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About this Handbook

The purpose of this handbook is to provide students pursuing the M.S. in Computer Science (CS) with an overview of the rules governing those programs. The policies and procedures contained within this handbook are subject to change or revision at any time. In any case where current university policy differs from the following statements, university policy takes precedence. Please see the Computer Science Graduate Studies Office (CSGSO) for all student service needs.

Computer Science Graduate Studies Office (CSGSO)
Lindley Hall 225
soiccsiu@indiana.edu

Computer Science Chair
Dr. Amr Sabry

Director of Graduate Administration
Patricia (Patty) Reyes-Cooksey

Associate Director of Graduate Student Services
Regina Helton

Graduate Records and Admission Coordinator
Rachael Harris

Graduate Studies Office Assistant
Shawn Linn Davenport
Degree Programs Overview

The Computer Science department offers the Ph.D. (Doctor of Philosophy) and the M.S. (Master of Science) in Bioinformatics, Computer Science and Security informatics. This handbook will cover the curriculum of the CS MS program.

MS Computer Science Program

The MS in Computer Science program examines the many aspects of computing and their practical applications. The program includes a total of 30 credits in four categories: Foundations, Systems, Computer Science, and a Creativity Requirement.

Accelerated MS Program

The Accelerated Master’s Program combines the Computer Science B.S. and M.S. degrees to enable highly focused and motivated students to organize their studies so as to earn the two degrees in five years from the time of matriculation to the university. This program is available for qualified Indiana University Computer Science students.

MS Computer Science Requirements

The Master of Science in Computer Science program requires a 3.0 GPA for graduation and includes a total of 30 credits in the following four categories:

1. Foundations (3 cr.)
   Choose exactly one of the following courses:
   - CSCI B503: Algorithm Design and Analysis
   - CSCI B501: Theory of Computing

2. Systems (3 cr.)
   - CSCI P536: Advanced Operating Systems

3. Computer Science Courses (15 cr.)
   - Any CSCI 500+ level courses (No INFO, ILS, etc. courses)
   - This may include a maximum of 3 credits of independent study (Y790, Y791, Y792, Y793).
   - This may not include CSCI-Y798 Professional Practicum/Internship.

4. Creativity Requirement (9 cr.)
   - Any SoIC or STATS 500+ level courses (Includes CSCI, INFO, and ILS.)
   - This may include a maximum of 6 credits of Y798 Professional Practicum/Internship.

   One credit is awarded for each 160 hours of work is given. (For example, someone working 10 hours per week for a 16-week semester would receive 1 credit.) The credits are rounded down to the nearest whole number if the number of hours does not divide evenly by 160.
• This may include a maximum of 6 credits of independent study (Y790, Y791, Y792, Y793).

• Students who wish to complete a Master's thesis must take 6 credits of Y792 and complete the formal Master's Thesis as directed by the Computer Science Graduate Studies Office. The MS thesis should be approved by the CS MS Director. Course permission is provided by the CSGSO after CS MS Director approval is granted.

**Accelerated MS Requirements**

The program’s overall course requirements add up to as much as nine fewer credit hours than the sum total of the B.S. and M.S. taken individually. Students in the Accelerated Master's Program must complete at least 15 hours of coursework while registered in graduate status. Normally, this would encompass no fewer than two semesters.

Students need to begin graduate-level courses in the senior year, while in undergraduate status. Otherwise, the program will not be completed in five years. Students should consult with the CSGSO regarding appropriate graduate-level courses. Permission to enroll in graduate-level courses must be obtained from the course instructor and the CSGSO.

The B.S. and M.S. degrees may be taken either sequentially or simultaneously. To be taken sequentially, the student must apply to graduate with the Undergraduate Recorder for the B.S. while still in undergraduate status. Students should be aware that the requirements for the Bachelor's degree must be completed to be eligible for the Master's degree.

