

Checklist for Doctoral Final Examination

Department of Computer Science

CS Student Affairs Office, Mudd 3546
csgrad@cs.northwestern.edu

1. Submit the *TGS Application for Degree in GSTS*.

- Log in to GSTS, then click *TGS Forms > Application for Degree (AFD)*
- Complete and submit the form online.

The deadline to complete this requirement can be found on the University's Academic calendar:
<https://www.registrar.northwestern.edu/calendars/academic-calendars/index.html>

2. Submit the *TGS PhD Final Exam Form in GSTS*.

If you have all the information beforehand, this step can be completed at the same time as the AFD.

- Log in to GSTS, then click *TGS Forms > Create New Form: TGS PhD Final Exam*
- Complete and submit the form online.

NOTE: Once the form is submitted, you will not be able to make changes to it directly. If you need to correct something after submission, please email the Student Affairs Office with details, and we will make the necessary changes.

3. Reserve a room for your exam.

- Email room-requests@cs.northwestern.edu with the date and time of your exam to request a room.

4. Complete the CS Exam Request Form.

- Download the form at the following link:
<https://www.mccormick.northwestern.edu/computer-science/graduate/cs-exam-request-form1.pdf>
- Email the completed, unsigned request form as a PDF to the CS Student Affairs Office (csgrad@cs.northwestern.edu).

5. Submit your dissertation.

- Discuss the dissertation and any necessary changes with your advisor prior to submission.
- The final document is submitted to The Graduate School at www.etsadmin.com/main/home
 - Some fees may apply depending on the options you select during submission, such as copyright and open access.
- The CS Student Affairs Office will approve the Final Exam form after you and your advisor confirm via email that the dissertation is complete and has been submitted.

6. Review the TGS website for additional details regarding degree completion:

<https://www.tgs.northwestern.edu/academics/degree-requirements/index.html>

7. Watch your email for any updates and other information on commencement.

If you have any additional questions, please stop by the CS Admin Office on Mudd 3546 or email us at csgrad@cs.northwestern.edu.