GRADUATE DEGREE PLANNING and TRANSFER / WAIVER SEMINAR
Seminar Overview

- Graduate Advising Personnel and Contact Information
- Fall Advising Hours
- Important Websites and Locations
- Policies and Procedures

- Degrees and Areas of Study (MS)
  - Courses
    - 6000 level or higher (Core and Elective Courses)
    - 5000 level courses
    - Levelling courses
    - Waiver of required levelling courses
    - Transfer of graduate courses to your degree plan
- Filling out and reviewing your degree plan
- Graduation Planning and Graduation Application

- Special Issues for International Students
In order to use your time most efficiently, appointments are strongly recommended. Please email and request an appointment.
PhD, MS (All Thesis, all IA track, all SE track)
Advisor: Prof. Jorge Cobb  Mon  3:30pm–5:00pm
Email: cobb@utdallas.edu  Wed  3:30pm–5:00pm

MSCS Last Name starts with Letter A-H, except Thesis, IA or SE
Advisor: Prof. Pushpa Kumar  Tue/Thu  10:00am–11:30am
Email: pkumar@utdallas.edu  Wed  10:00am–3:00pm

MSCS Last Name starts with Letter I-Q, except Thesis, IA or SE
Advisor: Prof. Tim Farage  Mon  10:00am–2:00pm
Email: tfarage@utdallas.edu  Tue/Fri  2:00pm–5:00pm

MSCS Last name starts with Letter R-Z, except Thesis, IA or SE
Advisor: Prof. Les Arnold  Tue  12:00pm–2:00pm
Email: gordon.arnold@utdallas.edu  Thu  1:00pm–5:00pm
Fri  10:00am–2:00pm

DO NOT TELEPHONE US!

1. Regulations prohibit useful discussion as we cannot ensure your identity when contacted by telephone.

2. Your phone call is likely to interrupt instruction or meetings with students or colleagues

The Erik Jonsson School of Engineering and Computer Science
<table>
<thead>
<tr>
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<th>Tuesday</th>
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FALL 2022

Offices Listed are inside SUITE ECS 3.908

Ms. Kirsten Fowler
CSMS A-H
ECSS 3.904  972-883-4194  kirsten.fowler@utdallas.edu

Mr. Richard Klug
CSMS I-Q
ECSS 3.906  972-883-2427  richard.klug@utdallas.edu

Mrs. Emily Lenart-Donaldson
CSMS R-Z
ECSS 3.905  972-883-4278  eldonaldson@utdallas.edu

Ms. Sydney Samuel
All SE_MS, EMSE & Fast-Track
ECSS 3.903  972-883-4216  sydney.samuel@utdallas.edu

Mr. Eric Moden
All CYSEC/IA track students
ECSS 3.908B  972-883-4705  eric.moden@utdallas.edu

Mr. Doug Hyde
All PhD, All MS Thesis, All PhD as MS
ECSS 4.801  972-883-6612  dhyde@utdallas.edu

These staff members are NOT Graduate ADVISORS. For any questions on classes, choosing a degree plan etc., contact a Graduate Advisor.
The Erik Jonsson School of Engineering and Computer Science
Important Websites and Locations

Computer Science Department

http://cs.utdallas.edu/

- Graduate information is available in the drop-down menu at the top.
- Forms needed to apply for waivers are there as well as a lot of other useful information.

https://cs.utdallas.edu/admissions/forms/

Graduate Studies

- Forms needed to apply for Transfer are here…other useful information.

http://www.utdallas.edu/ogs/current_students/forms/

CS Graduate Student Services Suite (CSGS-SS)

- Many forms are available in the hallway frame inside our suite - ECS 3.908.
Students:

- **MUST** sign and submit an Acknowledgement of Policies Form (AOP) before the end of first semester.
  - Completion of this form (for CS) includes the selection of your track
  - *Second semester online registration will not be enabled until this form is submitted.*
- **MAY NOT** change track or program in the graduating semester.
- **Choosing to miss more than a week of classes at the beginning of the semester may be subject to being dropped from courses.**
- Planning to visit their home country between semesters should check with professors regarding the scheduling of final exams **PRIOR** to buying plane tickets. Students are expected to be present and available to take an exam up to the last day of scheduled exams. *Please refer to the Academic Calendar on the University website.*