**CS MS Accelerated Course Requirements:**

• A minimum of 143 credit hours
• Major GPA of at least (B) 3.0. Cumulative GPA for graduate courses of at least (B) 3.0
• All Computer Science B.S. requirements
• At least 21 Computer Science credit hours beyond the requirements for the B.S. at the 500 level or above. At most 6 credit hours may be CSCI-Y790

**CS MS Program Conduct**

**What is Academic Integrity?**

According to the Center for Academic Integrity, Academic Integrity begins as a commitment to five fundamental values: Honesty, Trust, Fairness, Respect and Responsibility. These values begin with the individual and extend to others in the community of learning.

**Academic Integrity Statement**

Students in the program are expected to adhere to university, program and departmental policy procedures. Students should also recognize that they are part of a larger profession that values ethical codes and ethical standards. As a student, it is important to be familiar with the IU Student Code of Conduct, and the University Graduate Bulletin. The department enforces the policies outlined in Indiana University's Code of Student Rights, Responsibilities and Conduct In addition, the faculty fully supports the ACM Code of Ethics and Professional Conduct.
Academic Misconduct
Academic Misconduct represents a broad range of academic offenses, examples of which include cheating, fabrications, interference, and violation of course rules, facilitating academic dishonest, and plagiarism. It is essential that you properly cite a source, and only include others’ works when that work is properly delineated and credited. As an IU student you are expected to uphold the Student Code of Conduct.

Academic Performance

Maintaining Good Standing
Graduate students must remain in good standing throughout their graduate studies. This means that students are making satisfactory progress towards the completion of their graduate degree. All CS MS students must maintain an average of 3.0 (B) or above. All grades lower than a (C) will not be counted for credit towards the degree.

A CS MS student may be placed on academic probation for the following reasons:

- The GPA falls below 3.0.
- Satisfactory progress is not being made towards the degree as determined by CS faculty or the CS MS Director in the evaluation of the student’s work.
- Failure to fulfill requirements which were stipulated at the time of admission, including English exams or required language training for international students.

When a student is put on Academic Probation, a recommendation will be given to the student to improve his/her academic standing with deadlines set. The student’s performance is evaluated again at those deadlines to determine if improvements have been made and goals have been met. If performance does not improve, the student may not be allowed to continue in the program.

Academic Policies & Procedures

Email
At Indiana University, each student is expected to set up a University email account for use during the time in which a student is admitted and enrolled at the University.

Student Services
The CSGSO is the point of contact for student service needs. Please email soiccsiu@indiana.edu for assistance. Please include your full name, program, and admit year in the body of the email.

Course Permissions
Some courses require course permission prior to enrollment. Please follow the instructions listed on the Indiana University Schedule of Classes for permission.

If the course is listed as requiring permission from the instructor, please contact the instructor that is listed for the course via email to obtain permission.

Some courses require department permission for enrollment. Please contact the CSGSO for department permission via email at: soiccsiu@indiana.edu (Note: The course should be approved as part of your approved Plan of Study prior to requesting CSGSO permission).
Course Permission Examples

Below are examples of course situations that require department permission or department assistance.

CSCI-Y790

For CSCI-Y790 you can locate the faculty member through the Indiana University Course Browser and register up to the allowed amount of credits per the outlined program requirements. If you require assistance with enrollment please contact the CSGSO at soiccsiu@indiana.edu.

Y790’s with supervision outside CS

If the Independent Study supervisor is outside of the CS faculty, you will need to find a CS faculty member to co-supervise the project. The faculty member must assess the student's work at the end of the semester and submit the grade for the course. Please be sure that all needed information is provided to him or her at the end of the semester, in time for the grade submission deadline. You will need to contact the CSGSO for assistance with department registration if the co-supervisor is not listed in the Indiana University Schedule of Classes.

Enrollment Requirements and Policies

Full-time Status

To be considered full-time student, the student must register for 8 credit hours, according to IU policy. The student should choose three courses (3 credit hours each totaling 9 credits) that count towards the intended degree. Students must enroll in three courses even if they are making up Incompletes from a previous semester. Students are expected to maintain a normal load as they make up incompletes.

Tip: "Add and drop" instead of "drop and add": When replacing courses, be sure to add the new course first and then drop the old, in order to always be above the minimum number of credits for status.

