



## **GSP Student - User Guide**

**Login with your NetID at: [GSP.northwestern.edu](https://gsp.northwestern.edu)**

For help email [consultant@northwestern.edu](mailto:consultant@northwestern.edu)

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## 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:

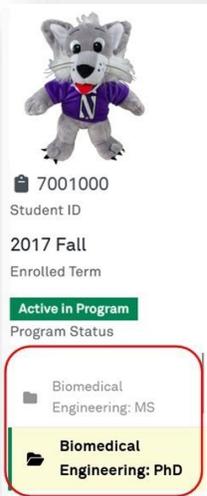
- Advisers and committee members
- Academic milestones and deadlines
- Coursework, planned and taken
- Annual progress

## 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.

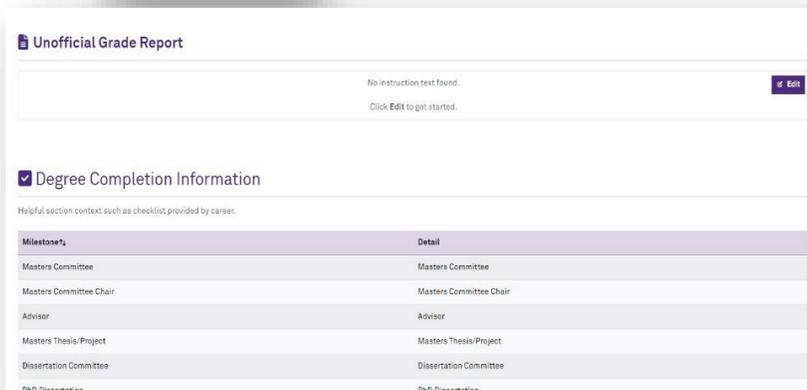
The screenshot shows the Northwestern GSP system interface. At the top is a purple header with the Northwestern logo and navigation links for Home and Platform. Below the header is a profile card for Willie Wildcat, an Anthropology-PhD student who is Active in Program. The profile card includes a list of tabs: General (selected), Advisers, Committee, Milestones, Plan of Study, Academic Progress, Forms, Documents, and Notes. To the right of the profile card is a 'General' section containing a table of student information.

General	
Student ID	1234567
Status	Active in Program
NetID	wildcat.1234567
Email	<a href="mailto:WillieWildcat2024@u.northwestern.edu">WillieWildcat2024@u.northwestern.edu</a>
Program Code	A15PH
Joint Program	No
Specialization	Biological
Adviser(s)	None
Citizenship Country	United States of America
US Citizenship Status	Native
Pronouns	Not Provided



**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.**

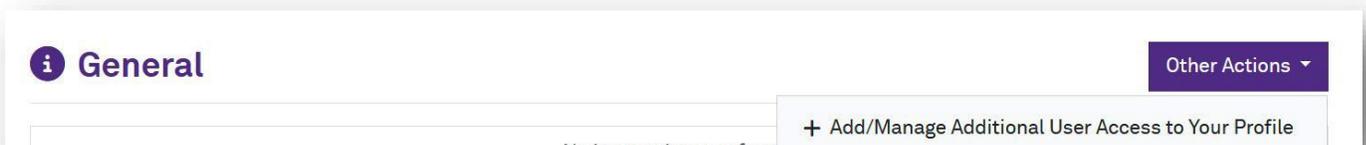
**When viewing or inputting information in GSP or filling out Forms confirm that you are in the correct profile** This is indicated under your profile photo. By clicking the folder icon, you can toggle between profiles.



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

## Access

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.

The screenshot shows the 'Advisers' tab for a user named Willie Wildcat. On the left is a navigation menu with options: General, Advisers (selected), Committee, Milestones, Plan of Study, Academic Progress, Forms, Documents, and Notes. The main content area is titled 'Advisers' and contains a description of a Principal Research Adviser. Below the description is a yellow box with the text 'No advisers have been indicated yet.' and a purple 'Get Started' button.

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

The screenshot shows the 'Add an Adviser' section. It includes the same navigation menu as the previous screenshot. The main content area is titled 'Add an Adviser' and contains a description of a Principal Research Adviser with an 'Edit' button. Below the description is a search field labeled 'Search by Name or Email' with a magnifying glass icon. Below the search field is the text 'Search for a User' and 'Search for a user and their information will show up here!'. To the right is a 'Current Advisers' section with a table header: Name, Email, Role, Graduate Faculty, and Remove. The table body contains the text 'No users added'. Below the table is a 'Ready for Review' dropdown menu and a 'Comments' section with a rich text editor toolbar and a 'Save' button.

