Northwestern | THE GRADUATE SCHOOL

TGS FORMS
TRAINING GUIDE

Questions? Email gsts@northwestern.edu

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TGS Forms Overview

Students in The Graduate School (TGS) must complete the necessary forms to document their progress toward degree completion.

These forms must be approved by the program’s Director of Graduate Studies (DGS) or someone designated by the DGS and TGS (except in the case of the Application for Degree, which only requires program approval). Information from the forms ultimately feeds into CAESAR and appears on the student’s transcript.

The following forms can be found in the Graduate Student Tracking System (GSTS) on the TGS Forms tab.

<table>
<thead>
<tr>
<th>Form</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application for Degree</td>
<td>For students to petition to graduate in an upcoming quarter and indicate the name they’d like on their diploma, and the diploma mailing address.</td>
</tr>
<tr>
<td>Master’s Degree Completion</td>
<td>Indicates that the program anticipates all degree requirements for the master’s degree will be met by the end of the current quarter and a faculty committee has confirmed the program’s requirements will be satisfactorily completed.</td>
</tr>
<tr>
<td>Master’s in Primary PhD</td>
<td>For PhD students to request a master’s along the way to the PhD in the same program of study.</td>
</tr>
<tr>
<td>PhD Qualifying Exam</td>
<td>Indicates that admission to candidacy has been achieved by the student’s passing a comprehensive qualifying examination, written or oral or both.</td>
</tr>
<tr>
<td>PhD Prospectus</td>
<td>Indicates that a student has successfully defended the dissertation proposal and a faculty committee has approved.</td>
</tr>
<tr>
<td>PhD Final Exam</td>
<td>Indicates that a student has successfully defended the dissertation and a faculty committee has approved.</td>
</tr>
<tr>
<td>Petition for Absence</td>
<td>Allows students to request a leave of absence (general or family) or request a parental accommodation.</td>
</tr>
<tr>
<td>Program Withdrawal Request</td>
<td>Allows students to request to withdraw entirely from their program of study.</td>
</tr>
</tbody>
</table>

General Notes about TGS Forms Functionality

- TGS Forms are designed for the student to fill out the form and for the program to review, but if programs prefer to fill out forms on behalf of students, this can be done.
- When reviewing forms in the “Review by Program Office” section of each form, be sure to complete all parts of the review, sliding each toggle to the appropriate setting before completing your review. The LAST step should be moving the “Completed review of the form?” toggle to “Completed.”
- **Be sure to complete all parts of the Review by Program Office tab before sliding the toggle to Completed.**
- Do not open more than one students’ GSTS records in multiple browser windows with different while approving TGS Forms. This may cause the incorrect messages to be sent to students. It’s best to work on one record at a time.
Reviewing Transcripts

When reviewing an Application for Degree, Master’s Completion Form or Final Exam Form you should review the student’s transcript prior to approval. This ensures that:

- The student has or will complete at least 9 TGS quality graded ABC courses approved for TGS credit by the end of the quarter.
- The student has or will have a 3.0 GPA at minimum by the end of the quarter
- The program is aware of any outstanding incomplete grades (Y/K/X/NR) that must be completed for the conferral of the degree.

There are two ways to access this information. You can review the Unofficial Advising Transcript (CAESAR) or the Unofficial Grade Report (GSTS).

<table>
<thead>
<tr>
<th>Transcript Review Options</th>
<th>Pros</th>
<th>Cons</th>
</tr>
</thead>
</table>
| Unofficial Advising Transcript (in CAESAR) | • Separates coursework by degree program  
• Shows milestones information that will appear on Official Transcript  
• Shows Change of Grade updates in real-time  
• Shows program cumulative GPA | • Does not differentiate TGS courses from non-TGS courses  
• Does not provide additional course information that can be used to fill out Change of Grade Forms |
| Unofficial Grade Report (in GSTS)       | • Differentiates TGS courses from non-TGS courses  
• Provides course information necessary for filling out Change of Grade Forms (course name, section, grade received, number of units, instructor’s name) | • Report data from the previous evening.  
• Can include TGS coursework taken in different degree programs, so it is necessary to note student’s admit term |

To view the Unofficial Advising Transcript, click the button on the Review by Program Office tab on the Application for Degree, Master’s Completion Form, Final Exam Form, Qualifying Exam Form or Prospectus Form:

When this button is selected, a browser window will appear and you will be prompted to log into CAESAR to view the student’s unofficial transcript.
Both the Unofficial Advising Transcript and the Unofficial Grade report buttons can also be found on the student’s Profile.

Be advised, this grade report does not always begin at the student’s TGS admit term. If a student has taken coursework prior to matriculating into their current program, it may appear on this grade report. Reviewers should always note the student’s admit term before using this tool.