For additional policies and procedures, please see the catalog for at:

[https://catalog.utdallas.edu/2022/graduate/home](https://catalog.utdallas.edu/2022/graduate/home)
The Computer Science Department grants two separate Master's degrees:

- Masters of Science in Computer Science (CS_MSCS)
- Masters of Science in Software Engineering (SE_MS)
Masters of Science in Computer Science

Tracks (Concentration of Study)

- Traditional Computer Science
- Data Science
- Cyber Security
- Intelligent Systems
- Interactive Computing
- Networks & Telecommunications
- Systems
Switching into or out of the Software Engineering program is a change of program and requires a New Application. All the paperwork for this must be completely processed by the Records Office before the first day of classes in a given semester.

- Failure to meet the paperwork deadline will result in the change becoming effective the first day of the next semester.
- Paperwork must leave the CS office in time for the processing to be completed.

International Students changing programs may need a new I-20. Check with the ISSO.

DEGREE PROGRAMS CANNOT BE CHANGED IN THE GRADUATING SEMESTER.
In general, a total of 33 credit hours (11 courses) are required for a MS degree. This may increase to 36 hours if an appropriate GPA is not maintained in the core courses of the chosen track.

The 33 hours consists of:

- 15 hours (5 courses) are specified as core courses that vary according to track
- 18 hours (6 courses) may be selected from CS/SE approved electives

Students in all tracks may use one 5000* level CS/SE course as an elective. The remaining electives must be 6000 level or above.

*If a student chooses one of the 5000 level courses, then only one of the CS 5333 or CS 5343 or CS 5348 can be counted as an elective in all degree plans. Students should consult their graduate advisors to get approval for the 5000 level course.

Additional hours may also be required to fulfill the admissions levelling courses stated as a condition of acceptance by the CS Department.
Three GPAs (Grade Point Averages) are pertinent for master’s students:

1. **Core GPA**: The GPA in the core courses of the selected track/program

2. **Elective GPA**: The GPA in the electives used for the track/program. This includes the GPA of 6 (or possibly 7) electives.

3. **Overall GPA**: The GPA in **ALL** graduate level (5000 or above) courses completed at the university.
The Overall GPA:

- This is the GPA that appears on the transcript
- The **University** requires that an overall GPA of at least 3.00 must be maintained.
- Students who drop below a 3.00 overall GPA will be placed on academic probation.
  - If you are placed on probation, you must have a GPA of at least 3.00 by the end of the next two semesters in which you have enrolled.
  - If you take summer classes, the summer session counts as one of the two allowed semesters.
  - Failure to improve the GPA will result in expulsion from the university.
The **Core GPA**:

- This is the GPA in the five core courses of your selected track.
- The department requires a core GPA of at least 3.19 to graduate.
  - Students can repeat a core course to improve the GPA to 3.19 or above.
- Students with $3.00 \leq \text{Core GPA} < 3.19$ can graduate by successfully completing an extra 6000 level or higher CS/SE elective.
The Elective GPA:

- This is the GPA in the six (possibly 7) elective courses of your selected track.
- The department requires an elective GPA of at least 3.00 to graduate.
  - Students can repeat or take additional electives to improve this GPA.
From the 2022 Graduate Catalog:

The following grade scale is used in graduate coursework at the University:

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<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Grade Points per Semester Hour</th>
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<tbody>
<tr>
<td>A</td>
<td></td>
<td>4.000</td>
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<tr>
<td>A-</td>
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<td>3.670</td>
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<td>3.330</td>
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<td>B</td>
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<td>3.000</td>
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<tr>
<td>B-</td>
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<td>2.670</td>
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<tr>
<td>C+</td>
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<td>Incomplete *</td>
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<tr>
<td>P</td>
<td>Pass *</td>
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</tr>
</tbody>
</table>

* The grades of I and P do not produce grade points.

