Checklist for Doctoral Qualifier and Prospectus Exams
Department of Computer Science

CS Student Affairs Office, Mudd 3546
csgrad@cs.northwestern.edu

Qualifier / Admission to Candidacy

1. Reserve a room for your exam.

- Email room-requests@cs.northwestern.edu with the date and time of your exam to request a room.

2. Complete the CS 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).

3. Review the TGS website for additional details regarding candidacy.
http://www.tgs.northwestern.edu/about/policies/phd-degree-requirements.html#candidacy

PhD Prospectus / Dissertation Proposal

1. Submit the *TGS PhD Prospectus* form in GSTS.

- Log in to GSTS, then click *TGS Forms > Create New Form: TGS PhD Prospectus.*
- Complete and submit the form online.

  NOTE: Once the form is submitted, you will not be able to make changes to it directly. If you need to correct something after submission, please email the Student Affairs Office with details, and we will make the necessary changes.

2. Reserve a room for your exam.

- Email room-requests@cs.northwestern.edu with the date and time of your exam to request a room.

3. Complete the CS 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).

4. Review the TGS website for additional details regarding prospectus.
http://www.tgs.northwestern.edu/about/policies/phd-degree-requirements.html#prospectus