Graduate Program Requirements

Department of Computer Science

University of Illinois at Chicago

2017

Important contact information

Department of Computer Science (M/C 152)
University of Illinois at Chicago
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Chicago, Illinois 60607-7053

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Graduate E-mail: grad@cs.uic.edu
Department Web site: www.cs.uic.edu/
Graduate Program Web site: www.cs.uic.edu/graduate-programs/
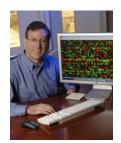New Student Web site: www.cs.uic.edu/new-students/

Student Affairs Staff
Prof. Robert Kenyon   Director of Graduate Studies dgs@cs.uic.edu
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Christina Martinez   Office Support Specialist
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Department Head Message

Computer science changes and shapes our world. It pervades every facet of modern society. Organizations large and small, private and public, from virtually all sectors of society from agriculture, health care, education, and transportation, to entertainment, defense, finance, manufacturing, and telecommunications, are all critically dependent on the field of computer science. Computer science is both an excellent source of good jobs and a powerful way to change the world. Here at UIC, we have built a high-quality department with diverse educational and research opportunities for our students. Our interests and expertise span the broad field of computer science.

Admissions to our BS, MS, and PhD programs are highly competitive. Our high-caliber students are served by an innovative curriculum, advanced computing laboratories, and an energetic and knowledgeable faculty.

The combined expertise of our forty faculty members is extraordinary. Fourteen hold chief editorial positions or sit on boards of professional journals, an extraordinary five are recipients of UIC's top teaching excellence award, and, perhaps most notably, twelve have received prestigious National Science Foundation CAREER awards. Our student body and our faculty are growing; seven new faculty members were hired in the past two years and we are in the process of hiring more. Additionally, our faculty is augmented by adjunct faculty appointments from other UIC departments including Bioengineering; Electrical and Computer Engineering; Mathematics, Computer Science and Statistics; Mechanical and Industrial Engineering and Psychology.

We see the value in fostering relationships with industry and actively procuring state and federal agency grants. As a result, our department is one of the leading research units at UIC, with annual research funding exceeding $9 million.

We emphasize both the discovery of core computer science knowledge in areas such as theory, artificial intelligence, machine learning, databases, computer security, and software engineering, and the application of computer science to areas such as bioinformatics, gaming, learning environments, manufacturing, and transportation systems.

We also actively engage in interdisciplinary, multi-institutional collaboration. For example, we conduct interdisciplinary research in computer graphics, human/computer interfaces, and advanced networking to create globally-connected visualization display hardware and software that enables collaboration among remote teams of scientists, engineers, industrial designers, and artists—positioning UIC as a leading university worldwide in high-performance computing research and education.

We are proud to be a resource for the surrounding business and academic community, but most importantly, we serve the students who come to UIC seeking a quality education and access to advanced computing resources. Our academic programs are designed to prepare students for successful careers in a rapidly evolving discipline.

We invite you to explore all the Department of Computer Science has to offer.

Robert H. Sloan
Professor and Head

Instructional Computing Facilities

The Computer Science Department maintains an instructional computing facility and remote servers, which serve its students' computing needs for CS coursework.

The facility consists of the following machines:

* 52 machines with CentOS 7 (Linux)
* 1 HP printer
* 5 LCD monitors for student collaboration

Remote Servers:

* bert.cs.uic.edu
* ernie.cs.uic.edu
* bertvm.cs.uic.edu
* ernievm.cs.uic.edu

Each new student is assigned a CS account which expires one year after graduation. The login names are posted online at http://go.uic.edu/csaccount and passwords are initially set to the student's UIN. **We highly encourage users to change their passwords after their initial login.**

* Students are given a space quota of 1 GB and print quota of 600 pages/semester.

Accounts can be accessed by logging on to the lab workstations or remote servers, allowing students the flexibility to complete their course work from the lab, home or work.

The instructional laboratory is located on the 2nd floor - SEL 2254.

The labs are open Monday - Thursday 8am - 11pm and Friday 8am – 9pm during the Fall and Spring semesters.

In case of problems or error, please contact the lab consultant on duty or email support@cs.uic.edu.

Department Computer Policy

All users have the responsibility to use any CS computing services in an efficient, ethical and legal manner. Users of the CS computer facilities are expected to abide by the system, protect the work of students, staff, and faculty and preserve the right to access networks to which the University is connected.

You will be assigned a CS computer account to access CS facilities. An individual password will access your account and it is against departmental policy to allow any other person to use your account. In addition, it is your responsibility to protect your account from unauthorized use by changing passwords periodically and using passwords that are not easy to "crack". The University and authorized department representatives reserve the right to access your account and the system at any time at its sole discretion.

The department requires you to identify yourself clearly and accurately in all electronic communications. Concealing or misrepresenting your name or affiliation to mask irresponsible or offensive behavior is a serious abuse. Using identifiers of other individuals as your own constitutes fraud.

You are expected to take proper care of the equipment in CS facilities. Food, drink and smoking (including electronic cigarettes) are not allowed in CS labs. Report any malfunction to the consultant on duty or send e-mail to consult@cs.uic.edu. Do not attempt to move, repair, reconfigure, modify or attach external devices to the systems. Please note that CS computer laboratories can post additional operational rules and restrictions that are considered part of the CS computer policy. You are responsible for reading and abiding by these additional restrictions.

Accept responsibility for your own work by learning appropriate uses of software to maintain the integrity of what you create. Keep archives and backup copies of important work. Learn and properly use the features for securing or sharing access to your files on any computer you use.

While great effort is made to keep the contents of what you create, store and set to be seen only by those to whom you intend or give permission, the University cannot and does not guarantee the security of electronic files in its computer systems. These systems can sometimes be breached. Additionally, as specified above, the University reserves the right to access its computer systems, including your account, if it deems appropriate.

You are expected to refrain from engaging in deliberate wasteful practices such as sending chain letters through electronic mail, printing unnecessary computations or unnecessarily holding public terminals for long periods of time when others are waiting to use these resources.

Computer use for course-related assignments takes priority over exploratory use. In addition, the department may restrict access to certain programs for security or administrative purposes. Users are responsible for complying with program restrictions, which may be amended at any time.

Unauthorized transfer of copyrighted materials to or from the CS computer system without express consent of the owner is a violation of federal law. In addition, use of the Internet for commercial gain or profit is not allowed from an educational site.

Use of electronic mail and other network communications facilities to harass, offend or annoy other users of the network is forbidden. All users need to be aware that obscene, defamatory or any other material that violates University policy on non-discrimination will not be tolerated on the CS computer system. The department will take whatever action is needed to prevent, correct or discipline behavior that violates this policy.

Any attempt to circumvent system security, guess other passwords or in any way gain unauthorized access to local or network resources is forbidden. Distributing passwords or otherwise attempting to evade, disable or "crack" passwords or other security provisions threatens the work of many others and is therefore grounds for immediate suspension of your privileges and possible expulsion from the department. You may not develop programs or use any mechanisms to alter or avoid accounting for the use of computing services or to employ means by which the facilities and systems are used anonymously or by means of an alias.

Violations of policy will be treated as academic, civil or criminal misconduct. In disciplining computer services and facilities violations, the department reserves the right to pursue all academic disciplinary measures available. Disciplinary measures may include warnings, suspension of computer privileges (temporary or permanent) or expulsion from the University. The department also reserves the right to immediately suspend user privileges for potential violations of these guidelines. Such action will be taken to protect the security and integrity of the CS computer system and will take precedence over its impact on an individual's work.

