

TGS FORMS TRAINING GUIDE

Questions? Email gsts@northwestern.edu

TABLE OF CONTENTS

| | |
|---|----|
| TGS Forms Overview | 3 |
| General Notes about TGS Forms Functionality | 3 |
| Reviewing Transcripts | 4 |
| View Dashboard Report of TGS Forms | 6 |
| Navigating to a Form..... | 7 |
| Form Types | 8 |
| Application for Degree form | 8 |
| Master’s Degree Completion form | 10 |
| PhD Qualifying Exam form | 12 |
| PhD Prospectus form | 14 |
| PhD Final Exam form..... | 16 |
| Petition for Absence form..... | 19 |
| Program Withdrawal Request form..... | 20 |
| Adding Instructions to TGS Forms | 21 |
| Withdrawing a Form | 21 |
| Frequently Asked Questions | 22 |

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.

| Form | Purpose |
|----------------------------|---|
| Application for Degree | 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. |
| Master's Degree Completion | 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. |
| Master's in Primary PhD | For PhD students to request a master's along the way to the PhD in the same program of study. |
| PhD Qualifying Exam | Indicates that admission to candidacy has been achieved by the student's passing a comprehensive qualifying examination, written or oral or both. |
| PhD Prospectus | Indicates that a student has successfully defended the dissertation proposal and a faculty committee has approved. |
| PhD Final Exam | Indicates that a student has successfully defended the dissertation and a faculty committee has approved. |
| Petition for Absence | Allows students to request a leave of absence (general or family) or request a parental accommodation. |
| Program Withdrawal Request | Allows students to request to withdraw entirely from their program of study. |

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:

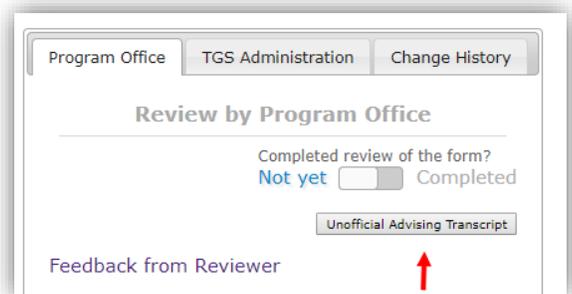
- The student has or will complete at least 9 TGS quality graded ABC courses approved for TGS credit by the end of the quarter.
- The student has or will have a 3.0 GPA at minimum by the end of the quarter
- The program is aware of any outstanding incomplete grades (Y/K/X/NR) that must be completed for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

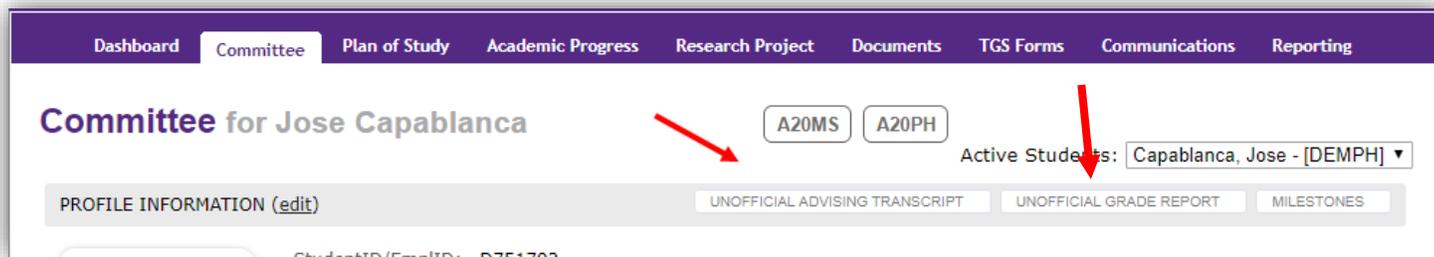
| Transcript Review Options | Pros | Cons |
|--|--|--|
| Unofficial Advising Transcript (in CAESAR) | <ul style="list-style-type: none"> • Separates coursework by degree program • Shows milestones information that will appear on Official Transcript • Shows Change of Grade updates in real-time • Shows program cumulative GPA | <ul style="list-style-type: none"> • 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) | <ul style="list-style-type: none"> • 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) | <ul style="list-style-type: none"> • 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.