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

**Add an Adviser**

The **Principal Research Adviser** (also known as mentor, PI, dissertation director, adviser) is the Graduate Faculty member who works with the student to develop a research topic, formulate ideas and structure for, and guides the progress of the thesis/prospectus/dissertation. A student may have a Principal Research Co-Adviser who also works with the student to develop a research topic, formulate ideas and structure for, and guides the progress of the thesis/prospectus/dissertation. Students may have other types of advisers, such as a program adviser.

Search by Name or Email  
Q grace

**Grace Tester**  
WCAS Family Institute, Lecturer, Clinical  
Weinberg College of Arts & Sci

A **Graduate Faculty member** who works with the student to develop a research topic, formulate ideas and structure for, and guides the progress of a thesis/prospectus/dissertation. Also known as mentor, PI, dissertation director, or adviser.

Principal Research Adviser + Add

**Current Advisers**

⚠ You currently have unsaved changes. Remember to save if you'd like these changes to be applied.

Name	Email	Role	Graduate Faculty	Remove
Grace Tester	grace.test@northwestern.edu	Principal Research Adviser	No	[Remove]

Ready for Review  
Select one...

Comments  
Edit View Insert Format  
Paragraph B I [List Icons]

Save

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.

**Ready for Review**

Select one...

Select one...

Yes

No

The Adviser group invitations have been sent.

**Advisers** Update

The **Principal Research Adviser** (also known as mentor, PI, dissertation director, adviser) is the Graduate Faculty member who works with the student to develop a research topic, formulate ideas and structure for, and guides the progress of the thesis/prospectus/dissertation. A student may have a Principal Research Co-Adviser who also works with the student to develop a research topic, formulate ideas and structure for, and guides the progress of the thesis/prospectus/dissertation. Students may have other types of advisers, such as a program adviser.

Name	Role	Status	Graduate Faculty
Grace Tester	Principal Research Adviser	Pending	No

**Review by Program**

Once a student submits information, the program's Director of Graduate Studies (DGS) or DGS designate must review, insert comments (if necessary), and submit an approval decision. Please note that comments are part of the student's educational record and should not be considered private.

Status: Pending Invitations  
Ready At: Sep 5th 2024 11:47 AM

**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.

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

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

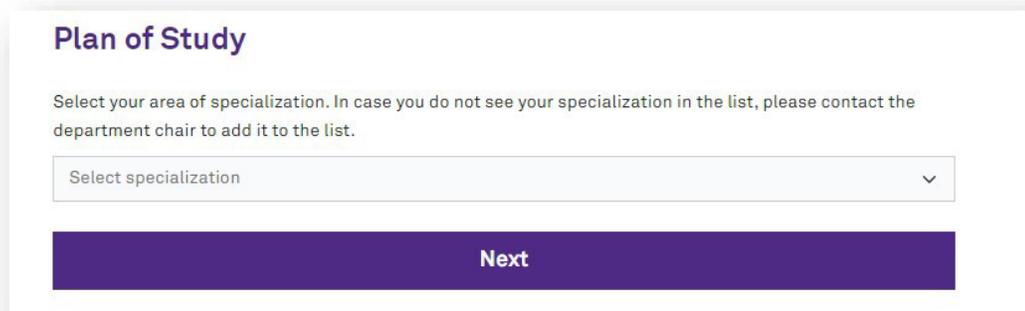
Enrolled – Student enrolled in this course for a future term

Withdrawn – Student dropped after the drop deadline and received a W grade

Course	Term	Grade	Career	Status
<b>WIND_PER 424-0 1</b> Applied Trombone for Music Majors	2025 Spring	A	MUSG	In Progress
<b>CONDUCT 393-0 1</b> Orchestral Organizations Symphony Orchestra	2025 Winter	A	UGRD	Taken
<b>CONDUCT 340-1 1</b> Advanced Conducting Band	2029 Fall	-	-	Planned
<b>CONDUCT 374-0 1</b> Band Organizations Symphonic Wind Ensemble	2024 Fall	A	UGRD	Taken
<b>WIND_PER 492-0 1</b> Studio Ensemble for Music Majors Trombone Choir	2025 Spring		MUSG	In Progress
<b>MUS_TECH 321-0 1</b> 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.



