

# CHECKLIST FOR PhD COMPLETION

1. Present your work at a **departmental seminar**. See Allison at least one quarter before projected defense date to schedule your seminar.
2. Fill out **Application for a Degree on CAESAR** & submit online by the deadline listed below.
3. **Schedule your dissertation defense**. Tell Allison when the defense will be **whether or not** you ask her to remind your committee of the defense (see #7 below).
4. Fill out your **PhD Dissertation Defense form on CAESAR**, submit it, and email Allison once you've submitted. FYI, there are specific people in the Graduate School, assigned to students by your last name, who can help you if you have questions and Allison is either not available or can't answer your questions:  
    Antoaneta Condurat: (A-J)      x1-8469  
    Kate Veraldi: (K-Q)            x7-4108  
    Stephen Scott: (R-Z)          x1-3226
5. **Give Justyna (or Laura) your final work termination date** (the last day you will be paid). Discuss this with your advisor.
6. One or two days before your defense **remind your committee** of the time and location of the defense (if you have not asked Allison to do so).
7. At your defense, your committee will sign your **Committee Report** (printed and given to them by Allison) and give it to Allison. You don't need to do anything with this form except pay attention and make sure it gets signed.
8. **Submit your dissertation** online at <http://dissertations.umi.com/northwestern/>. You will have to pay fees at this point: a required fee of \$55 and an optional copyrighting fee (\$45).
9. Print and fill out a **Survey of Earned Doctorates** and **submit to your TGS advisor** (see names above, in #4). SED can be found online at <http://www.norc.org/projects/Survey+of+Earned+Doctorates.htm>
10. **Drop off w/ ChBE at least two hard copies of your dissertation** to be bound (one for the department, one for each of your advisors). You can print them double-sided or single. Margins should be 0.2" wider on the left side of the page - just change your right margin to 0.8" and the left to 1.2" in order to preserve your pagination (alternate if printing double-sided). Give your bindery check to Allison - make checks payable to Northwestern. Ask Allison if you have any questions about how to format your thesis properly. *Each bound copy of your thesis costs \$14.00 - you must pay for our copies as well as your own. If you wish your theses to be sent to the bindery immediately, you must have at least \$50 of binding. If you have less, your binding order will have to be combined with that of another student and may be delayed.*
11. **Turn in your keys** and **clean out your mailbox** on your last day here.
12. Fill out our **departmental exit form** (WITH YOUR FORWARDING ADDRESS) and have your advisor, the Engineering Librarian, Laura Gerety, Justyna Gutowska, Noreen Sherwood, and Allison sign it. Make sure to make arrangements for any copies of your thesis that you wish to keep or distribute personally.
13. **Cancel any Health Insurance** or other benefits you may have - if you don't, you'll be charged after you leave, and there is no real recourse for that.

\* Nearly all forms can be found online in the section for Graduate Students on the ChBE website. \*

TGS DEADLINE FOR DECEMBER GRADUATION: USUALLY the first Friday of November  
(doublecheck this)

TGS DEADLINE FOR JUNE GRADUATION: Friday, April 4, 2008

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## GRADUATION and HOODING:

You must REGISTER for the McCormick hooding ceremony by the middle of May (check emails and ask the Dean's office for specific dates). You must register online in the spring quarter following your defense date (ie. if you finish in October 2008, you'll be hooded in June 2009). Keep an eye out for emails from the McCormick Dean's office in April - if you have not received anything by this time, contact me directly.

If you attend this ceremony, you will need to rent your cap and gown, which will also be required at the University Commencement later the same day. The Graduate School should forward you information regarding these rentals. If you have not received this information by the end of April (2 months prior to your hooding ceremony), please call the Graduate School Office at 847-467-1194.

## FORMS YOU NEED to fill out online:

1. Application for a Degree (CAESAR)
2. PhD Dissertation Defense (CAESAR)

## FORMS YOU NEED to fill out in hardcopy:

1. ChBE Departmental Exit Form
2. Survey of Earned Doctorates (download and print):  
<http://www.norc.org/projects/Survey+of+Earned+Doctorates.htm>

## TOTAL REQUIRED COSTS:

\$55	Microfiche fee ( <i>paid to Graduate School when you submit your dissertation</i> )
+ \$28	bindery fee (to ChBE department) - <i>will be more if you have multiple advisors, and/or if you want copies bound for yourself</i>
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<b>\$79</b>	<b>TOTAL</b>

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