

Checklist for Master's Degree Program

___ Application for Admission into the Graduate Program

- Reviewed by the Computer Science Department on an ongoing basis
- Admission information begins on page 162 of the SOU Catalog (2005-06)

___ Letter of Admission from School of Science

___ Letter of Welcome and Information from the Computer Science Department

___ School Area Masters Handbook

- If you have not received one, please ask Dan Harvey or Sharon Perper

___ Obtain an Advisor

- Must be done early during first quarter of studies with advice from Graduate Coordinator (Dan Harvey)
- Discuss thesis or project option with advisor

___ School Area Master's Degree Program Form

- *Proposed* program of studies, determined by you and your advisor
- Program Form must be filed *prior* to the completion of 12 graduate credits
- Must be not be handwritten!
- Serves as contract between student and school
- Program Form *can* be revised!

Guidelines

- Minimum of 45 total credits
- All courses (18-36 credits) in the major must be from Computer Science
- A minimum of 12 credits must be 500 level courses
- At least 24 credits must be from the School of Science
- Support Area (9-27 credits) must relate to, but be from, a department other than Computer Science
- Maximum of 6-9 credits may be used for thesis or project
- Maximum of 3 thesis or project credits may be used in support area

To revise your proposed program of studies

- Use **Program Change Request Form**
- Must be approved and signed by major advisor, graduate program coordinator, school dean
- Revision forms are available from Sharon Perper or your advisor

___ Select Program Committee

- Should be formed prior to completing 18 - 24 credits
- Consists of three graduate faculty members
- Usually your major advisor is chair
- Second member is from Computer Science
- Third member is from support area

___ **Declare Thesis or Project Options**

- Before completion of 18 – 24 credits
- Prepare proposal and submit to committee one week in advance of mid-program evaluation meeting

___ **Schedule Mid-Program Evaluation Meeting**

- Before completing 18 - 24 credits

___ **Mid-Program Evaluation Report Form**

- Completed by your graduate advisor at mid-program evaluation meeting
- Requires attachment of the *signed* project or thesis proposal, approved by your committee, maximum three pages (non-technical)
- Further information in School Area Masters Handbook

___ **Irregular Registration Form (for Thesis or Project)**

- Used to register for thesis (503) or project (501) credits
- Must have an approved Mid-Program Evaluation Report on file with the dean's office
- Completed and signed by major advisor, then department chair; approved by dean then submitted to Registrar's Office

___ **Write the Project or Thesis**

- Must adhere to strict guidelines outlined in the Computer Science Department Style and Policy Manual online on the CS Website
- The project or thesis must be near complete at the start of the quarter in which all degree requirements are met. Students should only register for one credit of thesis or project in this quarter for minor editing.

___ **Schedule the Oral Defense**

- See directions in the School Area Masters Handbook

___ **Application for Completion of Master's Degree and Orange Card**

- Get these forms from Susan Koralek who also fills them out.
- Submit final draft approved by the graduate advisor to the Dean's Office with complete project documentation no later than the first week of the quarter in which all degree requirements will be met
- \$70 for each degree application (paid to Business Services)
- \$4 for each transcript (if desired)

___ **Receipt of Letter Confirming or Denying Degree Completion**

- Follow directions within letter

NOTE: Please provide the CS dept. coordinator (Sharon Perper) with a copy of all signed forms that will be submitted to the Dean's Office.