



Completing Your Degree in Spring 2022

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 4	<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? Renee Webb, renee.webb@emory.edu .) ◆ If you submitted this a previous semester but did not complete, you need to submit it again.
In February and/or early March	<p>ETD Instructional Videos</p> <p>Information on submitting your thesis and dissertation to the ETD Repository is now on-line. There are several instructional videos that will walk you through the process. The videos can be found here. https://sco.library.emory.edu/etds/faq.html</p>
April 1	<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 9, 2022	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: https://sco.library.emory.edu/etds/faq.html</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.