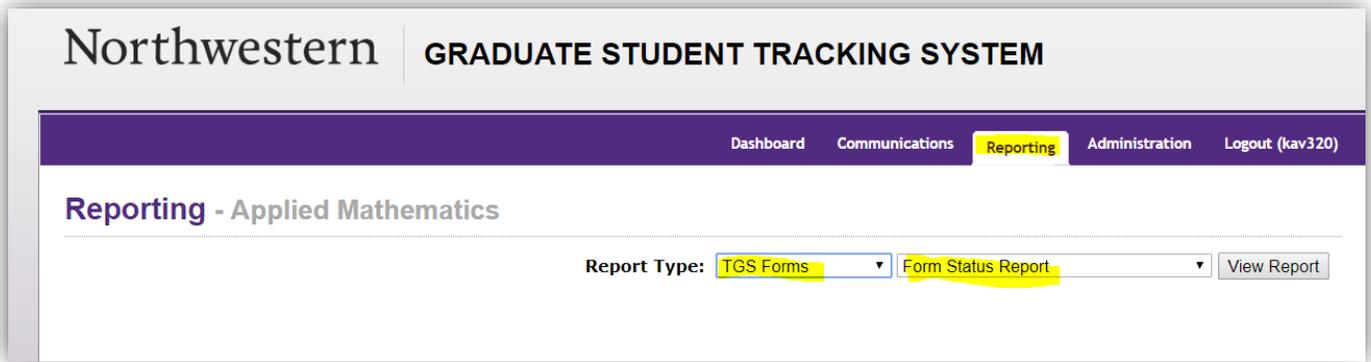
The Unofficial Grade Report notes the career, course name, section, grade and instructor of each course. It can be an effective tool for filling out Change of Grade Forms and determining if a student has met graduation requirements.

View Dashboard Report of TGS Forms

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

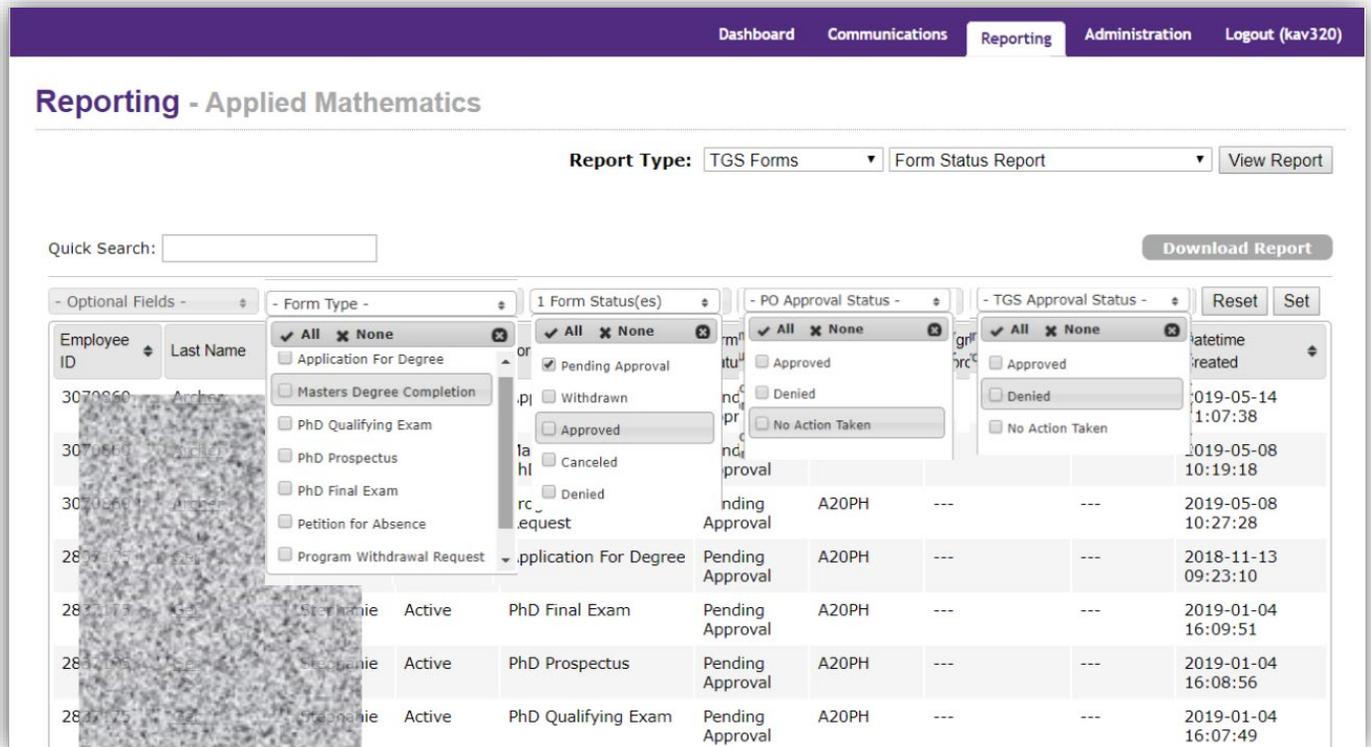
Select the report type, “TGS Forms” -> “Form Status Report”

