

Northwestern

---

INFORMATION TECHNOLOGY

**Graduate Student Progress –  
Student Forms & Workflows  
User Guide for Advisers/Committee Members  
(Dynamic Approvers)**

## Table of Contents

<b>Introduction</b> .....	2
<b>Forms Sequence of Steps</b> .....	2
<b>Reviewing a Form as a Dynamic Approver</b> .....	3

## Introduction

The Graduate Student Progress (GSP) application includes a feature called Forms. Program and school administrators can create forms that students must submit for approval in order to document academic progress and to apply for graduation. Certain forms may require “Dynamic Approval.” Dynamic approvers are advisers and committee members listed on a student’s form who must verify that a student has met a particular milestone (such as a final defense) before a form can advance in the approval workflow process. This guide will assist dynamic approvers with how to review a form in GSP that requires their approval.

### Forms Sequence of Steps

1. Student initializes a form; can save a draft or submit the form for review.
2. Upon student submission, the form goes into a ‘Pending’ status of one or more of the following:
  - Pending Dynamic Approval (adviser/committee members)
  - Pending Program Approval
  - Pending School Approval

While forms are in ‘Pending’ status, approvers can view, approve, or deny a form.

3. Once a form receives all approvals, the form is marked with a ‘Completed’ status.

## Reviewing a Form as a Dynamic Approver

When a student submits a form that requires adviser and/or committee member approval (i.e., dynamic approval), the adviser or committee member receives an email stating that a form is ready for review. Dynamic Approvers will log in to GSP to render their decision (approve or deny).

To enter a decision on a form as a Dynamic Approver:

1. Click the **Review Form** button in the email notification.
2. The Dynamic Approver is directed to the GSP login page and can log in with their NetID and password.
3. Once logged in, the Dynamic Approver will either see an 'Action Items' list and can click on the student's pending form, or the Dynamic Approver will be taken directly to the pending form.
4. The form's contents are read-only on the right side of the page. The Dynamic Approver can also view the student's Unofficial Grade Report if needed. The Change Log shows a history of form edits.
5. Under **Edit Dynamic Approval Decision**, the Dynamic Approver enters an 'Approved' or 'Denied' decision (see example below), then clicks the **'Submit'** button.

Forms / PhD Final Exam / Dynamic Approval Form

### Edit Dynamic Approval Decision

As a member of the dissertation committee, your sign-off on the PhD Final Exam (dissertation defense) form is required.

Please select "Approved" below to indicate that the dissertation defense was successful and the dissertation is ready to be archived.

In the event you do NOT approve (if the dissertation defense was not successful and the student did not pass), please select "Denied" below to register your denial.

Please contact [gradservices@northwestern.edu](mailto:gradservices@northwestern.edu) with any questions.

\* Decision

	Approved	Denied
Decision	<input checked="" type="radio"/>	<input type="radio"/>

[Save Draft](#) [Submit](#)

[Unofficial Grade Report](#)

[Change Logs](#)

### PhD Final Exam

Student

#### PhD Final Exam

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

In addition to submission and approval of this form, the [dissertation must be deposited to ProQuest](#) by the same deadline.

#### Dissertation Title

Type the dissertation title as it appears on the approved, final version of your dissertation. The dissertation title should be in mixed case. No special characters should appear in the dissertation title. Best practices for dissertation titles can be found [here](#).

**PLEASE NOTE:** The dissertation title will appear on the official transcript and in commencement programs exactly as entered below.

\* Dissertation Title:  \* Scheduled Date of Final Exam:

[Committee Members](#)

- 6. The Dynamic Approver will see a message in green that says, “Your review has been submitted” (see example below). No additional action is required by the Dynamic Approver at this point. The form will either have a status of ‘Pending Dynamic Approval’ or ‘Pending Program Approval’ depending on how many approvers still need to render a decision:

Forms

✔ Your review has been submitted. ✕

Name	Status	Submitted At	Last Updated At	Actions
PhD Final Exam	Pending Program Approval	Oct 31st 2024 4:18 PM	Oct 31st 2024 4:25 PM	<a href="#">View</a>
PhD Final Exam	Withdrawn	Oct 31st 2024 4:13 PM	Oct 31st 2024 4:17 PM	<a href="#">View</a>
Program Withdrawal Request	Pending Program Approval	Oct 31st 2024 11:29 AM	Oct 31st 2024 11:31 AM	<a href="#">View</a>
Application For Degree	Pending Program Approval	Oct 18th 2024 3:51 PM	Oct 18th 2024 3:51 PM	<a href="#">View</a>
PhD Qualifying Exam	Completed	Jul 24th 2023 9:23 AM	Oct 15th 2024 7:45 PM	<a href="#">View</a>

Showing 5 results