The Unofficial Grade Report notes the career, course name, section, grade and instructor of each course. It can be an effective tool for filling out Change of Grade Forms and determining if a student has met graduation requirements.
View Dashboard Report of TGS Forms

From your GSTS dashboard, go to the “Reporting” tab.

Select the report type, “TGS Forms” -> “Form Status Report”

Click “View Report”

You’ll see a list of TGS forms for your program. Much like the program dashboard, the TGS Forms report allows you to select from dropdown menus to filter the list and include optional data fields. The list can be filtered and sorted by: form type, form status, program approval status, and TGS approval status.

From this dashboard, click on the last name of any student to go directly to their GSTS record.
Navigating to a Form

Once in the student’s GSTS record, navigate to the “TGS Forms” tab:

Here you’ll find a list of all forms submitted for this particular student, along with the approval status, last date of approval/update, and users who have taken any action on the form.

To review and enter a decision for a particular form, click the form link for the form that is pending approval.

Once you have clicked the link, the form pending review will appear below the list of student’s forms. Scroll down to view the form.
Form Types

Application for Degree form

Description: The application for degree form is submitted by a student who wishes to graduate in an upcoming quarter.

When the Director of Graduate Studies (DGS), or someone designated by the DGS, approves this form, CAESAR is automatically updated to reflect that the student has filed for degree in a particular quarter (expected graduation term). Students will not appear on graduation queries and reports if the program does not approve this form.

Deadline: The form must be submitted by the date published on the academic calendar.

Approval Steps: The student must fill out and submit the form before the deadline, including:

- name as it should appear on diploma
- address where diploma should be mailed
- expected quarter/year of degree
- expected degree (program and degree)

When the student submits the form, you will receive a “Review Ready Notification” email.
To render a decision:

1) Review the advising transcript.
2) Under “Form Approval?”, leave the toggle set to “Denied” if you wish to deny the form. If you approve, slide the toggle to “Approved.”
3) Slide the toggle to “Completed” to complete your review.

Note: If you do not slide the “Form Approval” toggle to approved, when you complete the form, the student will receive an email that the form was denied.

Be sure to complete all parts of the Review by Program Office tab.

You may enter “Reviewer Comments” that are visible to the student.

Once you approve the form, students and TGS will receive a confirmation email. Note: TGS does NOT review the Application for Degree form. Once you approve the form, CAESAR is immediately updated to reflect the anticipated graduation term and diploma information (name, address).

Note: Students who petition for a master's on the way to the PhD in their PhD field of study must FIRST submit the "Request for Master's in Primary Field of PhD Study" form via GSTS by clicking the button on the Application for Degree form, or selecting the option from the “Create New Form” dropdown menu.

Once this form is submitted, The Graduate School will update the student's record in CAESAR to add the master's program that corresponds to the PhD plan of study. Only after the "Request for Master's in Primary Field of PhD Study" form is approved by TGS may the student submit the Application for Degree and Master’s Degree completion forms required for the master's degree.
Master’s Degree Completion form

Description: The Master’s Degree Completion form signals that all degree requirements for the master’s degree will be met by the end of the current quarter.

The Director of Graduate Studies (DGS), or someone designated by the DGS, approves the Master’s Degree Completion form to indicate that a faculty committee has confirmed that all requirements for the master’s degree will be met for degree awarding in the current term, including coursework, thesis, final project, and/or final exam.

When the form is approved by the program and TGS, CAESAR is automatically updated to reflect that this particular milestone has been completed. Information entered into this form populates the student’s transcript.

Deadline: A student pursuing a master’s degree must complete all requirements by the end of the fifth year.

Approval Steps: The student should fill out and submit the form before the deadline, including:

- degree they are completing
- whether a thesis/project is required and, if so, the title (including special characters, if any)
- committee members, including chair (Note: it is not possible to click submit without at least two committee members, two of whom are Graduate Faculty, or without a committee chair)
- advisor

Upon the student’s submission of the form, you will receive a “Review Ready Notification” email.
To render a decision:

1) Review the advising transcript.
2) Indicate whether incomplete coursework has been completed. (Answering “no” will still allow you to submit the form.)
3) Indicate whether all courses for the master’s have been graded. (Answering “no” will still allow you to submit the form.)
4) Under “Form Approval?” leave the toggle set to “Denied” if you wish to deny the form. If you approve, slide the toggle to “Approved.”
5) Slide the toggle to “Completed” to complete your review.

You may enter comments on the form that are visible to the student.