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:

TGS Forms for Jose Capablanca A20MS A20PH Active Students: [A20P] SHOW PROFILE

My TGS Forms Create New Form: - Select -

| Form | Program Code | Degree Quarter | Program Approval | TGS Approval | Date Submitted | Date Updated | Updated By | Status |
|--|--------------|----------------|---|---|---------------------|---------------------|--------------|------------------|
| APPLICATION FOR DEGREE | | | | | | | | |
| Application For Degree | A20PH | 2018 Fall | Yes - Brian Larson 2018-11-06 11:37:45 | --- | 2018-11-06 11:37:30 | 2019-01-08 13:53:24 | Brian Larson | Approved |
| Application For Degree | A20PH | 2018 Fall | Yes - Brian Larson 2018-11-06 11:28:10 | --- | 2018-11-06 11:27:43 | 2018-11-06 11:36:51 | Brian Larson | Canceled |
| Application For Degree | A20PH | 2018 Fall | Yes - Brian Larson 2018-11-06 11:20:46 | --- | 2018-11-06 11:15:38 | 2018-11-06 11:25:02 | Brian Larson | Canceled |
| Application For Degree | A20PH | 2019 Spring | --- | --- | 2019-05-14 11:07:38 | 2019-05-14 11:07:38 | Kate Veraldi | Pending Approval |
| PhD QUALIFYING EXAM | | | | | | | | |
| PhD Qualifying Exam | A20PH | --- | Yes - Brian Larson 2018-11-06 11:38:26 | Yes - Brian Larson 2019-01-08 13:54:24 | 2018-11-06 11:38:08 | 2019-01-08 13:54:24 | Brian Larson | Approved |
| PhD PROSPECTUS | | | | | | | | |
| PhD Prospectus | A20PH | --- | Yes - Brian Larson 2018-11-06 11:47:59 | Yes - Brian Larson 2019-02-06 12:29:04 | 2018-11-06 11:47:48 | 2019-02-06 12:29:04 | Brian Larson | Approved |
| PhD FINAL EXAM | | | | | | | | |
| PhD Final Exam | A20PH | 2018 Fall | Yes - Kate Veraldi 2019-03-11 09:09:59 | No - Kate Veraldi 2019-03-11 09:10:14 | 2019-02-06 10:01:57 | 2019-03-11 09:10:14 | Kate Veraldi | Denied |

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.

My TGS Forms Create New Form: - Select -

| Form | Program Code | Degree Quarter | Program Approval | TGS Approval | Date Submitted | Date Updated | Updated By | Status |
|--|--------------|----------------|------------------|--------------|---------------------|---------------------|--------------|------------------|
| Application For Degree | A20PH | 2019 Spring | --- | --- | 2019-05-14 11:07:38 | 2019-05-14 11:07:38 | Kate Veraldi | 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.

Application For Degree

Application For Degree

Withdraw Form Form Status: Pending Approval
Editing Deadline: 2019-06-20

Students must file an application for degree form prior to graduation and by the [published deadlines](#). Indicate the address **where the diploma should be mailed (or indicate pick-up) and list the name exactly as it should appear on the diploma, including any special characters**. Diplomas are mailed (or available for pick-up) 4-6 weeks after degrees are conferred. If necessary, you may make changes to the diploma name and mailing address after you submit this form and until degrees are conferred.

If you are applying for the master's along the way to the PhD, you must submit the "Master's in Primary PhD" form and receive TGS approval before you can submit an Application for Degree for the master's.

