Northwestern

INFORMATION TECHNOLOGY

GSP Student - User Guide

Login with your NetID at: GSP.northwestern.edu

For help email consultant@northwestern.edu

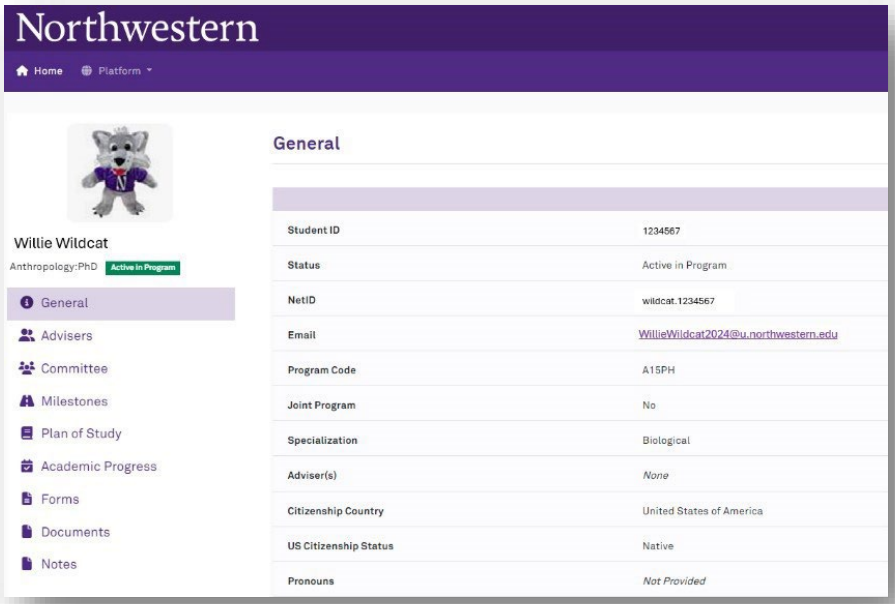
Introduction

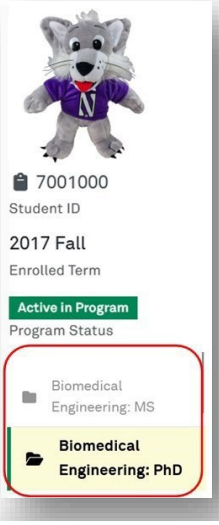
The Graduate Student Progress (GSP) system is a centralized tool that allows graduate students, program administrators, and faculty advisers to view and document information related to academic progress towards degree. GSP allows students and their program administrators and faculty advisers to view and maintain information about:

- Advisers and committee members
- Academic milestones and deadlines
- Coursework, planned and taken
- Annual progress

General Tab - Profile

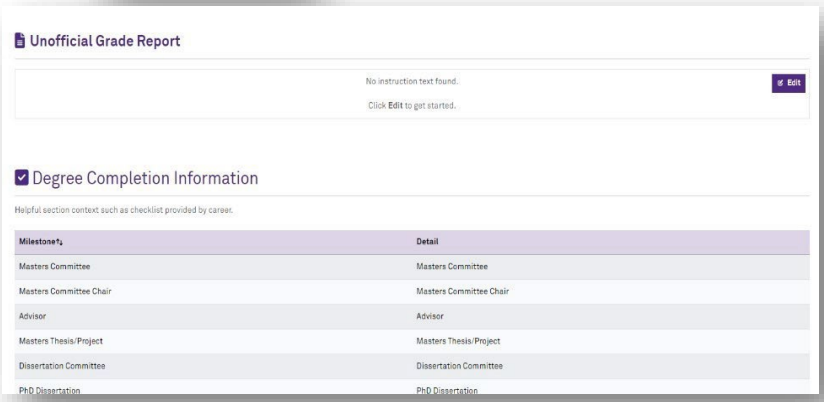
The General section displays basic information such as NetID, email, program, pronouns, etc. Most of this information comes from the University's system of record, CAESAR, including NetID, email, citizenship status, pronouns, phone, program code, joint program status, and GPA. Specialization, tags, and degree path come from GSP and are set by you or your program.





Note: If you are a student in more than one degree program (for example, an MPH/PhD dual degree student, or a student who has applied for or received a master's en route to your PhD), **you will have a GSP profile for each program/degree.**

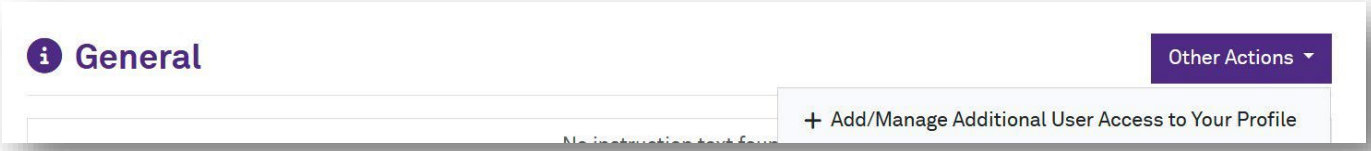
When viewing or inputting information in GSP or filling out Forms, <u>confirm that you are in the correct profile</u>. This is indicated under your profile photo. By clicking the folder icon, you can toggle between profiles.



The General tab also includes your **Unofficial Grade Report** as well as **Degree Completion Information** (completed milestones).