A grade of B- is below a 3.000
GPA Requirements

To graduate a student must satisfy *all three GPA requirements* below:

1. A Core GPA $\geq 3.19$
   
   Or a $3.00 \leq \text{Core GPA} < 3.19$
   
   and have successfully completed an extra elective

2. An Elective GPA $\geq 3.00$

3. An Overall GPA $\geq 3.00$
Course Repeats

• At most 3 courses may be repeated in the degree plan.
• The better grade is used in the GPA calculation.
• The original attempt is still visible on your transcript.
Time Limits

➢ All course work must be completed within a 6-year window.

➢ This includes transfer credits. (A Transfer credit can expire.)

➢ The **age of the course** is what matters, not when the degree was begun.
Admission Requirements

The student entering the Computer Science MS program should have an undergraduate preparation equivalent to a baccalaureate degree in a quantitative science, having completed calculus and linear algebra.

All students must show proof of mastery in the following courses:

CS 5303 Computer Science I
CS 5330 Computer Science II
CS 5333 Discrete Math/Structures
CS 5343 Data Structures
CS 5348 Operating Systems

These requirements are a condition of admission and must be met by all students, regardless of the chosen track.
All students with a bachelor degree in Computer Science should have knowledge of the material in these courses.

Students lacking the mastery of the material in these courses will be assigned the deficient course(s) as levelling courses.

**NOTE**: Each track generates its *own additional* levelling courses depending upon those listed in the catalog for a track’s core courses.
Each student’s file is carefully reviewed for admission and all deficiencies are noted for all tracks.

The student is responsible for fulfilling only those levelling courses listed on the degree plan of their chosen track as a condition of admittance to the program. Levelling courses not on your degree plan do not need to be taken unless you take a course which has the levelling course listed as a prerequisite in the catalog.

All students are required to meet the prerequisites stated in the catalog for any course taken. If you have not satisfied the prerequisite requirements for a course, you may not enroll in the course.

Students may initiate a change of track after admission by seeing an advisor. Having all deficiencies listed in your admit letter allows this change to take place smoothly, without the student having to wait for a new letter after an additional review of the file.
### Traditional Track

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Common Levelling courses</th>
<th>Additional Levelling Courses</th>
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<tbody>
<tr>
<td>CS 6363</td>
<td>CS 5303</td>
<td>CS 5349</td>
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<td>CS 6378</td>
<td>CS 5330</td>
<td>CS 5390</td>
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<tr>
<td>CS 6390</td>
<td>CS 5333</td>
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<td><strong>Two of the following:</strong></td>
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<td>CS 6353</td>
<td>CS 5348</td>
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<td>CS 6360</td>
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<td>CS 6371</td>
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<td>CS 6375</td>
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<td>CS 6378</td>
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<td>CS 6332</td>
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<td>CS 6377</td>
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*Must also complete the required CyberSec (also known as Information Assurance) electives in the degree plan (see next slide)*
The Cyber Security (IA) degree plan has a list of electives from which your two IA Electives must be chosen.

Unless you have chosen your electives carefully it is difficult to change to this track without losing courses during the second year of your degree plan.

Check with your advisor if you are considering such a change.
If you are choosing IA (Eric), SE (Sydney), or Interactive Computing (IC) degree plan, you must complete the required core and elective courses in the first three semesters. Otherwise, you may not graduate on time.

These degree plans require some careful planning and selection of courses each semester.

A general recommendation for all the students is to complete the core courses in your track in the first three semesters.

Do not leave any core course to be completed in the graduating semester, particularly if that is the summer semester.
## Intelligent Systems

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<tr>
<td><strong>Suggested elective:</strong></td>
<td><strong>CS 6398</strong>*</td>
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# Software Engineering

*Very important: Students cannot use both CS 6329 and CS 6359 for credit on a degree plan.*

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<tr>
<td>CS 6329</td>
<td>CS 5303</td>
<td>CS 5354</td>
</tr>
<tr>
<td>CS 6361</td>
<td>CS 5330</td>
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<tr>
<td>CS 6362</td>
<td>CS 5333</td>
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<tr>
<td>CS 6367</td>
<td>CS 5343</td>
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<tr>
<td>CS 6387</td>
<td>CS 5348</td>
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</tbody>
</table>
• Successfully complete the course
• Have a waiver approved

In general, all levelling courses should be fulfilled by the end of the first spring semester for students matriculating in the preceding fall semester.