Master's in Primary PhD

Diploma Name **Diploma Mailing Address / Will Pick Up**

First Name: Willie **Address 1:** 633 Clark Street

Middle Name: **Address 2:**

Last Name: Wildcat **City:** Evanston

Expected Quarter of Degree **Country:** United States **State:** Illinois

2019 Spring **Postal:** 60208

Expected Degree

Engineering Sci & App
Math:PhD

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).

The screenshot shows the 'Review by Program Office' interface. At the top, there are tabs for 'Program Office', 'TGS Administration', and 'Change History'. The main heading is 'Review by Program Office'. Below this, there is a button labeled 'Unofficial Advising Transcript' with a red callout '1' and an arrow pointing to it. Underneath, 'STEP 1: Indicate whether the program approves or denies the application for degree.' is followed by 'Form Approval?' with 'Denied' selected and a toggle switch. A red callout '2' with an arrow points to the 'Denied' text. Below that is a 'Reviewer Comments' section with a text input field. 'STEP 2: Complete your review, which sends AFD data to CAESAR and generates confirmation emails.' is followed by 'Completed review of the form?' with 'Not yet' selected and a toggle switch. A red callout '3' with an arrow points to the 'Completed review of the form?' text.

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.**

The screenshot shows the 'Request for Master's in Primary Field of PhD Study' form. At the top, there is a button labeled 'Master's in Primary PhD'. Below this, the heading is 'Request for Master's in Primary Field of PhD Study' with 'Form Status: New' to the right. The main text reads: 'Students who petition for a master's on the way to the PhD in their PhD field of study must submit the "Request for Master's in Primary Field of PhD Study" form via GSTS. Once the 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" is approved may the student submit the Application for Degree form for the master's degree.' At the bottom, there is a section titled 'Available Programs/Degrees' with a dropdown menu currently showing '- Select -'.

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.

The screenshot shows the 'Master's Degree Completion' form. At the top right, it says 'Form Status: New'. Below the title, there is a paragraph: 'In order for the master's degree to be awarded, The Graduate School must receive approval of the Master's Degree Completion by the published deadlines.' The form is divided into sections: 'Associated AFD Information', 'Thesis/Project', 'Committee Members', and 'Advisor Information'. Red arrows point to the following elements: 1. The dropdown menu for 'Select the degree you are completing:'. 2. The 'Thesis/Project Required?' toggle switch, which is currently set to 'No'. 3. The 'Committee Members' section header. 4. The 'Is Committee Chair same as Advisor?' toggle switch, which is currently set to 'No'. At the bottom of the form is a 'Submit For Approval' button.

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.

The screenshot shows a web interface for 'Review by Program Office'. At the top are tabs for 'Program Office', 'TGS Administration', and 'Change History'. The main heading is 'Review by Program Office'. Below this is a button labeled 'Unofficial Advising Transcript' with a red callout '1' and an arrow pointing to it. The first step instruction reads: 'STEP 1: Indicate whether there are any outstanding incomplete (X, Y, NR) grades. If there are incomplete grades on the record that do not count toward the master's, explain this in the Reviewer Comments section and upload supporting documentation.' Below this is a toggle question: 'Have all Y/K grades been completed?' with 'No' selected and 'Yes' unselected, and a red callout '2' with an arrow pointing to the 'No' option. The second step instruction reads: 'STEP 2: If student is still enrolled in courses for the master's degree, select "no." TGS will confirm completion of this term's courses after the published grading deadline.' Below this is another toggle question: 'Have all courses for the Masters degree been graded?' with 'No' selected and 'Yes' unselected, and a red callout '3' with an arrow pointing to the 'No' option. The third step instruction reads: 'STEP 3: Indicate whether the program approves or denies the master's degree completion form.' Below this is a 'Form Approval?' section with 'Denied' selected and 'Approved' unselected, and a red callout '4' with an arrow pointing to the 'Denied' option. Below the approval section is a 'Reviewer Comments' section with a large text input area. The fourth step instruction reads: 'STEP 4: Complete your review, which saves your decision and generates confirmation emails.' At the bottom is a final toggle question: 'Completed review of the form?' with 'Not yet' selected and 'Completed' unselected, and a red callout '5' with an arrow pointing to the 'Not yet' option.

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.

PhD Qualifying Exam

PhD Qualifying Exam

[Withdraw Form](#) Form Status: **Pending Approval**

Admission to candidacy is reached by passing a comprehensive qualifying examination, written or oral or both. This form should be completed once the comprehensive qualifying examination has been completed.

