

# **Checklist for MS - Coursework Based Degree**

## **Department of Electrical and Computer Engineering**

ECE Student Affairs Office, Tech L359  
[ecegrad@northwestern.edu](mailto:ecegrad@northwestern.edu)

### **1. Submit the *TGS Application for Degree in GSTS*.**

- Log in to GSTS, then click *TGS Forms*
- Complete and submit the form online.

The deadline to complete this requirement can be found on TGS' events calendar:

<http://www.tgs.northwestern.edu/about/news-events/calendar.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*
- Complete and submit the form online.
- In the section for Committee Members, you should enter the name of the Director of Graduate Studies (DGS) for your division as the Chair: Prof. Randy Freeman (EE), Prof. Hai Zhou (CE)
- In either the Co-Chair or Member box, please enter either Prof. Stephen Tarzia (for EE or CE)

### **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 [ecegrad@northwestern.edu](mailto:ecegrad@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.**

<http://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 come see anyone in the Student Affairs Office (Tech L359), or email us at [ecegrad@northwestern.edu](mailto:ecegrad@northwestern.edu).