The department will investigate apparent or alleged violations of these guidelines. When appropriate and at the discretion of the department, cases of apparent abuse will be reported to the Vice Chancellor of Student Affairs (student cases) or the Vice Chancellor for Human Resources (faculty and staff cases). These offices are responsible for determining any further disciplinary actions. The University may also pursue civil and/or criminal charges if it deems appropriate.

Issues concerning these guidelines or allegations of harassment or other irresponsible use of computing resources should be brought to the attention of the CS computer lab consultants or the CS computer support staff.

Master of Science Degree Requirements

- **Minimum Semester Hours Required** 36.

- **Course Work** requirements depend on the specific option chosen: thesis, project or coursework only.
  - Thesis: At least 28 hours, 12 hours of which must be CS courses at the 500 level (see exclusions below)
  - Project: At least 32 hours, 12 hours of which must be CS courses at the 500 level (see exclusions below)
  - Coursework Only: 36 hours, 16 hours of which must be CS courses at the 500 level (see exclusions below)
  - The following constrains apply to all options: The 500 level CS courses eligible for the course credit hours exclude: CS 590, CS 595, CS 596, CS 597, CS 598, and CS 599. Only **one** special topics course (CS 594) may be counted toward the 500-level CS requirement. A maximum of 8 hours of non-CS graduate courses may be counted toward the overall course work requirement. A formal approval via petition is required. Consult CS Student Affairs Office for details on submitting a petition.

- **Comprehensive Examination** None.

- **Thesis, Project, or Course-Work-Only Options** Thesis, project, or course-work-only required.
  - *Thesis*: Students must earn 8 hours in CS 598; only 8 hours of CS 598 may be applied toward the degree.
  - *Project*: Students must earn 4 hours in CS 597; only 4 hours of CS 597 may be applied toward the degree.
  - *Course-Work-Only*: Students must earn all 36 hours from course work as described in Course Work above.

- Students electing the MS Project option must register for four (4) hours of CS 597 (Project Research); students electing the MS Thesis option must register for eight (8) hours of CS 598 (M.S. Thesis Research). The remainder of the 36 hours must be satisfied with course work requirements.

- Students are allowed to petition to take courses outside of the Computer Science department in order to enhance their ability to work with specialists in other domains. A maximum of 8 hours of graduate course work (in other departments) is allowed and must be approved via petition by the Director of Graduate Studies (DGS).

- Project and thesis option students should select a permanent advisor as they progress in their program and identify a research area. Course work only students do not require a permanent advisor but can consult with any CS faculty member, DGS or CS Student Affairs Office staff as needed.

- In addition to the above requirements, students accepted with limited standing status must complete any deficiencies within the set time as assigned by the department. Conditions of these deficiencies and time limits are listed in the admission letter. Consult with Student Affairs staff for questions related to limited standing.

- Please refer to the section on General Graduation Guidelines.

Additional Requirements

Academic performance. All graduate students are required to maintain a 3.0 (B) grade point average (excluding CS 597 and 598). All individual graduate courses must be satisfied by a C grade or higher. If a student's GPA falls below 3.0 (B), the Graduate College will issue a letter of warning of academic probation for a specified period of time. Failure to comply with the terms of the probation letter will likely result in expulsion from the program and Graduate College. A student on probation or limited standing is ineligible for department awarded financial aid, recommendation letters for CPT or OPT for students on F1 visa, or graduation. Reference the graduate college website for additional details.

Time Limitation. All degree requirements must be completed within five years of initial registration in the degree program. Different time allowances apply to students on time-limited visas. Students who fail to graduate within five years will be dismissed from the Graduate College for failure to progress.

Registration. MS students choosing the project/thesis option are not required to register to graduate once they have completed all course credit requirements and registered for the necessary research hours. Students on a time-limited visa must consult Office of International Service (OIS) on registration requirements. Registration is required if a student plans to use any university facilities. If needed, students can petition to register for zero hours. Consult the UIC graduate catalog for additional registration regulations.

Transfer of Credit Hours. After admission to the MS program, students may petition to transfer a maximum of 9 semester hours earned outside the university, credits from non US institutions are generally not allowed. A transcript showing the courses and grades, and course syllabi must accompany the petition. Upon request, the student must also provide an official letter from the university stating the courses were not used to satisfy any prior degree requirements. Students moving from non-degree to degree status may petition up to 12 semester hours of credit earned at UIC. Only graduate level courses in which a grade of A or B was earned will be eligible for transfer. Transfer credit from outside UIC is not allowed once a student starts their graduate studies in the Computer Science program at UIC.

Master of Science Thesis Information

The MS Thesis Option is designed for graduate students with an interest in Computer Science research. Students electing this option conduct original research under the close supervision of a faculty member, culminating in the writing of a Master of Science thesis. At the completion of the thesis, the student presents a thesis defense to a Thesis Committee consisting of at least three faculty members, who are responsible for reviewing and evaluating the research work. The MS Thesis option is strongly advised for students who may be considering pursuing a PhD in the future.

Thesis students are strongly encouraged to publish their original research in professional journals and to present their work at professional conferences.

MS Thesis Guidelines

- Select a thesis advisor and discuss research areas and expectations. All CS assistant, associate, full professors and adjunct faculty are eligible to serve as a primary thesis advisor. The majority of the thesis committee should hold at least a 50% appointment in the CS department, and at least one member of the committee must be a tenured faculty member.

- Under your advisor's direction, register for 8 hours of CS 598 and conduct the agreed upon thesis research. Students who are required to maintain a minimum number of hours of registration may register for more hours of CS 598, but no more than 8 hours will be used towards the requirements for the degree.

- Select a thesis committee with your advisor and obtain each committee member's agreement to serve on the committee. Provide committee members with a copy of the thesis and arrange a mutually acceptable date for the thesis defense. Submit the Committee Recommendation Form to the CS Student Affairs Office at least three weeks prior to the scheduled examination date. The form is available through the Graduate College website at http://grad.uic.edu/graduate-student-forms.

- It is highly recommended that the defense be scheduled at least 10 business days prior to the official thesis submission deadline as outlined by graduate college. Time must be allowed for any potential changes required by the committee.

- The Graduate College upon approval will generate an examination report and send to the department. The CS Student Affairs Office will inform you via email upon receipt of the exam report; it can then be picked up from SEO 905 prior to the defense date. After the defense, see the staff in SEO 905 to verify all the graduation requirements have been fulfilled.

- See General Graduation Guidelines section for details.

Format Guidelines

Thesis and dissertation format guidelines are described in detail in a Thesis Manual published and available on the Graduate College website http://grad.uic.edu/thesis. A pdf copy of the thesis must be submitted to the CS Student Affairs Office via email for a format check one week prior to the deadline set by the Graduate College.

Master of Science Project Information

The MS Project Option is designed for graduate students who are interested in demonstrating their training in the form of a substantive, capstone project. The student undertakes the project under faculty supervision, culminating in the development of both the project and a written description of the project in the form of a MS Project report. Both the project work itself and the project report must demonstrate a high level of professional skill. MS projects and project reports are reviewed by a committee of two faculty members (the student's advisor serves as the primary committee member), but do not require a formal presentation or defense of their work.

