

THE GRADUATE SCHOOL

NORTHWESTERN UNIVERSITY

CHECKLIST FOR DOCTORAL DEGREE COMPLETION

Below is a checklist of items that will be required of you now that you are close to finishing your degree requirements:

- Check deadlines for submission of all paperwork listed below. Deadlines may be found at: <http://www.tgs.northwestern.edu/academics/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: This can be filled out via CAESAR. Please login to CAESAR to complete and submit the form. Please be sure to print out a hard copy of the completed form. Take the printed copy with you to your final exam and have the committee members sign on the form next to their names. Then, take the signed form to your department. They will finish the approval process online, and the form will then come to us electronically for final approval.
- Dissertation submission via ProQuest (<http://dissertations.umi.com/northwestern/>): Once your dissertation has been approved by your committee and all edits and revisions are complete, please submit online via UMI/ProQuest. The dissertation must conform to TGS formatting standards, which can be found on our website: http://www.tgs.northwestern.edu/docs/guidelines_for_students.pdf
- Survey of Earned Doctorates. Download the survey from the NRC website: <http://www.norc.org/projects/Survey+of+Earned+Doctorates.htm> or pick up a hard-copy at The Graduate School. Please complete and either save and email, fax, or print out and send to the attention of your student services coordinator.
- 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.
- If you have student health insurance through Northwestern University and you would like to cancel it, please see the cancellation instructions on our website at <http://www.tgs.northwestern.edu/studentlife/health/Cancellation/>
- For information on commencement and hooding ceremonies, please visit: <http://www.tgs.northwestern.edu/studentsvcs/graduation/> . The Intent to Participate form for students taking part in The Graduate School Hooding Ceremony must be filled out by the deadline. Regalia rental and purchase deadlines can also be found here: http://www.northwestern.edu/commencement/caps_and_gowns.html
- Check CAESAR for any holds on your record. Your diploma and copies of your transcript will not be released if you have any holds. Contact the Office of Student Accounts for further information: <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.