SCHOOL OF COMPUTER SCIENCE
Doctoral students Checklist
(Effective Fall 2020)

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.

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 three more graduate faculty members (total of four) 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. A pre-advisory conference report form must be completed, per your request, by the academic programs coordinator and signed by the graduate liaison.

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

_____ 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 Operating Systems Theory
- CS 5133 Data Networks
- CS 5173 Computer Security
- CS 5213 Software Engineering Processes
- CS 5473 Introduction to Parallel 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 5143 Network Design & Management
- CS 5443 Advanced Discrete Optimization on Networks
- CS 5513 Advanced Database Management
- CS 5813 Formal Languages
- CS 5970 Introduction to Research in CS

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 18 credit hours (6 courses), a minimum of 27 to a maximum of 42 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 5970 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 through the duration of the program.
  
  Timing Note: earliest initial enrollment of CS 6980 is during the semester in which the General Examination is taken.

Annual progress report

_____ Annual progress report requirement for doctoral students.

Publication

_____ It is expected that all doctoral students submit for publication at least two (2) first author papers before graduation.

General Examination

_____ File application for general examination.
  
  {OU Graduate College website: https://www.ou.edu/gradcollege/current-students/progress-completion}

_____ Pass the general exam, both written and oral presentation 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

____ Dissertation proposal submitted for approval to the dissertation advisor.

____ 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 (PDF electronically available/Canvas or OneDrive) must be given to CS Academic Programs Coordinator 10 business days prior to defense (2 weeks). A soft copy of the abstract approved by the advisor is also given to the Academic Programs Coordinator at the same time.

____ Reserve a room with the CS Academic Programs Coordinator.

____ Pass the final dissertation defense on the first attempt.

____ 2 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.

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 or a CS Board of Visitors Member.

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

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 [https://www.ou.edu/commencement/graduates/apply]. 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.
# Doctoral Degree Deadlines

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<thead>
<tr>
<th>Deadlines</th>
<th>Summer 2020</th>
<th>Fall 2020</th>
<th>Spring 2021</th>
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<tbody>
<tr>
<td>Final day to apply for the doctoral general examination</td>
<td>Friday, June 19</td>
<td>Friday, September 4</td>
<td>Friday, January 29</td>
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<tr>
<td>Final day to apply for graduation*</td>
<td>Monday, June 1</td>
<td>Tuesday, September 15</td>
<td>Monday, February 15</td>
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<tr>
<td>Final day to submit Request for Degree Check online</td>
<td>Thursday, June 25</td>
<td>Friday, November 13</td>
<td>Friday, April 9</td>
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<tr>
<td>Final day to submit Request for Authority to Defend to the Graduate College</td>
<td>Thursday, July 9</td>
<td>Wednesday, November 25</td>
<td>Friday, April 23</td>
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<tr>
<td>Final day to complete doctoral general examination</td>
<td>Thursday, July 23</td>
<td>Friday, December 11</td>
<td>Friday, May 7</td>
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<tr>
<td>Final day to hold dissertation defense</td>
<td>Thursday, July 23</td>
<td>Friday, December 11</td>
<td>Friday, May 7</td>
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<tr>
<td>Final day to submit dissertation to SHAREOK</td>
<td>Thursday, July 30</td>
<td>Friday, December 18</td>
<td>Friday, May 14</td>
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*The admission to Candidacy and the Request for Dissertation Defense has be to filed with the Academic Programs Coordinator in the School of Computer Science a month earlier than the graduate college deadline.