MS Project Guidelines

- Select a project advisor and discuss project proposals and expectations. All CS lecturers, assistant, associate, full professors and adjunct faculty are eligible to serve as a primary advisor and secondary committee member. Secondary committee member can also be a full-time faculty member at UIC (non-CS faculty or adjunct faculty); however they have to be pre approved by the primary advisor and DGS. One of the committee members should hold at least a 50% appointment in the CS department.

- In the semester the student intends to conduct their project research, the student must register for 4 hours of CS 597 under the advisor's call number listed in the timetable. Students who are required to maintain a minimum number of hours of registration may register for more hours of CS 597, but no more than 4 will be credited towards the degree.

- Submit a final project report and the "Master's Project Report" form to your advisor **at least one week** prior to the published deadline. Form available at http://grad.uic.edu/graduate-student-forms. Provide your secondary committee member with a duplicate copy of the report. Your advisor and committee member must sign the Certificate of Approval form. The signed form and the final project report should then be submitted to the CS Student Affairs Office (SEO 905) for a final DGS approval.

- Your project report should be a technically-focused and carefully written document. Consult your advisor as they may have guidelines for formatting or other requirements for the project report. While there are no official format guidelines for project reports, at the minimum it should contain the following:
    - Cover page (including title, name, advisor & secondary committee member information and semester of graduation & UIN)
    - Abstract
    - Table of Contents
    - Introduction, chapters, conclusion and appendix/cited literature
    - Begin each chapter and section on a new page

- Ensure that all changes for incomplete or deferred grades are submitted. The instructor who originally assigned the IN, DFR or NR must complete a Supplemental Grade Report. Certain cases require a petition.

- See General Graduation Guidelines section for details.

Doctor of Philosophy Degree Requirements

Complete 108 semester hours beyond the baccalaureate degree.

Coursework requirements

Student admitted with prior master's degree in CS or a related field: Must complete a minimum of 24 hours of credit (6 courses) in CS or non-CS graduate course work. Credit for non-CS course work must have prior department approval. Of the 24 hours, at least 16 hours must be CS course work at the 500-level, excluding CS 590, CS 595, CS 596, CS 597, CS 598, and CS 599. Any course that is nearly equivalent to one taken in the bachelor's or master's program previously will not earn PhD credit. Credit earned in CS 596 (Individual Study) may not be applied toward the PhD degree. Note that a **maximum** of **two** CS 594 offerings can be counted towards the course work requirements. You receive 32 hours of credit towards the 108 hours from the previous MS degree earned.

Student admitted directly after bachelor's degree in CS or a related field: Must complete a minimum of 32 hours of credit in CS or non-CS graduate course work. Credit for non-CS course work must have prior department approval. Of the 32 hours, at least 16 hours must be CS course work at the 500-level, excluding CS 590, CS 595, CS 596, CS 597, CS 598, and CS 599. Note that a **maximum** of **two** CS 594 offerings can be counted towards the course work requirements.

Research Methods: Required. Candidates must earn 4 hours in CS 590 within the first two years of enrollment.

Colloquium: Candidates are required to take ten colloquia within the first two years of enrollment. Dissertations defenses are acceptable colloquia.

Dissertation (CS 599 hour) requirements
Candidates must earn 'Satisfactory' credit in CS 599 for at least 48 hours beyond master's degree and at least 72 hours beyond bachelor's degree.

The PhD Qualifier Examination
Complete the "PhD Qualifier Examination" before the end of the 4th semester of enrollment (actual completion date is approximately half way through the 4th semester). The Qualifier Examination consists of 3 parts: (i) A PhD Course requirement which is designed to evaluate the students basic proficiency in core areas of computer science (completed by the end of 3rd semester); (ii) A **W**ritten **C**ritique and **P**resentation (WCP) testing the students analytical and presentational abilities in a particular area of computer science (completed in their 3rd or 4th semester).

A Final Evaluation of the students' performance in the qualifier is conducted by CS faculty towards the end of the 4th semester. See the PhD Qualifying Exam Information section of the manual for detailed information on this requirement.

Preliminary Examination
Pass an oral preliminary examination on the proposed dissertation topic. This examination is administered by a Graduate College approved faculty committee and chaired by the students' advisor. Students must pass the preliminary examination one-year prior to their final defense. If a final defense is held within a year of the preliminary exam, a petition must be submitted.

Demonstrate a capacity for independent research on an original dissertation topic within the major field of study. Research is performed under the supervision of an advisor and orally defended before a faculty committee consisting of at least five members. See the Doctor of Philosophy Additional Requirements section of the manual for detailed information on this requirement.

PhD Assessment

All PhD students must complete the College of Engineering's annual online self-assessment; Students are notified when the online self-assessment is open at https://phd-evaluation.engr.uic.edu/.

The self-assessment survey requires students to submit some basic information, self-evaluation, publications, presentations and plans for the upcoming year (research, publication and deadlines for milestones in the completion of the degree). Once the student completes and submits the survey, the advisor receives an email that allows them to provide feedback.

Registration

After passing the preliminary exam, doctoral candidates must register for at least zero credit hours each semester (excluding summer) until the final defense is completed and the dissertation is submitted in compliance with department and Graduate College rules. If the PhD candidate decides to defend during the Summer, registration is required for Summer term. PhD candidates are not required to register after they successfully defend their dissertation unless registration is required to maintain a specific status (i.e., assistantship, visa, or continued use of university facilities).

If a PhD candidate successfully defends the dissertation and submits the final dissertation to the Graduate College after the semester deadline but prior to the fifth day of instruction of the next semester, the degree is conferred in the subsequent semester. However, registration for that semester is not required.

See http://grad.uic.edu/zero-hour-registration for further details.

Time Limitation

Students admitted with a prior master's degree must complete the degree requirements within seven consecutive calendar years after initial registration as a doctoral student. Students admitted directly after the bachelor's degree must complete degree requirements within nine consecutive calendar years of initial registration as a doctoral student. Students who do not graduate by these deadlines will be dismissed by the Graduate College, on recommendation from the department, for failure to progress. Time spent on a leave of absence approved by the program and the Graduate College is not counted toward the degree time limit.

Transfer Credit

After admission to the PhD program, students may petition to transfer a maximum of 9 semester hours earned outside the university. Credits from *non* US institutions are generally not allowed. A transcript showing the courses, grades and course syllabi must accompany the petition. Students must also provide an official letter from the university stating the courses were not used to satisfy any prior degree requirements.

Students moving from non-degree to degree status may petition up to 12 semester hours of credit earned at UIC. Students may also petition to transfer graduate credit that was not used to fulfill course work requirements of their Master's degree. Only graduate level courses in which a grade of A or B was earned will be eligible for transfer.

Transfer credit from outside UIC is not allowed once a student starts their graduate studies in the Computer Science program at UIC.

Doctor of Philosophy Additional Regulations

Prior Publication of Research Findings
Students engaged in research may choose to publish certain findings that are later incorporated into the final dissertation. In such cases, appropriate acknowledgment of the earlier publication should be included in the final dissertation. The Graduate College encourages such publication, but the dissertation may not be published in its entirety before all degree requirements, including the defense of the dissertation, have been completed.

Preliminary Examination
The purpose of the Preliminary Examination is to determine the candidate's readiness to undertake dissertation research, and passing it constitutes formal Admission to Candidacy. The examination serves as the last major step toward the PhD degree except for the completion and defense of the dissertation. The examination provides the student with timely feedback of the faculty's views of his/her potential for completing the PhD Program.

