



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](http://www.northwestern.edu/caesar/) (<http://www.northwestern.edu/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](http://www.northwestern.edu/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 DGS (or DGS designate) 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.etsdadmin.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: http://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>
- The Graduate School PhD Exit Survey:** <https://www.snapsurveys.com/sw/hs/surveylogin.asp?k=129856244307>
- 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/>

gradservices@northwestern.edu or call The Graduate School at 847-491-5279 and ask to speak with a student services representative. *Rev. June 2011*