

## Graduating? The Paperwork Process

Below is critical information regarding graduation procedures and events. You will receive more Commencement details from the Graduate School and McCormick as the day draws closer.

### PHD STUDENTS

#### **Step 1—Prepare for Your Defense**

Decide which faculty will be on your final exam (defense) committee. You need to have at least 3 full time Northwestern University faculty members on your committee, either from the CS Department or other departments at NU with which you have worked.

When you choose a date for your defense, contact the Student Services Coordinator to book a room.

If your defense is public, you should also create a flier and announce your defense to the department (use [cs-dept-all@cs.northwestern.edu](mailto:cs-dept-all@cs.northwestern.edu)) at least 2 weeks prior to the defense date.

**\*\*At a minimum, you must send an email to the faculty announcing that you are defending.\*\***

#### **Step 2—Notify the Graduate School that You Are Graduating!**

Complete the following forms and deliver to the Graduate School ASAP. These forms can be found on The Graduate School website at:  
<http://www.northwestern.edu/graduate/current/csforms.html>

⚙ *Recommendation for PhD Final Exam Committee*

⚙ *Application for a Degree*

#### **Step 3—Make Sure Your Dissertation is Complete and Accurate**

Once the above forms have been turned into the Graduate School, you will receive a packet of instructions from your Graduate School Student Services Representative.

Make an appointment to have a face-to-face meeting with your Graduate School Student Services Representative. You should set up the appointment as soon as possible, as they get very busy this time of year, and you never know what kind of problems may arise.

**Step 4—Check your Account!**

Check your student account balance again and again; you will not be allowed to graduate if you have any outstanding bills!

**Step 5—Commencement Ceremonies**

Complete the following on-line form:

<http://www.northwestern.edu/graduate/current/hoodingintent.doc>

Hooding Ceremony Participation

Note: Make sure you check off for participation in the **McCormick** ceremony!

Information about Graduation and Hooding Ceremonies:

<http://www.northwestern.edu/graduate/news/hoodingannounce.html>

The Department of Computer Science will also hold a reception here in the CS building—date and time TBA.

## **MASTERS DEGREE STUDENTS**

### **Step 1—Choose Your Committee**

Decide which faculty will review your thesis (required for terminal MS students). You need to have at least 3 full time Northwestern University faculty members on your committee, either from the CS Department or other departments at NU with which you have worked.

### **Step 2—Notify the Graduate School that You Are Graduating!**

Complete the following form and deliver to the Graduate School ASAP. This form can be found on The Graduate School website at:  
<http://www.northwestern.edu/graduate/current/csforms.html>

⚙ *Application for a Degree*

Please note that the *Application for Admission to Candidacy for the Master's Degree* and *Committee Report on Examination of Candidate for the Master's Degree* are being phased out starting Spring 2005.

### **Step 3—Submit Your Final Paper and Get Department Approval**

Give your thesis (if required) to your advisor and committee for review. Then complete the *Master's Degree Candidate Certification* (found on the Graduate School website) and deliver it to The Graduate School.

### **Step 4—Check your Account!**

Check your student account balance again and again; you will not be allowed to graduate if you have any outstanding bills!

### **Step 5—Commencement Ceremonies**

Although “hooding” is only for PhD graduates, you should fill out this form and indicate that you are getting an MS. Also make sure you check off for participation in the **McCormick** ceremony!

<http://www.northwestern.edu/graduate/current/hoodingintent.doc>

Information about Graduation and Hooding Ceremonies:

<http://www.northwestern.edu/graduate/news/hoodingannounce.html>

The Department of Computer Science will also hold a reception here in the CS building—date and time TBA.

**THE GRADUATE SCHOOL STUDENT SERVICES REPRESENTATIVES (FORMERLY KNOWN AS GRADUATE SCHOOL ADVISORS):**

William Jones, Associate Director of Student Services

[w-jones@northwestern.edu](mailto:w-jones@northwestern.edu)

7-4108

Lesley Perry, Coordinator of Student Services, last names beginning A-I

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