The preliminary examination is generally administered during or near the end of the time the student has completed most, though not necessarily all, of the coursework, but has not made a major investment of time and effort towards the dissertation research project. A minimum of one year has to elapse before the defense of the dissertation after passing the preliminary examination. Only students in good academic standing are permitted to take the examination.

The committee for the preliminary examination is appointed by the Dean of the Graduate College upon the recommendation of the department or program. The advisor is the chair of the Committee and must be a full member of the UIC Graduate Faculty. All CS assistant, associate, full professors and adjunct faculty are eligible to serve as an advisor. The composition of the five-member committee should be as follows:

- Consists of at least five (5) members
- At least three (3) are UIC Graduate Faculty with full membership
- Two (2) must be tenured faculty, not just tenure-track
- Majority of the committee should hold at least a 50% appointment in the CS department.

Graduate programs strive for diversity in the composition of the preliminary examination committee. The appointment of one or two members from outside the degree-granting program or university is encouraged. If the outside member is not a UIC graduate faculty member, his/her curriculum vitae must accompany the Committee Recommendation Form to demonstrate equivalent academic standards.

A Committee Recommendation form, listing the committee members and their affiliations, must be submitted to the Graduate College three weeks prior to the exam date. If human subjects are involved, Institutional Review Board approval is required. If animals are involved, Animal Care Panel approval is required. Upon approval, the Graduate College will forward an examination report to the department, which has to be signed by each member of the committee after assigning a grade of "pass" or "fail". The timing, content, and nature (written, oral, or both) of the preliminary examination is left at the discretion of the preliminary examination committee. A candidate cannot be passed with more than one "fail" vote.

The committee may require that specified conditions be met before the passing recommendation becomes effective. On the recommendation of the committee, the Dean may permit a second examination. A third examination is not permitted. Failure to complete the degree requirements within five years (departments may specify shorter periods) of passing the preliminary examination requires a new examination.

The Graduate College requires the preliminary examination be completed after at least one calendar year of residence and one year prior to the final dissertation defense.

Final Dissertation Defense

Upon completion of all degree requirements and dissertation, the candidate must orally defend the work before the committee. Only students in good academic standing are permitted to defend their dissertation. A new Committee Recommendation form must be filed, listing the dissertation title and committee members. The chairperson (advisor) is considered the primary reader of the dissertation. A second and/or third member of the committee may also be designated as "readers."

The dissertation committee is appointed by the Dean of the Graduate College on the recommendation of the student's department. The Committee Recommendation form is available on-line The form is available through the Graduate College website at http://grad.uic.edu/graduate-student-forms-publications, which must be filled and submitted at least three weeks prior to the exam date. The committee composition requirements of the final defense committee are the same as the preliminary committee, except the appointment of one member from outside the degree-granting program is mandatory. The committee composition of the committee is as follows:

- Consists of at least five (5) members
- At least three (3) are UIC Graduate Faculty with full membership
- Two (2) must be tenured faculty, not just tenure-track
- Majority of the committee should hold at least a 50% appointment in the CS department.
- One member must come from outside the degree-granting program or university. If the outside member is not a UIC graduate faculty member, his/her curriculum vitae must accompany the Committee Recommendation Form.

Federal regulations require that any research which involves the use of either human subjects or animals be approved by the Institutional Review Board (IRB) or the Animal Care Committee (ACC). The regulations are all-inclusive in that surveys, interviews, pre-existing data and human tissues obtained for non-research purposes require review by the IRB before the research can be done. If the work is completed without IRB or ACC approval, it cannot be published, even as a thesis. Copies of the IRB or ACC approval must be included in the appendix of the final draft of the thesis submitted for review by the Graduate College. It is University policy that theses which are not in compliance with the Office for the Protection of Research Subjects (OPRS) will not be accepted for fulfillment of graduation requirements. For further information, see *http://grad.uic.edu/office-protection-research-subjects /* or contact OPRS.

No Switching to MS Program

The UIC College of Engineering Strategic Plan, adopted in January 2005 and revised from time to time, states that students in a PhD program who have received any financial support from UIC (such as TA, RA, or Tuition and Fee Waiver) cannot transfer into any MS program in the College of Engineering (which includes computer science) "unless the student explicitly petitions to transfer to the MS program and that petition is approved".

Format Guidelines

Thesis and dissertation format guidelines are described in detail in a thesis manual published and available in the Graduate College. The "Thesis Manual" can be downloaded from their site at http://grad.uic.edu/ under 'Graduate Forms & Publications'. The defended and approved thesis must be submitted to the department for a format check one week prior to the deadline set by the Graduate College.

See General Graduation Guidelines section for details.

Doctor of Philosophy Qualifier Examination Information

The first major "rite of passage" in the PhD program is passing the PhD Qualifier Examination. **All PhD students must complete the Qualifier Examination before the end of their 4th semester of enrollment** (actual completion date is approximately half way through the 4th semester).

The Qualifier Examination consists of 3 parts:
- A **PhD Course Requirement** which is designed to evaluate the student's basic proficiency in core areas of computer science (completed by the end of 3rd semester).
- A **Written Critique and Presentation** (WCP) testing the student's analytical and presentational abilities in a particular area of computer science (completed in their 3rd or 4th semester).

A **Final Evaluation** of the students' performance in parts 1 & 2 (above) is conducted towards the end of their 4th semester by the CS faculty. The decision of the faculty that a student may stay or must leave the program is final and there is no petitioning of this decision.

PhD Qualifier Course Requirements

Complete 4 Classes or their Final Exam
- All Students must show competency in CS 401 and 3 additional classes (from the pre-approved list) by either enrolling in the class or taking the in-class <u>comprehensive</u> final exam.
- Must earn at least a "**B**" in all classes, and a minimum of **two** "**A's**" in the required 4 classes.
- The **Course Requirement** must be met by the end of the students 3rd semester in the program.
- If taking the Final Exam to meet the course requirement, instructor of the class should be notified at the beginning of the semester of the student's intent and the final should be taken at the regularly schedule time for that semester.
- If the student received a MS from the CS department at UIC, they may petition to use classes from the pre-approved list to satisfy the PhD qualifier course requirement. The eligible courses must have been taken within the last 5 years.
- Students who have received a BS degree from the CS department at UIC may **not** use any coursework done while an undergraduate to satisfy the PhD qualifier course requirements. They may choose to take other classes on the list or take the final exam of the course already completed.
- Pre-approved list of classes that can be used for the course requirements of the qualifier: CS 401 (with CS instructor), CS 411, CS 412, CS 421, CS 422, CS 425 (previously 488), CS 440, CS 441, CS 442, CS 450, CS 466, CS 473, CS 474, CS 476, CS 478, CS 480, CS 487, CS 511, CS 583 and CS 586.

Written Critique and Presentation: Framework and Guidelines

The purpose of the Written Critique and Presentation (WCP) is to demonstrate the student's ability to analyze, evaluate and present an existing body of research (normally but not necessarily) in the area in which they intend to carry out their dissertation work. The WCP should be completed in the student's second year in the program (completion date is approximately half way through the 4th semester).

The WCP approval form is available at https://www.cs.uic.edu/phd-qualifying-exam-information/.

