CHECKLIST FOR DOCTORAL DEGREE COMPLETION

REQUIRED ITEMS:

Check deadlines for submission of all paperwork listed below. Deadlines may be found on the webpage http://www.tgs.northwestern.edu/academics/academic-services/calendar/

Application for Degree form: This can be filled out via CAESAR. Login to CAESAR, click on "For Students" -> "TGS Forms" and navigate to "Application for Degree" online form

PhD Final Exam form: Login to CAESAR to complete and submit the form. Print out a hard copy of the completed form to take to your final exam. Have each committee member sign the form next to their name. The signed form should go to your Director of Graduate Studies (or program/department assistant) who will finish the approval process online; the form will be submitted to The Graduate School electronically for final approval, with the signed hard copy to follow.

Dissertation submission via ProQuest, http://www.etdadmin.com/cgi-bin/home. Once your dissertation has been approved by your committee and all edits and revisions are complete, submit online via ProQuest. The dissertation must conform to TGS formatting standards: www.tgs.northwestern.edu/documents/academic-services/guidelines_for_students.pdf

Survey of Earned Doctorates (SED). Take the web survey via https://sed.norc.org/survey


If you have any Y or K grades on your transcript, your department will need to submit the appropriate change of grade form to The Graduate School by the published deadline.

ADDITIONAL REMINDERS:

If you have student health insurance through Northwestern University and you would like to cancel it, see the cancellation instructions: http://www.tgs.northwestern.edu/graduate-life/health-services/health-plan/cancellation/index.html

For information on commencement and hooding ceremonies see: www.tgs.northwestern.edu/academics/academic-services/hooding/index.html.

The Intent to Participate form is required for students taking part in The Graduate School Hooding Ceremony and must be filled out by the deadline: www.tgs.northwestern.edu/academics/academic-services/hooding/faq/index.html

For regalia rental/purchase deadlines: http://www.northwestern.edu/commencement/students/index.html

Check CAESAR for holds on your record. Your diploma and copies of your transcript may not be released if you have holds. Contact the Office of Student Accounts with questions: http://www.northwestern.edu/sfs/

If you have questions about the above, or would like to verify what The Graduate School has received to date, please contact your student services representative at gradservices@northwestern.edu or call The Graduate School at 847-491-5279 and ask to speak with a student services representative.

Rev. October 2011