<u>Access</u>

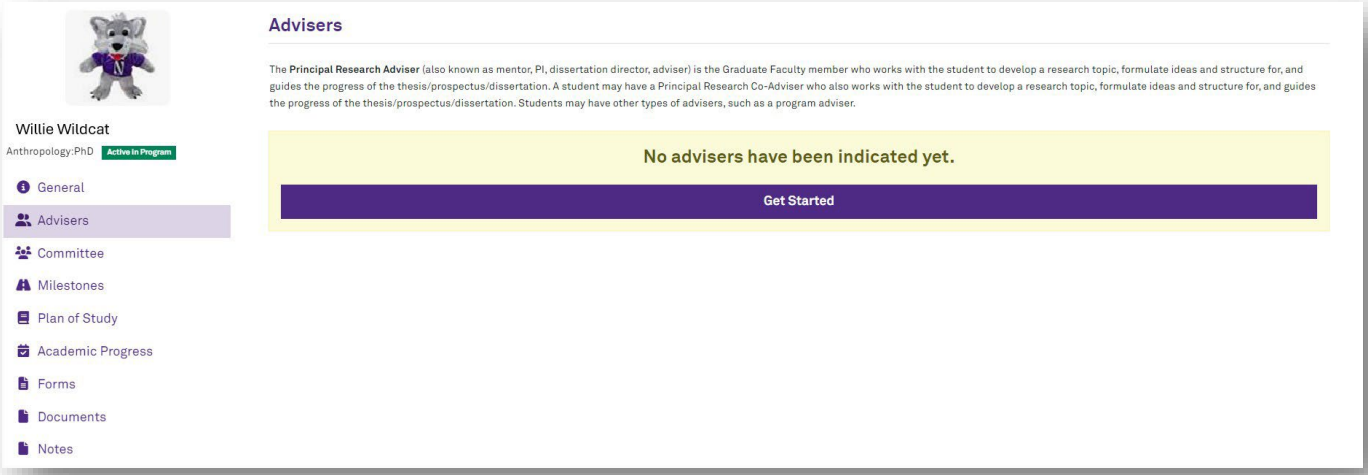
You have access to your own GSP record. Program administrators (e.g., directors of graduate study or program coordinators) can also view and, in some cases, update your GSP record. Advisers and committee members who you invite (per the process outlined below) will have access to your GSP record. From the General section, you can also grant other Northwestern users access to your Profile (training grant directors, certificate/minor advisers, etc) by clicking **+Add/Manage Additional User Access to Your Profile**.



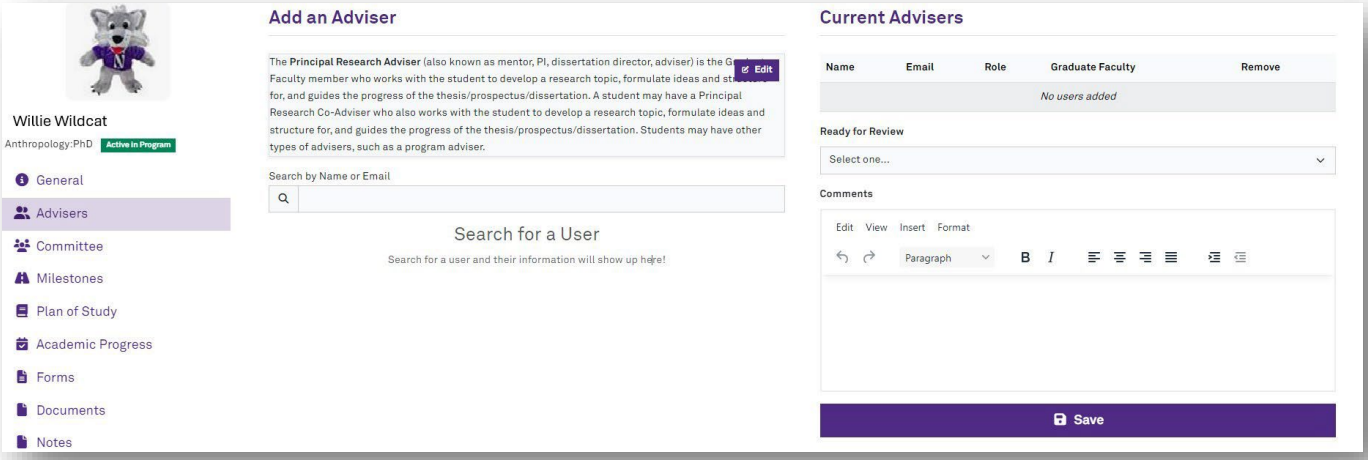
Advisers and Committee Tabs

*The instructions in this section apply to **both** the Adviser Tab and Committee Tab. For this example, we will be looking at images for an adviser.*

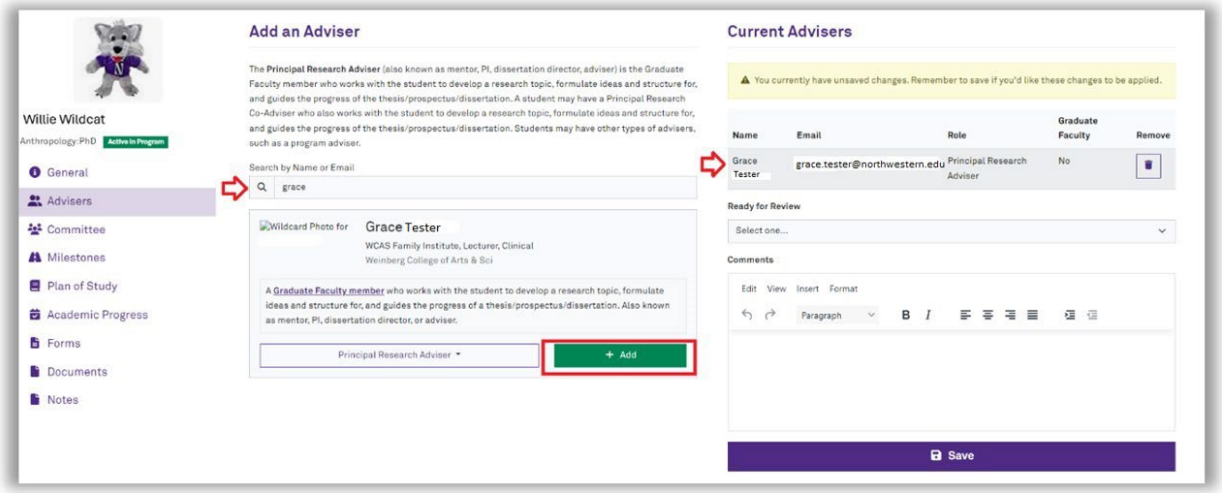
In the Adviser and Committee sections of GSP, you can indicate who are your adviser(s) and committee members. If you don't already have those roles assigned in GSP, click the **Get Started** button.