Deliverables of the exam are:
- **Critical review** - a significant (15-25 pages; ~7000words=20pages) piece of scholarly expository writing based on a coherent selection of 2-4 papers from the research literature in the chosen area.
- **Presentation** - a 45 minute oral presentation, followed by questions from the committee.

Logistical Organization:

1. WCP committee is made up of three members: WCP Chair (**cannot** be students' advisor) and two other CS faculty members. Of the two remaining members, one, a non-specialist in the chosen topic, will be appointed by DGS. A student's advisor is not required to be a member of the WCP Committee. All members of the committee (including the chair) should be from CS. Student may submit 2-3 names for the third committee member they prefer, however the DGS may/may not choose the third member from this group.
2. The student identifies a topic and selects a WCP chair (**not** advisor), who agrees to administer the exam. The chair picks two to four technical papers to be critiqued.
3. A short written proposal naming the committee, describing the area and listing the technical papers is submitted to the CS DGS (via the CS Student Affairs Office in SEO 905) for immediate consideration and approval (1 week maximum delay). The WCP form is available online at https://www.cs.uic.edu/phd-qualifying-exam-information/.
4. The DGS selects the third member and approves the committee. From the date of this approval, the student has exactly 60 days to prepare a critical review of the selected papers in the chosen area.
5. The faculty including the WCP committee members may answer specific questions about the selected work but should not assist in analyzing the content, the significance, or the accuracy of the selected work.
6. Copies of the finished critique should be delivered to each of the WCP committee members on or before the end of the 60 day period.
7. A date should be set for the formal Oral Presentation to be held within three weeks (but not less than one week) after the critique is to be handed in. Consideration to coordinating three committee members schedule should be given when deciding on a date of the presentation; it is highly recommended negotiations for the date of the presentation should begin at least three weeks before the written critique is handed in. Scheduling the oral exam is the student's responsibility.
8. At the Oral Presentation, the candidate is expected to present the content of the critique as though presenting a technical paper at a conference. Thus, visual aids etc. are expected to be used and the performance evaluation is to be based on technical sharpness, presentation style, command of the area and effectiveness of visual aids. The presentation should be roughly 45 minutes in length. Note that while fluency in English is desirable, the most important criteria will relate to the candidate's ability to `get the material across' to their audience.
9. The presentation is open to the general public and is followed by a question and answer period (covering both the critique and the general area). The WCP committee may elect to continue with a closed-door question and answer period followed by a discussion.
10. As with all talks and oral examinations in the CS Department, WCP Presentation announcement - with abstract, committee members, room, time, etc. should be sent to the CS Student Affairs Office (SEO 905) for advertisement to the graduate and faculty email lists at least a week before the event.
11. The WCP is graded with a numerical score 1-5 with 1 being best performance, and a short evaluation of the student's performance. Feedback from the WCP committee along with the numerical scores (of both written and oral parts) will be provided to the student within 4 weeks of the oral presentation.
12. This exam cannot be repeated.

In cases where the WCP topic falls in the student's main research area, there may be substantial overlap between the written critique and the Related Work section of the thesis proposal and/or thesis. This is acceptable.

A conference paper, master's thesis, etc. cannot simply be submitted verbatim as a substitute for the WCP. However, parts of prior written work on which the student is the sole author may be re-used as the basis for part or all of a WCP paper. Details should be negotiated between the student and their WCP committee chair.

Sample WCP papers are at https://www.cs.uic.edu/phd-qualifying-exam-information/.

General Graduation Guidelines

Recommended step by step process

- Send e-mail request for "*Graduation Check*" to grad@cs.uic.edu, at least one month prior to the term you intend to graduate. Include your name, UIN, program (if MS identify thesis, project or coursework only option) and expected graduation term. Student Affairs staff will respond with requirements you completed and/or are missing. The early check allows you ample time to modify your registration, if necessary, for your final semester.
- Be aware of graduation guidelines. CS Student Affairs Office will email a reminder at the beginning of the semester. **Deadlines** are also available on the graduate academic calendar, and are **non-negotiable**.
- '*Apply to Graduate*' via my.uic.edu portal -in the "Academics" tab of the student part of the portal (you may also have staff and faculty sections if you work on campus and/or are a teaching assistant) go to the "Records" sub-tab and then choose "Declare your Intent to Graduate".
- Inform your advisor of your intent to graduate (does not apply to MS students w/ coursework only option).

If you are graduating with a Thesis/Dissertation, you must:

1. Submit a "*Committee Recommendation Form*" **three** weeks prior to your defense date. The form must be filled out on-line, printed, signed by your advisor and submitted to the CS Student Affairs Office (SEO 905). Hand written forms are not accepted. http://grad.uic.edu/graduate-student-forms
   a. If any committee member is not part of the UIC graduate college faculty (post doc or visiting faculty); or if they are non-UIC faculty – a CV must be submitted with the committee recommendation form.
   b. All PhD students must attach an abstract to the committee recommendation form for both their preliminary exam and final dissertation defense.
   c. All students must send an email announcement for advertisement at least a week prior their defense to grad@cs.uic.edu. Defense details are advertised to all faculty and graduate students.
   d. Graduate College will return an 'Exam Report' after they approve the Committee Recommendation Form. The CS Student Affairs Office will inform you of this.
2. Consult the '*Graduate Thesis Manual*' for information on all required forms and format of the thesis.
3. Schedule your defense date at least **two weeks** (for PhD) and **10 days** (for MS thesis) prior to the thesis submission deadline.
4. Just prior to or immediately following your defense, e-mail a PDF copy of your thesis to grad@cs.uic.edu for a format check.
5. Pick up 'Exam Report' from the CS Student Affairs Office to take to the defense. All committee members sign the form and it should be returned immediately to the CS Student Affairs Office.
6. All thesis are submitted electronically. Information on electronic submission is available on Graduate college website: http://grad.uic.edu/electronic-thesisdissertation.
7. All required forms must be completed and signed before submitting them to Graduate College. A detailed checklist of the required forms is available in the thesis manual.

If you are graduating with the MS Project option:

1. Make sure your advisor and the second committee member have ample time (at least one week) to read and approve your project.
   o All CS lecturers, assistant, associate, full professors and adjunct faculty are eligible to serve as a primary advisor and secondary committee member. Secondary committee member can also be a full-time faculty member at UIC (non-CS faculty or adjunct faculty); however they have to be pre-approved by the primary advisor and DGS. One of the committee members should hold at least a 50% appointment in the CS department
2. Your advisor and second committee member must sign 'Certificate of Approval' form.
3. Submit a hard copy of the project report and the 'Certificate of Approval' form to the CS Student Affairs Office by the department project deadline.

4. Minimum format guidelines for the project report:
   o Cover page – should include title, name, UIN, committee names and semester of graduation
   o Table of Contents
   o Abstract
   o Introduction, chapters, conclusion and appendix/cited literature
   o Begin each chapter and section on a new page

Final Steps

- Have your advisor submit grade changes for all your DFR, I or M grades of your research hours (597, 598 & 599).
- Return all borrowed equipment and keys to SEO 1120.

Please note that if you do not graduate in the semester you submitted your 'Intent to Graduate', you have to submit the request again during the term you intend to graduate. The previous request will NOT be carried over to the next semester automatically.

