Important Information for Students Graduating in a YEAR

Dr. Cihan Varol, Graduate Coordinator
cvarol@shsu.edu

Website (Info to students graduating in a year):
http://www.shsu.edu/~cxy007/graduate/PenultimateGraduatingStudents/PenultimateGraduatingStudents.html
Contacts

- **Graduate Advisor:**
  
  Dr. Cihan Varol, cvarol@shsu.edu, AB1-216F, 936-294-3930

- **Department Secretary:**
  
  Kathryn Robertson, kbw001@shsu.edu, AB1-214, 936-294-3846

*Note: you should check your SHSU email on daily basis*
Non-Thesis V/s Thesis

• CIS Students:
  ◦ Non-Thesis : If a typical project option is chosen by the student, he/she should follow the steps shown in the next slides.
  ◦ Thesis : Unlike usual project, if the student choses thesis option he/she should email Graduate Advisor before following the steps for separate instructions and deadlines.

• DF and IAS Students:
  ◦ Non-Thesis : Follow the steps shown in the next slides.
Step 1 - Decide on your Project Supervisor and Committee

- Students have to select a project supervisor from the list of graduate faculty (# slide 6).
- Ponder through the research areas and backgrounds, possible projects, communications and schedule of faculty while choosing the supervisor.
- The student have to contact the individual graduate faculty to find out if he/she is open to aid as your project supervisor.
- Once a graduate faculty member has agreed to support, the student have to find two other graduate faculty members to join the project committee.
- The student should also discuss regarding project topic, scope, other details related to project, and choosing other graduate faculty to serve in your committee with the project supervisor.

**Note:** The students are encouraged to choose a project supervisor at least a week before the last day of finalizing the project committee.
Step 1 – Forms to be filed for finalizing Project Committee

After the project topic and committee is finalized, two forms should be filed to Graduate Advisor (send electronic/ scanned copy to cvarol@shsu.edu):

- **GG-01 Graduate Project Committee Form** (Available on the website) and

- **Advisory Committee Form** (Required by College of Sciences)

**Note:** All the above mentioned details in Step-1 should be completed in the long semester (Spring or Fall) prior to the graduating semester. The deadline for filing the forms is second full week of September in Fall and First full week of February in Spring.
Current Department Graduate Faculty

- Dr. Min Kyung An, an@shsu.edu, 936-294-4333, AB1-216J
- Dr. Hyuk Cho, hyukcho@shsu.edu, 936-294-1535, AB1-216H
- Dr. Peter Cooper, cooper@shsu.edu, 936-294-1569, AB1-214A
- Dr. Umit Karabiyik, uyk006@shsu.edu, 936-294-4785, AB1-212E
- Dr. Qingzhong (Frank) Liu, liu@shsu.edu, 936-294-3569, AB1-216D
- Dr. Timothy McGuire, mcguire@shsu.edu, 936-294-1571, AB1-212G
- Dr. Li-Jen Shannon, lys001@shsu.edu, 936-294-1582, AB1-216C
- Dr. Narasimha (Karpoo) Shashidhar, nks001@shsu.edu, 936-294-1591, AB1-216B
- Dr. Gary Smith, gsmith@shsu.edu, 936-294-1493, AB1-216G
- Dr. Donggil Song, dxs059@shsu.edu, AB1-212J
- Dr. Cihan Varol, cvarol@shsu.edu, 936-294-3930, AB1-216F
- Dr. Bing (Jenny) Zhou, bxz003@shsu.edu, 936-294-1590, AB1-216E
Every student has to deliver project proposal (proposal document and presentation) of master project.

Student is responsible for **scheduling the proposal** with project supervisor and committee, as well as **reserving room/location** for proposal with department; the proposal presentation typically lasts for 30 ~ 40 minutes, including questions and answers.

Once proposal is scheduled, **flyers** should be posted in hallway of second floor of AB1 to invite other faculty and students.

**Note:** The slides of the presentation and a document (2-5 pages) summarizing the details of the project, should be submitted for verification by the project supervisor and to committee members at least a week prior to the last day of project proposal presentation.
Step 2 – Forms to be filed after Project Proposal

- After the project proposal is passed productively, **GG-02 Proposal Report Form** (Available on the website) must be filed to Graduate Advisor (send electronic/ scanned copy to cvarol@shsu.edu) by deadline.

**Note:** All the above mentioned details in Step-2 should be completed in the long semester (Spring or Fall) prior to the graduating semester. The deadline for filing the **GG-02 Proposal Report Form** is first full week of November in Fall and first full week of April in Spring.
Concluding Terms

- As Graduate Advisor for all graduate programs offered by the Department of Computer Science at SHSU, I sincerely wish every student make smooth progress.
- Any question or problem, don’t hesitate to contact me (cvarol@shsu.edu)