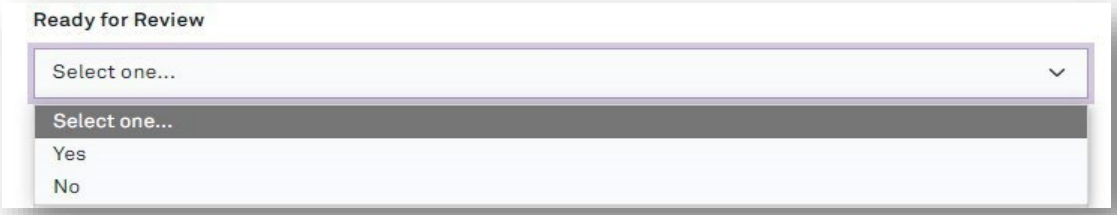
Use the **Search by Name or Email** field to look up the names of faculty advisers or committee members.

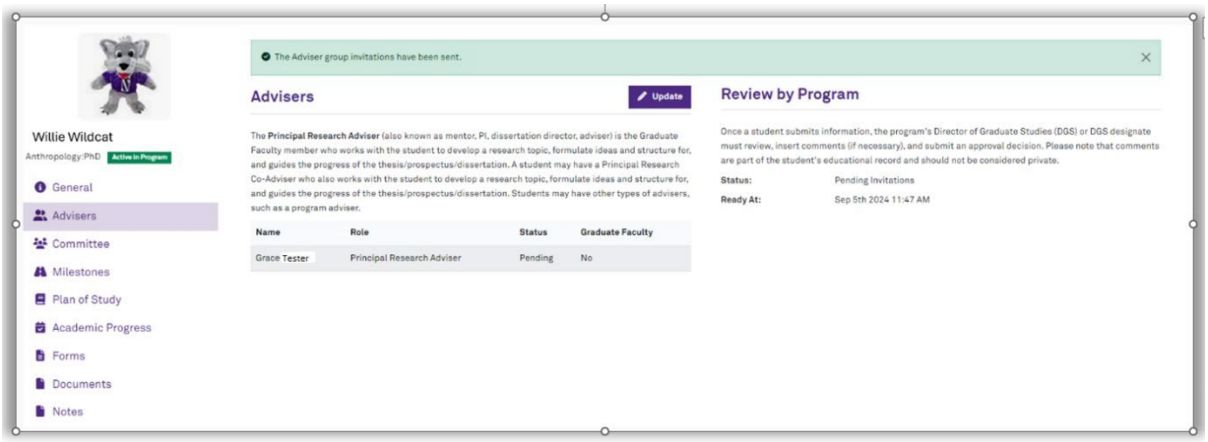


Once you've found the individual in the directory, use the **Add** button to add them to the list of Current Advisers.



If the selection is final and you wish to notify your program and send an invitation to the individual(s), select **Yes** from the Ready for Review drop-down list, then click on the **Save** button. If your selection is not final (you don't want notifications sent to your program or the individuals you've selected), click **No**. If 'Yes' is selected, an invitation will be sent to that individual. If 'No' is selected, then you can save selection, but no email invitations will be generated.

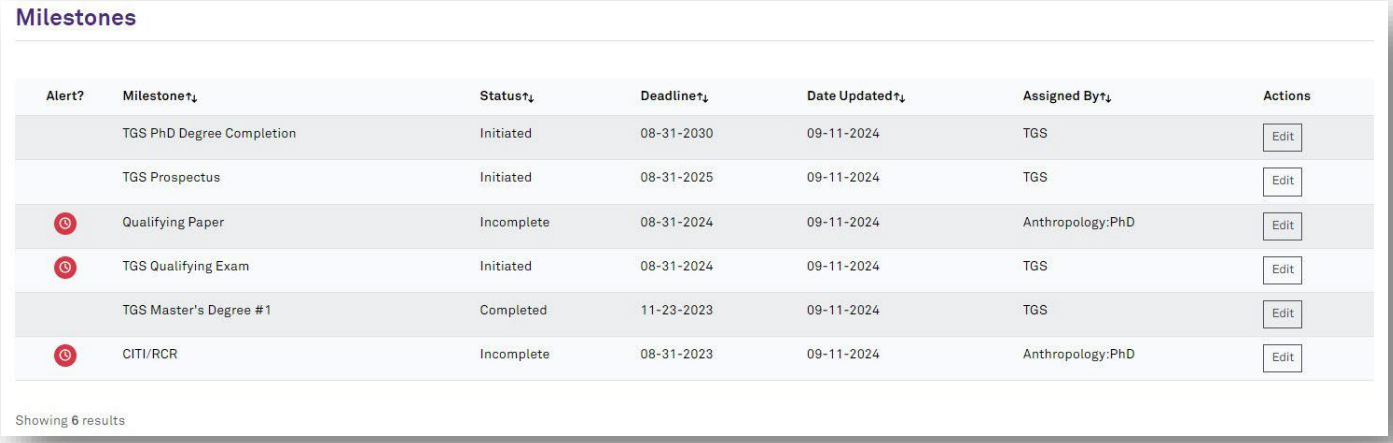




Note: If you select 'Yes', you can track the status of the invitations, as well as any program approvals or comments.

Milestones

The Milestones section displays both school and program-specific milestones (academic requirements and deadlines), milestone status, and deadlines. Whether a milestone is required by your school or program is indicated in the 'Assigned by' column. If the milestone is overdue, a 'Past due' alert is visible in the 'Alert' column.