Qualifying Exam Information

| | |
|--|--|
| Scheduled Date of Qualifying Exam: <input type="text" value="2019-05-16"/> (yyyy-mm-dd) | Do you have any incomplete coursework (courses with Y, X, or NR grades)? No <input checked="" type="checkbox"/> Yes |
| | Have you completed nine quality letter-graded (ABC, not P/NP), graduate level (approved for TGS credit) courses while enrolled in The Graduate School? No <input checked="" type="checkbox"/> Yes |

[Click here to check your unofficial grade report](#)

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.

The screenshot shows a web interface for reviewing a form. At the top, there are three tabs: "Program Office", "TGS Administration", and "Change History". The main heading is "Review by Program Office". Below this, there is a button labeled "Unofficial Advising Transcript" with a red callout box containing the number "1" and an arrow pointing to it. Below the button is a yellow highlighted box containing the text: "STEP 1: Indicate whether the program approves or denies the qualifying exam form." To the right of this box is an "Edit" link. Below the yellow box is the question "Passed Qualifying Exam?" with a toggle switch currently set to "No" and the word "Yes" in green text. A red callout box with the number "2" and an arrow points to the "Yes" text. Below this is a section titled "Reviewer Comments" with a large empty text area. At the bottom, there is another question: "Completed review of the form?" with a toggle switch currently set to "Not yet" and the word "Completed" in blue text. A red callout box with the number "3" and an arrow points to the "Completed" text.

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

PhD Prospectus Form Status: **New**

Students must have a prospectus (dissertation proposal) approved by their committee no later than the end of the fourth year of study. For additional information, see the Graduate School's policy guide.

Scheduled Date of Prospectus:

(yyyy-mm-dd) ←

Committee Members ←

The prospectus must be approved by a faculty committee. A minimum of three individuals must serve on the prospectus committee. At least two members of this committee, including the chair, must be members of the Northwestern University Graduate Faculty.

Northwestern Graduate Faculty

| Faculty Name | Role |
|--------------------|------|
| No records to view | |

Additional Committee Members

| Faculty Name | Role |
|--------------------|------|
| No records to view | |

Advisor Information ←

Is Committee Chair same as Advisor?
No Yes

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.

The screenshot shows a web interface for reviewing a prospectus form. At the top, there are three tabs: "Program Office", "TGS Administration", and "Change History". The main heading is "Review by Program Office".

Step 1 instructions: "STEP 1: Indicate whether the program approves or denies the prospectus form." A red arrow labeled "1" points to a button labeled "Unofficial Advising Transcript".

Step 2 instructions: "STEP 2: Complete your review, which saves your decision and generates confirmation emails." A red arrow labeled "2" points to a toggle switch for "Passed Prospectus?". The toggle is currently set to "Yes".

Below the toggle is a text area labeled "Reviewer Comments".

At the bottom, a red arrow labeled "3" points to a toggle switch for "Completed review of the form?". The toggle is currently set to "Completed".

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.

PhD Final Exam

Form Status: New

In order for the degree to be awarded, The Graduate School must receive approval of the PhD Final Exam form by the [published deadline](#).

Associated AFD Information

Select the degree you are completing:



Dissertation Title

Type the dissertation title as it appears on the approved, final version of your dissertation (Including any special characters).

Dissertation Title: 

Scheduled Date of Final Exam: 
(yyyy-mm-dd)

Committee Members

The PhD final exam must be approved by a faculty committee. A minimum of three individuals must serve on the final exam committee. At least two members of this committee, including the chair, must be members of the [Northwestern University Graduate Faculty](#).

Northwestern Graduate Faculty 

| Faculty Name | Role | Notification Sent? | Approval |
|--------------------|------|--------------------|----------|
| No records to view | | | |

Additional Committee Members

| Faculty Name | Role | Notification Sent? | Approval |
|--------------------|------|--------------------|----------|
| No records to view | | | |

Dissertation Advisor Information

Is Committee Chair same as Dissertation Advisor? No Yes 

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.

