SCHOOL OF COMPUTER SCIENCE

Doctoral students Checklist
(Effective Fall 2013)

This is to be used in conjunction with the checklist printed in the general catalog. All Graduate College and other University requirements apply.

Program Deficiencies (for conditional admission)

_____ All program deficiencies must be completed with B or better on the first attempt.

Dissertation Advisor

_____ Select a member of the graduate faculty in Computer Science with an M3 status as dissertation advisor.

*Timing note: selection of dissertation advisor must be accomplished within the first year and can be accomplished while taking prerequisites.*

Advisory Committee

_____ Form advisory committee, which becomes the Doctoral Committee later and includes the dissertation advisor plus at least four more graduate faculty members with M2 status or higher.

_____ Majority of the advisory committee must be members of the School of Computer Science.

_____ At least one committee member must be from outside the School of Computer Science and the field of computer science.

_____ Complete the Report of the Advisory Conference form and submit it to the Graduate College.

*Reference note: for details see Advisory Conference Procedures for CS Doctoral Students.*

*Timing note: Advisory Conference should be held within the first year.*

Coursework Requirements

A minimum of six graduate-level courses must be completed while in graduate standing, two from each of the three emphasis areas of Systems, Theory, and Applications. At least one regular or independent studies course (3 credit hours) that requires reading technical papers, oral presentations, and written presentations as part of the coursework (a presentation course) must be completed, effective Fall 2013.

Two systems courses from the following list:

- Compilers (CS G4323)
- Architecture (CS G4613)
- Operating Systems (CS 5113)
- Networks (CS 5133 or CS 5143)
• Embedded Systems (CS 5163) or Robotics (CS 5023)

Two **theory** courses from the following list:
- Algorithm Analysis (CS 4413)
- Computational Complexity (CS 5413)
- Formal Languages (CS 5813)
- Optimization (CS 5433 or CS 5443)
- Cryptography (CS 5823)

Two **applications** courses from the following list:
- Artificial Intelligence (CS 5013) or Machine Learning (CS 5033) or Data Mining (CS 5083)
- Database Management (CS 4513 or CS 5513)
- Computer Graphics (CS 5053)
- Software Engineering (CS 5213)
- Scientific Computing (CS 5743 or CS 5753)
- Computer Networks and Distributed Processing (CS 5613)

One **presentation** course from the following list:
- Machine Learning (CS 5033)
- Knowledge Discovery and Data Mining (CS 5083)
- Visual Analytics (CS 5093)
- Network Design and Management (CS 5143)
- Advanced Discrete Optimization on Networks (CS 5443)
- Advanced Database Management (CS 5513)
- Formal Languages (CS 5813)
- Independent Studies (CS 5990) – A memo from the instructor certifying the content of the course is required.
- Introduction to Research in CS (CS 5970)

_____ Must pass all required course with B or better on the first attempt.

_____ Students who have completed one or more of the required courses elsewhere may petition the graduate committee for a waiver from taking some or all required courses.

**Additional Coursework**

_____ Beyond the required 21 credit hours (7 courses), a minimum of 24 to a maximum of 39 semester credit hours of additional graduate coursework is necessary beyond the B.S.

_____ Total credit hours: 90 or more hours after B.S.

_____ At least 30 hours and a maximum of 45 hours of dissertation research (CS 6980).

_____ All courses must be taken for graduate credit (“G” prefix in the general catalog, no 3000 level courses or lower).
All PhD coursework must be taken within 6 years of admission to the Graduate College.

Count no more than 12 credit hours in CS G4xxx level courses.

At most 3 hours of independent studies (CS 5990) can be counted toward the minimum 27 hours of coursework.

External courses and transfer credit must be approved by the advisory committee.

No more than 6 credit hours in CS 5973 courses will be permitted, even with change of subject.

Maintain continuous enrollment of at least 2 credit hours of CS 6980 (Research for Doctoral Dissertation) after initial enrollment.

Attend at least 5 seminars/conferences throughout the duration of the program.

Timing Note: earliest initial enrollment of CS 6980 is during the semester in which the General Examination is taken.

General Examination

File application for general examination.

Pass the general exam, both written and oral parts in no more than two attempts.

Reference note: for details see General Examination Procedures for CS Doctoral Students.

Timing note: Application to take General Examination can only be made after filing Advisory Conference report.

Timing note: General Examination should be scheduled during the semester in which the majority of coursework is complete or nearly complete.

Timing note: once the student has passed the General Examination, he/she cannot complete a M.S. in Computer Science simultaneously.

Research Progress Review

On an annual basis after passing the General Examination, the student will undergo a Research Progress Review conducted by the Doctoral Committee.

The purpose of RPR is to evaluate the student’s progress in conducting research during the previous year.

