

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. CSG112 Computer Systems, F03, A**). Refer to the Graduate Student Guidebook on our web page for Concentration Area Course Listings.
2. Obtain and attach a **current transcript** to the Graduation Checklist. **An unofficial copy is acceptable.**
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 are a transitional MS student, please refer to the Semester Conversion information found at <http://www.ccs.neu.edu/graduate/semesterconversion.html>.
6. If you have any questions about the applicability of courses to your graduation requirements, **please ask your faculty advisor.**
7. 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 (206 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

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.

FOR OFFICE USE ONLY

Reviewed by: _____ Date: _____

Clearance Info: _____ Total SH: _____ Final QPA: _____