**Plan of Study**

Select your area of specialization. In case you do not see your specialization in the list, please contact the department chair to add it to the list.

Select specialization ▼

**Next**

**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:

**Edit Plan of Study**

Specialization: **Archaeology** 

Input your proposed plan of study for each quarter. Please update this section as your plan of study changes. As you complete courses in your plan of study, this will be noted and a grade displayed.

**Course Search**



## 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.

**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	Assign
ORG_BEH 520-5 1 Seminar in Organization Behavior	2017 Spring	Section
RELIGION 412-0 1 Types of Philosophical Theology	2017 Winter	General Section
RELIGION 432-0 1 Seminar: Modern Tendencies in the Religions	2017 Summer	Section
POLI_SCI 215-0 1 Political Models	2017 Summer	Section

**Planned**

You currently have unsaved changes. Remember to save if you'd like these changes to be applied.

**General**

Course	Term	Action
ORG_BEH 520-5 1 Seminar in Organization Behavior	2017 Spring	

Are you ready to submit this for review?

Select

**Comments**

Edit View Insert Format

Paragraph **B** *I* ...

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':

### Plan of Study

Specialization: **Archaeology** Update Plan

Input your proposed plan of study for each quarter. Please update this section as your plan of study changes. As you complete courses in your plan of study, this will be noted and a grade displayed.

**Core**

Course	Term	Grade
No courses assigned		

**Archaeology**

Course	Term	Grade
No courses assigned		

**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
ENGLISH 105-2 1 Expository Writing	2017 Winter	C-
INF_MGMT 471-0 1 Simulation Modeling & Management	2016 Fall	
RELIGION 411-G 1 Prophetic Books: Amos	2017 Winter	
ANTHRO 356-0 1 Hunters and Gatherers	2016 Fall	A-
ART_HIST 430-1 1 Studies in Renaissance Art	2017 Winter	

### Review by Program

Once a student submits information, the program's Director of Graduate Studies (DGS) or DGS designate must review, insert comments (if necessary), and submit an approval decision. Please note that comments are part of the student's educational record and should not be considered private.

<b>Status</b>	<b>Under Review</b>
<b>Submitted At</b>	Sep 13th 2024 10:48 AM

### Plan of Study

Specialization: **Archaeology** Update Plan

Input your proposed plan of study for each quarter. Please update this section as your plan of study changes. As you complete courses in your plan of study, this will be noted and a grade displayed.

**Core**

Course	Term	Grade
No courses assigned		

**Archaeology**

Course	Term	Grade
No courses assigned		

**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
ENGLISH 105-2 1 Expository Writing	2017 Winter	C-
INF_MGMT 471-0 1 Simulation Modeling & Management	2016 Fall	
RELIGION 411-G 1 Prophetic Books: Amos	2017 Winter	

### Review by Program

Once a student submits information, the program's Director of Graduate Studies (DGS) or DGS designate must review, insert comments (if necessary), and submit an approval decision. Please note that comments are part of the student's educational record and should not be considered private.

<b>Status</b>	<b>Approved</b>
<b>Reviewed At</b>	Sep 13th 2024, 10:53 AM
<b>Reviewed By</b>	Tanya Aspinall

## 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':

### 2024-25 Academic Progress Open

Academic progress must be reported at least annually by the student's program to the student and to The Graduate School. The Annual Academic Progress page should be kept up to date throughout the year to facilitate annual review.

Research Topic Edit

2024-25 ^

*No response found*

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

### 2024-25 Academic Progress Open

Academic progress must be reported at least annually by the student's program to the student and to The Graduate School. The Annual Academic Progress page should be kept up to date throughout the year to facilitate annual review.