Course Selection and Regulations

Course Selection
A PhD student's curriculum should be planned with consultation from a faculty advisor, but students may register for classes in their area of interest. Although students are permitted to take up to 8 hours outside the department, the advisor and the DGS must approve any such courses. New students should note that courses taken and grades obtained in their first semester of enrollment largely determine financial aid awards for the following academic year.

Unless specifically advised otherwise, new graduate students should <u>not</u> enroll in the following courses for their first semester: CS 597 Project Research; CS 598 MS Thesis Research; or CS 599 PhD Thesis Research. Students should take regularly scheduled courses during their first semester.

Registration Restrictions* - All CS graduate students may not register for more than 12 credit hours of CS didactic classes (i.e., 400-491 plus 500-594 classes). Anyone in violation of the registration policy can be removed from courses by the department until their credit hours of didactic classes no longer exceeds the limit for that semester. For the following semester they can be restricted from registration until they have met with the DGS.

> **How is it implemented?** The Department will do random checks on graduate student registration. Graduate students registered for over 3 graduate CS didactic classes (at anytime in the registration cycle) will be emailed with a warning that they are exceeding the limit and given a deadline to correct their registration or receive permission to stay in class by a petition. Once the deadline is passed, if a student has not corrected their registration or received permission to stay - a hold will be placed on their account which prevents further registration of any kind (both add / drop). The Department will then decide which classes to drop and send paperwork to Graduate College so that the Graduate College can drop the classes from the student's schedule.
>
> Any exemption have to be cleared by the DGS or the CS Student Affairs Office (SEO 905). We expect this policy to benefit all students of 400 and 500 level courses by helping us to plan better and provide course offerings and seats that better meet all student needs.
>
> ***The department may implement new temporary restrictions as needed.**

General guidelines
Some 400 level courses in the MCS department overlap with CS lower level courses. Graduate credit in CS is not allowed for such courses. For example, graduate credit is not allowed for MCS 441 Theory of Computation, which is the same as CS 301 (Languages and Automata). Courses in IDS are generally not allowed to count towards graduation. If you are uncertain, please check with the CS Student Affairs Office, the DGS and/or your faculty advisor prior to registering for the course.

Students who receive any form of financial aid from the University (TA, RA, Fellowship or Tuition & Fee Waiver) are subject to minimum registration requirements, which must be maintained throughout the semester. See graduate college website for requirements with assistantships: http://grad.uic.edu/assistantships. Students who have been awarded a Fellowship or TFW must be registered for a minimum of 12 hours in Fall and Spring semester; and 6 hours in Summer. Note: If you fall below the required hours at any point in the semester, you become ineligible for the tuition waiver and will be assessed all fees.

The department requires all students supported by a TA position to register for a minimum of 8 credit hours of coursework each semester (except Summer), until they have completed the required coursework. Upon completion of the coursework you can follow the graduate college registration requirements for the appropriate percentage appointment. These minimum hours are the requirement for a student to be considered as full-time. Students supported on fellowships or tuition and fee waivers are already required to have a minimum of 12 credit hours of registration in regular semesters and a minimum of 6 credit hours in summer. Students working on prerequisites should register for additional courses to achieve a 12-hour registration. Students working on MS project, MS thesis or PhD dissertations should register for CS 597, CS 598 or CS 599 hours, respectively.

Course Prerequisites

If your undergraduate degree is not from UIC, please make sure that your course background is equivalent to the recommended course prerequisites. Talk to the instructor of the course if you have any concerns about prerequisites. You are responsible for the course prerequisites and not your instructor. You will not be allowed to withdraw from a course after the drop deadline because you have not met the prerequisites. The drop deadline is 10th day of classes for Fall & Spring and 5th day for Summer terms. This drop deadline is strictly enforced for all courses.

Adding/Dropping/Withdrawing Courses

Students should finalize their class schedule by the end of the add/drop period (10th day for Fall & Spring, 5th day for Summer terms). Once the add/drop period has ended, students are not allowed to add/drop classes.

Any requests to add/withdraw from a class after the add/drop period must be petitioned, with support from instructor (not advisor) of the class. Submit the petition to the CS Student Affairs Office (SEO 905) along with all supporting documentation for the DGS to review.

As a general policy, you will not be permitted to withdraw from courses (particularly the 300 and 400 level courses in CS). If permission (from the Director of Graduate Studies) is granted for such a "late drop", it will be reported as a withdrawal (W) on the transcript. A "W" cannot be stricken from your permanent record and cannot be replaced by a new grade should you retake the course and obtain a letter grade.

The following are examples of unacceptable reasons for dropping a course after the deadline: "I have had this material before", "This course will not be useful to me", "I am taking too many courses", "I do not have the prerequisites", "I forgot to drop the course before the drop deadline", "A bad grade will affect my GPA negatively" or "I have not attended classes for the past few weeks". It is your responsibility to make sure that you enroll in classes that are appropriate for your academic course load, schedule and that you have met all prerequisites.

Students holding fellowships, assistantships, tuition and fee waivers, and student visas must maintain the required number of credit hours or risk loss of their aid for the term. Students whose waivers are revoked due to insufficient credit hours will be billed the full cost of tuition, fees and any late charges that may apply.

Students are allowed to register for a maximum of 20 hours. In order to register for more than 20 hours, the student must have approval from his/her advisor and submit that information to SEO 905 for override permission.

Grades

Coursework earn grades of A, B, C, D or F; research hours a 'S' or 'U'. GPA is calculated based on the grades and credits hours. For details see: http://grad.uic.edu/grades.

Probation and Academic Dismissal

All graduate students are required to maintain a 3.0 (B) grade point average (GPA). The GPA calculation does not include independent study and research courses (590, 595 - 599).

Graduate course work must be satisfied by a C grade or higher. If a student's graduate GPA falls below 3.0 (B), the Graduate College will issue a letter of warning and impose academic probation for a specified period of time. Failure to comply with the terms will likely result in dismissal from the Graduate College. Details of this available at: http://grad.uic.edu/probation-and-academic-dismissal.

A student on probation is ineligible for department awarded financial aid, recommendation for any type of practical training, or graduation.

Financial Aid Information

Financial aid is available in the form of fellowships, teaching assistantships, research assistantships and tuition fee waivers.

Fellowships

Various fellowships are available through the Graduate College and outside foundations. Students and faculty are notified periodically of these fellowships and deadlines. Fellowships available through outside foundations generally require students to be permanent residents or citizens of the US. Consult the 'Funding your Education' part of the graduate college website (grad.uic.edu) for further details.

Fellowships available through the Graduate College are awarded in recognition of scholarly achievement and promise. They enable students to pursue graduate studies and research without a service requirement. The stipends of different fellowships vary. Unless explicitly stated otherwise, all fellows supported by the Graduate College (i.e., University Fellowships, Dean's Scholar, Abraham Lincoln, DFI (formerly IMGIP/ICEOP) are exempt from tuition and the service fee (**Note:** Some colleges have an additional tuition differential that may not be waived. Check with your home department for details). Fellows may engage in additional paid employment only to the extent permitted by the award and approved in writing by the Dean of the Graduate College. UIC students who hold either an internal or external fellowship may be employed for no more than fifty percent time on campus. Employment of more than fifty percent while holding a fellowship will result in loss of the tuition and service fee waiver.