All students must have completed all their levelling courses for their chosen track before they can begin a CPT.
Undergraduate courses cannot be taken to satisfy 5000-level levelling courses.
  • The only undergraduate course that can be used to satisfy a levelling course is CS3341 (Probability & Statistics).

The GPA is not affected by the grade in any undergraduate course. Thus, CS 3341 does not affect your graduate GPA.

No undergraduate course can be used on any degree plan.

The cost of taking an undergraduate course is the same as taking a graduate course for graduate students.
A **waiver** is the acceptance of an undergraduate or graduate course(s) or work in lieu of the completion of a levelling course.

No waivers were given during orientation/registration. Permission was given to enroll in courses with the expectation that the student would apply for a waiver(s).

Students **MUST** formally request a waiver to fulfill the condition required by the Department for acceptance into the program.

*Failure to fulfill levelling courses and/or course prerequisites will prevent a student from graduating.*
REQUEST FOR COURSE WAIVER IN THE
COMPUTER SCIENCE GRADUATE PROGRAM

THE UNIVERSITY OF TEXAS AT DALLAS

Name: ___________________________ Student ID: ___________________________

Email: ___________________________@utdallas.edu Phone: ___________________________

Admitted to the Computer Science Degree program in ___________________________ (Semester/Year)
Planning to graduate in ___________________________ (Semester/Year) □ MS □ PhD

Chosen Track:

☐ Traditional Computer Sci. ☐ Networks and Telecommunication ☐ Intelligent Systems ☐ Software Engineering ☐ Information Assurance

☐ Systems ☐ Data Science ☐ Interactive Computing

What course are you requesting a waiver for?

Pre-requisite Course #: CS __________ Course Title: ___________________________

Details of Course(s) used to waive the above-mentioned pre-requisites:

<table>
<thead>
<tr>
<th>Course Num.</th>
<th>Title</th>
<th>Credit Hrs.</th>
<th>Grade</th>
<th>Undergraduate College/University</th>
<th>Sem/Year completed</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Course Description is ☐ Attached ☐ Mailed to UTD ☐ Web Link ☐ None

URL for Web Link: ___________________________

NOTE: Transcript including this course must be attached or on file in the Computer Science Graduate Office

(Student Signature) ___________________________ (Date) ___________________________
CHECKLIST FOR WAIVER OF COURSES:

(Check each item if it meets the approved criteria)

✓ ___ Copy of official transcript attached (only if course was completed after you applied to UTD) with course and grade marked (B or above)

✓ ___ Catalog description and/or official course outline (accredited United States universities)

✓ ___ If no catalog description is available (foreign universities only): provide an official course description signed by a university official ranking as a department chair or higher and sent directly to the UTD Computer Science Department. Also provide the name of the university official and contact information including university email address, telephone number, and fax number.

✓ ___ A URL may also be given as long as all the information can be obtained currently from the Internet using the given URL.

Notice: Information provided by students for reason of obtaining waivers or transfers is considered as true and accurate. If such information is found to be falsified or inaccurate, it may be grounds for cancellation of enrollment and/or disciplinary action.

The Erik Jonsson School of Engineering and Computer Science
A three-credit university level programming class in C/C++, or JAVA,

OR

At least one year of professional experience in software development using C/C++, or JAVA.

A signed letter from your immediate supervisor discussing your programming experience in C/C++, or JAVA that includes e-mail, fax, and telephone number of supervisor.

Your description of related projects.

You may be required to take a diagnostic exam.
Guidelines for CS 5330 Waiver

A three-credit university level programming class in Computer Organization, Assembly Language, or Microprocessor,

OR

At least one year of professional experience in software development using assembly language.

A signed letter from your immediate supervisor discussing your programming experience in assembly language that includes e-mail, fax, and telephone number of supervisor.

Your description of related projects.