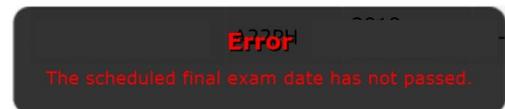
The screenshot shows a web interface for 'Review by Program Office'. At the top are tabs for 'Program Office', 'TGS Administration', and 'Change History'. The main heading is 'Review by Program Office'. A button labeled 'Unofficial Advising Transcript' is at the top right. Below this are four steps, each with a red arrow and a number in a box:

- STEP 1:** Confirm that the dissertation is ready for archiving. This form cannot be approved until the dissertation is approved and ready for archiving. A red arrow labeled '1' points to the 'Unofficial Advising Transcript' button.
- STEP 2:** Indicate whether there are any pending incomplete grades. If there are incomplete grades on the record that do not count toward the PhD, explain this in the Reviewer Comments section and upload supporting documentation. A red arrow labeled '2' points to the 'Dissertation ready for archiving?' toggle.
- STEP 3:** Indicate whether the PhD final exam (dissertation defense) was passed. A red arrow labeled '3' points to the 'Have all Y/K grades been completed?' toggle.
- STEP 4:** Complete your review, which saves your decision and generates confirmation emails. A red arrow labeled '4' points to the 'Passed Final Exam?' toggle.

Below the steps is a 'Reviewer Comments' section with a text area. At the bottom right, a red arrow labeled '5' points to the 'Completed review of the form?' toggle, which has options for 'Not yet' and 'Completed'.

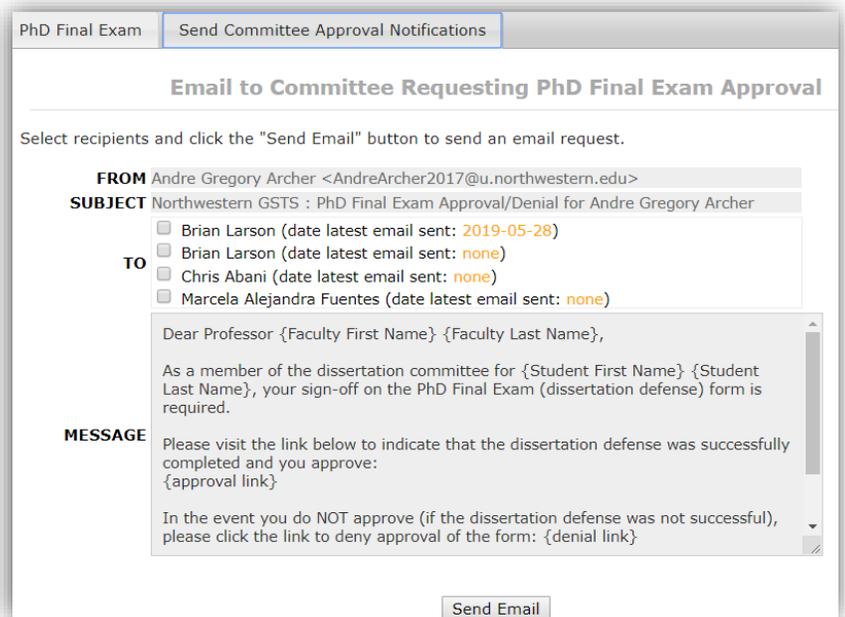
Notes:

- **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.



| Notification Sent? | Approval |
|----------------------------|----------------------------|
| Yes 2019-05-29 12:03:53 | Yes 2019-05-29 12:04:37 |
| Yes 2019-05-29 12:03:54 | Yes 2019-05-29 12:04:40 |
| Yes 2019-05-29 12:03:54 | Yes 2019-05-29 12:04:42 |

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.

The screenshot displays a web interface for the 'Petition For Absence / Parental Accommodation' form. The left pane shows the form details, including the 'Form Status: New', instructions for students, and fields for 'Start of Leave Date' and 'End of Leave Date'. The right pane, titled 'Review by Program Office', contains a 'Form Approval?' section with a toggle set to 'Denied', a 'Reviewer Comments' text area, and a 'Completed review of the form?' section with a toggle set to 'Not yet'. A yellow box at the bottom of the right pane states 'No comments found.'

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.

