Required - Degree Completion Checklist
for Master of Science
Department of Computer Science

Instructions: Please mark a check (√) next to each completed item. It is important to fully complete this required checklist and upload it in the "Documents" folder in the Graduate Student Tracking System (GSTS) by The Graduate School's master's degree deadline. **Any items not completed by the degree deadline will not be eligible for the degree.**

Name _____

EMPL ID (on Wildcard) _____

❑ **Review the Graduate School Academic Calendar for degree deadlines for the quarter in which you plan to graduate.**

❑ **Submit the TGS Application for Degree (AFD) in GSTS under the "TGS Forms" tab by degree deadline.**
> * Combined degree student or PhD students, please review additional information in Section III.
> * Ad hoc students (Doctoral students pursuing an MS that is not part of the existing program of study), you must obtain approval from **MS-DGS** before filing an application for degree.

❑ **Declare your degree track in the "Study Plan" tab in GSTS.**
- This will be either course-based, thesis-based, or project-based.
  - Coursework students, please review additional information in Section I.
  - Project or Thesis-based MS students, please review additional information in Section II.

❑ **Resolve any incomplete grades from previous quarters (Y/K/NR).**
- Reach out to your professors to submit change of grade forms if necessary. This does NOT include courses you are taking in the quarter you are graduating in.

❑ **Submit the TGS Master's Degree Completion (MDC) Form in GSTS under the "TGS Forms" tab by degree deadline.**

I. Coursework Option

❑ Enter DGS Professor Chris Riesbeck and DGS Professor Konstantin Makarychev as committee on your MDC in **GSTS.**

II. Project or Thesis-based MS Option

❑ List your committee in the "Committee" section in **GSTS** under the Committee heading. You must have at least 2 committee members. Send out invitations and have your committee accept these invitations on GSTS.

❑ Please list the accurate date of when you will be presenting your thesis or project on the Project/Thesis Intention to Complete Form. This should be completed at least a week prior to the end of the quarter so your committee has time to review it.

❑ Upload an email chain to the "Documents" section in **GSTS** that includes each committee member confirming you have passed your project or thesis.

❑ Once finished, submit your project or thesis to **Tech Reports** so we can put your work on the Computer Science website.
* Combined degree students or PhD students, please review additional information in Section III.

III. Multi-Degree Students (BS/MS, BA/MS, Masters in Primary PhD)

*All multi-degree students must do the following 2 steps before the AFD is approved:

- ❑ Assign **all 12 credits** to be used for the MS to "Core Courses" under the "Study Plan" tab in GSTS.

- ❑ Once complete, mark "Completed and ready for review?" button to "Completed."

Masters in Primary PhD Student

- ❑ Fill out the "Masters in Primary PhD" form on GSTS and wait for TGS to approve it prior to starting steps 1-4.

BS/MS Student

- ❑ Report to Undergraduate Engineering which courses you intend to use for your MS degree so they will appear on McCormick Advising System (MAS).

- ❑ Double check that on MAS, the 12 courses you intend to use for your MS degree are listed under the "MS degree" heading.

BA/MS Student

- ❑ Please double check that you are not double-counting courses for your BA that you have put in "Core Courses" on GSTS. You can do this by looking at your unofficial transcript on CAESAR. It will also be audited by the Computer Science department. If there are courses that are being used toward your undergraduate degree that should not be, you should email roda@northwestern.edu and copy ms-student-help@cs.northwestern.edu with these updates. The courses you intend to use for the MS degree should all be listed under "Courses note used in major/minor/distro requirements."

Things to be aware of:

- The Computer Science department will approve your Master's Degree Completion form first. Afterward, if you see the department

approved it (one of the graduate program staff's names will appear) and it still says pending, it's The Graduate School that still needs to approve the form.

- It is the responsibility of any BS/MS or BA/MS student to verify that a course that are taking is listed with Career = The Graduate School in Caesar. Some of the most common CS 300 courses that do not carry graduate credit are: CS 301, CS 347, and CS 399. **However, this list is not comprehensive. It is of utmost importance that you check it for yourself.**