*You may be required to take a diagnostic exam.*
Guidelines for CS 3341 Waiver

A three-credit university level Probability and Statistics class given by departments for their majors in Computer Science, Mathematics, Statistics, Operations Research that *has Calculus as a prerequisite.*

At most, only *two classes* can be combined to provide sufficient coverage of the material to waive CS 3341 Probability & Statistics in CS.

*Three or more prior semesters of* mathematics have been used by the Admissions Committee to meet the Calculus and Linear Algebra requirements, and *cannot be re-used.*
Waivers for other UTD Computer Science Program levelling courses will be considered only for classes given by a Computer Science, or closely related department for Computer Science Majors at a University. This includes waivers for:

CS 5333 Discrete Structures
CS 5343 Algorithm Analysis & Data Structures
CS 5348 Operating Systems Concepts
CS 5349 Automata

**NOTE:** Compiler construction course offered at any University will not waive CS 5349.

CS 5354 Software Engineering
CS 5390 Computer Networks
A **transfer** is the acceptance, for credit towards a degree, of graduate level coursework completed at another institution.

Transfer Requests will **only be considered for graduate courses offered by a CS Department (or closely related Department) for Computer Science majors**

All petitions must be **processed and approved no later than the semester prior to anticipated graduation**

A **maximum** of 8 credit hours can be transferred.
• The Transfer Process:

- Obtain and complete Transfer of Credit Request form
- Find the equivalent UTD course or attempt to transfer your course(s) as a CS/SE 6301 special topics course
- Provide an official transcript if UTD does not have an official transcript, showing the grade earned. The grade must be B or better.
- Provide official catalog description or official course outline. (Note: you may be asked to provide supporting documents.)
TRANSFER OF CREDIT REQUEST

All transfer credits should be completed during the first semester and must be completed before the semester in which the student plans to graduate. No transfer requests will be accepted for review for non-degree students. All requests for transfer credit must be accompanied by a copy of the transcript showing the course(s) in question. Some academic units, such as The Naveen Jindal School of Management, hold the student responsible for attaching syllabi to the transfer request.

Name (please type or print) ___________________________ Student ID# ___________________________

Transfer credits to be applied to ___________________________ degree at UT Dallas.

Degree sought (circle one): MBA MS MA MPA Other ___________________________

Concentration ___________________________

Address ___________________________ City, State Zip Code ___________________________

Work phone ___________ Home phone ___________ Cell phone ___________ E-mail address ___________

UTD course to be replaced by transfer course: ___________________________

Prefix & Course # Course Title ___________________________

For a course to be transferred, the student must have completed an equivalent graduate level course at another accredited university with a grade of B or better. UTD does not award transfer credit for experiential learning, performance or work experience. Transfer course grades will not be averaged into your overall UTD GPA. Applicable coursework cannot be more than 6 years old for master’s degrees; more than 8 years old for students whose master’s degrees are accepted for full credit; or more than 10 years old for doctoral degrees.

Course the student is submitting to replace the UTD course:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Hours Credit</th>
<th>Grade</th>
<th>Institution</th>
<th>Date Taken</th>
</tr>
</thead>
</table>

If this course is in a different discipline than the degree program, please attach an explanation of relevance of the course to be transferred for the student’s research (for doctoral students, for their dissertation topics).
Transfer Credit Form

To the Dean of Graduate Studies:
The applicant’s file has been reviewed and the school/department signature(s) below certify that the transfer credits requested are a solid basis for graduate work in our UTD program. Either the original transcript or copy of same, coursework description/syllabi are attached

(Circle)
APPROVED  DENIED  Need more information______________________________

(If Applicable) APPROVED - VALID UNTIL (DATE):____________________________

________________________________________  Date
Faculty Member/Instructor/Advisor

________________________________________  Date
Associate Dean/Department Head

________________________________________  Date
Dean of Graduate Studies
Transfer Credit Checklist

CHECKLIST FOR TRANSFER OF COURSES:
(Check each item if it meets the approved criteria)
___ Check to be sure no more than 8 hours TOTAL have been transferred
___ Note if transferred course is CORE course for track of study for graduation
___ Check to be sure course number is equivalent to a 6000 level course or above (cannot be an undergraduate number even if undergraduate number is approved at previously attended university for graduate credit)
___ Course was taken within 6-year master’s degree plan time limit
___ Grade received in course was “B” or better (“P” or “Pass” grade must be equivalent to “B”)
___ Copy of official transcript attached (only if course was completed after you applied to UTD) with course and grade marked (B or above)
___ Catalog description and/or official course outline (accredited United States universities)
Transfer of Credit Checklist (continued)

