

Checklist for MS - Coursework Based Degree

Department of Computer Science

CS Student Affairs Office, Mudd 3546
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1. Submit the *TGS Application for Degree* in GSTS.

- Log in to [GSTS](#), then click *TGS Forms > Create New Form: Application for Degree (AFD)*
- Complete and submit the form online.

The deadline to complete this requirement can be found on the University's Academic calendar:
<https://www.registrar.northwestern.edu/calendars/academic-calendars/index.html>

2. Submit the *TGS Master's Completion Form* in GSTS.

If you have all the information beforehand, this step can be completed at the same time as the AFD.

- Log in to GSTS, then click *TGS Forms > Create New Form: TGS Master's Completion*
- Complete and submit the form online.
- In the section for Committee Members, you should enter the name of the Director of Graduate Studies (DGS) Prof. Jack Tumblin and MS Director/Advisor, Prof. Christopher Riesbeck

3. Submit the list of courses to be used toward your MS Degree.

- Email a list of the 12 courses you plan to apply to your MS degree to csgrad@cs.northwestern.edu. Be sure that you have listed the professors for any project or research classes (499 or 590), and be sure that you have listed the course topic for any courses labeled 395/495, 396/496, or 397/497.

4. Review the TGS website for additional details regarding degree completion.

<https://www.tgs.northwestern.edu/academics/degree-requirements/index.html>

5. Watch your email for any updates and other information on commencement.

If you have any additional questions, please stop by the CS Admin Office on Mudd 3546 or email us at csgrad@cs.northwestern.edu.