Advisory Conference Procedures for CS Doctoral Students

1) To aid the student in developing an overall plan for attaining the doctoral degree, the Report of Advisory Conference must be completed within the first year of enrollment in the doctoral program.

2) Before completing the Report of Advisory Conference, the student must read the Graduate College Bulletin found at http://www.ou.edu/content/gradweb/aud/current/GC_bulletin.html to understand the details of the Advisory Conference, Committee Membership regulations, and transferable credit information.

3) The student must meet with his/her committee chair to discuss and define a proposed program of study. A draft of the Advisory Conference form must be completed by the student and the committee chair; the form is found at http://www.ou.edu/content/gradweb/aud/current/doctoral/Norman.html. The completed draft is then submitted to the CS Academic Programs Coordinator. The draft will be checked by the CS Academic Programs Coordinator and the CS Graduate Liaison to make sure that the proposed course selections satisfy minimum requirements of both the Graduate College and the School of Computer Science.

4) Once the draft version of the Advisory Conference form has been approved by the CS Graduate Liaison, then the student may schedule a time and place to hold the advisory conference, which will be attended by the student and all members of the doctoral committee. Once a proposed plan is approved by the committee, the form is signed by all committee members and returned to the CS Academic Programs Coordinator.

5) Once approved by the doctoral committee, the graduate liaison, and the graduate dean, the Report of Advisory Conference (ACR) constitutes the doctoral student’s specific program of study. Any changes to the program of study or doctoral committee require the completion of the Request for Change in Advisory Conference form found at http://www.ou.edu/content/gradweb/aud/current/doctoral/Norman.html. Please note that changes must be made at least thirty days before the date of the General Exam.

6) This form must be submitted to the Graduate College before the Application to Take the General Exam, not simultaneously.

7) The form must be typewritten and signed by all committee members and the CS Graduate Liaison.

GRADUATE COLLEGE LINKS:

Graduate College Bulletin: http://www.ou.edu/content/gradweb/aud/current/GC_bulletin.html
Doctoral Forms: http://www.ou.edu/content/gradweb/aud/current/doctoral/Norman.html
Doctoral Degree: Graduation: http://www.ou.edu/content/gradweb/aud/current/doctoral/Norman.html
Dissertation Instruction Packet: http://www.ou.edu/content/gradweb/aud/current/doctoral/Norman.html