

GMB ROAD TO COMMENCEMENT: APPLYING FOR GRADUATION AND DEFENDING YOUR DISSERTATION

01

Apply for Graduation

Application dates are set by the University Registrar typically at the beginning of the semester you wish to graduate. You will apply through OPUS, but be sure to check the [Laney Graduate School Timeline](#). If you are receiving a certificate, you must also complete the Certificate Declaration Form.

02

Permission to Defend

Request permission from your committee to defend.

03

GMB Permission Form

Once your committee approves, complete the [GMB Permission to Defend form](#) and sign at your final committee meeting. Signed and completed form is submitted to your Program Administrator.

04

Defense Final Copy & Public Announcement

Once the date is set students typically schedule the room for their defense. A copy of your written dissertation needs to be sent to your committee 2 weeks prior to the defense for their review. Defense also needs to be published at least 2 weeks prior to the public defense. Please use the GDBBS Template [Defense Flyer](#) and [Defense Program](#) to update your information and email to your Program Administrator to be advertised through the Graduate Division (GDBBS).

05

Public Defense

Hold your public defense of your work and dissertation. Don't forget to invite family and friends and celebrate this great achievement!

06

Defense Approval

Submit your [Dissertation Distribution Agreement and Approval Page](#) through Docusign for your committee approval and save a PDF copy.

Everyone must complete the [PhD Graduate Education Exit Survey](#) and the [Survey of Earned Doctorates \(SED\) Completion certificates](#). Everyone will complete the Exit Survey, and if you ALSO are completing a Certificate this will be available at the end of the survey.

07

Submit your Dissertation

Submit your dissertation using the [Emory Thesis and Dissertation Depository \(ETD\)](#) to the [Laney Graduate School](#). Once this has been approved by the Dean your degree candidate status will be complete.

08

Degree Completion

Log into [Laney Connect Hub](#) to upload and complete the following:

1. Electronic Theses and Dissertations Repository Submission Agreement
2. Doctoral Completion Form
3. Certificate Completion Form (required for everyone)
4. Apply to Graduate Form.

Once this has been approved by the Dean your degree candidate status will be complete.

BEFORE YOU DO ANYTHING...

Review this helpful timeline — updated every semester — to help keep you on track!

[TIMELINE](#)

DISSERTATION DEFENSE AND GRADUATION

Defense

[GMB Dissertation Defense Permission Form \(PDF\)](#)

[GDBBS Defense Flyer Template \(DOC\)](#)

[GDBBS Defense Program Template \(DOC\)](#)

Graduation

[LGS Application for Degree](#)

[LGS Instructions for Submitting Your Thesis or Dissertation](#)

[LGS Dissertation Submission Deadline Extension Form](#)

Congratulations! You have reached and surpassed important milestones and are now ready to complete your degree.

Taking steps to complete your degree will require attention to detail and adherence to all instructions.

QUALIFY

Review conditions beyond your program of study.

APPLY

Review the steps to apply for your degree.

SUBMIT

You're almost there. Follow the submission guidelines for your degree.

Order Regalia

If you are planning on walking during Spring Commencement service, please be sure to [order your Regalia](#) on time (typically early March). Be sure to [inform Laney Graduate School your plans to walk](#).