_____ If no catalog description is available (foreign universities only): provide an official course description signed by a university official ranking as a department chair or higher and sent directly to the UTD Computer Science Department. Also provide the name of the university official and contact information including university email address, telephone number, and fax number.

_____ A URL may also be given if the material may be currently accessed from the Internet using the given URL. [note: we have difficulty connecting to most outside servers]

Notice: Information provided by students for reason of obtaining waivers or transfers is considered as true and accurate. If such information is found to be falsified or inaccurate, it may be grounds for cancellation of enrollment and/or disciplinary action.
Waivers/Transfers Deadlines

Check with the advising/program office for a course transfer/waiver eligibility to avoid unnecessary processing of documents.

Each PDF Packet must be complete (all documents submitted) for each waiver.

Do not combine requests in one packet.

Request form must be completely filled out (Pages 1 and 2).

All materials must be submitted before

4:00 PM

on Friday, October 7th

All applications are due at the Graduate Student Services. You must submit all documentation Packets via EMAIL. Send your request to eric.moden@utdallas.edu before the deadline.
Review your degree plan with a graduate advisor at least once a year.

You must visit with an advisor one semester prior to Graduation.

CS department offers each core course at least once every academic year.

- Students should plan their schedule carefully.

Verify that you are progressing towards graduation by
Completing all levelling/prerequisite courses
Enrolling in appropriate courses
Maintaining your GPAs
  → Core courses (need 3.19 over the five core courses)
  → Electives (need 3.00 over the elective courses)
  → Overall GPA 3.00 or better in ALL UTD graduate courses

The Erik Jonsson School of Engineering and Computer Science
The Certificate must be applied for just as you applied for the MS or PhD program. Use the same application method and choose CSND_INASCERT.

Once admitted to the INASCERT program:

To get the certificate you must complete the following five courses with a Cumulative GPA of 3.2 or better

- CS 6324 Information Security
- CS 6348 Data and Application Security
- CS 6349 Network Security
- CS 6363 Design & Analysis of Computer Algorithms
- CS 6378 Advanced Operating Systems

When you are preparing for graduation you would ask your DPE to set you eligible to apply for the Certificate as well as your degree.

The conferral date and program (INASCERT) will appear on your transcript.

This Certificate is endorsed by NSA

The Erik Jonsson School of Engineering and Computer Science
Must complete six core and two elective courses from the lists below:

### Core Courses
- CS 6301 Wireless Networks
- CS 6324 Information Security
- CS 6332 System Security & Malicious Code Analysis
- CS 6349 Network Security
- CS 6363 Design & Analysis of Computer Algorithms
- CS 6390 Advanced Computer Networks

### Elective Courses
- ACCT 6336 Info Tech Audit and Risk Mgmt *
- CE 6301 Advanced Digital Logic
- CS 6301 Secure Cloud Computing
- CS 6377 Intro to Cryptography
- CS 6396 Real Time Systems
- CS 7301 Cyber-physical Systems Security
- CS 6378 Advanced Operating Systems
- CS 6302 Microprocessor Systems
- CS 4397 Embedded Computer Systems *
- CS 4398 Digital Forensics *

* ACCT 6336, CS 4397, and/or CS 4398 will not count as an elective in any CS/SE graduate degree plan.

If you complete the work as detailed above AND Apply to have it added; a note will be added to your transcript.

This Note is endorsed by the NSA

The Erik Jonsson School of Engineering and Computer Science
A Master of Science Thesis replaces two 6000 level electives (six credit hours). If you are in the Cyber Security Track, the Thesis replaces one IA elective and one CS elective.

The Masters Thesis option is available in all areas of study in the Computer Science Program.