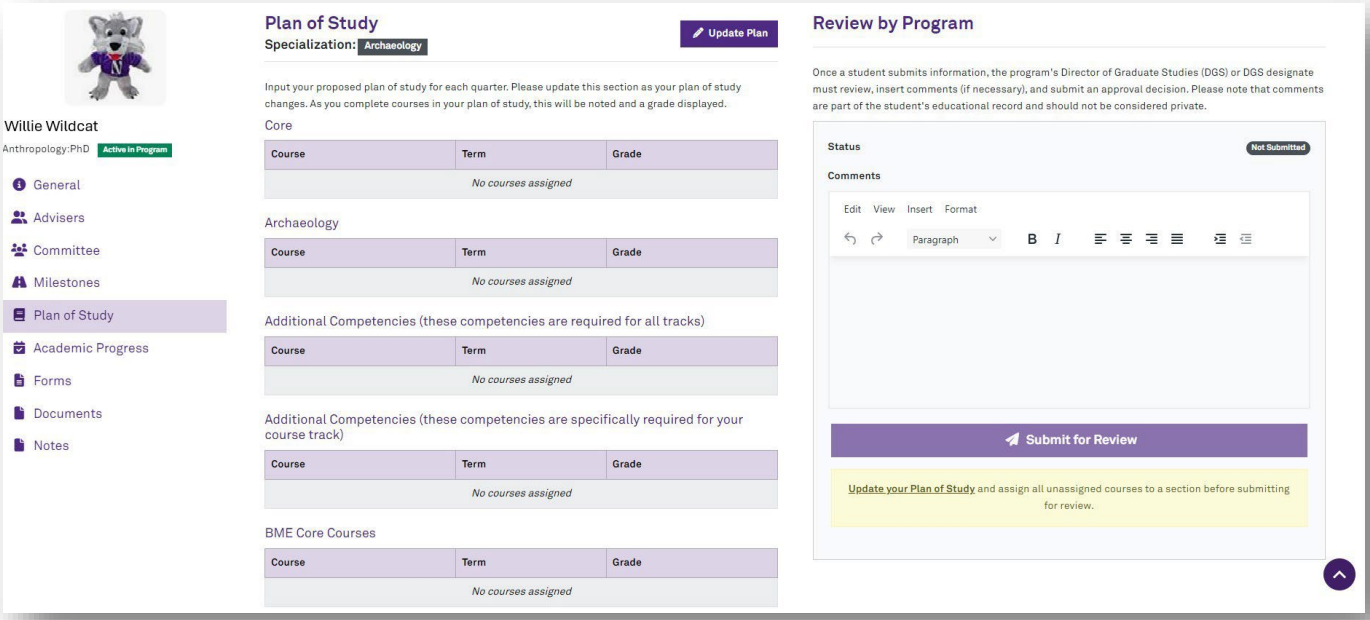
Milestones

Alert?	Milestone	Status	Deadline	Date Updated	Assigned By	Actions
	TGS PhD Degree Completion	Initiated	08-31-2030	09-11-2024	TGS	Edit
	TGS Prospectus	Initiated	08-31-2025	09-11-2024	TGS	Edit
!	Qualifying Paper	Incomplete	08-31-2024	09-11-2024	Anthropology:PhD	Edit
!	TGS Qualifying Exam	Initiated	08-31-2024	09-11-2024	TGS	Edit
	TGS Master's Degree #1	Completed	11-23-2023	09-11-2024	TGS	Edit
!	CITI/RCR	Incomplete	08-31-2023	09-11-2024	Anthropology:PhD	Edit

Showing 6 results

Plan of Study

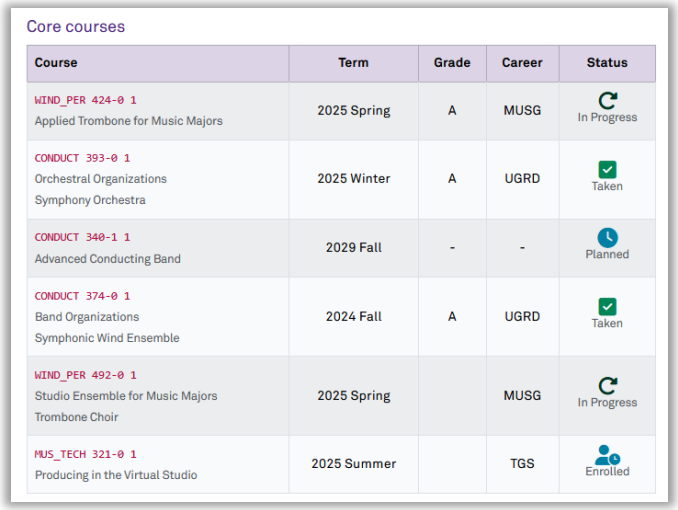
The Plan of Study tab displays your completed and planned courses, which can be categorized under the program's course requirements.



Note: Course requirements are defined and maintained by your program.

Course Statuses

Planned – Course planned from the catalog, not enrolled
Taken – Student took the course in a past term
In Progress – Student is enrolled in current term
Enrolled – Student enrolled in this course for a future term
Withdrawn – Student dropped after the drop deadline and received a W grade

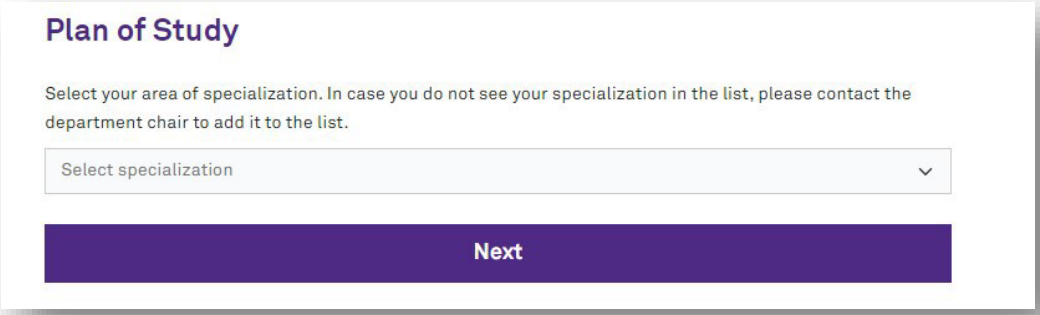


Core courses

Course	Term	Grade	Career	Status
WIND_PER 424-0 1 Applied Trombone for Music Majors	2025 Spring	A	MUSG	In Progress
CONDUCT 393-0 1 Orchestral Organizations Symphony Orchestra	2025 Winter	A	UGRD	Taken
CONDUCT 340-1 1 Advanced Conducting Band	2029 Fall	-	-	Planned
CONDUCT 374-0 1 Band Organizations Symphonic Wind Ensemble	2024 Fall	A	UGRD	Taken
WIND_PER 492-0 1 Studio Ensemble for Music Majors Trombone Choir	2025 Spring		MUSG	In Progress
MUS_TECH 321-0 1 Producing in the Virtual Studio	2025 Summer		TGS	Enrolled