Dean's Scholar Award and Chancellor's Supplemental Graduate Research Fellowship Program are the two most prestigious awards provided by the Graduate College. These are described on the Graduate College website as follows:

Dean's Scholar Award: The Dean's Scholar Award is a one-year, non-renewable award presented by the Dean of the Graduate College in recognition of a student's scholarly achievement. It is intended to provide the most distinguished, advanced-level graduate students with a period of time dedicated solely to the completion of their programs. The Dean's Scholar competition is open to doctoral students who have passed the Graduate College required Preliminary Examination at the University of Illinois at Chicago and are well into their dissertation work.

> **Application Procedures**: Upon announcement of the deadlines for the fellowships offered by the graduate college, students interested in applying should talk to their advisor first and with consultation must submit an Application for Graduate Appointment, statement of purpose, resume with publications and three recommendation letters (one from advisor) to the CS Student Affairs Office. The Director of Graduate Studies will select from among the applicants and submit nominations for consideration by the Graduate College Awards Committee, which makes the final recommendation to the Dean.

Chancellor's Supplemental Graduate Research Fellowship Program: This program supports increased multidisciplinary scholarship opportunities and exposure to careers in research and creative fields for graduate and professional students. Successful applicants must show exceptional promise for future multidisciplinary research and creative activity in their fields of interest. Funding will allow graduate or professional candidates to supplement existing stipends with a 0% fellowship appointment for the fellowship period. Applications will be evaluated not only on the quality of the prospective student, but also the quality of the proposed project and mentored experience. A faculty mentor will direct the project but it is expected that the student will play the major role in the writing of this application. Consult the graduate college web site for details on the program and application procedure.

Teaching Assistantships for Continuing Students

Teaching Assistantships are awarded to students with outstanding academic records. Students assist in the teaching and grading of CS course work under an assigned professor.

Amount: Current monthly stipend is approximately $2,084 ($2,145 for students who passed the PhD qualifier) and a tuition and fee waiver. The stipend is subject to change, all fees are not covered by the waiver.

Eligibility: Students should be in full standing (if admitted on limited standing, all requirements should be satisfied before applying), GPA should be 3.0 or higher and graduates of foreign institutions should have the Oral Certification from the ITA office. These are the minimum requirements for TA eligibility; many factors determine the offers of TA positions.

Application Procedure: Decisions for the following academic year (fall and spring semesters) are made during the Summer. Students must complete and submit the online completed application when it is open. Students are emailed (UIC email) when the application is open. TA positions are generally assigned for the academic year (fall and spring); thus very few TA positions are available for the spring semesters.

Applications for the Spring semester should be submitted to CS Student Affairs Office by mid December.

Registration Requirement: At least 8 hours in Fall and Spring. Students are **not** required need to register in Summer, but must register for at least 3 hours to receive the tuition and service fee waiver.

English Proficiency: Illinois State Law requires all international teaching assistants providing instruction in classroom, discussion group, laboratory, or office hour situations to be certified proficient in speaking and communicating in English. The Department policy concerning TA appointments is as follows: **ALL** graduate students appointed as Graduate Teaching Assistants must demonstrate their English proficiency by passing the Oral Certification administered by the International Teaching Assistant Program. Graduate students who received their undergraduate degree in the United States or from a country in which the primary language is English are not required to receive the Certification. Information on the ITA program can be obtained from http://grad.uic.edu/international-teaching-assistants-program-home-page /.

Tuition and Fee Waiver

A limited number of tuition and fee waivers are available to the department through Graduate College. These awards provide an exemption from tuition fee (including differential for non-PhD), service fee, health service fee, AFMFA, LITA and $275 towards the cost of Campus Care health insurance (Fall & Spring only). Students must be registered for 12 hours of study during the entire semester in which they receive the waiver. A student who drops below the 12 hour requirement at any time in the semester will be responsible for all tuition and service fees.

Eligibility: Students should be in full standing (if admitted on limited standing, all requirements should be satisfied before applying) and GPA should be 3.0 or higher. These are the minimum requirements for TFW eligibility.

Application Procedure: Decisions for the following academic year (Fall and Spring semesters) are made during the Summer. Students must complete and submit the online completed application when it is open. Students are emailed (UIC email) when the application is open.

Applications for the Spring semester should be submitted to CS Student Affairs Office by mid December.

Registration Requirement: At least 12 hours in Fall and Spring and 6 hours in Summer.

Research Assistantships

Students are encouraged to contact faculty members who hold similar research interests, directly. The faculty member, depending on the availability of grant money determines the term of the appointment.

Departmental Information for TAs

Once a student has accepted a TA position, he/she must request any changes to their TA appointment at least two weeks prior to the start of classes. Resigning the TAship in the last minute or after the semester begins; and unavailability for TA duties on the first day of classes is unacceptable and will negatively reflect for future TA/TFW consideration.

New international student TA's must pass the Oral Certification by the end of their 1st semester. Information can be obtained from ITA website at http://grad.uic.edu/international-teaching-assistants-program-home-page.

Once the TA assignment has been finalized, the TA should contact their instructor to introduce themselves, become familiar with the requirements of the course and instructor and understand the TA duties. Whether you are working as an assistant in a lab or course or a grader it is essential that you contact the instructor *prior* to the start of classes.

Helpful information and questions you should ask before classes begin:

Course information

- Obtain a copy of course syllabus.
- What text is being used for the course? What chapters will be covered and when? Does the instructor have a copy of the text or a solution manual available for your use?
- How will homework be assigned, collected and graded? Will homework be returned to students during the following class session? Are homework solutions posted and if so, where?
- How many quizzes, tests or exams will be administered throughout the semester? When and where will they take place?
- What is the grading system for the course? How are percentage points divided between the final, homework, class attendance, lab and computer assignments, and class projects?

TA Responsibilities

- What will your teaching responsibilities include for the course?
- How will grading responsibilities be shared between the TA's and the instructor? Are you required to prepare and post the homework solutions? If so, where do you post the homework grades and solutions?
- Will you be required to proctor exams? Are you required to assist the instructor in grading the exams?
- What are you expected to do on the first day of class?
- What are your office hours for the semester? Where is your office located? What is the best way for the instructor and the students to contact you?
- Will you be required to do any work during the exam week and in the assignment of grades?
- Are you required to have regularly scheduled meeting with the instructor? If so, how frequently will you meet and where?

"If there is a Problem"

- What is the best way to reach the professor? By e-mail? Office number and phone? Home phone? When is the best time?

General Information

- Attend all assigned classes.
- Be professional, polite, considerate and fair to all students.
- Do not mislead your students
- Keep your office hours. Post any changes to your hours immediately.
- Inform the CS Student Affairs Office of any emergencies.

- You will be assigned keys for your office. Do NOT loan your key to anyone. You are responsible for the cost involved for replacing lost keys.
- Make safety a priority on and off campus. If you need to use an office or lab while a building is closed, notify someone of your whereabouts.
- Be careful and responsible for equipment in offices and labs. Avoid theft, do not leave offices or labs open.
- Monitor students while they are taking exams or quizzes. If you feel a student may be cheating, report it to the instructor immediately.
- **Harassment in any form is not tolerated.**

Academic Misconduct

- If any TA, RA, TFW holder or grader is caught in an act of cheating, plagiarism, making threats against any person with the intention of affecting academic performance, examination by proxy, grade tampering, or other acts of academic dishonesty, the consequences will be serious.
- Student will forfeit all financial aid from the department in that semester and any future consideration for financial aid from the department.
- If the financial aid is from another unit at UIC, your UIC employer will be informed in writing of any misconduct.
- Student may be dismissed from the university. **Misconduct is taken very seriously.**

It is mandatory for all TA's to be present during TA orientation and ready for TA duties on the first day of classes. TA's who will be away during the December break **must** make arrangements to arrive by these dates.