The Masters Thesis is recommended for graduate students who will consider further graduate studies towards a Doctor of Philosophy program.

All MS Thesis Students will use Doug Hyde as their DPE once Thesis is declared. Dr. Jorge Cobb will be your Advisor.
Once a student has begun the thesis option by enrolling in thesis hours, unless a leave of absence has been granted, the student must maintain continuous enrollment (not necessarily for thesis, dissertation, or practicum) of at least three semester hours during consecutive long semesters until the final approved copy of the manuscript has been deposited in the Office of the Dean of Graduate Studies.
GRADUATION CHECKLIST

BY THE MIDDLE OF THE SEMESTER PRIOR TO GRADUATION:

___ Students cannot change the degree plan in the graduating semester.

___ Check with your advisor to ensure all necessary coursework to graduate has been completed. This should be done before early registration begins for your graduating semester.

___ Make sure your matriculation matches chosen degree plan.

___ Finalize your degree plan in first two semesters in the program.

At the end of the semester prior to graduation:

___ Make certain to complete all incompletes. Check with your program office to be certain necessary grade change forms have been received by Records.

___ Complete your graduation application online.

At the beginning of your graduation semester:

___ Check with your program advisor for any holds which may be on your transcript parking fees, library fees, etc.

___ Pay all necessary fees in the Records office.

The Erik Jonsson School of Engineering and Computer Science
Applying for Graduation

- An online application is available through Orion online.

- Make note that the deadline to apply is the first day of classes in the semester of graduation. It does not cost anything to apply but there is a **late fee of $100**, if you miss the application deadline.
Spring Registration

- Appointment time for Spring 2023 registration will be available on Orion.
  - Please check the Spring academic calendar for dates.
- Registrar’s office sets up the appointments in order based on the number of hours completed in the program. DATE and TIME.
- Students must check and get any holds removed before attempting to enroll in classes.
- Neither we nor you will be able to enroll you in Spring 2023 classes even one minute prior to your appointment time.
- Most courses have pre-requisites!
  - If you have not satisfied the pre-requisite by enrolling or by waiver you must not choose this course.
  - ORION will not allow you to enroll in that course.
- Making changes to your course schedule online may result in dropped courses which you may not get back in if others have taken the seat. Please check with an advisor.

- **Students with GPA < 3.0 will have holds that will prevent registration until the Fall ‘22 course grades are posted.**
- **They can enroll in classes ONLY after grades are obtained for the currently enrolled semester.**
- **DO NOT email or appear in front of professors asking to get into closed classes.** Professors have been asked to tell you to see the advising office. The University does not allow students to be in closed classes that would exceed the classroom capacity.

- Early registration for Spring 2023 takes place in October 2022; enrollment appointments are placed on your Orion account based on earned hours.

- It is your responsibility to check out the schedule online and register in classes. Students must check and get any holds removed before attempting to enroll in classes.

- **FERPA will not allow another to represent you for enrollment. You should not accept another person’s Enrollment sheet and represent them.**

- Nothing can be done by PHONE…DO NOT call…period.

- While University offices are working remotely, you may email your advisor for enrollment assistance.

- The CS Department staff/advisors cannot:
  - Help you register before your schedule appointment day/time
  - Remove holds placed on your account by other offices/departments
  - Enroll you in a closed course
Students participating in the Industrial Practice Program must enroll in a 1 credit hour course. This course cannot be used toward the graduation requirements.

All students must have completed all levelling courses and three 6000 level courses with a cumulative GPA >= 3.0 before beginning a CPT.

International students can enroll in only one online course or one unsupervised independent study.

**You cannot take more than one course along with a full-time internship.**

The USCIS has determined that F1 students who are graduating may take only the courses that are required for graduation course completion in their final semester.

Reduced enrollment may be done only once.

Students must get a new I-20 if they change majors or degree level. The new I-20 must be signed by the first day of class in the new academic program.
As an F or J visa holder, the US Citizenship and Immigration Service requires that you make progress towards your degree to maintain your immigration status.

Students with VISA questions need to contact their International Student Advisor at the phone number 972.883.4189 or in person at the ISS Office in the SSB
Questions?