

SCHOOL OF COMPUTER SCIENCE
Masters students Checklist
(Effective Fall 2021)

This is to be used in conjunction with the checklist printed in the general catalog. All Graduate College & University requirements apply {<https://www.ou.edu/gradcollege/current-students/progress-completion>}.

Prerequisites

_____ Complete the admission prerequisites.

_____ All prerequisites finished with B or better on the first attempt.

Coursework Requirements

(non-Thesis option) Total credit hours: 33 hours

(Thesis option) Total credit hours: 30 hours (24 credit hours of coursework, 6 of thesis)

A student must declare non-Thesis or Thesis option by the end of the 2nd semester of study in the program.

_____ Required Coursework
*Please see listing below

Mandatory courses:

- CS 4413 Algorithm Analysis
- CS 4513 Database Management Systems

4 of the following 9 courses must be taken:

- CS 4613 Computer Architecture
- CS 5013 Artificial Intelligence
- CS 5033 Machine Learning
- CS 5113 Distributed Operating Systems
- CS 5133 Data Networks
- CS 5173 Computer Security
- CS 5213 Software Engineering Processes
- CS 5473 PDN Programming
- CS 5813 Formal Languages

One presentation course from the following list must be taken:

- CS 5033 Machine Learning
- CS 5073 Artificial Neural Networks and Evolution
- CS 5083 *or* CS 5593 Data Mining
- CS 5093 Visual Analytics
- CS 5113 Distributed Operating Systems
- CS 5143 Network Design & Management
- CS 5513 Advanced Database Management
- CS 5813 Formal Languages
- CS 5970 Introduction to Computational Learning Theory

_____ 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

_____ Six thesis research (CS 5980) hours (any extra is not counted towards 30 hour total) for Thesis option.

_____ No more than three courses at CS G4000 level, i.e., nine credit hours. However, students can get a total of twelve credit hours of G4000 level classes.

_____ No more than three credit hours in independent study courses (CS 5990). *Students who have the Graduate liaison's approval to complete a project option may take 6 hours.*

_____ No more than six credit hours in CS 5970 courses will be permitted, even with change of subject.

_____ No more than two outside courses of which only one can be G4000 level.

Outside courses require prior approval to be turned in for approval by the graduate liaison by the first week of class.

_____ Maintain a GPA of 3.00 or above.

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

Publication (Thesis option)

_____ It is expected that all Master's thesis students submit for publication at least two (2) co-authored papers before graduation.

Forms

_____ File an Admission to Candidacy form during the semester prior to the semester of graduation. Check semester schedule for specific due date. If you have an assistant position it will have to be done the first semester of your appointment.

Exit Exam (non-Thesis)

_____ Select a research paper *or* project option, in consultation with the faculty, for presentation.

Thesis Defense (Thesis option)

_____ Form thesis committee of three graduate faculty members (including advisor with M1 or RM2 status as one of the three).

_____ Majority of thesis committee members have M1, RM1 or higher status in the School of Computer Science.

_____ Special membership appointment: One of the committee members, including the advisor, may be a faculty member with SM status. See the Graduate College website on graduate faculty appointment for details: {<https://www.ou.edu/gradcollege/faculty-and-staff-resources/graduate-faculty>}

_____ Submit a Master's Thesis Topic and Committee Form at the same time you submit your Admission to Candidacy.

_____ The student should work with the CS Academic Programs Coordinator to determine the location of the thesis defense at the earliest opportunity after the approval from the Graduate College.

_____ Submit a reading copy of thesis (hard copy) and an abstract approved by advisor to CS Academic Programs Coordinator ten business days (2 weeks) prior to thesis defense.

_____ Pass thesis defense in one attempt.

_____ Signed report of defense committee must be submitted to Graduate College within 72 hours of the defense.

_____ After your committee has approved your final thesis, submit the online Approval for Thesis/Dissertation Submission to SHAREOK form to the Graduate College. Submit your thesis to the SHAREOK institutional repository, according to the instructions you received in the Graduate College email authorizing your defense. Your submission is due no later than 60 calendar days after your defense. If you plan to graduate in a particular semester, you must meet the semester submission deadline given on the Academic Calendar, usually the last day of the final examination period.

Graduation

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

_____ Attend the School of Computer Science Exit Interview with the CS Director or CS Board member.

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

Notes, Dates and Deadlines

1. **Non-Thesis & Thesis options:** File the Application for Graduation {<https://www.ou.edu/commencement/graduates/apply>}. Students graduating in Fall must turn it in by September 15, Spring by February 15, Summer by June 1.
2. **Thesis option:** Submit the online Request for Degree Check to the Graduate College at least 4 weeks prior to the defense date.
3. **Thesis option:** Submit the Request for Authority for Master's thesis defense and IRB approval (if applicable) at least 10 working days 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.
4. **Thesis option:** Submit the completed Authority Report Form to the Graduate College within 72 hours following the defense.
5. **Thesis option:** Contact IRB to inactivate the study (if applicable). Submit a copy of the inactivation memo to the Graduate College.

^For more detailed and guided information, please visit {<https://www.ou.edu/gradcollege/current-students/progress-completion>}. **This information is scheduled to change effective Spring 2022.**

Master's Degree Deadlines

Deadlines	Spring 2021	Summer 2021	Fall 2021
Final day to submit master's degree Program of Study to the Graduate College	Monday, October 5, 2020	Monday, March 1	Monday, April 5
Final day to submit Master's Thesis Topic and Committee Membership form to the Graduate College (thesis students only)	Monday, October 5, 2020	Monday, March 1	Monday, April 5
Final day to apply for graduation	Monday, February 15	Tuesday, June 1	Wednesday, September 15
Final day to submit Request for Degree Check online (thesis students only)	Friday, April 9	Thursday, July 1	Friday, November 12
Final day to submit Request for Authority to Defend to the Graduate College (thesis students only)	Friday, April 23	Thursday, July 15	Wednesday, November 24
Final day to complete master's non-thesis examination (non-thesis students only)	Friday, May 7	Thursday, July 29	Friday, December 10
Final day to hold thesis defense (thesis students only)	Friday, May 7	Thursday, July 29	Friday, December 10
Final day to submit thesis to SHAREOK (thesis students only)	Friday, May 14	Thursday, August 5	Friday, December 17

*The admission to Candidacy and the Request for Master's 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.