

Checklist for Doctoral Final Examination

Department of Electrical and Computer Engineering

ECE Student Affairs Office, Tech L359

ecegrad@northwestern.edu

1. Submit the TGS **Application for Degree** (AFD) in GSTS.
 - Log in to [GSTS](#), then click **TGS Forms**
 - Complete and submit the form online
 - The deadline to complete this requirement can be found in the [Northwestern Academic Calendar](#)
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**
 - 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.

 - After your defense, each of your committee members will have to approve the Final Exam Form in GSTS before ECE is able to approve it.
 - The deadline to complete this requirement can be found in the [Northwestern Academic Calendar](#). Please plan to schedule your Final Exam with enough time before the deadline for your committee to approve the form and for you to make any requested edits to your dissertation before submitting.
3. **Reserve a room** for your exam or create a link for remote exams.
 - For on campus exams, email the ECE Administrative Assistant (nataliya.panchyshyn@northwestern.edu) with the date and time of your exam to request a room.
4. (For public presentations only) **Complete the ECE Exam Request Form.**
 - Download the ECE [Examination Request Form](#)
 - Email the completed form as a PDF to the ECE Student Affairs Office (ecegrad@northwestern.edu).
5. After your defense, **Submit your dissertation or submit your embargo request.**
 - Discuss the dissertation and any necessary changes with your advisor prior to submission.
 - The final document must be submitted to **ProQuest**. Please review TGS's [dissertation submittal process](#).
 - Some fees may apply depending on the options you select during submission, such as copyright and open access.
 - **The ECE 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 details regarding degree completion](#).

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

If you have any additional questions, please come see anyone in the Student Affairs Office (Tech L359), or email us at ecegrad@northwestern.edu.