Waitlist: If a course which you desire is shown as full, be sure to add yourself to the waitlist, which serves as a place holder for you in line. When students who enrolled in the course drop, or when the enrollment cap is expanded, students on the waitlist will be admitted into the course in order.

Drop and Refunds

Be sure to finalize your schedule promptly. For course drops in the first week, IU refunds the full tuition for the course. In the second, third, and fourth weeks, refunds are 75%, 50%, and 25%. Later drops receive no refunds. We strongly encourage you to become familiar with the Office of the Bursar policies and fee payment information. It is the student's responsibility to know the policy and deadlines governed by the IU, Office of the Bursar and Office of the Registrar.

Registration, Adding and Dropping Courses

Newly admitted students will receive information about course registration during orientation. The timetable for course registration, as well as for adding and dropping courses is set by the University as published in the official academic calendar. All students are responsible for becoming familiar with the policies, procedures and deadlines set by the Office the Registrar and the Office of the Bursar.

Withdrawals from Courses

During the automatic withdrawal period, students who withdraw will be assigned an automatic grade of W (see the Registrar's official calendar for exact dates). After that period, withdrawals are only possible with approval from the Dean, which is normally given only for urgent reasons such as illness. Note that CS students must
successfully complete at least 9 credits of courses towards their degrees each semester to be considered making satisfactory progress. The amount of tuition refund (if any) for a dropped course depends on when the course is dropped.

**Leave of Absence**
To request a leave of Absence from the CS MS program, a student is required to discuss the nature and length of the leave with the CSGSO. The student will then need to complete a Leave of Absence Form signed by their Advisor and the CS MS Director. Students should then submit the form to the CSGSO for review.

**Re-Admission**
Students who do not enroll in classes for a period of one year must apply for re-admission to the program. They must meet current admission criteria, and if re-admitted, must fulfill current program requirements.

**Transfer Credits**
Up to 9 credit hours of graduate coursework completed at other universities may be transferred into degree and licensure programs. All coursework transferred must be from an accredited college or university and no transfer credit will be given for courses with a grade lower than a 3.0 (B). A course may not be counted toward degree requirements if it has been completed more than (a) five years prior to the awarding of the degree for master's students. Transferred courses must be relevant to the student’s program of studies and must be approved by the CS MS Program Director.

To transfer credits, the student should identify the course at IU that may be considered equivalent to the course to be transferred, contact the instructor who teaches the course, provide documents, such as course description, course syllabus, sample homework assignments, projects and/or exams, as required by the instructor. The student should discuss the Course Transfer with the CS MS Director for approval. The student should then submit the completed and signed form to the CSGSO. Transfer of Credit forms are located on the SoIC website.

**Graduation**
Graduation instructions are sent out prior to the end of the students last term. Students will need to follow the directions provided via email by the CSGSO. Students will be asked to submit their Program of Study listing all courses that have been completed, including grades for each course, and the overall GPA. This information should be submitted to the CSGSO via email at soiccsiu@indiana.edu for review.

**Information for International Students**

**The Office of International Services (OIS)**
OIS is your comprehensive resource for all matters related to international study. Students can find detailed information about OIS and their services by visiting their website.

**Language Proficiency**
The English Language Proficiency Test administered by the Indiana University Center for English Language Training (CELT) is typically administered during the international student orientation held at the beginning of the fall and spring semesters.
English Course(s)

Any international student who received a form requiring English Courses (Ling T101) must enroll in all the courses checked. These are required for graduation. Contact the CELT office directly with any questions you may have about the exam.

Intensive English Program

The IEP is designed to support the development of English language skills. Incoming international students assigned as an Associate Instructor, and has a TOEFL score of 79 or below, or has not taken the TOEFL will be required to take the IEP exam. Students that do not pass the IEP exam will be required to take assigned English courses. For more information visit the IEP Website.

Maintaining Immigration Status

Full-time Status

International students should note that SEVIS regulations are stringent about having a full course load, and that it's essential to check with International Services well in advance of any event that might affect visa status (e.g., dropping a course), to avoid the risk of deportation for being out of status. Check OIS for links to information on staying in status, to be sure that you are aware of the current policies.