Specialization

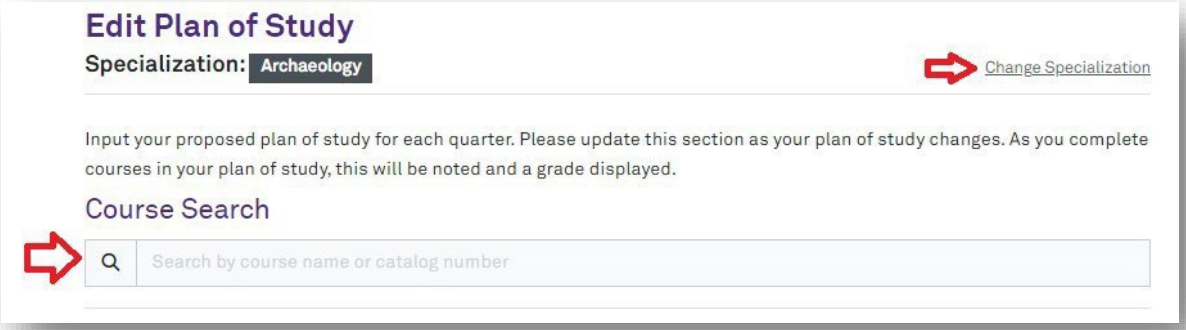
If your program offers specializations, you can select your specialization using the **Select Specialization** dropdown. Your choice will auto-save.



***Note**:* Specializations are defined and maintained by your program. If you change your specialization and had courses assigned to course categories, you'll need to reassign those.

Edit Plan of Study

In this section, you (or your program) can update a specialization by clicking the Change Specialization link or search for courses using the **Course Search** box in order to map out a Plan of Study for future quarters:



Unassigned Courses

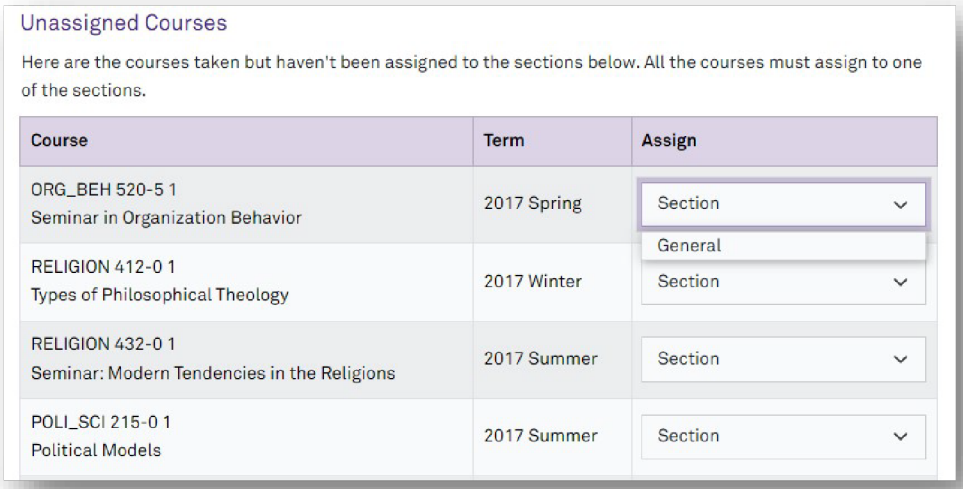
Courses you've taken but haven't yet assigned to course categories will be listed at the bottom of the Plan of Study section.

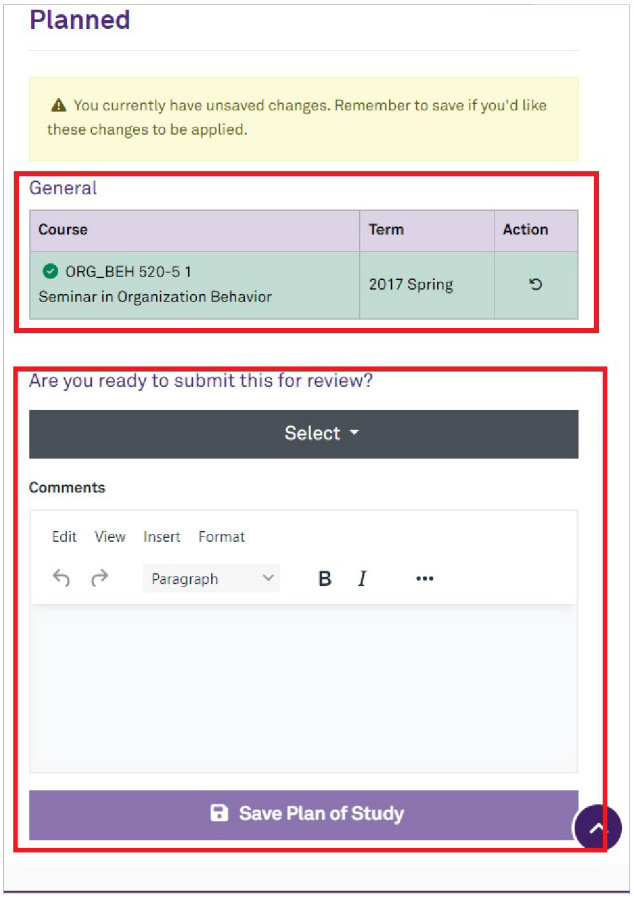
Unassigned Courses

Here are the courses taken but haven't been assigned to the sections below. All the courses must assign to one of the sections.