Research Topic  Edit

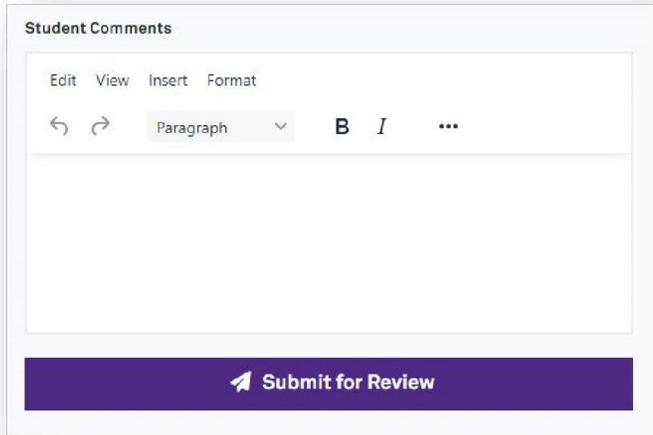
2024-25 ^

*No response found*

Awards  + Add

2024-25 ^

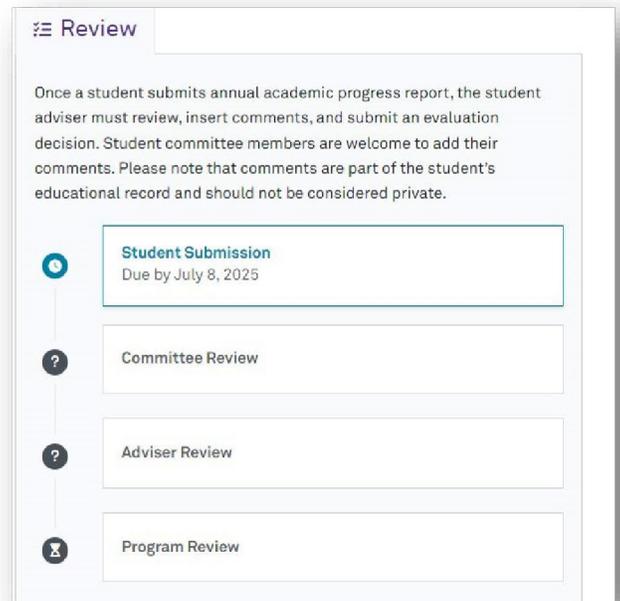
Name	Awarding Organization	Date	Actions
<i>No records found</i>			



The screenshot shows a 'Student Comments' editor. At the top, there are tabs for 'Edit', 'View', 'Insert', and 'Format'. Below these is a rich text editor toolbar with icons for undo, redo, a paragraph dropdown menu, bold (B), italic (I), and a more options menu (three dots). The main area is a large empty text box. At the bottom, there is a purple button with a white arrow icon and the text 'Submit for Review'.

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.



The screenshot shows a 'Review' panel. At the top left, there is a hamburger menu icon and the word 'Review'. Below this is a paragraph of text: 'Once a student submits annual academic progress report, the student adviser must review, insert comments, and submit an evaluation decision. Student committee members are welcome to add their comments. Please note that comments are part of the student's educational record and should not be considered private.' Below the text is a vertical timeline of four review stages, each in a box with a circular icon to its left: 1. 'Student Submission' with a blue circle containing a white checkmark, and the text 'Due by July 8, 2025'. 2. 'Committee Review' with a grey circle containing a white question mark. 3. 'Adviser Review' with a grey circle containing a white question mark. 4. 'Program Review' with a grey circle containing a white question mark.

## 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:

The screenshot shows the 'Documents' page. At the top right is a purple 'Upload' button with an upward arrow icon. Below the header, there are two lines of text: 'All documents uploaded to the profile are accessible to the student and those with access to the student's records.' and 'For information on policies regarding documents and document retention, please consult the [Retention of University Records policy](#).' Below this is a search bar and a 'Filters' dropdown. A table with columns 'File', 'Uploaded By', 'Type', 'Upload Date', 'Tags', and 'Tools' is shown, but it contains the text 'No documents found'. At the bottom left, it says 'Showing 0 results'.

The screenshot shows the 'Upload Document' page. It has the same introductory text as the previous screenshot. Below the text is a file selection area with a 'Choose File' button and the text 'No file chosen'. At the bottom is a large purple 'Save' button with a document icon.

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

The screenshot shows the 'Documents' page with a success message at the top: 'The document has been successfully uploaded.' Below the header, there is the same introductory text. The table now contains one row: 'atest1.pdf', 'Tanya Aspinall', 'Program', 'Sep 7th 2024 6:55 PM', 'None', and 'Tools'. The 'Tools' column has a 'Download' button and an 'Actions' dropdown menu that is open, showing 'Edit' and 'Delete' options. At the bottom left, it says 'Showing 1 results'.

## 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:

