Computer Science
Ph.D. Handbook

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About this Handbook

The purpose of this handbook is to present the policies and procedures of the doctoral program in Computer Science. All students are strongly encouraged to review this handbook and to become familiar with the rules outlined by the University Graduate School.

Computer Science Graduate Studies Office

The Director of Ph.D. Studies (DPS) and the Director of Graduate Administration (DGA) provide admitted doctoral students academic advising during the program’s orientation. The DPS will serve as the student’s temporary advisor until the formation of the Advisory Committee. Throughout the students’ academic career both will provide ongoing assistance to the students throughout their study in the program during open office/walk-in hours and via appointments. In particular, the Director of the Ph.D. Studies will provide general guidance as well as personalized solutions for each student to establish him/herself in the program; the Director of Graduate Administration will assist with tracking course requirements, and serve as the liaison for Office of International Services and University Graduate School.
Financial Support

Indiana University and Computer Science offers a variety of types of financial aid to students in its Ph.D. program. These include: Graduate Fellowships, Associate Instructorships, Research Assistantships, all of which usually include fee remission. The Department attempts to provide financial aid to all continuing Ph.D. students in their second through fifth years who are making satisfactory progress toward the Ph.D. degree, whose overall performance in the program is strong, and who are able to serve as an Associate Instructor or Research Assistant.

Student Academic Appointments

Student Academic Appointments (SAA) can be in the form of an Associate Instructor (AI) or Research Assistantship (RA). All students with an SAA are required to sign the Application and Agreement for Student Academic Appointee form with the Computer Science Payroll / HR Associate. In addition, the student will need to supply documentation required for the hiring process.

Students offered a student academic appointment (SAA), as a Research Assistant (RA) or Associate Instructor (AI), have a workload that is a 50% FTE appointment (20 hours per week). Students with a SAA, are required to register for at least 6 credit hours to maintain full-time status.

Students with research assistantships must secure their RA supervisors' advance written permission to take any outside courses in addition to the required 9 credits of CS courses contributing towards their degrees. This approval must be provided to the Graduate Student Services Specialist prior to registration.

All students with an SAA are responsible for following all policies outlined in the Student Academic Handbook.

Associate Instructorships

The Associate Instructorships (AI) are the primary form of financial assistance for continuing students. AIs assist a faculty member in teaching introductory courses and are responsible for leading discussion sections and labs.

AIs are required to attend the Associate Instructor Orientation prior to the start of the fall term. In addition, it is highly recommended that students utilize campus resources from the Center for Innovative Teaching and Learning and attend various AI related workshops/meetings offered by Computer Science.
Note: Students whose native language is not English cannot be AIs until they pass the Test of English Proficiency for Associate Instructor Candidates (TEPAIC).

Students who have accumulated 90 hours or more and who have completed all course requirements are not eligible for fee remissions, but may enroll in G901.

It is our understanding that fee remissions and fee scholarships are not taxable. Summer fee remission and fee scholarship awards are restricted to a maximum of six hours. Fee remissions and fee scholarships are restricted to a maximum of 30 hours in any academic year (fall, spring and summer terms).

**Research Assistantships**

Many faculty members may have research grants that include stipend, tuition remission, and fees for graduate students hired to work on the funded research project. The availability of research assistantships will vary each year among faculty. The awards are not made by Computer Science, but rather are arranged directly with the funding faculty.

**Summer Appointments**

A limited number of summer AI and RA appointments are available. These funds are allocated on the basis of scholarly, research and/or teaching performance.

**University Graduate School Fellowships**

It is encouraged that all students become familiar with the various funding opportunities at Indiana University. For updated listing of awards and deadline, visit the IU GradGrants Center website.

**Stipends**

The stipends attached to AI and RA appointments are considered graduate student financial support and compensation for the academic duties assigned, and as such are taxable income.

The following enrollment requirements apply: a) All graduate students on a SAA or above .375 full time equivalent (FTE) must enroll for at least 6 credit hours each semester on appointment. Students on summer appointments have the option of
enrolling to be exempt from FICA payments. b) Students appointed at less than .375 FTE must enroll for at least 1 credit hour each semester on appointment.

**Post 90-hour Assistantships**

Students with an SAA who have accumulated 90 hours or more and who have completed all course requirements are not eligible for fee remissions.

Students with an SAA at or above .375 FTE must enroll in 6 credit hours each semester, but may enroll in G901 (Advanced Research) which carries a value of 6 credit hours, flat rate fee of $150 and no mandatory fees.

**Ph.D. Overview**

**Computer Science Course Requirements**

A total of 90 credit hours of graduate-level coursework are required. These courses are defined as any course listed in the CS program in the Graduate School Bulletin that carries graduate credit.

Ph.D. students must take at least 24 credit hours of courses in computer science at or above the 500 level, except for the A500-A599 courses. Six courses, from the list below, must be completed each with a minimum grade of B. At least one course must be taken from each of the areas of Foundations of Computing and of Computer Systems, and one from either Programming Languages or Intelligent Systems


Programming languages: Programming Language Principles (B521), Programming Language Foundations (B522), Programming Language Implementation (P523).
Intelligent systems: Elements of Artificial Intelligence (B551), Machine Learning (B555), Advanced Database Concepts (B561), Data Mining (B565).

A grade average of B+ (3.3) is required for the 24 credit hours of required computer science courses. This is in addition to the University’s Graduate School requirement of a B (3.0) average for all courses taken.
Minor Area Requirement

Three minor options are available:

External Minor

An external minor awarded by another Indiana University department or graduate program that is approved by the Computer Science Program.

Internal Minor

An internal minor: at least 9 computer science credits, in courses other than reading and research, and in an area other than the student’s specialization. The area and the courses must be approved by the student’s advisory committee.

Individualized Minor

An individualized interdisciplinary minor: at least 12 credits spanning at least two Indiana University departments/ degree programs, to be recommended by the student’s advisory committee and approved by the Computer Science Program in advance of any course work.

Pre-requisites

If the student has not completed an undergraduate degree in Computer Science, he/she must at least take or know the material covered in C241, A592 (C212), and A594 (C343). It is desirable to have taken or be familiar with the material in the basic five core undergraduate courses: C241 (Discrete Structures for CSCI), A591 (C211: Intro to Computer Science), A592 (C212: Intro to Software Systems), A593 (C335: Computer Structures), and A594 (C343: Data Structures); the sixth core course, A596 (C311: Programming Languages), is also highly recommended if you do not plan to take the graduate course, B521 (Programming Language Principles), instead.

Ph.D. Milestones and Timeline

Advisory Committee

Each doctoral student is responsible for assembling an Advisory Committee (AC) by the end of their first year. This committee will administer the qualifying examination and consists of three faculty members: 1) faculty from CS that will serve as chair of the AC 2) faculty from CS and 3) Graduate School faculty member.
Advisory Committee Checklist

- Identify three faculty members to serve on AC
- Contact each member and request to serve on committee
- Submit completed Advisory Committee Form to the CS Graduate Studies Office.

Sometimes an advisory committee member needs to be replaced. A committee change can be requested by submitted a new AC form. It is important that the faculty member leaving the committee first agree to be replaced.

Transfer Credits

Some graduate coursework completed at other universities may be transferred into the CS PhD program. 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 B. Transferred courses must be relevant to the student’s program of studies and must be submitted to the CS Graduate Studies Office for final approval by Director of Ph.D. Studies.

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 or, (b) seven years prior to the passing of the qualifying examination for Ph.D. students. The graduate advisor, after consultation with the advisory committee, may, however, recommend to the Director of Ph.D. Studies, that course work taken prior to the above deadlines be revalidated if it can be demonstrated that the knowledge contained in the course(s) remains current.

Knowledge of coursework may be demonstrated by: (a) passing an examination specifically on the material covered by the course; (b) passing a more advanced course in the same subject area; (c) passing a comprehensive examination in which the student demonstrates substantial knowledge of the content of the course; (d) teaching a comparable course; or (e) publishing scholarly research demonstrating substantial knowledge of the content and fundamental principles of the course.

Each course for which consideration for revalidation is being requested should be justified separately. If the qualifying examination is used for the purpose of revalidation, the number of courses to be revalidated by this method should be limited to two in order to avoid compromising the integrity of the qualifying examination process.
Transfer Credit Checklist

- Identify the course at IU that may be considered equivalent to the course to be transferred.
- Contact the faculty who teaches the equivalent course at IU.
- Provide the faculty member documents such as course description, course syllabus, sample homework assignments, projects and/or exams, as required by the instructor.
- Complete the Transfer Credit form for the faculty to sign if approved.
- Submit the completed form to the CS Graduate Studies Office for review and final approval.
- Allow 3-5 business days for credit(s) to reflect on transcript.

Revalidation

All graduate-level coursework over seven years old must be revalidated (counting back from the date of passing the oral qualifying examination).

Normally, 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 or, (b) seven years prior to the passing of the qualifying examination for Ph.D. students. The graduate advisor, after consultation with the Advisory Committee, may, however, recommend to the dean that course work taken prior to the above deadlines be revalidated if it can be demonstrated that the knowledge contained in the course(s) remains current. Currency of knowledge may be demonstrated by such things as:

- passing an examination specifically on the material covered by the course;
- passing a more advanced course in the same subject area;
- passing a comprehensive examination in which the student demonstrates substantial knowledge of the content of the course;
- teaching a comparable course; or
- published scholarly research demonstrating substantial knowledge of the content and fundamental principles of the course.

Each course for which consideration for revalidation is being requested should be justified separately.

Qualifying Examination

Written and oral qualifying examinations are required in the major area for all doctoral students. The qualifying examination is given by the first semester of the student’s third year in the program. This examination is administered by the Advisory Committee and
is expected to have a written and an oral component. If failed, the exam may be retaken once, by the end of the third year.

A student must have completed the 24 credit hours of courses in computer science as specified in the Computer Science Course Requirements before taking the qualifying exam. When the written exam is given, the students and the chair of the Advisory Committee should fill out the Qualifying Exam Schedule form, clearly indicating the date on which the student received the exam questions and the date before which the student is scheduled to submit the written answers. This form should be signed by the chair of the Advisory Committee and submitted to the CS Graduate Studies Office. The oral exam should be scheduled within 2 weeks of the scheduled data of submission. If the exact date of the oral exam cannot be determined at the time when the written exam is given, please leave the Scheduled Data of Oral Exam field blank. The Graduate Studies Office should be informed as soon as the oral exam is scheduled.

On the day of the oral qualifying exam, the student should bring the qualifying examination form to the exam for the committee to fill out based on the outcome of the exam. The form, with “Pass” or “Fail” clearly marked and signed by the Advisory Committee, should be submitted to the CS Graduate Studies Office immediately after the oral exam.

Nomination to Candidacy

Following the passing of the qualifying examination and the completion of all course work required by the CS program (except Y790, Y890 and G901), the student is judged to have met all criteria for candidacy. The student should complete and submit the Nomination of Candidacy e-doc. The e-doc will be routed to faculty committee members and the CS Graduate Office for processing. It will then be reviewed by the University Graduate School for final approval by the dean.

Please note that the date of passing the oral qualifying examination is a critical date. Courses taken more than 7 years prior to this date must be revalidated, and the 7 years allowed for dissertation work are counted forward from this date.

Students can find a reference guide on the NoC by visiting the UGS website.

Nomination of Research Committee

After admission to candidacy status, and no later than six months before the defense of the dissertation, the student should form the Research Committee, which consists of at least four members: the committee chair, two or more additional faculty members from
the major department, and a representative of each minor. All four must be members of the University Graduate School faculty. The chair/director and at least half of the committee members must be endorsed members of the Graduate School faculty.

The Nomination of Research Committee (NoR) e-doc should be submitted online via the University Graduate School OneStart page.

Thesis Proposal

The thesis proposal is submitted and defended after the completion of the qualifying examination. It consists of an oral presentation covering a submitted written research plan for the dissertation. This examination is given by the Research Committee.

Upon finishing the thesis proposal, the completed Dissertation Proposal form, with “pass” or “fail” clearly marked, and signed by the Research Committee, should be submitted to the CS Graduate Studies Office.

Announcement of Final Dissertation Defense

At least 30 days before the dissertation defense, the student should announce the defense by submitting the form online at: UGS Website

Dissertation Defense

A written elaboration of significant original research must be successfully presented to the Research Committee in a defense of dissertation as described in the Graduate School Bulletin. An oral defense meeting, open to the public, is required.

Please note that the defense cannot be scheduled less than six months after the date of Research Committee’s approval of the thesis proposal, and cannot be scheduled less than 30 days after the dissertation defense is announced.

Upon finishing the oral defense, the completed form, with “pass” or “fail” clearly marked, and signed by the Research Committee, should be submitted to the Graduate Studies Office.

Submit Dissertation

Following acceptance by the Research Committee, the student should revise the dissertation following the instructions of the Research Committee and receive the approval from the committee before submitting the thesis to the University Graduate School.
Please note that the complete dissertation must be submitted within 7 years of the date of passing the oral qualifying examination.

For complete guideline information about the thesis submission, see the University Graduate School’s online guidance “Preparing Theses and Dissertations” at UGS Website.

Application for Graduation

The Ph.D. degree is conferred by the University Graduate School. Submission of the completed dissertation and abstract to the University Graduate School as described under Submission of the Dissertation constitutes an application for conferral of the Ph.D. degree. The dissertation in its final form and the abstract must be submitted to the University Graduate School at least 30 days before the expected date of degree conferral. Students who intend to participate in the Commencement are required to fill out a graduation application e-doc which is available at the University Graduate School.

Graduate degrees are awarded on a monthly basis. In the last semester of study, about sixty days from semester’s end, the student should apply to the University Graduate School for a degree. Within thirty days, the department receives from the University Graduate School a request for a degree nomination. At that time, the student's academic record is reviewed, and the nomination is filled out. The department lists creditable courses and computes grade point averages (GPA) over completed course work. The nomination is returned to the University Graduate School for verification that their requirements have also been met. This material is then turned over to the registrar, who officially records the conferral of a degree. If there are unusual circumstances, it is a good idea to apply earlier and to provide the graduate secretary with a written description of how the degree requirements are met.

Diplomas are mailed by the Office of the Registrar two to three months after the degree is conferred. It is the student's responsibility to verify that the registrar has the proper address on file.

Double Majoring

Students may pursue two majors in two departments simultaneously, if so recommended by each department and approved by the dean. Two general requirements pertain to double majors: (1) there must be a substantive relationship between the two major fields, particularly with respect to the topic of the student’s dissertation; and (2) all degree requirements for each major must be fulfilled, including the passing of two sets of qualifying examinations. In some instances it may be possible to count the same work toward requirements in both departments (e.g., a specific
foreign language acceptable in both programs). The exact courses of study and examinations required are to be determined by members of the research committee from each of the majors. Any area of substantial overlap in the two courses of study or in the examinations is to be negotiated by the committee as a whole and approved by the dean.

There must be at least four faculty members on both the advisory and research committees for a double major, with two from each of the majors. If other minor fields are involved, a representative must also be present from each of these.

A total of 90 credit hours is required for the Ph.D. degree with a double major. While judicious program planning may permit completion of some double majors within the 90 credit hours, other students may accrue additional hours due to the programs of study required for each major. In recognition of such a possibility, students in the program will be allowed one additional year before they must take the qualifying examinations. For a complete set of rules relating to double majors, students should consult the University Graduate School office.

**Academic Standing**

It is important for all students to maintain good academic standing. Failure to maintain satisfactory progress may jeopardize a student’s academic and/or funding status.

*Satisfactory progress* for CS Ph.D. students involves

- Taking and successfully completing at least 9 credits of CS courses for credit towards their degree requirements each Fall and Spring semester, with an overall GPA of least 3.0.
- Maintaining a 3.3 GPA for the 24 credit hours of required computer science courses.
- Finishing Ph.D. milestones in a timely manner. In particular, a student should
  - Pass qualifying exam by the beginning of the 3rd year.
  - Acquire candidacy and form research committee by the end of 3.5 year.
  - Finish 90 credits by the end of 5th year.
- Maintaining academic integrity

Students should be aware that the University Graduate School Bulletin stipulates that courses completed with grades below C (2.0) do not count towards degree requirements; however, these grades (e.g., C-, D+, D, D-, F) are counted in calculating the GPA, which must be a B (3.0) or above to continue in graduate study.

**Academic Probation**

A CS Ph.D. student may be placed on academic probation for the following reasons:
- The GPA falls below 3.0.
- The GPA for the required CS courses falls below 3.3.
- Satisfactory progress is not being made towards the degree as determined by area faculty 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, 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 will not ordinarily be allowed to continue in the graduate program.

**Graduate Evaluation Day (GED)**

The status of all Ph.D. students are reviewed and evaluated by the faculty annually in the fall term. In preparation, the Director of Graduate Administration (DGA) evaluates the academic records of all students in the CS PhD program.

As part of the evaluation process, students are **required** to complete and submit an online student evaluation. The form will ask students to indicate academic milestones completed and the following:

- Research progress, including results, writing, thesis proposal, independent study courses, conference papers and presentations, journal papers, etc. List cited articles or other bibliographic information separately at the bottom.
- Progress on program requirements: courses taken, performance in courses, screening/qualifiers taken, oral area qualifier taken, thesis proposal oral completed, minor, etc.
- Teaching: course responsibilities, performance, student evaluations, course development, independent teaching of courses, etc.
- Public service: help in organizing events, activity in student organizations, help in departmental administration, admissions, etc.

In the Graduate Evaluation Day (GED) faculty meeting, the progress of each Ph.D. student will be discussed individually; afterward, a letter will be sent to each student containing the faculty's assessment and recommendations the third week in December.

**Academic Integrity**

The Graduate Program in Computer Science follows Indiana University policies and procedures concerning the cases of academic dishonesty such as plagiarism, cheating, and fraud. Information on Indiana University policies and procedures on these matters
can be found in the IU Academic Handbook and the Indiana University Code of Students Rights, Responsibilities and Conduct.

Registration

The Office of the Registrar assists students with a variety of services relating to registration, immunization, residency and more. Students are highly encouraged to become familiar with calendars, schedules, policies and all student related information by visiting their website.

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 (typically 3 credit hours each) 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 placeholder 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's policies and fee payment information.

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.
Independent Study

CS Program offers three independent study courses

1. **Y790**'s are taken before formal approval of candidacy.
2. **Y890**'s are only allowed after all candidacy paperwork has been processed, and are for dissertation research.
3. **G901** is only allowed after candidacy and completion of the required 90 credits.

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 and co-sign the form. The CS 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.

Independent Study Student Checklist

- Successfully complete one term in the program.
- Outline Independent Study plans
- Identify and contact the faculty member with whom you would like to work
- Discuss your independent study with faculty
- Obtain approval from faculty to register for CSCI-Y790 under their supervision
- Register for CSCI-Y790 via OneStart
- Successfully complete CSCI-Y790

It is important to note that students should always register via OneStart for all other classes during the registration period and not wait for the independent study to be approved before registering. Please refer to the Office of the Registrar website for all registration timelines.

If difficulties registering for CSCI-Y790, email CS Graduate Studies at soiccsiu@indiana.edu.
**G901**

Students are only allowed 6 semesters of G901. If you are out of G901's you must register for Y890. Please make sure you are eligible for the G901 registration before submitting your form to the Graduate Student Services Specialist.

**Leave of Absence**

To request a leave of absence from the graduate program, a student is required to discuss the nature and length of the leave with the Director of Graduate Administration. The student will then need to complete a leave of absence form signed by their advisor and the Director of Ph.D. Studies.

**During Program of Studies:** Students who do not enroll in classes for a period of two years must apply for re-admission to the program. They must meet current admission criteria, and if re-admitted, must fulfill current program requirements.

**During Candidacy:** During the dissertation portion of the program (after the student has passed the oral qualifying examination), students must enroll in at least 1 credit hour per semester of G901 in order to maintain active students status. Students do not need to register for this dissertation credit during the summers unless the student plans to graduate or defend the dissertation in the summer. Students who fail to register each semester must back-enroll for all semesters missed in order to graduate. There is a charge per semester (plus tuition) for back-enrollment.

**International Students**

**The Office of International Services (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:** English Language Proficiency Test administered by the Indiana University Center for English Language Training (CELT). The exam 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 or Richard Bier (855-0033) 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: IEP Website

Associate Instructorship: Students whose native language is not English who would like to compete for teaching positions are required to take the “Test of English Proficiency for AI Candidates.” Students must pass this exam before they can be appointed to engage in the direct instruction of students at IU. If you have questions about the TEPAIC please check the website and/or contact the CS Graduate Studies Office.

Maintain 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. Please refer to OIS for rules.

Optional Practical Training

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.

Curricular Practical Training
Curricular Practical Training (CPT) is a work authorization that allows *students with an F-I visa to engage in an off-campus academic internship that is an integral part of their academic curriculum. Students are required to make an appointment with the CS Graduate Studies Office prior to applying for CPT with the Office of International Studies.

CPT requirements can be found on the Office of International Services website.

*Curricular Practical Training, or CPT, is work authorization that allows F-1 students to gain practical work experience in their field of study, prior to the completion of their academic programs. To be eligible for CPT, you must have completed one full academic year in the United States. Per 8 CFR 214.2(f)(10):

CPT Student Checklist

- Completed one full academic year in the CS program
- Interview for internship positions
- Accept offer from employer.
  - Note: Once an offer has been accepted, the student must decline other interviews and/or offers.
- Complete online CS CPT request
- Submit electronic copy of offer letter from employer to CS Graduate Studies at soiccsiu@indiana.edu.
  - A formal letter from an employer offering the internship is required to include:
    - Letter indicates the name, address and contact information of the company
    - Dates of employment (exact BEGINNING to ENDING dates)
    - Number of hours to be worked in a week
    - Job Title
    - Description of the nature of the employment (job title only WILL NOT be enough to be approved by OIS)
- Wait for approval email from CS Graduate Studies Office.
- Register for CSCI-Y798
- Submit the e-form for CPT through iStart.
  - Upload offer letter to OIS.
- Wait for approval email from OIS
- Submit Academic Advisor Form
  - Indicate Regina Skeans or Patty Reyes-Cooksey as Academic Advisor
  - Indicate contact email as soiccsiu@indiana.edu
- Wait for *FINAL approval from the Office of International Services.
- Proceed with direction from OIS on how to obtain **I-20

*The CPT process takes up to 3 weeks to be reviewed and approved. Failure to allow ample time for processing may result in the denial of a CPT request.
** Please refer all I-20 questions to the Office of International Services.

Please Note: It is common for domestic Ph.D. students to apply for an MS when, during their formal course work, they fulfill the MS requirements. In some cases however, filing early for the MS can invalidate the practical training period for international students. The regulations regarding practical training state that students must apply within 30 days of the "completion of studies," which in effect means upon completion of all requirements for the last degree earned. This regulation may pose problems for Ph.D. students who, for whatever reason, decide to leave with an MS. International Ph.D. students should consult with an International Services advisor before filing for an MS degree.

Internship Completion

Once the internship is completed, the student must provide the Computer Science program with an “Exit” letter - a formal letter from the employer stating that the term of employment or internship was satisfactorily completed. Although this course carries zero credit hours, a pass/fail grade is still assigned. This will turn to an "F" on the transcript one year after registration in the course unless the Exit letter is not provided.

Additional written guides at:

Graduation

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.
**CS Ph.D. Time Table and Checklist**

* The time table is designed to guide the students to finish their Ph.D. study in 5-6 years.
** Students will be evaluated every semester in the first two years, then, annually, to determine whether *satisfactory progress* is made.

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Task</th>
<th>Forms</th>
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</thead>
</table>
| Semester 1 | • Take courses towards fulfilling major and minor course requirements  
• Transfer credits if applicable  
• Identify research interests | Transfer of Credit Form |
| Semester 2 | • Continue enrollment towards fulfilling major and minor course requirements  
• Start research involvement via Independent Study (Y790) or RAship  
• Identify faculty advisor  
• Identify minor area  
• Start discussing with faculty advisor about forming Advisory Committee | Appointment of Advisory Committee Form  
Permission to Register for Independent Research Courses Form |
| Target Milestones | • Form Advisory Committee | |

<table>
<thead>
<tr>
<th>Year 2</th>
<th>Task</th>
<th>Forms</th>
</tr>
</thead>
</table>
| Semester 1 | • Continue enrollment towards fulfilling major and minor course requirements  
• Conduct research under the guidance of Advisory Committee | |
| Semester 2 | • Final coursework to fulfill major course requirements  
• Schedule and take Qualifying Exam  
  o You must finished all major course before you can take Qualifying Exam  
  o Course seven year and older must be revalidated. | Qualifying Exam Scheduling Form  
Qualifying Exam Form |
| Target Milestones | • Fulfill major course requirements  
• Pass Qualifying Exam  
• Submit research papers | |

<table>
<thead>
<tr>
<th>Year 3</th>
<th>Task</th>
<th>Forms</th>
</tr>
</thead>
</table>
| Semester 1 | • Final coursework to fulfill minor course requirements  
• Apply for Ph.D. Candidacy | Nomination of Candidacy Form |
| Semester 2 | • Continue Enrollment (Y790)  
• From Research Committee | Nomination of Research Committee Form (online) |
| Target Milestones | • Acquire Ph.D. candidacy  
• Form Research Committee  
• Publish research papers | |

<table>
<thead>
<tr>
<th>Year 4</th>
<th>Task</th>
<th>Forms</th>
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<tbody>
<tr>
<td></td>
<td>• Continue Enrollment (Y890)</td>
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<tr>
<td>Year 5</td>
<td>Target Milestones</td>
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<tr>
<td></td>
<td>• Define research topic and start Ph.D. Research under the guidance of Research Committee&lt;br&gt;• Keep publishing</td>
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<td></td>
<td>• Research publications</td>
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<td></td>
<td>• Continue Enrollment&lt;br&gt;  • You can register for Y901 after you have completed 90 credits&lt;br&gt;  • You can register for Y901 for up to six semesters before you need to return to Y890&lt;br&gt;• Thesis proposal</td>
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<td></td>
<td>• Pass thesis proposal</td>
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<tr>
<th>Year 6</th>
<th>Target Milestones</th>
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<tr>
<td></td>
<td>• Dissertation defense&lt;br&gt;  • At least six months after thesis proposal&lt;br&gt;  • At least 30 days after dissertation announcement&lt;br&gt;  • If dissertation defense is held more than seven years after passing Qualifying Exam, the Qualifying Exam needs to be revalidated&lt;br&gt;• Submission of the dissertation&lt;br&gt;• Apply for degree</td>
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<td>Passing dissertation defense</td>
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Degree Conferral
CS Ph.D. Program Tracking Sheet

Name: _________________________  IU ID#

Computer Science Ph.D. Degree Requirements – 90 Credit Hours

<table>
<thead>
<tr>
<th>Course Requirements</th>
<th>Courses taken</th>
<th>Term Taken</th>
<th>Credits</th>
<th>Grade</th>
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</thead>
<tbody>
<tr>
<td>1. Foundations – B501, B502, B503</td>
<td></td>
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<tr>
<td>2. Computer Systems – B534, P536, P538</td>
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<td>3. PL – B521, B522, P523 or Intell Sys – B551, B555, B561, B565</td>
<td></td>
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<tr>
<td>4. CSCI 500+ Course From course listed above</td>
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<tr>
<td>5. CSCI 500+ Course From course listed above</td>
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<tr>
<td>6. CSCI 500+ Course From course listed above</td>
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<tr>
<td>7. CSCI 500+ Course or Y 790 CSCI 500+ Level or Y790</td>
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<td>8. CSCI 500+ Course or Y 790 CSCI 500+ Level or Y790</td>
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<td>Total CR/ 24 GPA /</td>
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A grade average of B+ (3.3) is required for the 24 credit hours of required computer science courses. This is in addition to the University’s Graduate School requirement of a B (3.0) average for all courses taken.

Please List Minor Area: __________________________

Select One Minor Option:

1) External (credit up to Minor department w CS approval)
2) Internal (9 cr)
3) Individualized (12 cr)

<table>
<thead>
<tr>
<th>Course Taken</th>
<th>Term Taken</th>
<th>Credits</th>
<th>Grade</th>
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Revised – 8/5/2014
**Qualifying Examination:** The qualifying examination is given by the first semester of the student's third year in the program. This examination is administered by the advisory committee and is expected to have a written and an oral component. A student must have completed the 24 credit hours of courses in computer science as specified in the Computer Science Course Requirements before taking the qualifying exam.

**Additional Credit Hours:** The Ph.D. degree requires completion of at least 90 credit hours of an advanced course study. You will be required to complete at least 57 credit hours outside of your Core 24 & Minor courses.

<table>
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<th>Course Taken</th>
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<th>Credits</th>
<th>Grade</th>
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Total: CR/ 57

GPA /