Course	Term	Grade
SLAVIC 201-2 1 Masterpieces of Russian Literature	2017 Fall	
GEOL_SCI 443-0 1 Kinetics and Mass Transfer	2017 Fall	A-
EDIT 210-0 1 Communication and American Democracy	2017 Fall	B-
EDIT 327-0 1 Interviewing Techniques	2018 Winter	

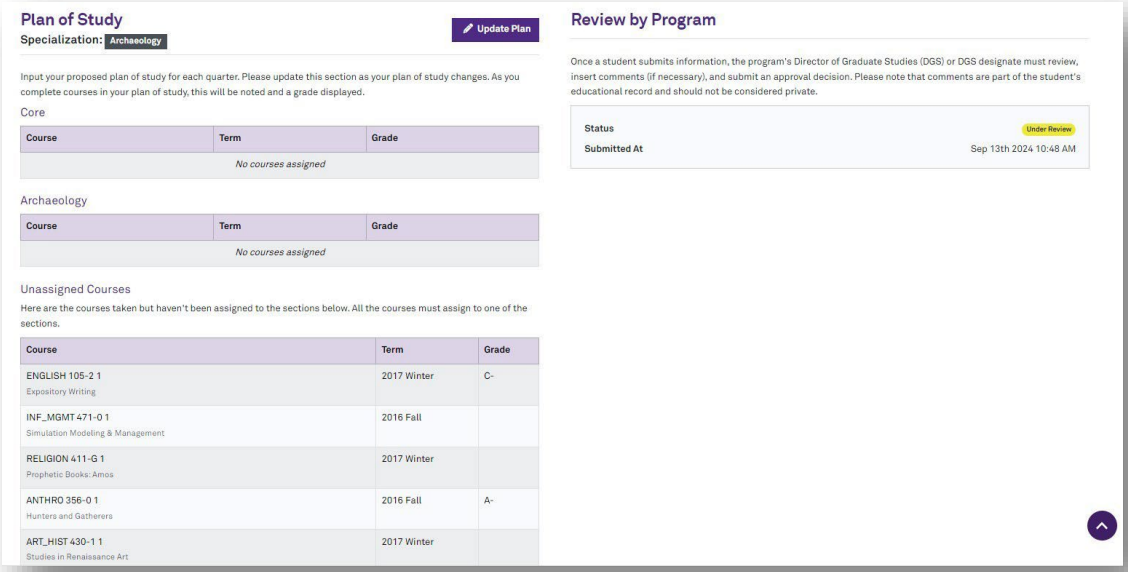
To assign a course to one of the course requirements, use the dropdown in the 'Assign' column. Select the appropriate course requirement, and then assign it to a course requirement category.

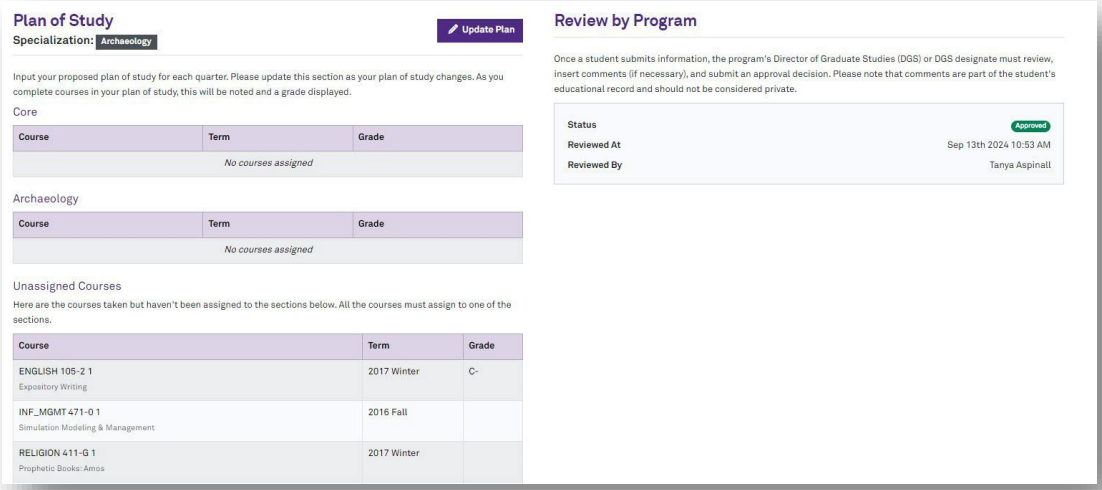




Once classes have been assigned, comments can be entered and the list can be submitted for review to the program by clicking on the **Save Plan of Study** button.

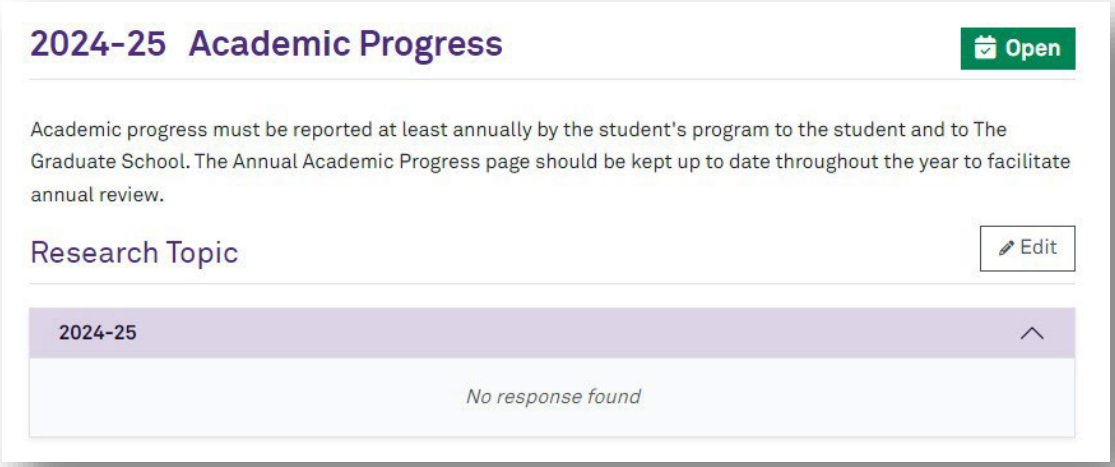
The review status will display in the 'Review by Program' section as 'Under Review' or 'Approved':