The results of the RPR are either satisfactory or unsatisfactory.

If a student has unsatisfactory RPR results for 2 consecutive years, the student will be terminated from the program.
Dissertation

_____ Final reading copy must be approved by the dissertation advisor.

_____ Graduate College approves syntax and format of the dissertation.

_____ The reading copy must be given to the Doctoral Committee members at least 2 weeks before the dissertation defense.

_____ The final reading copy must be given to CS Academic Programs Coordinator 10 business days prior to defense.

_____ Reserve a room with the CS Academic Programs Coordinator.

_____ Pass the final dissertation defense on the first attempt.

_____ 3 copies of final dissertation must be deposited in the Graduate College and the library within 60 days of defense. One electronic copy of dissertation must be emailed to the CS Academic Programs Coordinator.

_____ Return the signed library card, Survey of Earned Doctorates and data entry form to the Graduate College.

Graduation

_____ Pay graduation fee in Bursar’s office and complete all Graduate College forms.

_____ Attend the School of Computer Science Exit Interview with the Director of the School.

Note: If deadline falls on a weekend, the next working day following the posted deadline will be acceptable.

Notes, Dates and Deadlines (Thesis Option)

1. Choose an advisor very early into the doctoral program, preferably during the first 2 semesters and no later than 4th semester or second year.
2. Complete the advisory conference and file the advisory conference report within the first year of the doctoral program.
3. Take the general examination during/after the semester in which required coursework prescribed in the advisory conference is completed. Submit the Application for the General Exam at least 2 weeks before any portion of the exam is held. When your application is approved, the Graduate College will email the Authority Report Form for the exam until you receive the Authority Report Form. Both the written and oral portions must be completed during the same semester.
4. File the Application for Graduation with the Graduate College. Students graduating in the fall must turn it in by October 1, spring by March 1, summer by July 1.
5. Prepare and distribute complete drafts of your dissertation to each doctoral committee member at least one month prior to the defense. If the draft is approved by your committee, arrange the time and place for your dissertation defense.

6. Submit the online Request for Degree Check to the Graduate College at least 4 weeks prior to the defense date.

7. Submit the Request for Authority for Dissertation Defense and IRB approval (if applicable) at least 2 weeks prior to the defense date. When your request for authority is approved, the Graduate College will email the Authority Report Form for the Dissertation Defense to you and your committee. You are not authorized to defend until you receive the Authority Report Form.

8. Submit the completed Authority Report Form to the Graduate College within 72 hours following the defense.

9. Contact IRB to inactive the study (if applicable). Submit a copy of the inactivation memo to the Graduate College.

10. 2 final copies of your dissertation, printed in white, 20-24 lb, 100% cotton paper, are due to the Graduate College within 60 calendar days of your defense. However, if you plan to graduate in a particular semester, you must meet the semester deposit deadline and you may not have a full 60 days. You must also submit an electronic copy of your dissertation by the same deadline: http://dissertations.umi.com/ou/

11. You must make an appointment at https://iadvise.ou.edu/ to submit the final printed copies of your dissertation, the Entry Form for Dissertation Title, the Survey of Earned Doctorates, and the Graduate College Exit Survey to the Graduate College.

The dates below are typical graduate college deadlines. For more current deadlines please visit the website: http://www.ou.edu/content/gradweb/aud/current/deadlines.html. The admission to Candidacy and the Request for Thesis Defense has to be filed with the Academic Programs Coordinator in the School of Computer Science a month earlier than the graduate college deadline.

### Degree Deadlines

<table>
<thead>
<tr>
<th>Event Description</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
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<tbody>
<tr>
<td>Final day to file Application for Graduation card in the Office of Records*</td>
<td>October 1</td>
<td>March 1</td>
<td>July 1</td>
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<tr>
<td>Final day to submit Request for Degree Check online</td>
<td>November 9</td>
<td>April 5</td>
<td>June 29</td>
</tr>
<tr>
<td>Final day to file Request for Authority for Dissertation Defense in the Graduate College</td>
<td>November 20</td>
<td>April 19</td>
<td>July 13</td>
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<tr>
<td>Final day to file General Exam Application for the Doctoral Degree in the Graduate College</td>
<td>November 20</td>
<td>April 19</td>
<td>July 13</td>
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<tr>
<td>Final day to complete doctoral general exam</td>
<td>December 7</td>
<td>May 3</td>
<td>July 27</td>
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<tr>
<td>Final day to hold dissertation defense</td>
<td>December 7</td>
<td>May 3</td>
<td>July 27</td>
</tr>
<tr>
<td>Final day to deposit dissertation in the library</td>
<td>December 14</td>
<td>May 10</td>
<td>August 3</td>
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Last revised: Summer 2013