



CCAS Senior Survival Guide 2021-2022

GRADUATION TIMELINE

APPLY TO GRADUATE



GRADUATION AUDIT



GRADUATION CLEARANCE



DIPLOMA RECEIPT

- Carefully review the graduation application instructions and deadlines on the [Registrar's website](#). If you want a degree audit prior to the start of spring classes, the CCAS Priority Deadline to apply to graduate in Spring 2022 is December 1st.
- 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.
- If you apply after March 15, 2022, you must submit a [late paper graduation application \(PDF\)](#).
- 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.
- If you apply for graduation by December 1, 2021, you'll receive your graduation audit before Jan. 10, 2022.
- If you have any questions, feel free to [make an appointment with a CCAS advisor](#).
- Clearance begins after classes end and grades are posted in the spring.
- You cannot be cleared for graduation with courses still "in progress," incomplete grades or administrative holds.
- 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.
- You will receive an email if there are any challenges in clearing you for graduation.
- You will be notified via email when your clearance form is forwarded to the Registrar's Office for processing and degree conferral.
- Diplomas are mailed 8 to 12 weeks after your transcript has been updated to reflect your degree conferral.
- 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.
- Questions? Contact diploma@gwu.edu.

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.

SATURDAY
MAY 14
12 P.M. & 3:30 P.M.

- Two undergraduate ceremonies, by CCAS department
- Location: Charles E. Smith Center
- Tickets: 6 per student



UNIVERSITY COMMENCEMENT CEREMONY

While each school holds its own ceremony, University Commencement includes graduates from all degree levels and schools.

SUNDAY
MAY 15
TBD

- One ceremony, university-wide
- Location: National Mall
- Tickets: 6 per student



Information about purchasing regalia for the ceremonies can be found at <https://commencement.gwu.edu/academic-dress-regalia>. CCAS will provide all graduates with a medal at the Celebration ceremony on May 14th. We do not provide graduation cords or pins however your specific academic department, student organization, fraternity, sorority, and/or the GW book store may....please consult with them for details.

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.**

Participation in the Celebration and/or Commencement Ceremony does NOT equate to degree conferral!

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. EST on Saturday, May 14. A list of which majors are in each CCAS ceremony will be announced in February 2022.

Which Celebration ceremony do I attend as a double major?

If your majors participate in separate ceremonies that pose a time conflict, 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 do I apply to be the Commencement Speaker?

Students can apply on the [Commencement website](#) to be the University Commencement Speaker. For additional information or questions, contact University Events at commencement@gwu.edu.

How can I apply to be the CCAS 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?

Please visit <https://commencement.gwu.edu/academic-dress-regalia> for information. CCAS will provide all graduates with a medal at the Celebration ceremony on May 14th. We do not provide graduation cords or pins however your specific academic department, student organization, fraternity, sorority, and/or the GW book store may....please consult with them for details.

How do I check my diploma details?

Graduates can log into the [GWeb Information System](#) and update their diploma mailing address under the Personal Information Menu. For more information, visit the [Office of the Registrar](#).

Who can I contact with ADA-related concerns for the Celebration Ceremony?

You can contact ccascele@gwu.edu.

What ADA accommodations are available for the University Commencement Ceremony?

Information will be on the [FAQ](#) page under Accessibility.

Who can I contact with Celebration questions?

You can email 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 2022, please visit the [Commencement website](#).



RESOURCES/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 signed forms by uploading them as a PDF [here](#).

Course Overload

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.

Departmental Honors

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

Undergraduate Academic Forgiveness Policy

Undergraduate students are eligible to repeat for credit and grade forgiveness three undergraduate-level courses taken at GW in which they received a grade of D+ (1.3) or below (except if the failing grade was due to a violation of GW's Code of Academic Integrity). With the approval of their academic advisor, 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 18 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 of RP 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 student's 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? Visit the [GW Alumni website](#) for more information.

Study Abroad

If you studied 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.