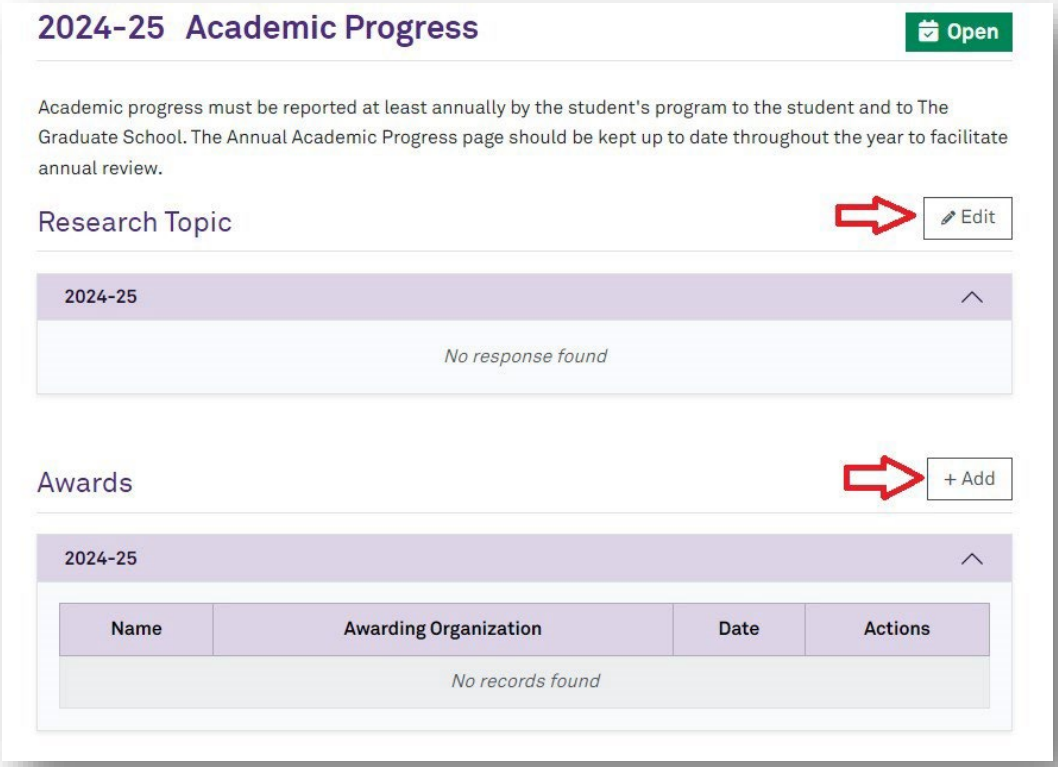


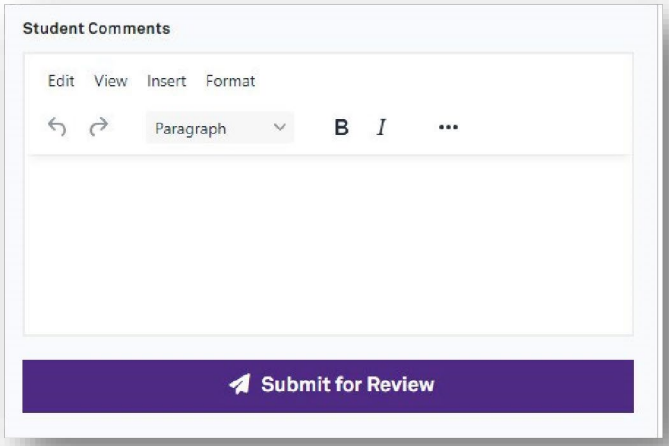
Academic Progress

You can track and maintain your academic activities throughout the year in the Academic Progress section to facilitate the program's annual review of your academic progress. Programs determine how often to collect this information and the specific categories of information to collect. When an academic progress reporting period is available for you to input information, it will show as 'Open':



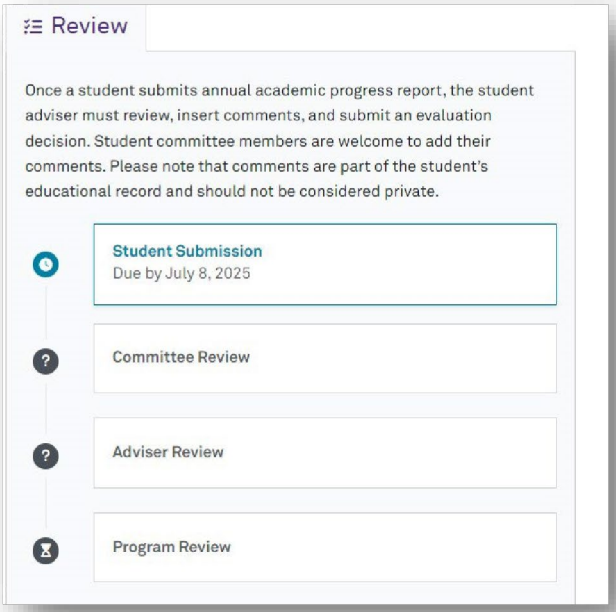
Click the **Edit** or **Add** buttons to add or update information in each category:





You have the option to add comments before you **Submit for Review**.

The Review panel confirms your submission, and displays where in the review process your submission is. Any committee, adviser, or program comments or approvals will be displayed in this section.

