SCHOOL OF COMPUTER SCIENCE

Doctoral 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.

Dissertation Advisor

_____ Select a member of the graduate faculty in Computer Science with an M3 or RM4 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 or RM3 status or higher.

_____ Majority of the advisory committee must be members of the School of Computer Science.

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

_____ 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

<u>4 of the following 9</u> 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

<u>One</u> 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

_____ 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.

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.

Dissertation Proposal

_____ During the first year after completing their general examination, each doctoral student must submit a written dissertation proposal (prospectus) document and present it to their doctoral committee for feedback.

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.

_____During each year following the completion of the dissertation proposal, each doctoral student must submit a written summary of their dissertation progress and changes to their dissertation plans (if any) during the previous year and present it to their doctoral committee for feedback.

_____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.

Professional presentations

_____During each year following the completion of their general examination, each doctoral student must prepare and deliver at least one presentation in a professional setting.

Annual Evaluation

_____Each doctoral student is evaluated by their advisor on an annual basis using a departmentally-supplied evaluation form.

_____This form indicates whether the evaluated student has satisfied the doctoral degree requirements for submitting a dissertation proposal and yearly progress reports.

_____This form also indicates whether the evaluated student has satisfied the doctoral degree requirement for professional presentations.

Publication

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

Dissertation

_____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.

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

_____Pass the final dissertation defense on the first attempt.

_____After your committee has approved your final dissertation, submit the online Approval for Thesis/Dissertation Submission to SHAREOK form to the Graduate College. Submit your dissertation 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. 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 CS Director or a CS Board 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, within the first year of the program.
2. Complete the advisory conference and file the advisory conference report (ACR) within the first year of the doctoral program. The ACR must be submitted to the Graduate College no later than one semester before you plan to take the general examination.
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 Fall must turn it in by September 15, Spring by February 15, Summer by June 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 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.

8. Submit the completed Authority Report Form to the Graduate College within 72 hours following the defense.
9. 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.**

Doctoral Degree Deadlines

Deadlines	Spring 2021	Summer 2021	Fall 2021
Final day to **apply for the doctoral general examination*** (student's ACR must be up-to-date the semester prior to applying)	Tuesday, February 1	Friday, June 25	Friday, September 3
Final day to **submit *Request for Degree Check* online**	Tuesday, February 1	Thursday, July 1	Friday, November 12
Final day to **apply for graduation**	Tuesday, February 15	Tuesday, June 1	Wednesday, September 15
Final day to submit dissertation reading copy to committee	**4 weeks prior to defense**		
Final day to submit ***Request for Authority to Defend*** to the Graduate College	see next line	Thursday, July 15	Wednesday, November 24
Final day for **students** to submit *Report of Reading Copy Submission and Request for Authority to Defend* to the Graduate College (beginning Spring 2022)	Friday, April 15 (and at least 10 working days prior to defense)		

Final day for **committees** to sign *Report of Reading Copy Submission and Request for Authority to Defend* (beginning Spring 2022)	Friday, April 22 (and at least 5 working days prior to defense)		
Final day to hold dissertation defense	Friday, April 29	Thursday, July 29	Friday, December 10
Final day to complete doctoral general examination	Friday, May 6	Thursday, July 29	Friday, December 10
Final day to submit *Approval for Thesis/Dissertation Submission to SHAREOK*	Friday, May 6	Thursday, August 5	Friday, December 17
Final day to submit dissertation to **SHAREOK**	Friday, May 6	Thursday, August 5	Friday, December 17

***The *Advisory Conference Report* is due no later than the term before the general examination.** It is important to allow sufficient time for your Graduate College counselor to thoroughly review your ACR prior to your exam. **ACR review will take longer during peak times, such as the final month of the term when many defenses and exams are typically held.** If your ACR has errors or does not meet degree requirements or policies, you will need additional time to make corrections, consult with your academic unit, and re-submit the ACR. **Therefore, follow the suggested ACR submission deadlines below to ensure your general exam schedule stays on track:**

- Second week of May, for fall exam
- Second week of October, for spring exam
- Second week of February, for summer exam

*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.