Mailboxes

Mailboxes are **not** provided to anyone, classes that require paper submission of assignments will be provided a mailbox in the CS Student Affairs Office (SEO 905). The faculty and staff mailboxes are located in the Main office (1120 SEO). If you want to drop off something for a faculty or staff – visit the main office to locate the appropriate box. No personal mail should be sent to the department address; the department will **NOT** be responsible for any lost mail.

Offices

We do our best to provide a TA office to all TAs but have limited space available. If you intend to use your lab space for office hours – contact your advisor to verify this is acceptable and inform the CS Student Affairs Office of the office information. No personal items, food, refrigerator, toasters, coffee machines etc. should be stored in TA offices. This is a shared space designed to help you fulfill your TA duties. The space must be kept clean and in good working order. It is your responsibility to ensure your students respect the office space.

Academic Honesty

The faculty of the department of Computer Science expects all students to perform their academic work with the high ethical standards of the engineering profession.

Any of the following violations will result in appropriate disciplinary action. Other violations may be added if deemed appropriate:

1. *Cheating*
   Either intentionally using or attempting to use unauthorized materials, information, people, or study aids in any academic exercise, or extending to or receiving any kind of unauthorized assistance on any examination or assignment to or from another person.

2. *Fabrication*
   Knowing or unauthorized falsification, reproduction, lack of attribution, or invention of citation in any academic exercise.

3. *Facilitating academic dishonesty/plagiarism*
   Intentionally or knowingly representing the words or ideas of another as ones's own in any academic exercise.

4. *Bribes, favors, threats*
   Bribing or attempting to bribe, promising favors to or making threats against, any person, with the intention of affecting a record of a grade or evaluation or academic performance. Any conspiracy with another person who then takes or attempts to take action on behalf or at the direction of the student.

5. *Examination by proxy*
   Taking or attempting to take an exam for someone else other than the student is a violation by both the student enrolled in the course and the proxy or substitute.

6. *Grade tampering*
   Any unauthorized attempt to change, actual change of, or alteration of grades or any tampering with grades.

7. *Non-original work*
   Submission or attempt to submit any written work authored, in whole or part, by someone other than the student.

Petitions

The Graduate College is quite firm in its deadlines and will not accept petitions and other forms after the specified deadlines. It is the student's responsibility to ensure that petitions are complete; questions regarding them should be directed to (a) Staff in SEO 905, (b) the Director of Graduate Studies (DGS), or (c) the Graduate College.

Most forms require the signatures of your graduate advisor and of the DGS. It is your responsibility to secure these signatures in a timely manner to meet the Graduate College deadlines. The following procedures should be followed:

1. Obtain the petition (or other form) from the CS Student Affairs Office (SEO 905) or the Graduate College.

2. Complete the petition and secure the necessary supporting documents. You should begin this process early; in some cases, petitions require students to consult old timetables or require obtaining letters or transcripts from other institutions.

3. Present the petition to your advisor for his/her signature and comments.

4. After your advisor has signed the petition, submit it to the CS Student Affairs Office. Do not rely on your advisor to do this for you. It is your responsibility.

5. The DGS will review the petition, indicate approval or disapproval, provide written comments, sign it and return it to the CS Student Affairs Office. This process will take no more than five business days during regularly scheduled class and examination periods of the academic year.

6. Staff in the CS Student Affairs Office will submit the petition to the Graduate College, in some cases you might be asked to submit the forms to the Graduate College.

7. The Graduate College will notify you of the decision. If you have questions concerning the petition at this point, please consult the staff in the CS Student Affairs Office. The staff will try to answer your questions and/or consult the Graduate College in trying to resolve your issues.

General Information

Curricular Practical Training (CPT)

Curricular Practical Training is permission to work off-campus at an internship while you are enrolled at the University. CPT is handled through the College of Engineering's Engineering Career Center (http://ecc.uic.edu/).

Interested students should get in touch with the ECC office in SEO 816 / 818 / 820.

The Computer Science department does not allow any students who are not on good standing (GPA below 3.0) to participate in this program.

Optional Practical Training (OPT)

The Computer Science department will allow you to go for optional practical training (OPT) and will give approval for such training at the conclusion of your degree. You must be on good and full standing to get approval for OPT. If you were admitted on limited standing and have not satisfied the requirements or your GPA is less than 3.0 (B), you will not be given approval for OPT until the requirements have been met. You must start this process very early; contact the Office of International Services (OIS) in SSB for the guidelines on the process. The OPT authorization/approval required by OIS can be provided only by the staff in the CS Student Affairs Office. **Approval from advisors is not acceptable**.

Medical Insurance

All new students who enroll at UIC are automatically enrolled in an insurance plan and the UIC student health care program consisting of two components –CampusCare (http://campuscare.uic.edu/), a comprehensive student health insurance program to cover you for loss due to a covered injury or illness, and the UIC Department of Family Medicine, which provides you, via your health service fee, with coverage for routine care including physical examinations. For registered students, coverage is continuous, beginning with the first day of the term until the first day of the next term.

Students have the option to waive the insurance coverage by completing a waiver form and presenting evidence of other comparable insurance coverage (copy of your insurance card). The waiver forms and deadlines are available on the CampusCare website. Students who had previously waived the plan will remain waived, but may apply for the CampusCare insurance plan, subject to a determination of eligibility if they desire to be reinstated. Dependents (spouse and children) may be added to the coverage after filling out a Dependent Application, for an additional fee.

Change of Address/Telephone Number/Name

Any changes to your name, address, telephone number or current address have to be reported to the UIC Records Office in SSB, the CS Student Affairs Office of Computer Science, Office of International Services (if you are on any kind of visa) and Human Resources (HR) (if you are working as TA/RA/GA at UIC). Changes with records can be done through your my.UIC.edu account and for OIS report to your International services advisor directly. To report changes to the CS department you can e-mail Elena or Santhi. HR go to http://nessie.uihr.uillinois.edu/ to change your address so that the W2 for that year is mailed to the correct address.

Letters

All requests for letters should be submitted via e-mail to the CS graduate email 'grad@cs.uic.edu' for the CS Student Affairs Office. The request should include your name, UIN, degree and details of the information needed in the letter.

Letters are usually processed and ready for pick up within 1-2 business days, an e-mail will be sent when the letter is ready. Walk-in requests are not accommodated. Below are the most common letters requested:

- Good standing letter - Verifying you are a student in the department in good standing
- Graduation Letter - Verifying your graduation or prospective graduation
- OPT Approval - Recommendation for Optional Practical Training
- CPT - Please see staff in Engineering Career Center in SEO 818 / 820
- Other miscellaneous letters as needed

Other General Information

You represent the department as you interact with the UIC community. We expect all our students to conduct themselves in a courteous, respectful and professionalism manner.

If you have a grievance related to a particular course please discuss it with the instructor first and see if the issue can be resolved. If you are not satisfied with the response from the instructor, stop by the CS Student Affairs Office or make an appointment to speak with the DGS (dgs@cs.uic.edu).

If you have any unresolved problems, you are welcome to schedule an appointment with the DGS or the department head.