Once you approve the form, students and TGS will receive a confirmation email. TGS will then complete the final approval. Once TGS has approved the form the student and program approvers will receive a confirmation email.
PhD Qualifying Exam form

Description: The PhD Qualifying Exam form signals that the student has been admitted to candidacy. Admission to candidacy is reached by passing a comprehensive qualifying examination, written or oral or both. Individual departments or programs determine the character of this examination.

The Director of Graduate Studies (DGS), or someone designated by the DGS, approves the PhD Qualifying Exam form to indicate that a student has passed the comprehensive qualifying examination and has been admitted to candidacy.

When the form is approved by the program and TGS, CAESAR is automatically updated to reflect that this particular milestone has been completed.

Deadline: A student must be admitted to candidacy by the end of the third year of study. The form can be submitted at any time during the year.

Approval Steps: The student should fill out and submit the form before or just after completing the qualifying exam, including:

- date of qualifying exam
- whether they have any incomplete coursework on their record
- whether they have completed 9 quality graded (ABC) courses approved for TGS credit

Upon the student’s submission of the form, you will receive a “Review Ready Notification” email.
To render a decision:

1) Review the advising transcript.
2) Under “Passed Qualifying Exam?” indicate whether the student has passed the exam.
3) Slide the toggle to “Completed” to complete your review.

You may enter comments on the form that are visible to the student.

Once you approve the form, students and TGS will receive a confirmation email. TGS will then complete the final approval. Once TGS has approved the form the student and program approvers will receive a confirmation email.
PhD Prospectus form

Description: Approval of the PhD Prospectus form signals that a student has successfully completed the prospectus (dissertation proposal) and a faculty committee has approved. When the form is approved by the program (DGS or someone designated by the DGS) and TGS, CAESAR is automatically updated to reflect that this particular milestone has been completed.

Deadline: A student must have an approved prospectus by the end of the fourth year of study.

The form can be submitted at any time during the year.

Approval Steps: The student should fill out and submit the form in advance of or just after completing the prospectus (dissertation proposal defense), including:

- date of prospectus
- prospectus committee members, including chair (Note: it is not possible to click submit without at least three committee members, two of whom are Graduate Faculty, or without a committee chair)
- advisor

Upon the student’s submission of the form, you will receive a “Review Ready Notification” email.
To render a decision:

1) Review the advising transcript.
2) Under “Passed Prospectus?”, slide the toggle to Yes if the prospectus was passed.
3) Slide the toggle to “Completed” to complete your review.

You may enter comments on the form that are visible to the student.

Once you approve the form, students and TGS will receive a confirmation email. TGS will then complete the final approval. Once TGS has approved the form the student and program approvers will receive a confirmation email.
PhD Final Exam form

Description: Approval of the PhD Final Exam form signals that a student has successfully defended the dissertation and their faculty committee has verified that the final exam was successful and the dissertation ready for archiving. When the form is approved by the program (DGS or someone designated by the DGS) and TGS, CAESAR is automatically updated to reflect this milestone is complete. Information from this form ultimately appears on the student’s transcript.

Deadline: PhD students must complete all degree requirements, including submission of the PhD Final Exam form, by the end of their ninth year. The form can be submitted at any time during the year.

Approval Steps: The student should fill out the form in advance of their final exam (defense) date, including

- degree they are completing
- date of final exam (defense)
- dissertation title (including special characters, if any)
- committee members, including chair
- advisor

Upon the student’s submission of the form, you will receive a “Review Ready Notification” email.
To render a decision:

1) Review the advising transcript.
2) Under “Dissertation ready for archiving?” slide the toggle to Yes to indicate that the committee has approved the dissertation and it’s ready to be submitted to ProQuest.
3) Indicate whether there are any outstanding incomplete (Y, K, X, NR) grades.
4) Under “Passed Final Exam?” slide the toggle to Yes if the final exam was passed and the committee members have submitted their approval. (See the Committee Approval Process section below)
5) Slide the toggle to “Completed” to complete your review.

Once you approve the form, students and TGS will receive a confirmation email. TGS will then complete the final approval. Once TGS has approved the form the student and program approvers will receive a confirmation email.

Notes:
- Be sure to complete all parts of the Review by Program Office panel.
- It is not possible to enter program approval of the form before the date of the Schedule Final Exam as listed on the form. Doing so will result in an error message.
- You may enter comments on the form that are visible to the student.
Committee Approval Process:

- When a PhD Final Exam form is in “pending approval” status and the final exam date is equal to today’s date or in the past, an automatic email notification is sent to all committee members asking them to approve or deny the final exam by clicking one of two links embedded in an email.
  - Committee members do NOT need to log into GSTS. They need only click an email link to approve.
- A process runs at 5pm daily to send a message to any committee member who hasn’t yet rendered a decision and who hasn’t already been sent a notification.
- At the same time, you will receive an email notification indicating that the student’s PhD Final Exam date has passed and committee approval notifications have been sent.
- In addition to the automated reminders, you may manually send out reminders to all or select committee members through the “Send Committee Approval Notifications” tab by selecting which committee members to whom to send the message.
- Once all committee members have rendered a decision, you will receive an email notification indicating that the PhD Final Exam date has passed and all committee members have responded.
- The PhD Final Exam form lists if/when a notification has been sent and the committee member’s decision.

