Master’s Completion Information

If you are an MS or MCS student who plans to graduate this semester or next, here is what you need to do:

Make sure that you have completed or will complete:

- 3 breadth courses
- Colloquium
- CS 8000 level course (2 of them if you are doing Plan C)
- MS thesis credits (10) if doing Plan A
- CSci 8760 if doing Plan B
- Total of 31 credits of a cohesive program

File your graduate degree plan the end of your second to last semester or the very beginning of your last semester. The form must be signed by your advisor for Plan A and B and your committee members must have agreed to serve. The form is then submitted to Georganne for approval and signature of the DGS. Plan C students will submit their signed Plan C Certification form along with the graduate degree plan directly to Georganne for DGS approval and signature. You must allow at least a week for us to process. We then submit it to the Graduate Student Services and Progress office (GSSP) for entry into the records. It can take up to 2 weeks for them to get the form entered in the system. You will then receive an email letting you know that the form has been processed. If you are doing Plan A or Plan B, you are then to appoint your committee which will consist of your advisor, another CS faculty member and another non-CS faculty member. Please be sure that those you appoint have graduate education responsibilities.

Once your GDP is entered, you can request the graduation packet. In the packet will be your final exam form which you will bring to your defense if you are doing Plan A or B. Plan C students must submit that form to Georganne for DGS signature. There will also be an application for degree that must be submitted by you to the Office of the Registrar before the first working day of the month you intend to graduate.

In order to have the forms processed in a timely manner so that you can graduate when you desire, you must allow a minimum of 6 weeks although 3 months is best. However, please be sure that you have followed the course requirements so that you don’t find that you are missing a course or requirement and must take an additional semester to complete.

If you have questions, please contact tolaas@cs.umn.edu.

Additional Information

- CPT credits do NOT count towards your degree nor do any physical education, music or other recreational type courses.
- If you have prior permission to include an independent study or directed research, you must also include a brief description of that course, signed by your advisor.