

Checklist for Master of Science - Project or Thesis Degree

Department of Computer Science

Computer Science Student Affairs Office, Mudd 3546
csgrad@northwestern.edu

1. Submit the *TGS Application for Degree* in CAESAR.

- 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 TGS' events 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, enter the names of your project or thesis committee members as appropriate and Prof. Christopher Riesbeck. We will require separate confirmation via email from your project or thesis chair that you have successfully completed the project or thesis.

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. (For public presentations) Reserve a room for your exam.

- Email room-requests@cs.northwestern.edu to request a room reservation.

5. Complete the Computer Science Exam Request Form.

- Download the form at the following link:
<https://www.mccormick.northwestern.edu/computer-science/graduate/forms-documents.html>
- Email the completed, unsigned request form as a PDF to the CS Student Affairs Office (csgrad@cs.northwestern.edu).

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

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

7. 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.