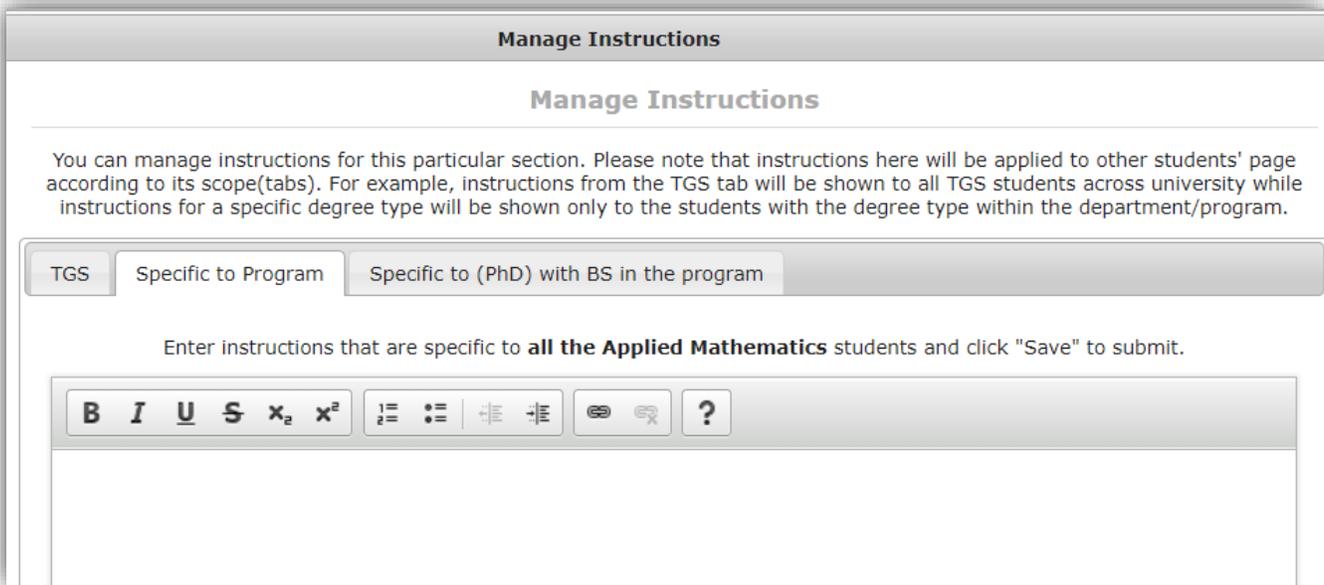
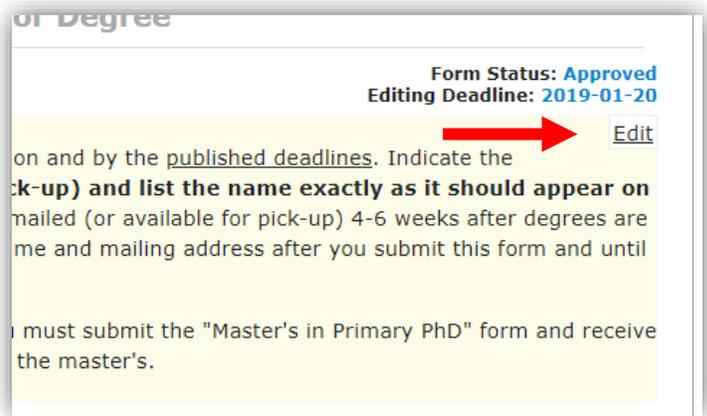
The screenshot shows a web interface for a 'Program Withdrawal Request' form. The main content area is titled 'Program Withdrawal Request' and includes instructions for students, a dropdown menu for 'Program from which you are requesting to withdraw', a date input field for 'Last date you participated in program-related activities', and an acknowledgment checkbox. On the right side, there is a 'Review by Program Office' section with a question about funding adjustments and a 'Completed review of the form?' section with a toggle between 'Not yet' and 'Completed'. Navigation tabs at the top right include 'Program Office', 'TGS Administration', and 'Change History'.

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

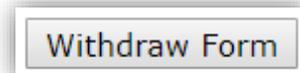
Like most pages in GSTS, you can add/edit explanatory or instructional text. Hover over the instruction box, then click the **Edit** link to the right.

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

A screenshot of a web interface titled "Manage Instructions". At the top, it says "Manage Instructions" in a grey header. Below that, it says "Manage Instructions" in a larger font. A paragraph of text explains that instructions here will be applied to other students' pages according to their scope (tabs). Below the text are three tabs: "TGS", "Specific to Program", and "Specific to (PhD) with BS in the program". Below the tabs, it says "Enter instructions that are specific to **all the Applied Mathematics** students and click 'Save' to submit." Below this is a rich text editor toolbar with icons for bold (B), italic (I), underline (U), strikethrough (S), subscript (x₂), superscript (x²), bulleted list, numbered list, indent, outdent, link, unlink, and a help icon (?). Below the toolbar is a large empty text area for entering instructions.

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.