

**Northeastern University**  
**College of Computer and Information Science**

**Master of Science**

**Graduation Clearance Procedures**

1. Fill out the attached **Graduation Checklist**. Enter each course you plan to apply towards your degree requirements for graduation, including the quarter/semester taken and the grade that you received (**i.e. CS5800 Algorithms, F08, A**). Refer to the Graduate Student Guidebook on our web page for Concentration Area Course Listings.
2. Print an **unofficial copy** of your transcript to attach to the graduation checklist.
3. For courses that you are currently taking, but have not completed, please write the course name and the semester that you are taking the course.
4. **For Transfer Credits that have previously been approved**, please precede the course information that you enter with **'TRANSFER'** and the name of the **school where the course was taken (i.e. TRANSFER, UMass, Computer Systems)**. Approved petitions for these credits must already be on file in the Administrative Office.
5. If you have any questions about the applicability of courses to your graduation requirements, **please ask the graduate advisor**.
6. If you are an **international student** applying for Optional Practical Training upon graduation, please obtain a **Certification of Program Completion/Extension Form** from the International Student and Scholar Institute (405 Ell Hall). **You are responsible for meeting with your advisor and obtaining his/her approval/signature**. The Form must then be submitted along with your **graduation checklist and transcript** to the Administrative Office. Please allow at least 2 business days for the processing of this form before you make your appointment with ISSI. You will be notified by email when the form is ready to be picked up.

Please return the completed Checklist and your transcript to the Administrative Office.

INCOMPLETE FORMS OR FORMS WITHOUT A TRANSCRIPT WILL BE  
RETURNED TO YOU.

**NORTHEASTERN UNIVERSITY**  
**MASTER OF SCIENCE IN COMPUTER SCIENCE GRADUATION CHECKLIST**

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STUDENT NAME: \_\_\_\_\_ ID #: \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ DAYTIME PHONE: \_\_\_\_\_

CORE COURSES: \_\_\_\_\_

CONCENTRATION (i.e. Databases, Operating Systems, etc.): \_\_\_\_\_

COURSES: \_\_\_\_\_

DISTRIBUTION \_\_\_\_\_

REQUIREMENT \_\_\_\_\_

(Other than \_\_\_\_\_

Concentration Area):

**\* Required only for students who started on the quarter system.**

ELECTIVES: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

NOTE: PLEASE LIST ALL COURSE NUMBERS, TITLES, SEMESTER/QUARTER TAKEN,  
AND GRADES RECEIVED AND SUBMIT CURRENT TRANSCRIPT ALONG WITH  
CHECKLIST. INCOMPLETE FORMS WILL BE RETURNED TO YOU.

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FOR OFFICE USE ONLY

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Clearance Info: \_\_\_\_\_ Total SH: \_\_\_\_\_ Final QPA: \_\_\_\_\_