![Email to Committee Requesting PhD Final Exam Approval](image)

<table>
<thead>
<tr>
<th>Notification Sent?</th>
<th>Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes 2019-05-29 12:03:54</td>
<td>Yes 2019-05-29 12:04:40</td>
</tr>
</tbody>
</table>

**Note:** Although GSTS will generate a warning, it is possible to submit program approval of the PhD Final Exam form without some or all of the committee members having rendered their decision via GSTS. This should only be done in the event that a committee member cannot render a decision via the email link. In such a case, make a note of this in the comments section and [upload documentation](#) (emails, signed forms, etc.) that demonstrates the committee member’s approval.
Petition for Absence form

Description: The Petition for Absence form is used for students who want to request a general leave of absence, family leave of absence, or parental accommodation.

Deadline: The form must be submitted and approved in advance of the start date of the leave/accommodation period.

Approval Steps: Once the student has submitted their request and the form status is “Pending Approval” you can enter your decision.

To render a decision:

1) On the Program Office tab, under “Form Approval?” leave the toggle set to “Denied” if you wish to deny the form. If you approve, slide the toggle to “Approved.”
2) Slide the toggle to “Completed” to complete your review.

You may enter comments on the form that are visible to the student.

Once you approve the form, students and TGS will receive a confirmation email. TGS will then complete the final approval. Once TGS has approved the form the student and program approvers will receive a confirmation email.
**Program Withdrawal Request form**

**Description:** Students who wish to withdraw entirely from The Graduate School must submit the Program Withdrawal Request form.

**Deadline:** None, but the form should be submitted before the student withdraws.

**Steps:**

1) Move the toggle to “yes” to indicate that funding has been adjusted, if necessary, and the student can be withdrawn from The Graduate School.
2) Slide the toggle to “Completed” to complete your review.

Once you approve the form, students and TGS will receive a confirmation email. TGS will then complete the final approval. Once TGS has approved the form the student and program approvers will receive a confirmation email.
Adding Instructions to TGS Forms

Like most pages in GSTS, you can add/edit explanatory or instructional text. Hover over the instruction box, then click the **Edit** link to the right.

From there you can enter any instructions that are specific to your program:

**Withdrawing a Form**

Most forms have the option to withdraw the form by clicking the “Withdraw Form” button. Students or programs can withdraw a form.

This can only be done before any program/TGS review has been completed.

Withdrawing the form will move it to “withdrawn” status. Once withdrawn, a new form must be created from the drop-down menu.
**Frequently Asked Questions**

**Question:** I have accidentally denied a form, but meant to approve it. How can I fix this?

**Answer:** Once a form is denied, withdrawn, or cancelled, it cannot be modified. Rather, a new form must be created and submitted.

**Question:** Can I submit forms on behalf of students?

**Answer:** Yes, it is possible for program administrators to create and submit forms rather than having students do so. Simply fill out the form and click submit. Once the form is submitted, you can select it from the list of forms and apply program approval.

**Question:** Can an external (non-NU) committee member approve the PhD Final Exam form without committee access?

**Answer:** Yes. The notification will be sent to whatever email address is entered for them in the committee section.

**Question:** Can I approve the PhD Final Exam form on behalf of the program even if not all committee members have entered their approval?

**Answer:** Yes. A warning/reminder message will be generated, but it is possible to enter program approval on the form. Doing so without first receiving all committee members’ approvals via GSTS requires that additional documentation is uploaded via GSTS.

**Question:** Where can I find the forms I approved in the old system (in CAESAR)?

**Answer:** The forms are simply the means by which data gets recorded into the system of record, CAESAR. Any previously approved form data will appear in CAESAR. If you need a report of your program’s previously approved forms, you can contact gradservices@northwestern.edu.

**Question:** By what date do I need to approve pending forms?

**Answer:** Pending forms must have program approval by the date published in the academic calendar. You may wish to give your students an earlier deadline to allow yourself time to review and approve forms, especially during the busy times of year.

**Question:** How do I know which forms are pending my approval?

**Answer:** You will receive notifications when forms are pending your approval. You can also use the GSTS Reporting feature to identify all forms pending approval.