits to graduate. Check with Student Financial Assistance to verify any impact on your scholarship/institutional aid when considering part-time status. As a reminder, athletes, international students, and other special populations must contact their respective offices to get approval to take a reduced course load. International students must also take at least one course on campus.

**Adding an Hour to a Course**
CCAS students can request to add one credit to any upper-level CCAS class. Make sure to complete an Additional Credit Hour Form (PDF) and an RTF (PDF) by the end of the tenth week. You will need to meet with your professor for the course you wish to add a credit to for permission and to confirm the extra coursework you need to complete. Return all forms to Phillips 107.

**Course Overload**
All students may request to register for more than 18 credit hours. Please check the requirements on the CCAS Advising website if you need to apply to take 19+ credits.

**Pass/No Pass**
Juniors and seniors who are in good standing may take one elective course per semester on a Pass/No Pass (“P/NP”) basis. No student may take more than four courses under this regulation. Students may, however, also receive grades of “P/NP” in courses for which such grades are normally given.

Once registered for a course which they later wish to take “P/NP,” the student must use a Registration Transaction Form (RTF) and have the instructor’s signature to drop the course for a letter grade and add it indicating a grade choice of “P/NP.” Students cannot change grading status after the end of the eighth week of classes. Courses required for General Education requirements or a student’s major or minor cannot be taken “P/NP.” Pass/No Pass courses do not count toward the 12 credits needed for Dean’s List.

**Departmental Honors**
Each department has different requirements for their honors, so please reach out to your faculty advisor for more information.

**First-Year Academic Forgiveness Policy**
Undergraduate students are eligible to repeat for credit one course, taken at GW during their first academic year (first semester for transfer students), in which they received a grade of D+ (1.3) or below. A student may repeat a course under this policy at any time during their enrollment at GW; however, a course is not eligible for this policy if the student has taken a subsequent course for which the initial course is a prerequisite. The student’s registration, including the repeated course, may not exceed 17 credits in the semester in which the course is repeated.

Under this policy, the original grade remains on the transcript until the student repeats the course. Once the course is repeated, a permanent notation replaces the grade for the first attempt of the course in the semester in which it was taken. The grade earned in the repeated course appears on the transcript in the semester in which the course was repeated. Only the grade earned for the repeat enrollment is factored into the cumulative grade-point average. The grade for the repeat enrollment is the final grade for the course, regardless of whether it is above or below the original grade. If you’re interested in this option, meet with your POD advisor.

**Pre-Professional Advising**
Meet with one of our pre-professional advisors for questions about law school, medical/health professions school, as well as MBA, master’s and PhD programs.

**Career Service/Life After GW**
Take advantage of the many opportunities for seniors through the Career Center, including career coaching, self-assessment, online resume and cover letter development, and assistance with networking and interviewing to help students discover their talents and interests, decide on a major, explore industries and career options, and create an effective job search strategy. They also help employers brand their organizations on campus through information sessions, a robust interviewing program and participation in career and industry fairs, programs and panels.

To see upcoming events, visit the Career Center site.

**GW Alumni**
Did you know that the GW Alumni Office provides events and services for undergraduate students? Sign up for one of their “Dinner with Alumni” events to meet GW alumni or participate in the “How Do I Become A…” series where students can meet with alumni and learn about how to get to where they are. The Alumni Office also sponsors Speed Networking Nights to learn how to sell yourself and connect with the right people. Visit the GW Alumni website for more information.

**Study Abroad**
If you just returned from studying abroad, please make sure all your documentation has been submitted to the Office for Study Abroad. Visit the Study Abroad website and log in to your account to check for your transcript from your international institution. Remember to use GW CATS (Course Approval Transfer System) to get course equivalencies for your courses abroad and submit that information to Study Abroad.

Have more questions? Visit Phillips 107 during office hours or make an appointment to see your POD Advisor.