Completing Your Degree in Spring 2025

ASAP	**Visit the Laney Graduate School Degree Completion page** ♦ **Read "Thesis or Dissertation Guidelines and Templates" – found under Additional Instructions and Forms**
Very Soon	**Make sure you have fulfilled all program and Laney Graduate School requirements.**
Soon	**Make sure you have paid all applicable fees and cleared all incompletes (I) and in-progress (IP) grades.**
By February 14	**Submit your Application for Degree Online** ♦ **This is a university-wide deadline set by the University Registrar, and a University Registrar form that is standard in all schools at Emory. Submit Your form online in OPUS via the graduation commencement tile.** o **To submit an online degree application, your record must indicate the current term as your anticipated semester of graduation. If the current term isn't listed, Contact Renee Webb, renee.webb@emory.edu to have it updated.** ♦ **If you are submitting a Degree Application for an interim or terminal Master's, or joint degree, your application will need to be activated first. Please contact Renee Webb, renee.webb@emory.edu or Tamika Hairston, tamika.hairston@emory.edu to activate. Terminal master's students should follow Laney's online terminal master's process. https://gs.emory.edu/academics/policies-progress/terminal-masters.html** ♦ **If you are only applying for a certificate, you will still need to submit an online degree application, and the same instructions applies: your expected graduation date should be the current semester.** ♦ **If you submitted this in a previous semester but did not complete, you are required to submit a new online degree application.** ♦ **Your diploma will be mailed to your diploma mailing address. Please log into OPUS to confirm and or update your address.**
Remember	**If you are applying for a certificate, you should have submitted an online Certificate Declaration form when you were first admitted in the certificate program. If you have not done so, please submit it before submitting your online degree application. You must also submit a the Intent to Complete Form. This form is found on the Degree Completion page.**
In February and early March	**View ETD Instructional Videos** **Information on submitting your thesis and dissertation to the ETD Repository is in several instructional videos that will walk you through the process. The videos can be found at https://sco.library.emory.edu/etds/faq.html**
April 4	**Submit your thesis or dissertation** ♦ **Detailed instructions are on the Degree Completion page.** ♦ **This is a Laney Graduate School deadline. Your degree candidate status will be official once the Dean has reviewed and approved your dissertation or thesis.**
May 12	**Rejoice at Commencement! We hope to see you there!**
Help!	**At the Laney Graduate School: Renee Webb, renee.webb@emory.edu** **With ETD issues: https://sco.library.emory.edu/etds/faq.html**

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.