Completion dates for visa purposes

International students are considered to have completed their degrees as soon as they have completed the degree requirements, regardless of whether they have filed for the degree. Consequently, it is essential to make sure that post-graduation visa arrangements are in place before completing the requirements. International Services is expert on these rules. Please refer to OIS for rules.

Optional Practical Training (OPT)

Optional Practical Training (OPT) is employment related to your major field of study prior to or shortly after graduating. The date of graduation is normally the end of the semester in which you take the last courses needed for the degree, regardless of whether you will receive an incomplete in one of these courses. Even if you have an incomplete that prevents receiving your degree, you should expect the OPT to be processed using the normal completion date for your last courses (the last day of finals). Refer to the OIS website for detailed information regarding OPT. Use the soiccsiu@indiana.edu email address for all OIS related communication.
Curricular Practical Training (CPT) is a work authorization that allows students with an F-1 visa to engage in an off-campus academic internship that is an integral part of their academic curriculum. CPT requirements can be found on the Office of International Services website.

What is CPT?
- Work authorization that allows F-1 international students to participate in paid off-campus academic internships during a student’s degree program.
- The work must be integral to the degree program.
- Approval must be granted prior to completion of your academic program.
- CPT is approved or denied by the Office of International Services (OIS) and the Computer Science Graduate Studies Office (CSGSO).
- Employment must not begin until the date authorized in the I-20 issued by OIS.
- You must be a full-time, F-1 status student for at least one full academic year.

CPT Application Process

Accepting an Employers Offer
- Accept only ONE offer from ONE employer
- You must have a letter from your prospective employer for work in your major field of study
- Withdraw all pending applications
- Cancel all scheduled interviews
- Cease seeking employment/internships elsewhere

Offer Letter Requirements
- Name of Company
- Physical Address – No P.O. Box
- Contact Phone Number
- Email of Employer/Supervisor
- Your Job Title
- A Full Job Description - With Job Duties Listed
- Start Date and End Date of Employment
- Total Hours you will be Working
Notifying the CS GSO
You will need to notify the CSGSO when your employer provides you with an offer letter.

Please submit the following information to the soiccsiu@indiana.edu email address:

- Your Full Name
- Your Program
- Student ID Number
- A PDF version of the Offer Letter from your Employer
- A Description of the nature of the employment and how this employment directly relates to your course work and program.

The CSGSO Office will review your email, offer letter and required information. We will advise you on the appropriate course to enroll in. Keep in mind the course will vary and is unique to each students situation. We will then ask you to complete the following OIS process:

Upload Offer Letter in iStart
Follow the instructions carefully and upload your offer letter into iStart for OIS Approval. When OIS approves the offer letter they will notify you by email with instructions for completing the Academic Advisor Form.

Complete the Academic Advisor Form
Indicate Regina Helton as the Academic Advisor (Regina is the point of contact for this process). Use the soiccsiu@indiana.edu email address on the Academic Advisor form (and on any OIS related communication).

CPT Points to Remember:
- The approval process cannot be rushed or completed out of order
- It is important that you use the soiccsiu@indiana.edu email address on all OIS related communication
- Employment must not begin until the date authorized in the I-20 issued by OIS

All students are required to review the guidelines from SoIC Career Services: http://www.soic.indiana.edu/career/students/recruiting-guidelines.html

Upon completion of the Internship students are required to provide the CSGSO an “Exit Letter” - a formal letter from the employer stating the terms of employment or internship were satisfactorily completed. If an exit letter is not submitted an incomplete “I” grade will be posted. Incompletes will turn to an "F" on the transcript one year after registration in the course unless the Exit letter is provided.
Computer Science Master Degree Requirements

*Total of 30 credit hours – Maintain a 3.0 GPA or above*

These requirements are subject to revision
For current and official requirements, refer to the CS MS Requirements

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Total Credit: | Total GPA:

Please submit completed form to: soicsiu@indiana.edu