Important Information for Students Graduating in One Semester

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WEBSITE:
http://www.shsu.edu/~cxv007/graduate/GraduatingStudents/GraduatingStudents.html
Contacts

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- **Department Secretary:**
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Note: you should check your SHSU email on daily basis
CHECK THE WEBSITE FOR DEADLINES

- http://www.shsu.edu/~cxv007/graduate/GraduatingStudents/GraduatingStudents.html
Step 1 – Register for COSC/DFSC 6347

All graduating students are required to register for COSC 6347 or DFSC 6347 in the semester graduating, as well as in a semester actively working on final master project with Supervisor and committee.

Once the student is enrolled in COSC/DFSC 6347 in a semester, he/she is required to register for COSC/DFSC 6347 in all following semesters (Summer is not required, unless you are actively working on your master project) until graduate with degree; it will count 3 credit hours towards the student’s degree, irrespective of the number of semesters/times he/she is enrolled.

Advance registrations normally start in April for Fall semesters, and November for Spring semesters.
Step 1 – Register for COSC/DFSC 6347 cont.

- Grade for COSC/DFSC 6347
  - A, B, or C – this is determined by the student’s supervisor and committee based on the quality and contribution of the completed project.
  - IP (in progress) – given by Graduate Advisor and Department Chair when a student, according to supervisor and committee, is not able to complete the project as required within a semester, and is required to continue on it in the following semester
  - F – student failed to make adequate progress as required, and will be terminated from the current degree program

- It is extremely important that a graduating student keeps making progress and reports to Supervisor and committee on a regular base, e.g. every two weeks.
Step 2 – Graduation Self-Checking and Advising

- Items in this step should be completed by the end of the first week of graduating semester.
- The student has to log in to "DegreeWorks" in "My Sam" to check if he/she has any missing or pending requirements, or any potential problem toward the completion of the degree.
- If the student has found any class that he/she has taken under the advise from Graduate Advisor or Department Chair but has not been counted toward his/her degree, file GG-03 Degree Works Exception Form (see list of forms posted) immediately (via email to cvarol@shsu.edu).
• **In the 1st week of graduating semester**, the student has to contact Graduate Advisor (via email cvarol@shsu.edu) to request graduation advising; and provide **Sam ID** in the request so that he may review the academic records online.

• **Apply for graduation/degree** with registrar’s office by the deadline (see Important Dates posted) in the semester the student is graduating.

• **International students** need to contact Office of International Programs for status/graduation check, especially on minimum enrollment requirements, e.g. TA/RA/GA are required at least 6 hours per semester.
Step 3 – Comprehensive Exams

- Every degree student is required to pass all comprehensive exams which cover all core areas of a specific major of CIS, DF, or IAS.
- If the student has scored an “A” in a certain core course, he/she may be waived from taking that subject exam in comprehensive exams (it is possible that a student scored “A”s in all core courses and does not need to take comprehensive exams at all).
- Check dates (see Important Dates posted) for schedule of comprehensive exams and retake exams.
- Exams for CIS majors are proctored, close-book and close-note.
- DF and IAS graduating students, who started current graduate program in or after Fall 2011, will be contacted via email regarding date, time, and subjects of the exams.
- Graduate Advisor will file GG-04 Comprehensive Exam Report Form (see list of forms) with Graduate Record Office once exam results are available.
Step 4 – Project Midterm Report

- **Formal written project midterm report** must be submitted to project committee for reviews by deadline (see Important Dates posted).

- Supervisor and committee will spend about a week to review your report, then file **GG-05 Midterm Project Evaluation Form** (see list of forms posted) (via email cvarol@shsu.edu).

- Students should request for detailed requirements from supervisor and committee regarding content, format, citations, etc.
Step 5 – Project Documentation, Paper and schedule of Final Presentation

- Every master student is required to submit formal project documentation to supervisor and committee for reviews by deadline (see Important Dates posted). This should be done at least one week prior to the presentation takes place.

- Typically such documentation (see list of forms and documents posted) includes cover page, Abstract, Table of Content, Introduction, Literature Review or Background Study, Problem Statement, Methods and Solutions, Data and Results, Conclusions and Future Work, References, etc.

- Optional sections include Vita, Acknowledgements, List of Figures, List of Tables, Simulation and Data Analysis, Appendices, etc.

- All source code, where applicable, should be attached in Appendices of documentation.
● **Paper manuscript** is a separate required document, typically in standard IEEE or ACM format, to demonstrate your research findings and outcomes; typical conference paper is 5-6 pages in IEEE double-column format, including references, and typical journal paper may double the length; the student is recommended to use the IEEE template for conference or journal.

● Students need to discuss with supervisor and committee regarding which conference or journal the paper should be submitted to and is due on the same date as project documentation (see Important Dates posted).
In the interim, the student should also schedule final project presentation with supervisor and committee.

**GG-06 Final Project Presentation Schedule Form** (see list of forms) must be filed with Graduate Advisor (via email cvarol@shsu.edu) by deadline (see Important Dates posted).

Student is responsible to find available time and place for all committee members to be present at the final presentation.

Student is also responsible for necessary network connections, projectors, computers, software programs, and such resources for presentation.
Step 6 – Final Project Presentation

- Every student should be well prepared for the scheduled final presentation, including presentation slides, demonstrations, and all other resources and environmental settings relevant to the presentation.

- Most presentations last about an hour, including 20-30 minutes for questions and answers.

- Upon completion of the presentation, all students and faculty, except the supervisor and committee, will be invited to step out of the room, so that the final decision can be made and the student will be notified immediately.

- **GG-07 Final Presentation Report Form** (see list of forms) must be filed with Graduate Advisor (via email cvarol@shsu.edu) by deadline (see Important Dates).
Step 7 – Finalized Project Documentation and Paper

- If student receives feedback from committee members before or after presentations takes place, student should immediately make necessary revise and improvement to finalize the documentation and paper.

- With the approval by supervisor and committee, the student submits final documentation and paper to Graduate Advisor by deadline (see Important Dates posted); after this point, no change to documentation or paper can be made.

- The paper submitted to conference or journal should typically have the student listed as the first and correspondence author, and supervisor as a co-author; other major contributors may also be included as co-authors.
Final Words

- As Graduate Advisor for all graduate programs offered by the Department of Computer Science at SHSU, I sincerely wish every student make smooth progress toward the successful completion of master project and degree.

- Should you have any question or problem, don’t hesitate to contact me (cvarol@shsu.edu).

- We would appreciate if you can provide your new contact information and job information, e.g. title, company, city, state, country and such before graduation with master degree!

- Best wishes to your future career and come back to see us!