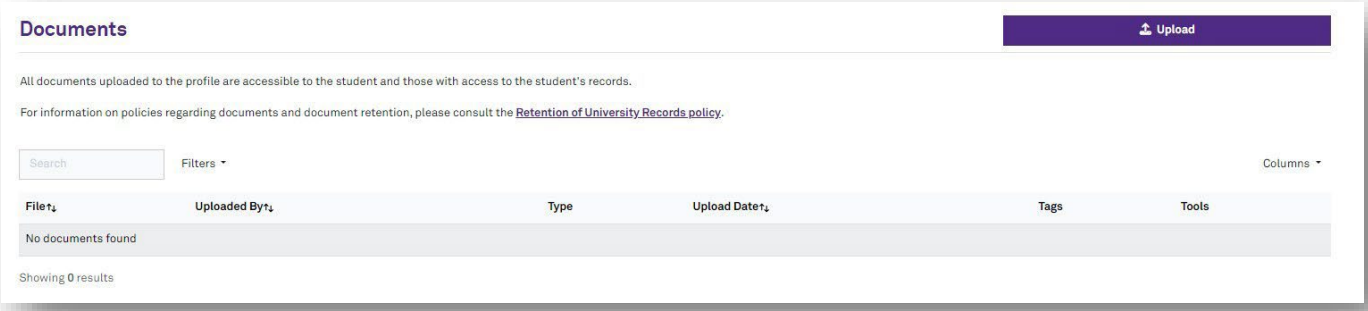


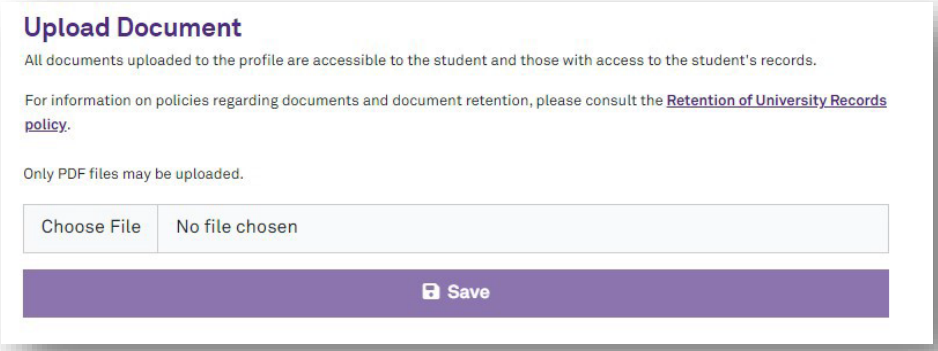
Forms

You can fill out forms related to degree progress in the 'Forms' section. For additional information on forms, view the online guide called: **GSP Student – Forms**.

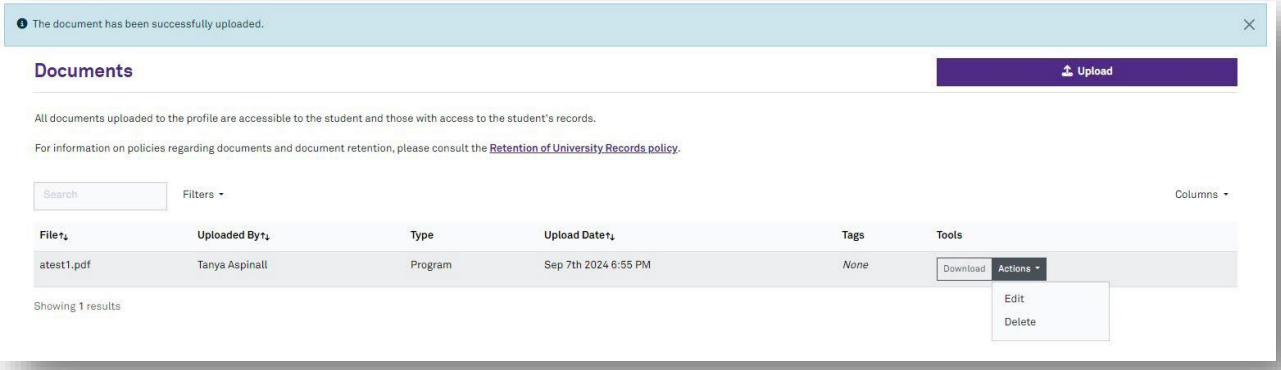
Documents

In the documents tab, you can upload files related to your academic progress. Note that any documents you upload are viewable by those who have access to your GSP record (program administrators, advisers, committee members, or anyone you grant access). See the "Access" section above for details. Click on on the **Upload** button, to locate a file to upload. Only PDF files less than 25 MB may be uploaded:

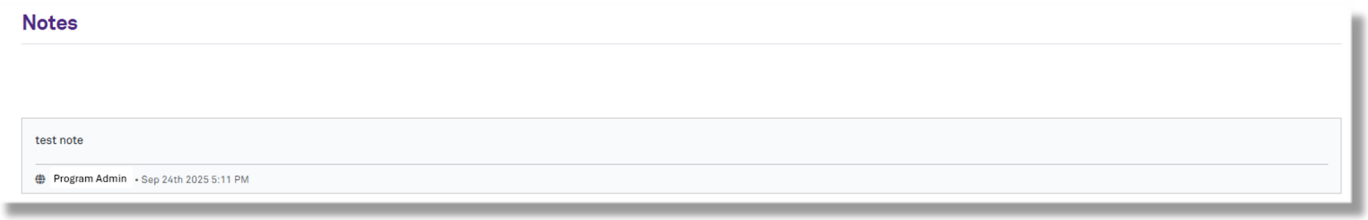




Should a document need to be edited or deleted click on the **Actions** drop-down, and either 'Edit' or 'Delete' the document:



Notes

A student can view Notes from program administrators via their Profile, and appear to the student under their Notes tab. Administrators can enter and then save a note under for a particular student. Should the note need to be edited or deleted, that can be achieved by click on the note's Actions button

The view below is what the student would see: