



UNIVERSITY OF GEORGIA

School of Computing

Fall 2026

**School of Computing
Graduate Student
Handbook**

**Computer Science
M.S and Ph.D. Programs**

TABLE OF CONTENTS

- I. Introduction
- II. Overview of Graduate Programs
- III. School of Computing Faculty and Staff
 - A. Faculty and their Research Interests
 - B. Staff/Administration Overview
 - C. Computing IT Support
- IV. School of Computing Graduate Program
 - A. Admission
 - B. CSCI Core
 - C. Graduate Degree Descriptions and Important Points
 - D. Forms
 - E. Progress Requirements
 - F. Financial Assistance
- V. Graduate School and School of Computing Policies
 - A. Policies
 - B. GradFIRST Seminar
 - C. Graduate School Important Dates and Deadlines
 - D. Out of State Tuition Waiver
 - E. UGA Policy of Teaching Assistants
 - F. Demonstrating English Proficiency
- VI. UGA
 - A. Important Links and Contacts
 - B. Schedule of Class Periods
 - C. Disability Accommodations
 - D. UGA and Athens Resources
 - E. Mental Health Resources
 - F. University of Georgia Academic Honesty Policy
- VII. Appendix A: Forms
 - A. Grad Advisory Committee form ([link](#))
 - B. Core Competency Form ([link](#))
 - C. Graduate School Forms ([link](#))
 - D. Degree Works Plan/Program of Study
 - E. Independent Study Form-sample
 - F. Requirements for Graduate Assistantships-sample
 - G. TA Evaluation Form-sample
 - H. MS project Form (CSCI 7200)-sample
 - I. PhD Annual review- sample
 - J. Important Dates and Deadlines

I. Introduction

Welcome! This handbook is your guide to School of Computing graduate programs in Computer Science at University of Georgia. The graduate programs in Computer Science include 6 graduate degrees: MS Computer Science (Thesis), MS Computer Science (Non-Thesis), MS Cybersecurity and Privacy (Thesis), MS Cybersecurity and Privacy (Non-thesis), Masters in Applied Mathematical Sciences (MAMS), and Ph.D. Computer Science. We also offer the Certificate in Cybersecurity, and provide MS Data Science through collaboration with Department of Statistics.

This handbook is prepared for currently enrolled students, but prospective students should also find it useful. If you have any questions about any of the material in this handbook, please email soc.graddirector@uga.edu or consult with Directors of Graduate Studies or graduate program staff, in School of Computing.

On behalf of the entire School of Computing faculty, staff and students, we are pleased you have chosen University of Georgia and we wish you success in your graduate program journey.

II. Overview of Graduate Programs

The curriculum of School of Computing, University of Georgia places special emphasis on artificial intelligence, particularly deep learning and large language models, as well as cybersecurity and computer systems, ensuring that students stay current with technological advancements. Students benefit from a strong preparation in the core of computer science, through coursework in Algorithms, Computer Systems, and Software Systems. In all, the University of Georgia helps students learn about new developments in the industry by incorporating innovative research into its instruction. The School of Computing's commitment to excellence across fields, combined with University of Georgia's status as a top-tier research university, has solidified its reputation as a hub for innovation and scholarship. (*Higher Education Review, 2025*)

Points of Interest

- Growing graduate PhD Computer Science program
- MS Thesis or MS Project for research and practical skills
- Teaching and Research Assistantships
- Off-campus internships and Career Center job placement
- Industry collaboration through faculty active in R&D
- Georgia Advanced Computing Resource Center (GACRC)
- Rapidly growing tech hub near Atlanta, Georgia
- School of Computing Research Day
- Artificial Intelligence Research Day
- Comprehensive research university in USA
- UGA Engineering and Computer Science Job Career Fairs

III. School of Computing Faculty and Staff

A. Faculty and their Research Interests

Faculty research information can be found under faculty profiles here:

<https://computing.uga.edu/directory/faculty>

GAGAN AGRAWAL, Professor and Director of School of Computing; Ph.D, University of Maryland, High Performance and data-intensive computing, Cloud/Grid systems, Scientific Data Management, Data Mining, Social Media Analytics and Cyber Security.

ZHENLIN AN, Assistant Professor, Ph.D. Hong Kong Polytechnic University, wireless systems and networking AI4wireless, communication and sensing, battery-free sensor networks, and mobile and ubiquitous computing localization, multimodal sensing, and immersive virtual/augmented reality applications

ZION LEONAHENAHE BASQUE, Assistant Professor; Ph.D, Arizona State University, Cybersecurity, Program Analysis, Reverse Engineering, AI for Systems Security, Dependable Computing

ISMAILCEM BUDAK ARPINAR, Associate Professor; Ph.D., Middle East Technical University, Internet- scale distributed databases, interoperable information systems.

BRADLEY J. BARNES, Principal Lecturer and Undergraduate Coordinator, Ph.D.; University of Georgia.

SUCHENDRA BHANDARKAR, Professor, Ph.D. Syracuse University, Computer Vision, Pattern Recognition, Image Processing, Artificial Intelligence, Computational Intelligence, Parallel Processing, Computational Biology

LIMING CAI, Professor and Director of Graduate Studies; Ph.D., Texas A&M University, algorithms, combinatorial optimization computational complexity theory, and computational biology.

MICHAEL COTTERELL, Senior Lecturer, PhD. And Undergraduate Coordinator, University of Georgia, simulation, optimization, & ontologies for big data analytics.

PRASHANT DOSHI, UGA Foundation Distinguished Professor of AI, Ph.D., University of Illinois, Service-oriented computing, semantic web, dynamic workflow composition, artificial intelligence, sequential decision theory, probabilistic reasoning over time.

FEI DOU, Assistant Professor, Ph.D., University of Connecticut in Laboratory of Machine Learning & Health Informatics, reinforcement learning, Federated Learning, On-Device Learning, Computer Vision, Contrastive Learning, Representation Learning; Location-based Services (LBS), Edge Computing, Data Privacy, Remote Sensing Imagery, Smart City, Mobile Computing and Wireless Networks.

LE GUAN, Associate Professor, Ph.D., Chinese academy of Sciences, P. R. China, hardware and systems security, mobile security and IoT.

ZICHEN GUI, Assistant Professor, Ph.D. University of Bristol. Applied cryptography, fully homomorphic encryption, distributed systems, cryptanalysis, searchable encryption

WILLIAM (BILL) HOLLINGSWORTH, Senior Lecturer, Ph.D., University of Cambridge, computational linguistics and computer science.

MARIA HYBINETTE, Associate Professor; Ph.D., Georgia Tech, parallel and distributed computing, interactive computing environments, parallel applications.

HEMADRI JAYALATH, Lecturer, Ph.D., University of Georgia, Systems for ML,

MANIJEH KESHTGARI, Senior Lecturer, Ph.D., Sharif University of Technology, computer networks, high performance computing, internet of things, software defined networking.

IN KEE KIM, Associate Professor, Ph.D., University of Virginia, cloud computing, distributed systems, big data framework, IoT, and machine learning.

KRZYSZTOF J. KOCHUT, Professor, Ph.D., Louisiana State, distributed processing, database systems, genomics.

JAEWOO LEE, Associate Professor, Ph.D., Purdue University, data privacy, machine learning, data mining, and convex optimization.

KYU HYUNG LEE, Associate Professor, Associate Director, Institute of Cybersecurity and Privacy, and Director of Graduate Studies, Ph.D., Purdue University, cybersecurity dynamic/static program analysis, operating systems, and distributed systems.

YIHENG LIANG, Lecturer, Ph.D., University of North Texas, computational epidemiology.

JIAN LIU, Associate Professor, Ph.D., Rutgers University, The State University of New Jersey. Trustworthy AI, Computational Sensing, Augmented/Mixed Reality, Human-Computer Interaction, and Intelligent Fitness Technologies.

NINGHAO LIU, Assistant Professor, Ph.D., Texas A&M University, explainable artificial intelligence, network analysis, anomaly detection, and recommender systems.

TIANMING LIU, Distinguished Research Professor; Ph.D., Shanghai Jiao Tong University, neuro imaging, neuroimage computing, and neuroinformatics.

JIN LU, Assistant Professor, Ph.D., University of Connecticut, Machine Learning and Data Mining, Matrix/Tensor Analysis, Optimization, Recommendation System, Learning Theory, Image Processing, Distributed Computing.

SACHIN MEENA, Senior Lecturer, Ph.D., University of Missouri, Columbia.

SAMI MENIK, Lecturer, Ph.D., University of Georgia.

JOHN A. MILLER, Professor; Ph.D., Georgia Tech, Database systems, simulation, parallel and distributed systems.

MOZAHARUL MOTTALIB, Ph.D., Lecturer. University of Delaware.

WEI NIU, Assistant Professor, Ph.D., William & Mary, real-time machine learning systems, mobile (and edge) computing, parallel computing and compiler, accelerating Deep Neural Network (DNN) executions on various mobile and edge platforms with compiler and runtime support.

ALEX ORSO, Ph.D. Dean of College of Engineering, Politecnico di Milano in Italy. Software testing, program analysis, and debugging, techniques for improving software reliability, security and trustworthiness and the validation of those techniques on real-world systems.

RAMVIYAS NATTANMAI PARASURAMAN, Associate Professor, and Director of Graduate Studies, Institute of AI. Ph.D., Universidad Politecnica de Madrid, Spain, robotics and automation, networked multi-robot coordination, and machine learning of wireless signals.

HAO PENG, Senior Lecturer, Ph.D., University of Georgia.

ROBERTO PERDISCI, Director, Institute of Cybersecurity and Privacy, Patty and D.R. Grimes Distinguished Professor, Ph.D., University of Cagliari – Italy, Computer and network security, malware detection, DNS security, pattern recognition, data mining.

LAKSHMISH RAMASWAMY, Professor and Associate Director, School of Computing, Ph.D., Georgia Tech, large-scale distributed systems, World Wide Web, overlay networks and peer-to-peer systems and distributed databases & big Data.

KHALED RASHEED, Professor; Ph.D., Rutgers University, Artificial Intelligence: Genetic Algorithms, Evolutionary Computation, Data Mining, and Machine Learning, Artificial Intelligence Applications: Engineering Design Optimization, Bioinformatics, Human Activity Recognition, Poultry Science and Agriculture

EMAN SALEH, Senior Lecturer, Ph.D. Cairo University.

DIANE STEPHENS, Lecturer, Ph.D., Lecturer, University of Georgia

KARTHIKA SUBRAMANI, Ph.D., Lecturer, University of Georgia.

JIN SUN, Assistant Professor, Ph.D. University of Maryland, complex interactions between objects: e.g., geometrical and contextual, applying computer vision in applications such as Human Computer Interactions to improve people's quality of life.

JONATHAN VANCE, Lecturer, Ph.D., University of Georgia.

WENWEN WANG, Associate Professor, Ph.D., University of Chinese Academy of Sciences, computer architectures, compilers, runtimes, operating systems, mobile computing, and system security.

YU WANG, Assistant Professor, Ph.D. Vanderbilt University. Data mining and machine learning, graphic machine learning, agentic reasoning, trustworthy AI.

ZHEN XIANG, Assistant Professor, Ph.D., Pennsylvania State University. Machine learning, AI security, statistical signal processing, large language model, AI agent.

GENG YUAN, Assistant Professor, Ph.D., Northeastern University, General AI Systems, Deep Learning, Efficient Training, Model Compression, DNN Acceleration and High-Performance Computing, Emerging Deep Learning Systems, Hardware-software Co- design for DNN Architectures.

ADJUNCT, COURTESY FACULTY AND RESEARCH INTERESTS

YI HONG, Adjunct Assistant Professor, Ph. D., University of North Carolina at Chapel Hill, data analysis, statistical analysis, optimization, and visualization.

KYLE JOHNSEN, Ph.D., Adjunct Associate Professor, University of Florida, Simulation- based Training, Natural Interfaces, Human-Computer Interaction, Serious Games, Virtual Humans, Virtual Reality, Computer Graphics, Computer Vision.

JESSICA KISSINGER, Ph.D., Adjunct Professor, Indiana University, Computational Biology.

CHANGYING LI, PhD., Courtesy Professor of Computer Science, Pennsylvania State University, Phenomics and Plant Robotics.

GUOMING LI, Ph.D., Courtesy Professor of Computer Science, Mississippi State University, Multi-modality sensing and automation/robotics technologies.

KANG LI, Adjunct Professor, Ph.D., Oregon Graduate Institute, Computer networks, system security, multimedia.

SHENG LI, Adjunct Assistant Professor, Ph.D., Northeastern University, Deep representation learning, causal inference, natural language processing, and user modeling.

PING MA, Ph.D., Courtesy Professor, Purdue University, Statistics Research, Data Analytics.

FRED MAIER, Ph.D., Courtesy Assistant Research Scientist of Computer Science, University of Georgia, Logic-based AI, focusing on semantics and algorithms for rule-based Nonmonotonic logics and on inconsistency-tolerant description logics.

HANCHUAN PENG, Ph.D., Adjunct Associate Professor, *Southeast University, Nanjing, China*, Microscopy Image Analysis and Visualization, Bioinformatics and Computational Biology, Biomedical Imaging, Neuroscience, Cell Biology, Pattern Recognition, Computer Vision, Machine Learning, Data Mining, Brain Atlases and Connectomes, Gene Expression Analysis, Other Biomedical Applications.

AMIT P. SHETH, Ph.D., Adjunct Professor, Ohio State University; Information integration, work- flow management & semantic web services.

WENZHAN SONG, PhD, Courtesy Professor of Computer Science, Illinois Institute of Technology, Cyber-physical Systems, Computing and Security; Smart Grid, Subsurface Imaging, Sensor Networks, Swarm Robotics; Energy and Environment Informatics, Distributed Computing and Systems, Big Data Analytics

YING XU, Courtesy Professor of Computer Science, Ph.D., University of Colorado at Boulder, Bioinformatics, computational biology, cancer bioinformatics research.

WILLIAM YORK, Courtesy Professor of Computer Science, Ph.D., University of Georgia, Bioinformatics for glycobiology and glycomics; structure, assembly, and morphogenesis of primary cell walls of plants.

EMERITUS FACULTY

HAMID R. ARABNIA, Emeritus Professor; Ph.D., Kent at Canterbury, parallel and distributed algorithms & architectures, computer vision, scalable big data analytics, methodologies in prevention of cyber-stalking and cyber harassment.

E. RODNEY CANFIELD, Emeritus Professor; Ph.D., California at San Diego, Combinatorics, theory, data structures.

WALTER D. POTTER, Emeritus Professor; Ph.D, South Carolina University, Expert Database Systems, Knowledge and Data Modeling, Artificial Intelligence, Robotics, Evolutionary Computing.

ROBERT W. ROBINSON, Emeritus Professor; Ph.D., Cornell, Combinatorics, graph theory, algorithms.

JEFFREY W. SMITH, Emeritus Associate Professor; Ph.D., North Carolina State, Computer architecture, computer aided design, modeling and visualization.

THIAB R. TAHA, Emeritus Professor; Ph.D., Clarkson University, scientific and distributed computing, bioinformatics, software development for solving nonlinear wave equations and biochemical reaction networks, big data analytics.

B. Staff/Administration Overview

SCHOOL OF COMPUTING GRADUATE ADMINISTRATION

Professor and Director of Graduate Studies	Dr. Liming Cai, Ph.D.	soc.gradirector@uga.edu 544 Boyd
Professor, Associate Director (Institute of Cybersecurity and Privacy), and Director of Graduate Studies	Dr. Kyu Hyung Lee, Ph.D.	soc.gradirector@uga.edu 420 Boyd
Professor and Associate Director	Dr. Lakshmish Ramaswamy, Ph.D.	laksmr@uga.edu 547 Boyd
Professor and Director of School of Computing	Dr. Gagan Agrawal, Ph.D.	gagrawal@uga.edu 412 Boyd

SCHOOL OF COMPUTING STAFF

Office Manager	Sherry Wrona	swrona@uga.edu 411 Boyd 706-542-3455
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Administrative Specialist	Nathan Shamaun	Nathan.shamaun@uga.edu 415 Boyd 706-542-2911
Graduate Program Administrator	Samantha Varghese, M.Ed.	slvargh@uga.edu 413 Boyd 706-542-3477

SCHOOL OF COMPUTING-Mailing address

School of Computing	415 Boyd Research and Education Center, University of Georgia Athens, GA 30602-7404	Phone: 706-542-2911 Fax: 706-542-2966
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C. Computing IT Support

IT Support provided by Franklin College Office of Information Technology's Boyd Hub. The Boyd Hub is staffed by: Corey Kim, Nicholas (Nick) Hobbs, and Richard Hare.

All support requests should go to email to helpdesk@franklin.uga.edu or website

<https://helpdesk.franklin.uga.edu/>

- CS Servers
 - odin.cs.uga.edu
 - Main Homework Fileserver
 - vcf Cluster
 - vcf0-vcf3.cs.uga.edu
 - Compute Cluster
 - Cuda systems(cuda2.cs.uga.edu)
 - Departmental Windows workstations
 - Computer Science Labs, Office space, Classrooms

The department has many other special file servers available for student use. Access to these file servers will be granted with permission from a faculty member.

The PC workstations in Boyd Rooms 201, 202, 307 and 307a authenticate via UGA myID. All TA PC workstations also authenticate via UGA myID. or similar.

Odin account policy:

Your home directory on Odin will remain for **one year** after graduation. Email

helpdesk@franklin.uga.edu with questions/problems with departmental computers or networking issue.

- EITS
 - UGAmail/Office 365
 - eLC
 - google.uga.edu

- VPN: remote.uga.edu
- Duo: two factor authentication
- sendfiles.uga.edu- securely send data
- vlab.uga.edu- virtual windows desktops
- Software.uga.edu
- status.uga.edu- state of EITS systems
- Central Campus IT-eitshelpdesk.uga.edu
- Submit a ticket
- Text chat. 706-542-3106
- Duo Help (if number has changed)

- Access to CSCI Systems

Available to all students currently enrolled in a CS course

MyID - initials plus 5 digits. *Not email alias. *Not 81x. myID.uga.edu

All windows files are deleted every semester

SSH access is provided for Linux systems (odin/vcf nodes) via the UGA VPN (remote.uga.edu)

Any issues with lab, office or classroom PCs should be reported to <https://helpdesk.franklin.uga.edu/>

- Suggestions

Have at least one device enrolled with Archpass Duo

Make sure UGA VPN is working(remote.uga.edu)

Any cisco client should work

Login to sendfiles.uga.edu with your myID

Don't send credentials over email.

Make sure you have HDMI out on your computing device.

IV. School of Computing Graduate Program

A. Admission

ADMISSION REQUIREMENTS

Prerequisite coursework: A Bachelor's Degree is required, preferably with a major in Computer Science or an allied discipline. Students with insufficient background in Computer Science must take undergraduate Computer Science courses to remedy any deficiencies (in addition to their graduate program). A sufficient background in Computer Science must include at least the following courses (or their equivalent):

Course Name Description

MATH 2250 Calculus I (Differential Calculus)

CSCI 1301 Introduction to Computing and Programming

CSCI 1302 Software Development

CSCI 1730 Systems Programming

CSCI/

MATH 2610 Discrete Mathematics for Computer Science

CSCI 2670 Introduction to Theory of Computing

CSCI 2720 Data Structures

Application checklist:

- **Application for admission**
- **Unofficial transcripts** (undergraduate and/or graduate degrees). Transcripts must show marksheet, grades, and grade point average. If offered admission, official transcripts must be sent by the institution to University of Georgia Graduate Admissions office or student must bring a sealed official transcript and official degree certificate in person.
- **Official TOEFL or official IELTS** (international applicants only) (within 2 years) submitted electronically by choosing University of Georgia Graduate Admissions as recipient when sending scores. See minimum English proficiency requirements. All international applications require official TOEFL or IELTS, unless waived by Graduate School. Duolingo is not accepted.
- **Three (3) letters of recommendation** at a minimum are required, and must be from qualified persons who have taught or supervised you in an academic and/or professional capacity.
- A **Statement of Purpose** must indicate your goals for graduate study in Computer Science at the University of Georgia.
- **Current Resume**

Deadlines to Apply:

International applicants: fall admission- April 15th spring admission-October 15th

Domestic applicants: fall admission -July 1st spring admission-November 15th

**School of Computing accepts applications for fall or spring terms, rolling admission.*

- All application documents and official TOEFL/IELTS English scores (if applicable) are to be sent to the UGA Graduate School Admissions office or uploaded to your graduate admissions application before stated deadlines.
- Official transcripts can be sent by postal mail from previous institutions to Graduate School Admissions office, or official sealed copies of transcripts and degree certificates can be presented in person at Brooks Hall.

Graduate Admissions Office:

University of Georgia Graduate School

Brooks Hall

310 Herty Drive

Athens, GA 30602

(706) 542-1739.

Email: gradadm@uga.edu

B. CSCI Core classes (All PhD and MS in Computer Science students)-12 credit hours required

Group 1. Theory

CSCI 6470 (Algorithms)

CSCI 6480 (Approximation Algorithms)

CSCI 6610 (Automata and Formal Languages)

Group 2: Software Design

CSCI 6050 (Software Engineering)

CSCI 6370 (Database Management)

CSCI 6570 (Compilers)

Group-3: Systems Design

CSCI 6720 (Computer Systems Architecture)

CSCI 6730 (Operating Systems)

CSCI 6760 (Computer Networks)

CSCI 6780 (Distributed Systems)

**course offerings vary by term*

C. Graduate Degree Descriptions and Important Points

- [MS Computer Science- \(Thesis\)](#)
- [MS Computer Science- \(Non-Thesis\)](#)
- [M.S. Program in Cybersecurity and Privacy \(Non-Thesis\)](#)
- [M.S Program in Cybersecurity and Privacy \(Thesis\)](#)
- [MAMS- Master in Applied Math Science](#)
- [PhD Computer Science](#)
 - [PhD Exams](#)
- [Bachelors/Masters Double Dawgs](#)
- [Certificate in Cybersecurity](#)

For complete degree or certificate descriptions, please see <https://computing.uga.edu/graduate-admissions>

Important Points

Note that the following information does NOT include all requirements for a graduate degree in Computer Science and may change at the discretion of the School of Computing. Such changes are implemented immediately. IT IS THE STUDENT'S RESPONSIBILITY TO MAKE SURE THEY CONFORM TO THE MOST UP TO DATE DEGREE REQUIREMENTS BY SCHOOL OF COMPUTING AND UNIVERISTY OF GEORGIA, GRADUATE SCHOOL.

All new, incoming School of Computing graduate students will be academic advised by Drs. Liming Cai or Kyu Lee, Director of Graduate Studies, until a Major Professor is chosen. Students will be advised during faculty posted office hours only. Students are encouraged to choose a Major professor by end of year 1. Email **Director of Graduate Studies at soc.graddirector@uga.edu**.

MS and PhD students are required to submit all Graduate School forms online through Enrolled Student portal and/or Grad Status www.gradstatus@uga.edu by the stated Graduate School *Important Dates and Deadlines* for graduation.

- MS and PhD students are required to submit School of Computing forms found at <https://computing.uga.edu/graduate-student-resources> by stated timelines.
- All students must apply for graduation in Athena preferably one semester before the intended graduation term.

M.S. Degree

- The Major Professor MUST BE CHOSEN BY THE END OF SEMESTER 2 IN THE ENROLLED M.A.M.S. OR M.S. DEGREE PROGRAM. Major Professor is needed for all thesis and non-thesis MS CSCI students. MS CSCI Non-thesis students require a Major professor for the MS project (CSCI 7200) and a 2nd professor for the MS project. Both professors will be guiding the student on the MS Project, spread over two semesters. The professors for the MS project can be: two tenure-track professors, or one tenured track professor and one lecturer. See the School of Computing Directory. The Major professor must be listed in Enrolled Student Progress Portal Grad Advisory committee form for all MS graduate students in Computer Science.
- MS Thesis Grad Advisory committee will consist of one major professor and two additional members. At least two of the three members must be from the School of Computing. Students in the thesis program will select their committee members through the student Enrolled Student Progress Portal
- MS Thesis and Non-thesis students must meet the Core Competency requirements which consist of at least 12 credit hours of core CSCI graduate level coursework. At least one course from each of the following groups must be taken: Group I: Theory Group 2: Software Design and Group 3: System Design. Core Competency is certified by the student's Grad Advisory Committee (if Thesis) or by Major professor (if non-thesis), and finally approved by the Director of Graduate Studies. See Core Competency forms by degree here. The student will

- submit the final signed Core Competency form with an unofficial transcript to e-Learning Commons (eLC).
- MS Core Competency (both thesis and non-thesis)- A grade average of at least **3.30** (e.g., B+, B+, B+) must be achieved for the three core CSCI courses. Students below this average may take an additional core course and achieve a grade average of at least 3.15 (e.g., B+, B+, B, B). **Core competency must be achieved by end of Semester 2 or end of Semester 3 (if taking a 4th CSCI Core course).** Students are not permitted to take any CSCI core course in final semester, without approval of Director of Graduate Studies. *Please note, taking a CSCI Core course in last semester, may impact graduation.*
- CSCI graduate courses for the degree must be **B- or better** on the Program of Study. The overall grade point average on courses for Program of Study and for graduation requirements is **3.00 overall grade point average**. Courses below 6000 level do not count toward the graduate course average.
- MS Degree Milestones

- MS CSCI Non-thesis and MS-Cybersecurity and Privacy Non-thesis

Milestone	Timeline
Grad Advisory Committee (Enrolled student portal) (Major professor only)	End of 2 nd Semester
Core competency completion (SoC; eLC)	Beginning of 3 rd semester
Proposed Full Degree Works Plan (Degree Works)	By end of 2nd semester
Application of graduation form (Athena)	Beginning of student's last semester
MS Project + MS project form	Reading Day in final semester of MS Project, upload to eLC.

- MS CSCI- Thesis and MS Cybersecurity and Privacy-Thesis

Milestone	Timeline
Grad Advisory Committee (Enrolled student portal)	End of 2 nd Semester
Core competency completion (SoC; eLC)	Beginning of 3 rd semester
Proposed Full Degree Works Plan (Degree Works)	By end of 2nd semester
Approval of Master's Thesis (G140)	Last semester
ETD Submission Approval Form (G129)	Last semester
Application of Graduation form (Athena)	Beginning of student's last semester

CSCI 7200 MS Project Requirements (MS CSCI-Non-thesis and MS Cybersecurity Non-thesis)

What is CSCI 7200? CSCI 7200 is an applied research project course completed under the supervision of a Major professor, and a 2nd professor, in School of Computing.

Credit Hour Requirements:

- CSCI 7200 may be taken for **2-6 credit hours**
- The project must be completed over a **minimum of two semesters**
- Students must earn a **minimum total of 4 credit hours of CSCI 7200**, but can be more.

Choosing Project Professors

Select: Major professor, and 2nd Professor from School of Computing graduate faculty. Both professors will supervise the student, evaluate the project, and assign a grade.

Registering for CSCI 7200

To enroll in CSCI 7200:

1. Complete the **Independent Study/Internship Form** located on the School of Computing website under Graduate Student Resources.
2. Obtain all required signatures.
3. Submit the completed form to the departmental representative.
4. Once approved, you will receive permission to register for **CSCI 7200 under your Major Professor's course section**.

Project Expectations

Students are responsible for regularly meeting with both professors, discussing project scope and format, expectations and requirements, milestones and deadlines, and progress throughout both semesters.

Final MS Project Report

During the **second semester or final semester** of CSCI 7200, the student prepares a comprehensive MS Project report that includes: methods, techniques, and findings and results. The student is to submit the report to both project professors at least **1-2 weeks before Reading Day** in the final semester of the project.

MS Project Form Requirements

Before submitting the MS Project Form, the form must be completed by the student, and signed by both the Major professor and 2nd professor. The **final course grade of "S"** must be indicated on the form to complete this requirement. A grade of **"U" (Unsatisfactory)** does **not** satisfy the CSCI 7200 project requirement.

Final Submission to eLearning Commons (eLC)

In your **final semester of CSCI 7200**, submit the following to **eLC by Reading Day**: MS project report + Completed and signed MS Project Form. The MS Project Form can be found online at <https://computing.uga.edu/graduate-student-resources>. Both documents must be uploaded to eLC by Reading Day.

D. FORMS - must be submitted in this order for each degree listed.

- **MS (THESIS): THE FOLLOWING FORMS MUST BE TURNED IN BY THE END OF THE SECOND- SEMESTER-ENROLLED (by end of semester 2)**
 - Grad Advisory Committee Form
 - MS CSCI (Thesis) Core Competency Form
 - Degree Works Plan/ Program of Study form
 - Other Forms- MS Thesis and Final Exam Form +Electronic Thesis and Dissertation (ETD), Application for Graduation (Athena)
- **MS (NON-THESIS): THE FOLLOWING FORMS MUST BE TURNED IN BY THE END OF THE SECOND-SEMESTER-ENROLLED (by end of semester 2)**
 - Grad Advisory Committee Form-choose the Major professor only
 - MS CSCI NT (Non-thesis) Core Competency Form
 - Degree Works Plan/Program of Study form
 - MS Project (CSCI 7200) Form
 - Application for Graduation (Athena)
- **MS CYBERSECURITY-NON-THESIS:**
 - Grad Advisory Committee Form-choose Major professor only
 - MS CYB NT (Nonthesis) Core Competency Certification
 - Degree Works/Program of Study form
 - MS Project (CSCI 7200) Form
 - Application for Graduation (Athena)
- **MS CYBERSECURITY-THESIS:**
 - Grad Advisory Committee form
 - MS CYB (Thesis) Core Competency Certification
 - Degree Works Plan/Program of Study form
 - MS Thesis and Final Exam Form +Electronic Thesis and Dissertation (ETD)
 - Application for Graduation (Athena)
- **MAMS Degree-THE FOLLOWING FORMS MUST BE TURNED IN BY THE END OF SECOND-SEMESTER ENROLLED (by end of semester 2)**

- Grad Advisory Committee form-choose Major professor
- Program of Study (Non-Doctoral Professional Degree for Independent Study Form)
- Technical Report (CSCI 7100),
- Application for Graduation (Athena)

Ph.D. Degree

- The Major Professor and Grad Advisory Committee **MUST BE CHOSEN (BY THE END OF THE THIRD SEMESTER ENROLLED)**. A doctoral student's Grad Advisory committee shall consist of at least **three members** of the graduate program faculty, including the student's major professor who will chair the committee. A member of the graduate program faculty may be appointed as co-major professor in which case the minimum size of the advisory committee shall be four. A majority of the committee must be regular (non-courtesy and non-adjunct) faculty members of the School of Computing. The major professor must be a tenured/tenure-track faculty member of the school. A doctoral student may include a regular/courtesy/adjunct member of the school as a co-major professor. The co-major professor must be a graduate program faculty member. Students will designate their Major professor and committee members on the Grad Advisory Committee form found in the Enrolled Student Portal in Athena.
- Students must exhibit **PhD Core Competency** according to the guidelines set forth by the student's advisory committee. This may take the form of a written exam, an oral exam, an essay exam, graded coursework, or some other mechanism deemed appropriate by the student's advisory committee. Major professor, committee members must unanimously vote to certify competency before the student can submit the Core Competency Certification Form to the Director of Graduate Studies for approval. The student will submit the final signed form to eLC. Prior to the Director of Graduate Studies approval, each student's PhD Core Competency certification must undergo full departmental faculty review. Comments and concerns from the department faculty will be taken into consideration by the Director of Graduate Studies and used to determine whether or not the certification is approved. In the case where the certification is not approved, the Director of Graduate Studies will work with the student's advisory committee to specify any remedial action.
- Students must submit a **Degree Works Plan/Final Program of Study** (BY END OF SEMESTER 3 OR PRIOR TO ORAL/WRITTEN COMPREHENSIVE EXAMS) to Graduate School. This should be a coherent and logical whole; it requires the approval of the student's major professor, the student's advisory committee, and the Director of Graduate Studies. **The Degree Works Full Plan/FINAL Program of Study form must be on file with the Graduate School office before the Oral/Written Comprehensive Exam and Admission to Candidacy form can be submitted.**
- Students must pass the **Ph.D. Oral/Written Comprehensive Examination** that covers the student's major area of study. The examination consists of two parts: a written section and an oral section. **Students have at most two attempts to pass the Comprehensive Examinations.** The oral part may not be attempted until the written part has been passed. **Student must have an**

approved Grad Advisory Committee form, and approved Degree Works Full Plan/Program of Study Form on file prior to the Comprehensive Exams.

- Student must provide a **two-week advance notice** to Director of Graduate Studies (DGS) or Graduate Program Administrator, to announce the (Oral) Comprehensive Exam Announcement (G118) to Graduate School. Prior to the oral exam, the **Written and Oral Comprehensive Examination Form (G168)** must be submitted by the student in Grad Status. The student is responsible for also submitting the **Application for Admission to Candidacy for Doctoral Degrees (G162)** form in Grad Status, for Phd Candidacy. After admission to candidacy, a student must register for a combined total of ten hours of dissertation (CSCI 9300) or other appropriate graduate credit during the completion of the degree program. Students planning to graduate the same semester they enter candidacy must be admitted to candidacy by the published deadline for candidacy during that semester and register for ten hours.
- Students should notify the Director of Graduate Studies or Graduate Program Administrator, to initiate the **Dissertation Defense Announcement (G119)** in Gradstatus at least two (2) weeks in advance of the defense date in the last semester. The Doctoral Defense must be completed in advance of the final doctoral defense date of the Graduate School in the graduating term. Students must initiate the **Approval Form for Doctoral Dissertation Form (G164)** at least two (2) weeks in advance in their last semester, in Grad status. Students must submit the **ETD Submission Approval Form (G129)** in their last semester. This must be approved by all committee members, Major professor and Director of Graduate Studies (DGS) by the Graduate School deadline in the last semester. The Doctoral Defense is held in person on in-person and virtual, if needed. However, for completely remote defense, the student must request and receive the support of the Major professor and committee. The Major professor requests the DGS for final approval.
- Students must present a **Dissertation Prospectus** to his/her advisory committee for approval. The Major Professor must submit the results of the Dissertation Prospectus by email or letter to the Director of Graduate Studies and must be signed by Major Professor, and all Committee members. **CSCI 9000** Doctoral Research is taken for the exploratory research leading to the prospectus.
- **Doctoral students who by-passed the master's degree:** The program of study for a student who bypasses the master's degree must contain 4 semester hours of University of Georgia courses open only to graduate students in addition to 16 semester hours of 8000 and 9000 level courses. Doctoral research (9000), independent study courses, and dissertation writing (9300) may not be counted in these 20 hours. Reference: <https://policy.uga.edu/policies>
- PhD Degree Milestones

Milestone	Timeline
Grad Advisory Committee (Enrolled student portal)	Before the end of 2 nd semester
PhD Core Competency form (SoC) (upload to eIC)	Before the end of the 3 rd semester
Proposed Full Degree Works Plan (Degree Works)	By end of 3 rd semester

Paper submission before Comprehensive exam	Before or during 5 th semester
Oral/Written Comprehensive exam	Before the end of 6 th semester
Application for Admission to Candidacy	Before the end of 6 th semester
Paper acceptance before prospectus	Before or during 7 th semester
Prospectus	Before the end of 8 th semester
Application for graduation (Athena)	Before the beginning of 10 th semester
Doctoral Dissertation Defense	Before or during 10 th semester
Electronic dissertation/thesis (ETD) submission form (G129)	Before end of 10 th semester

THE FOLLOWING Ph.D. FORMS MUST BE TURNED IN BY THE END OF THE THIRD-SEMESTER-ENROLLED (Semester 3)

- Grad Advisory Committee Form
- PhD Core Competency Form
- Proposed Full Degree Works Plan/Final Program of Study-prior to Written/Oral Comprehensive exam.
- Other Forms/Requirements-
 - Written and Oral Comprehensive Exam Form (G168) + Application for Admission to Candidacy for Doctoral Degrees (G162)- by student with two-week notice to Director of Graduate Studies.
 - Dissertation Defense Announcement G119)- notify Director of Graduate Studies and Graduate Program Administrator, two weeks in advance of dissertation date.
 - Doctoral Dissertation and Final Exam Approval Form + Electronic Thesis and Dissertation (ETD) (G164)-by student.
 - Dissertation Prospectus- Major professor communicates results to Director of Graduate Studies.
 - Application for Graduation (Athena)

NOTE: All Graduate School and School of Computing forms must be submitted electronically. Graduate School forms are submitted Enrolled Student Portal or through <https://gradstatus.uga.edu/> School of Computing forms may be emailed to Major professor, committee members (if available) and to Director of Graduate Studies at soc.graddirector@uga.edu

ANNOUNCEMENT OF MS THESIS DEFENSE, DOCTORAL EXAMS, AND PROSPECTUS -the MS Thesis Defense and Doctoral Defense is to be made directly to departmental student email listserv by the graduate student (EMAIL TO: cs-grads@listserv.uga.edu) which transmits to all current School of Computing graduate students. Announcement emails should be made at least one week in advance to CS faculty and your committee members, and all CS graduate students.

The Prospectus is announced on the graduate student listserv to School of Computing, and the results are communicated from the Major professor to the DGS by email.

BOYD ROOM RESERVATIONS-for MS Thesis defense and Doctoral Exams and dissertations, students are to make room reservation in advance. Contact the department administrative specialist, Nathan Shamaun Nathan.Shamaun@uga.edu. Please request in advance for room access and entry.

E. Progress Requirements

Progress Requirements For School of Computing (SOC) Graduate Students

The following requirements will apply to SOC graduate students according to their classification. The requirements for part-time students represent a baseline that applies to all graduate students. **Any departure from these requirements must be requested well ahead of time in the form of a written appeal to the Graduate Programs Committee.**

- **Part-Time Student**

The School of Computing is supportive of students who wish to attend graduate school part-time. To ensure satisfactory progress, ALL graduate students are required to register for at least 3 graduate credit hours of CSCI coursework for fall/spring term or summer terms. CSCI graduate classes are mainly in-person on UGA campus in Athens.

- **Full-Time Student**

A full-time student must take 9 to 18 credit hours during each fall or spring semester enrolled, and may take minimum 6 credit hours during each summer term enrolled. In the fall/spring academic semesters, 9 credit hours of coursework and 6 credit hours during summer, must be in Computer Science.

- **Student Holding an Assistantship**

First year graduate assistants may take 12 graduate credit hours in fall/spring terms and 9 credit hours in summer. Second year graduate students and beyond, holding a teaching or research assistantship must take 18 graduate credit hours during each fall or spring semester enrolled, and 9 credit hours during each summer term enrolled. These credits must be graduate level @6000 level or above. Students are permitted to work a maximum of 20 hours per week in a single or combined position in fall and spring terms. Example: If a student holds at 13.33-hour graduate assistantship, the student can combine another part-time position to this graduate assistantship, that when combined should equal to or less than 6.67 hours per week.

- **Student on an F-1 Visa**

A student on an F-1 visa must take 9 to 18 credit hours during each fall or spring semester enrolled, and 6 to 18 credit hours during each summer term enrolled. An exception may be made for a student completing all degree requirements except the thesis/technical report. The student must have completed all coursework on his/her program of study excluding CSCI 7100/7300/9300, and he/she must have also passed all required exams except the oral thesis/dissertation defense.

- **Working While on an F-1 Visa**

Please refer to Office of Global Engagement, 1324 S. Lumpkin Street, Athens, GA 30602. 706-542-2900. <https://globalengagement.uga.edu/uga-departments/international-students>. Refer questions to your immigration advisor

- **Students in their last semester**

In your last semester, minimum 3 semester hours of graduate credit are required for registration in which degree requirements are to be completed. You must have the MS or PhD Core Competency form approved with School of Computing, and an Approved Full Degree Works Plan/Program of Study form approved with the Graduate School, PRIOR to your last semester and prior to submitting the *Request to Reduce Course Load (RCL)* through Compass (international students only). RCL is one-time request only. Students may indicate in Degree Works, their intentions for RCL in last term. Please provide your Major Professor as the contact to approve your RCL form.

F. Financial Assistance

a. Teaching Assistantship (TA)

Provided mainly to School of Computing graduate PhD students. Students who qualify for TA ship receive a tuition waiver, reducing their tuition to \$25.00 +fees for the term of the assistantship. PhD CSCI students are priority, then MS students are selected, if department has further needs. Typical working hours vary between 13.33 or 17.78 hours per week. Current students must apply for TA ship each semester online [here](#). Students who are on academic probation will not be considered for future TA ship, until the student has received the status of Good Academic standing. Limited TA positions are available for fall, spring and summer terms. The School of Computing mainly hires regular TA's. Student must be admitted to the School of Computing, graduate CSCI program, to qualify for a TA position. UGA International Teaching Assistants need the following valid English proficiency test scores, to demonstrate English language proficiency (international students only):

Note: If you are an international student (1) from a recognized English-speaking country (as determined by the Graduate School), or (2) who has completed a four-year undergraduate degree at an accredited institution in a recognized English-speaking country no more than four years prior to beginning your degree at UGA, then you DO NOT need to demonstrate English language proficiency. Instead, you need only complete the TA Orientation training and GRSC 7770 requirements to comply with the TA policy.

b. Research Assistantship (RA)

There are research assistantship opportunities from both faculties inside and outside the School of Computing. Current and prospective graduate School of Computing students may apply online [here](#). We encourage current and prospective students to reach out to a school faculty member to discuss mutual research interests and RA opportunities. Students who qualify for RA ship receive a tuition waiver, reducing their tuition to \$25.00 +fees for the term of the assistantship. PhD and MS thesis students are priority. Typical working hours vary between 13.33-20.00 hours per week, annual or semester basis, based on research grant funding. Students who are on academic probation will not be considered.

No full-time student may work for UGA as a graduate assistant for more than 50% time (20 hours a

week) in a single or combined position. Additional restrictions will apply when the assistance originates from outside the University.

c. Graduate School Travel Awards

The Graduate School provides competitive travel funding for students presenting their research at conferences and professional meetings. Students will receive communications from the department and qualified students may apply. Student must qualify and apply for the Graduate School travel grant by the deadline. This award is for graduate students to attend a regional, national or international conference to present a paper. All students who are involved in research are encouraged to attend conferences and make presentations of the results. If your research advisor has travel funds from a grant source, then those funds may be used to reimburse your travel and local expenses. Students must be prepared to apply and submit required abstract, acceptance (if available) and estimated budget to Graduate Program Administrator office. Deadlines to apply will be communicated to CS grad email listserv. Note, virtual travel is not covered by Graduate School for international or domestic conferences. Once you have received Graduate School Travel Award, you may seek travel funding with School of Computing Director, Dr. Gagan Agrawal, and your research advisor. Any travel outside of the state of Georgia or international country require an electronic **Travel Authorization** to be completed at least 2-3 weeks before travel. See School of Computing website for Graduate Student Travel information.

d. Graduate School Awards

To be eligible for School of Computing nomination for the Graduate School's university-wide awards/assistantships, all general application materials must be received in the Office of Graduate Admissions by January 1st. The Director of Graduate Studies communicates graduate school award nominations to all graduate CSCI students and interested students who qualify may apply. See here for more information. See Graduate School website here: <https://grad.uga.edu/funding/funding-from-the-graduate-school/> See CS graduate listserv emails for announcements and deadlines.

e. Part-time employment-

- Enterprise Information Technology Services (EITS)
- Internships in IT (CSCI 7007-3 credits required for international students)
- On campus employment-see UGA job board

f. Application for Out of State Tuition Waivers (G132) for MS Thesis students who have completed all course work, except thesis, and PhD candidates. Due by the last day of the semester for the following semester.

g. Financial Hardship- See Student Care and Outreach <https://sco.uga.edu/>

V. Graduate School and School of Computing Policies

A. Policies

1. Minimum Enrollment

All enrolled students pursuing graduate degrees at the University of Georgia must register for a minimum of 3 hours of credit during any semester in which they use University facilities and/or faculty/staff time. This includes semesters in which they are completing comprehensive examinations and defending their thesis or dissertation. Students on F-1 visa is required to enroll for minimum 9 hours of credit each fall/spring. Students on graduate assistantships are required to be enrolled for minimum 12-18 graduate credit hours in the fall/spring terms of an assistantship or 9 graduate credit hours in summer term of assistantship. Students with summer assistantship must be enrolled prior to start of employment.

2. Continuous Enrollment Policy

All enrolled graduate students must maintain continuous enrollment from matriculation until completion of all degree requirements. Continuous enrollment is defined as registering for a minimum of three (3) credits in at least two semesters per academic year (Fall, Spring, Summer) until the degree is attained or status as a degree-seeking graduate student is terminated.

Doctoral students must maintain enrollment during fall and spring semesters (breaking only for summer semesters) until the residency requirement has been met.

All students must be enrolled for at least three graduate credits in the semester in which degree requirements are completed.

3. Course Loads

Students are required to enroll for a minimum of three credit hours during any semester that they are using University facilities or resources, including faculty or staff time. A full-time course load is nine hours (9) per semester during the academic year and six hours (6) during the summer semester. The maximum semester course load for any student is 18 hours per semester. Students

on graduate assistantship must register for 12-18 graduate credit hours, based on year in program. Students on an F-1 visa must register for minimum 9 graduate credit hours, or per visa requirements.

4. Residence Credit Requirement

The residency requirement for the Doctor of Philosophy degree is 30 credit hours of consecutive graduate course work that is included on the approved full degree works plan/ program of study.

5. Leave of Absence

A leave of absence provides a mechanism for students experiencing unusual circumstance to be exempt temporarily from the continuous enrollment policy. A leave of absence requires approval of the Director of Graduate Studies and the dean of Graduate School. A leave of absence will be granted only for good cause such as serious medical and health-related issues, major financial and employment issues; pregnancy, childbirth, child care, elder care, and other significant family issues; and other major personal circumstances that interfere with the ability to undertake graduate study. An approved leave of absence does not stop the clock unless the leave is granted for pregnancy, childbirth or adoption (see below): time on leave counts toward any University, Graduate School, or program time limits pertaining to the degree being sought. The **Leave of Absence Request link** can be accessed in the Actions tab of the Enrolled Student Progress Portal.

6. Time Limits

PhD Time Limit for students matriculating before Fall 2024

All pre-candidacy requirements for the degree (i.e., coursework on the program of study) must be completed within a period of six years. This time requirement dates from the first registration for graduate courses on a student's program of study.

After passing the comprehensive examination and being admitted to candidacy, a candidate for a doctoral degree must complete all degree requirements, including the dissertation and final oral examination, within five years. A student who does not complete all degree requirements within five years of admission to candidacy will be required to take the comprehensive examinations again and be admitted to candidacy a second time.

PhD Time Limit for students matriculating Fall 2024 and after

Doctoral students must complete all requirements for the doctoral degree and the degree must be awarded **within eight (8) calendar years after initial enrollment/registration in the program**. For example, if the date of first registration for a doctoral student is the fall semester of 2024, the eight-year time limit expires in summer semester of 2032. The student's time-to-degree clock starts with the first course approved for inclusion in their doctoral Program of Study, or the date of matriculation into the program, whichever occurred earlier. Individual colleges/schools or academic programs may have more

restrictive requirements than the above stated Graduate School policy. The eight-year time limit does not include approved periods of leave. Additionally, doctoral time to degree is calculated separately for degrees obtained in each academic program.

Students who fail to complete their degrees **within eight years** after initial enrollment will be considered as not making satisfactory progress to degree completion and will be dismissed from Graduate School. The Graduate School will notify all doctoral students when they have reached the 7-year mark to warn them about the impending 8-year degree time limit.

7. Extension of Time

Doctoral students in good academic standing who experience extenuating circumstances that prevent them from completing their degrees within the requisite 8 years may petition for an extension of the degree time limit to the Vice Provost/Dean of the Graduate School. Such circumstances include military obligations, family and medical challenges, and other life events. A petition for an extension of the degree time limit requires support from the major professor, Director of Graduate Studies, and academic unit head.

The petition for an extension of time must include the specific reasons why the student did not complete the degree in the time allotted and a detailed timeline proposal for the completion of the degree. The student's major professor must review the extension of time request and write a letter to the Vice Provost/Dean of the Graduate School stating approval or disapproval of the petition. The Director of Graduate Studies and department head/chair (or Dean/Dean's delegate in instances where the School/College does not have departments) must review the major professor's recommendation and indicate their concurrence by writing an additional letter. If they do not concur with the recommendation, further justification should be provided in the letter.

The maximum extension of the degree time limit that may be granted is 24 months and the total time to degree shall not exceed 10 years.

8. Change of Degree Objective

Students can submit **Degree Objective Change Requests (DOCR)** using a link on their Enrolled Student Progress Portal. This sends their program record to a review workflow (WF) to be approved. The order of approval is Graduate School, Major Professor, Director of Graduate Studies. A request to change a degree objective and/or major may be submitted to the Graduate School thru Enrolled Student Progress portal if a current student has been admitted to the graduate program, is eligible to register, and is either changing degree status within the same department and/or changing from one major to another within the same department.

Students changing the degree from MS to PhD in Computer Science are required to first make the request by email to the Director of Graduate Studies, Director of School of Computing, and Associate Director providing documentation to support the request. Once approved, the student may apply with the Graduate School. The student will complete the DOCR in Enrolled Student Progress portal, and indicate the Major professor on the form. Once the degree is officially changed in Banner/Athena, the student may proceed with necessary forms, courses for the degree and graduation requirements.

9. Late Add and Course Withdrawal

A student may late-add a course after the add/drop period ends, if there are available seats and instructor approves the late-add. The student must secure the late-add form here: <https://reg.uga.edu/student-forms/late-add-form/> **School of Computing students are not permitted to late-add courses after the first 4 weeks of the semester.** Course withdrawals may be selected in Athena by the withdrawal deadline for the semester. The student will receive a “W” grade on their transcript for the withdrawn course. Students on a visa must maintain minimum enrollment for their visa. NOTE: A student holding an assistantship must maintain the required minimum 12 graduate credit hour course load throughout the semester or they will lose their tuition waiver. **No refund of tuition paid will be reimbursed for withdrawal from a course after the drop/add period.**

10. Graduation

A student must apply for graduation no later than the Friday of the second full week of classes in the fall and spring semesters and no later than the Friday of the first full week of classes in the summer of the anticipated graduation date to permit the Graduate School to review the student’s file. These deadlines are published on the Graduate School website for three semesters in advance (see “Important Dates & Deadlines”). Students must enroll for a minimum of three graduate credit hours during the semester in which degree requirements are completed. The **application for graduation** is submitted in Athena and requires no signatures. A student who misses a graduation deadline by failing to file the *Application for Graduation*, *Advisory Committee Form*, and/or *Program of Study Form* will have the option of paying a single fee of \$50 (check or money order in U.S. dollars) for the late processing of all required forms. If a student cannot complete degree requirements in the semester for which a graduation application was submitted, the student should notify the Graduate School by sending an email to Enrolled Student Services (gradinfo@uga.edu).

When all degree requirements have been successfully completed, the student’s file will be cleared for graduation. Under ordinary circumstances, this process occurs when the grades for the final semester have been received. Graduate students must have a cumulative graduate GPA of at least 3.0 to graduate. This includes all graduate courses attempted, whether or not they are used on the program of study for the current degree. A student will not be allowed to graduate with an incomplete (I) grade on the transcript if conversion of the incomplete grade to F will drop the student’s graduate GPA below a 3.0. **The grade of U as a terminal grade in 7300, 9300, or GRSC 9270 courses is not acceptable.** The same rule applies to courses entitled technical report, applied project, seminar, special problems, internship, practicum, and research courses when these are degree requirements.

B. GradFIRST Seminar-GRSC 7001 (1 credit hour)

All graduate students admitted after fall 2022, at University of Georgia must take 1 credit hour of **GRSC 7001 in semester 1 or semester 2** of their graduate program. Students may take any GradFIRST seminar course, available to all students or may take a section offered by School of Computing, when available. GradFIRST seminars are not offered in the summer. Student must make a C or better to meet graduation requirements. This course is not repeatable, unless you make lower than C grade. If a student has taken the GRSC 7001 course in their MS degree at University at Georgia, and received a C or better, the student does

not need repeat the course for another degree at University of Georgia.

Title: GradFIRST: First-year Research and Scholarship Training Seminar

GRSC 7001-1 credit hour

Provides opportunities for professional development and transdisciplinary training for first-year graduate students in areas key to academic success and encourages engagement with graduate program faculty and graduate students. Topics include the ethical conduct of research and scholarship, the development of scholarly writing and communication skills, getting the most out of graduate mentoring, and resources available to support students with grievances and other interpersonal concerns. Nontraditional format: Additional topics will be explored based on faculty expertise and disciplinary focus. Students meet with faculty members on a regular basis. This course cannot be used to fulfill the requirements of the program of study for a graduate degree. C or better required. **This course is not repeatable for credit.**

Students can review the available seminar sections on the Graduate School's GradFirst website.

<https://grad.uga.edu/index.php/gradfirst/>

For more information: <https://grad.uga.edu/index.php/gradfirst/>

To register: <https://grad.uga.edu/index.php/gradfirst/gradfirst-seminars/>

When you have found a seminar that fits your interest and schedule, make note of the CRN (Course Reference Number). Then, follow the steps below to register. If a section is full, you can return to this page to find an alternate seminar.

1. Log into Athena, go to Student > Registration > Select a Term > Register for Classes.
2. Click on the **Enter CRNs** tab to directly add a course by CRN number.
3. Input the appropriate CRN in the CRN field.
4. Click the **Add to Summary** button.
5. Go the **Summary** menu on the bottom right of the screen and use the **Action** drop down menu to select **Web Registered** for the appropriate course/CRN.
6. Click **Submit**. If successfully added, the course will show in a Registered status

C. Graduate School Important Dates and Deadlines

Students in their final graduating semester are to follow the important dates and deadlines found here: <https://grad.uga.edu/current-students/important-dates-deadlines/>

If you are unable to meet the deadlines for your final semester and need to cancel your current graduation, please email gradinfo@uga.edu preferably before the mid-semester to cancel your current graduation. Students may re-apply for a future graduation and follow that term's important dates and deadlines.

D. Out of State Tuition Waiver

Doctoral students who are **admitted to candidacy** will automatically be granted an out-of-state tuition waiver by Graduate School staff if they do not have an assistantship waiver. The waiver will be effective the semester following the semester in which the student is admitted to candidacy (must be admitted prior to the last day of classes). **If student has an assistantship at the time of candidacy and later needs the out-of-state tuition waiver, the student must submit the Application for Waiver of Graduate Out-of-State tuition form in Grad Status before the start of the term in which the waiver is needed.**

Master's students who are required to submit a thesis to the Graduate School are eligible for an out-of-state waiver after all courses on the program of study have received a grade with the exception of 7000 (research) & 7300 (thesis writing).

A **program of study** form must be on file in the Graduate School. All students in this category must submit the Application for Waiver of Graduate Out-of-State Tuition to the Graduate School by the last day of classes for the semester prior to the eligible semester.

E. UGA Policy of Teaching Assistants

The goal of UGA's TA Policy is to ensure that students serving in instructional roles are sufficiently prepared for and supported in their work. This policy is designed to be consistent with USG and Board of Regents guidelines, and to work in tandem with Faculty Affairs' Instructor of Record policy. Broadly speaking, these policies require that all graduate students with instructional roles receive support and training prior to and/or concurrent with engaging students in an instructional capacity. [TA Policy](#)

TA-SHIP

[The Graduate School defines](#) *graduate teaching assistants* (GTAs) as students enrolled in the Graduate School who are assigned instructional duties in a course, regardless of the student's specific instructional responsibilities in that academic course. In this policy, any assistantship with instructional duties is referred to as a TAsip, and may include teaching assistantships, laboratory assistantships, and other graduate assistantships with defined teaching duties (e.g., guest lecturing, grading, and proctoring). Graduate students are not eligible to grade graduate student work in either graduate course sections or split-level courses. In split-level courses, graduate students are permitted to grade undergraduate student work.

LIMITED DUTY TA-SHIP

Limited Duty TAsips must also include all of the following features:

- The TA has responsibilities for only one course; AND
- The TA has only one TAsip supervisor; AND
- The TA is provided with continuous mentorship by a faculty member, including one-on-one check-ins throughout the semester.
- Examples of Limited Duty TAsips are TAsips with any of the following features:
 - The TA's primary role includes grading, proctoring, and/or holding office hours, but the TA does not engage in independent instruction at the front of the class; OR
 - The TA is paired with a more senior TA with instructional experience for all in-class or in-

- laboratory instructional activities; OR
- The TA is assigned to TA a language course in the TA's native language.

INSTRUCTOR OF RECORD (IoR)

An Instructor of Record is defined as the person who is “responsible for delivering the academic content of the course, including conducting the day-to-day classroom/instructional activities and/or the assignment of grades.” Note that if a TAship meets this definition of an IoR, then all rules pertaining to IoRs apply. However, TAships where students independently facilitate a lab or discussion section are not considered IoR appointments if they do not independently determine content and/or activities for the course, design assessments, or submit final grades.

TA-SHIP REQUIREMENTS

In order to hold a TAsip at UGA a student must do each of the following, prior to or concurrent with the start of their first TAsip:

1. **Complete the CTL's TA Orientation training modules; AND**
2. **Successfully complete GRSC 7770** (Intro to College Teaching) or an approved departmental equivalent.

International students, following [country-specific requirements as determined by the Graduate School](#), must also:

3. **Demonstrate English language proficiency.**

CENTER FOR TEACHING AND LEARNING- TA ORIENTATION

All TAs must complete the CTL's TA Orientation training modules prior to or concurrent with the start of their first TAsip at UGA. Departmental orientations are not recognized equivalents for CTL TA Orientation. Visit <https://ctl.uga.edu/grad-student/ta-policy/> for upcoming dates and more information. (You will be expected to provide your Teaching Orientation Quiz score to the Director of Graduate Studies or School of Computing office.)

GRSC 7770

All TAs must complete GRSC 7770 prior to or concurrent with their first UGA TAsip.

- Students may be exempt from the GRSC 7770 requirement if they have sufficient prior teaching experience or experience with a sufficiently similar course at another institution. The Director of the CTL (or their designate) is responsible for determining whether a student is eligible for exemption from GRSC 7770. To request exemption from GRSC 7770, the student's director of graduate studies must submit a waiver request.
- The CTL maintains a list of GRSC 7770 departmental equivalents (see GRSC 7770 accordion) for the purpose of TA Policy fulfillment.
- Effective Fall 2024, students who place at Level 3 (see the *Guide to Demonstrating English Language Proficiency*) and are required to complete LLED 7769 to fulfill their demonstration of English language proficiency may hold a limited-duty TAsip while they are completing LLED 7769 during the **first** semester of their TAsip. As an approved equivalent for GRSC 7770, successful completion of LLED 7769 may be substituted for GRSC 7770 for the purposes of fulfilling TA Policy requirements.
- Students who receive an incomplete (I) in:
 - GRSC 7770 (or an approved equivalent) may hold a TAsip for up to one semester, providing them with sufficient time to complete the course. Students retaining an incomplete in GRSC 7770 (or an approved equivalent) after one semester may only hold Limited Duty TAsips until they have successfully completed the course.
 - LLED 7769 (an approved equivalent of GRSC 7770) may continue their **limited** duty TAsip for up to one semester. Students retaining an incomplete in LLED 7769 after one semester may not hold a TAsip until they have successfully completed the course.

The director of graduate studies, or person responsible for assigning the TA to a course, is responsible for monitoring whether the student has adhered to this.

- Students who complete GRSC 7770 (or an approved equivalent) with a failing grade are not eligible to hold a regular TAsip until they successfully complete the course. They may hold a limited duty TAsip while they retake the course for the first time. If they again receive a failing grade, they are not eligible to hold a TAsip of any kind until they successfully complete GRSC 7770 or an approved equivalent. The director of graduate studies, or person responsible for assigning a TA to a course, is responsible for monitoring whether the student has adhered to this.

LLED 7769 (an approved equivalent of GRSC 7770) may continue their limited duty TAsip for up to one semester. Students retaining an incomplete in LLED 7769 after one semester may not hold a TA ship until they have successfully completed the course.

Students who complete GRSC 7770 (or an approved equivalent) with a failing grade are not eligible to hold a regular TAsip until they successfully complete the course. They may hold a limited duty TAsip while they retake the course for the first time. If they again receive a failing grade, they are not eligible to hold a TAsip of any kind until they successfully complete GRSC 7770 or an approved equivalent. The Director of Graduate Studies, or person responsible for assigning a TA to a course, is responsible for monitoring whether the student has adhered to this.

F. DEMONSTRATING ENGLISH LANGUAGE PROFICIENCY

All international students must demonstrate sufficient English language proficiency to hold a TAsip. Please refer to country-specific requirements, as determined by the Graduate School for more details. Students who are from a country where English is the primary language or who have completed a four-year undergraduate degree from an accredited institution in the U.S. or from institutions where English is the primary language (e.g., the United Kingdom, Australia, New Zealand) no more than four years prior to the start of their degree at UGA are exempt from this requirement. UGA TA Policy

Test Score			UGA Placement Level
TOEFL (updated) speaking sub-score ¹	TOEFL speaking sub-score	IELTS speaking band score	
5.5	26 or higher	7.5 or higher	4
5	23-25	7.0	3
4.5	22 or below	6.5 or below	< 3

If you qualify at Level 3 or Level 4, and received UGA Graduate School admission, you may apply online here for School of Computing TA, by the deadline. The application is for the semester listed.

LINK: <https://computing.uga.edu/graduate-financial-assistance>

Reference: <https://policy.uga.edu/policies>

VI. UGA

A. Important Links and Contacts

- Graduate School Forms: <https://grad.uga.edu/index.php/currentstudents/forms/>
- School of Computing Forms: <https://computing.uga.edu/graduate-student-resources>
- Director of Graduate Studies: soc.graddirector@uga.edu
- Graduate Enrolled Student Services (for questions)- email to gradinfo@uga.edu
- Graduate School Director of Admissions and Enrolled Student Services, Cheri Bliss-email to gradoff@uga.edu.
- Graduate School Business Finance office- email to gsfinance@uga.edu.
- Awards, Fellowships, and Scholarships-email to gradawards@uga.edu
- GradFIRST – email to gradfirst@uga.edu. <https://grad.uga.edu/gradfirst/>
- Franklin College Business Office- fcfast-csci@uga.edu
- Office of Global Engagement, Immigration Office-contact your immigration advisor's email.
- Registrar's Office: reghelp@uga.edu
- Schedule of Classes: <https://reg.uga.edu/enrollment-and-registration/schedule-of-classes/>.
- UGA Academic Calendar: <https://reg.uga.edu/general-information/calendars/>
- Bursars/Student Accounts Office: <https://busfin.uga.edu/bursar/>
- Student Success and Well -Being- email gradsuccess@uga.edu
- University Transitions- <https://transitions.uga.edu/graduate-students/>
- Center for Teaching and Learning-<https://ctl.uga.edu/programs/graduate-students/>
- Office for Student Success and Achievement- <https://ossa.uga.edu/trio/student-support-services/>
- [Graduate Peer Support Network](#)

B. Schedule of Class Periods

Daily Class Schedule -Fall 2026 Semester-Spring and Fall Semesters (Beginning 2026)

This schedule is effective spring 2026 and is based on the following schedule options:

- 55 minutes for classes meeting three times a week
 - Monday-Wednesday-Friday
- 80 minutes for classes meeting twice a week
 - Monday – Wednesday
 - Tuesday – Thursday
 - Wednesday – Friday
- 160 minutes for classes meeting once a week
 - Daily, Monday through Friday

MWF MONDAY-WEDNESDAY-FRIDAY		MW/TR/WF MONDAY-WEDNESDAY TUESDAY-THURSDAY WEDNESDAY-FRIDAY		DAILY DAILY, MONDAY THROUGH FRIDAY	
🕒 55-minute classes 3 days a week		🕒 80-minute classes 2 days a week		🕒 160-minute classes 1 day a week	
PERIOD	TIME SLOT	PERIOD	TIME SLOT	PERIOD	TIME SLOT
1st period	8:40 – 9:35	1st period	8:15 – 9:35	1st period	8:35 – 11:15
2nd period	9:55 – 10:50	2nd period	9:55 – 11:15		
3rd period	12:00 – 12:55	3rd period	11:35 – 12:55	3rd period (Friday only)	11:35 – 2:15
4th period	1:15 – 2:10	4th period	1:15 – 2:35		
5th period	2:55 – 3:50	5th period	2:55 – 4:15	5th period	2:55 – 5:35
6th period	4:35 – 5:30	6th period	4:35 – 5:55		

C. Disability Accommodations

The Disability Resource Center assists the University in fulfilling its commitment to educate and serve students with disabilities who qualify for admission. The Disability Resource Center coordinates and provides a variety of academic and support services to students. Any student who has registered with the Disability Resource Center and been granted an accommodation (e.g., note taker, extra time for examinations) must speak with each of his/her instructors at the beginning of a semester to assure that a plan is in place to meet that accommodation. UGA and

D. UGA and Athens Resources

Campus Resources

- [MY UGA](#)
- [UGA MAIL](#)
- [LIBRARIES](#)
- [TUITION](#)
- [FINANCIAL AID](#)
- [ELEARNING COMMONS](#)
- [ATHENA](#)
- [ACADEMIC CALENDAR](#)
- [DINING SERVICES](#)
- [STUDENT ACCOUNTS](#)

University Resources

- [Financial Hardship Resources](#)
- [Types of Graduate Assistantships](#)
- [Graduate School Fellowships](#)
- [Graduate School Recognition Awards](#)

General Advising and International Student Resources

- **Office of Global Engagement:** <https://globalengagement.uga.edu/> Email your immigration advisor.
- **International Student Life:** <https://isl.uga.edu/> Email: isl@uga.edu
ISL Resources: https://isl.uga.edu/site/international_student_resources/all-resources
- **Graduate Student Resources, Division of Academic Enhancement-**
https://dae.uga.edu/resources/graduate_student_resources/
- **Computer Science Graduate Student Association (CSGSA)-** For more information on this student organization, please email us at csgsa@uga.edu

D. Mental Health Resources

Student Resources

Student Care and Outreach - <https://sco.uga.edu/>

Office of Emergency Preparedness (UGA Safe app)
- [UGA Safe](#)

Office of Student Affairs Well-Being Resources -
<https://well-being.uga.edu/>

University Health Center (UHC) CAPS Program

- <https://healthcenter.uga.edu/>
- 24/7 Mental Health Support (706) 542-2273
- Sexual Assault 24/7 Hotline (706) 542-SAFE

Nuci's Space (Suicide Prevention)

- Health and Wellness, youth, medical services
- <https://www.nuci.org/#contact>

Student Veterans Resource Center

- Tate Center Room 481
- (706) 542-7872
- svrc@uga.edu

UGA Food Pantry

- Tate Student Center
- Mon-Fri 10am-2pm
- <https://greeklife.uga.edu/uga-food-pantry/>

Project Safe (Domestic Abuse Shelter and Outreach)

- Hotline (706) 543-3331
- <https://www.project-safe.org>

UGA Wellness Hub

- UGAwellnesshub.com
- 24/7 support line: 833-910-3371

Community Resources

caps.uga.edu/communityresources

Outpatient at UGA

- **Psychology Clinic (UGA)**

[706-542-1173](tel:706-542-1173)

Basement of Psychology Bldg.

Door Facing Baldwin Street

Sliding Fee Scale: Income based, \$5-\$75

- **Center for Counseling and Personal Evaluation (UGA)**

[706-542-8508](tel:706-542-8508)

4th Floor Aderhold, Room 424

Sliding Fee Scale: \$10 per session for UGA students

- **ASPIRE Clinic (UGA)** [706-542-4486](tel:706-542-4486) www.aspireclinic.org Cost for Services:
- Sliding Fee Scale: \$15 – \$65 per session, based on annual income and family size
- Cost for UGA Graduate and Undergraduate Students: \$15 per session*

*Undergraduate students can inquire about receiving services at no-cost through available grant funding.

Crisis/Emergency

- 24-hour Confidential Mental Health Support-706-542-2273
- Confidential Sexual Assault Hotline- 706-542-7233
- Call 911 for Emergency- 911
- Georgia Crisis and Access Line- 1-800-715-4225
- National Hopeline Network-1-800-724-2433

Outpatient Services in Athens Community

Family Counseling Service

706-549-7755

Sliding Fee Scale: \$1-\$75

Advantage Behavioral Health Systems *Offering therapy, psychiatry, etc. 706-389-6767

No Insurance, Sliding Fee Scale

Commencement Center (Alcohol and Drug Treatment) 706-475-5797

Inpatient Services in Athens Community

Advantage Behavioral Health Systems 800-715-4225, 24-Hour Crisis Line

Family Counseling Service

706-549-7755

Sliding Fee Scale: \$1-\$75

Advantage Behavioral Health Systems *Offering therapy, psychiatry, etc. 706-389-6767

No Insurance, Sliding Fee Scale

F. University of Georgia Academic Honesty Policy

Please review the policy available at: <https://honesty.uga.edu/Academic-Honesty-Policy/>
Unauthorized copying/sharing of code, plagiarism, unauthorized assistance in exams/test/quizzes are examples of violations. When in doubt talk to the relevant instructor, major professor or Director of Graduate Studies. The University of Georgia's Academic Honesty Policy honesty.uga.edu

VII. Appendix A: Forms

- A. [Grad Advisory How to \(click\)](#)
- B. [Core Competency Form \(click\)](#)
- C. [Graduate School Forms \(click\)](#)
- D. Degree Works Plan/Program of Study
- E. Independent Study Form-sample
- F. Requirements for Graduate Assistantships-sample
- G. TA Evaluation Form-sample
- H. MS project Form (CSCI 7200)-sample
- I. PhD Annual review- sample
- J. Important Dates and Deadlines

D. Degree Works Plan/Program of Study

<https://reg.uga.edu/academics/degreeworks/>

Creating and Submitting Programs of Study:

<https://reg.uga.edu/academics/degreeworks/dgwforgraduate-students/#creating-and-submitting-programs-of-study--process-summary>

Tutorials and Resources:

<https://reg.uga.edu/academics/degreeworks/dgw-for-graduate-students/#creating-and-submitting-programs-of-study--tutorials-and-resources>

Graduate School FAQ's

Graduate students are required to create a **Program of Study** as part of their graduation requirements.

In Degree Works, users can create a Program of Study using the **Plans** tool. GPAs, DSGs, and students can each create Programs of Study using the Plans tool. It is at the discretion of the program if students will create their own Programs of Study or if GPAs and DSGs will complete this process for students.

There are two options for submitting Programs of Study for review and approval:

- Partial Plans
- Full Plans

E. Independent Study Form (sample)-this form is required for any CSCI directed study, research, off-campus internship, thesis, dissertation, and MS Project (CSCI 7200), or CSCI 8990.

1. Form is found at https://computing.uga.edu/graduate-student-resources. 2. Form is completed by the student, and emailed to instructor for signature. 3. Form is sent to Nathan Shannan for course access. Email: Nathan.Shannan@uga.edu Form is to be submitted by last day of drop/add, 4:00 PM, US EST.	School of Computing University of Georgia	CLEAR FORM Office Use Only: Completed _____ Date _____
--	--	--

INDEPENDENT STUDY/INTERNSHIP FORM

YEAR: 20__

STUDENT PRINTED FULL NAME: _____

UGA ID# (9 DIGITS): _____

SEMESTER: ☐ Fall ☐ Spring ☐ Summer

CSCI CLASS:

CSCI 4950 CRN: _____	CREDIT HOURS: _____
CSCI 4960 CRN: _____	CREDIT HOURS: _____
CSCI 4960R CRN: _____	CREDIT HOURS: _____
CSCI 6950 CRN: _____	CREDIT HOURS: _____
CSCI 5007 CRN: _____	CREDIT HOURS: _____
CSCI 7000 CRN: _____	CREDIT HOURS: _____
CSCI 7005 CRN: _____	CREDIT HOURS: _____
CSCI 7007 CRN: _____	CREDIT HOURS: _____
CSCI 7200 CRN: _____	CREDIT HOURS: _____
CSCI 7300 CRN: _____	CREDIT HOURS: _____
CSCI 8990 CRN: _____	CREDIT HOURS: _____
CSCI 9000 CRN: _____	CREDIT HOURS: _____
CSCI 9005 CRN: _____	CREDIT HOURS: _____
CSCI 9300 CRN: _____	CREDIT HOURS: _____

Instructions: Student is to complete this form for directed study, internship, MS CSCI NT project, masters or doctoral research, masters thesis, research seminar, and/or doctoral dissertation course access. The form is to be emailed to instructor of the course listed, and a separate form is required for each instructor. The form is to be finally submitted to School of Computing staff for POD course access. Please submit form prior to registration for the term. This form is valid until end of drop/add period.

Brief description of project undertaking for grade:

Student Signature / Date _____	Advisor / Major Professor Signature / Date _____
Revised 6/16/2025	Advisor / Major Professor Name (Print) _____

F. Requirements for Graduate Assistantships-sample

Requirements for Students who are Awarded Graduate Assistantships by the School of Computing

To insure both (a) that recipients of awards use their time in ways that further most effectively their educational objectives and (b) that students are apprised of our expectations, the Graduate Program Committee has drawn up the following conditions for award recipients:

1. Recipients of awards from the department will be assigned to assist one or more faculty members in their courses. The individual faculty member will make the specific work assignment, which will typically consist of some combination of supervising laboratory sections, grading tests, homework and programs; proctoring tests; holding office hours for consultation and/or being present in the computer lab to answer questions about assignments. These duties will require either 13.33 hours per week or could be 17.78 hours per week. All Doctoral level Teaching Assistants must be willing to serve as an Instructor of Record for at least one semester, if requested. Instructor of Record credentials include meeting TA policy requirements in addition to appropriate Master's degree for teaching discipline or 18 graduate credit hours. IOR requirements are found here: [4.07 Miscellaneous Course Policies - Provost's Office - University of Georgia \(uga.edu\)](#)
2. Recipients of aid from the department are expected to perform their duties satisfactorily (i.e., well prepared and on time for class, having a courteous and respectful attitude towards students, using good judgement in grading, meeting deadlines, attending required meetings, attending required meetings, etc.). The recipient's performance will be evaluated by their assigned faculty member during the term. The recipient will receive a warning letter in the event of an unsatisfactory performance. Any further occurrence of unsatisfactory performance reported in the final evaluation may be grounds for termination of financial support.
3. To receive the benefits of an award, the recipient must maintain enrollment as a graduate student at the University of Georgia in a degree program approved by the School of Computing. It is the recipient's responsibility to meet the Graduate School's requirements and deadlines for admission to said program, and to make whatever travel and immigration arrangements that might be necessary in order to attend the University of Georgia. Recipients of awards will enroll for minimum 12 graduate credit hours, and maximum of 18 graduate credit hours. Varies by year in the program.
4. It is the recipient's responsibility to comply with the policy regarding registration of graduate assistants: all graduate assistants must register during the early registration period. If you are not registered and paid before the first day of classes, your departmental funding and the privilege of the reduced matriculation fee for the semester will be cancelled. Consult with the Athena Schedule of Classes for additional pre-registration dates.
5. Like all graduate students in the MAMS, MS and Ph.D. programs, award recipients are expected to complete successfully their course work, examinations, and other assessments of their academic progress and to satisfy University and School of Computing requirements concerning selection of a major professor and approval of a Program of Study.
6. School of Computing students are expected to complete their Ph.D. degree work in four academic years and their M.S. degree work in two academic years. Those graduate assistants who perform their assigned duties conscientiously and who make good academic progress, will be reviewed on a case-by-case basis for subsequent School of Computing funding support.
7. Students must qualify with UGA English proficiency requirements prior to TA assignment. English proficiency can be obtained with TOEFL speak 23 or above, IELTS speak 7.0 or above or Duolingo 115 or above, and/or UGA ITA-TEP Placement Level 3 or 4. Teaching Assistants must enroll in GSRC 7770 (3 credit hours) **or** LLED 7769 (3 credit hours) **AND** successfully complete UGA TA Orientation (offered in fall/spring) by semester one. Students

who have Limited Duty TA ship, must take LLED 7769 in the same term of the assistantship. See [English Proficiency Policy](#).

8. All funded graduate students in School of Computing are required to have health insurance. Detailed information may be found at <http://www.uhs.uga.edu/>.

9. Assistantship recipients are expected to attend Colloquia of the Department.

10. You must be on campus and email check-in with the work supervisor at least one week before beginning employment otherwise it must be assumed that you are not coming, and your assistantship will be reassigned. All students must notify the Graduate Coordinator, at soc.graddirector@uga.edu of arrival and registration for classes before classes begin.

11. Students must indicate their current degree program appearing in Athena on this document. Any change of degree from Ph.D. or MS Thesis to MS Non-thesis degree program during the semester of assistantship may result in cancellation of the assistantship and tuition waiver, for the semester.

12. All students who are awarded Teaching Assistantship for the award period must satisfy UGA TA policy requirements found here: <https://ctl.uga.edu/grad-student/ta-policy/>.

13. New international students who accept a Research Assistantship offer, must inform the School of Computing Director, Dr. Gagan Agrawal, gagrawal@uga.edu of their visa issuance, and send a copy of the visa two weeks prior to start of class. If an incoming student does not have a valid student visa to study at the University of Georgia, School of Computing, by the above date, this RA offer will be cancelled.

14. Failure to live up to these expectations and conditions would make future awards unlikely and could result in the IMMEDIATE termination of this award. We trust you will find these conditions fair.

Please sign and return a copy of this offer (all pages) in order to indicate your understanding of the conditions set out above, and your acceptance of the award being offered.

Full Name (Printed)

Signature

Date

Award Period: «Appointment_Term»

Approved Program: (circle one):



MS_CS

MS_CS_NT

MS_Cyb

MS_Cyb_NT

PhD_CS

Other: _____

*Email to Director of Graduate Studies soc.graddirector@uga.edu All other forms are void.
Questions? Contact Samantha Varghese, svargh@uga.edu*

G. TA Evaluation Form-sample

Graduate Assistant Student Evaluation

Graduate Student Full Name		Date			
Type of Assistantship		Term (mid or end of term)			
Faculty Supervisor		CSCI course (s) *Needs Improvement			

General Ratings	Exceeds	Meets	N.I*	N/A
1. Accountability - Accepts responsibility for actions, answerable to consequences	3	2	1	
2. Punctuality & Attendance - Is rarely absent, arrives punctually, works required hours	3	2	1	
3. Attitude/Respectfulness - Shows initiative, optimism, and politeness	3	2	1	
4. Policy & Procedures - Follows organization's policies and procedures	3	2	1	
5. Completion of Assignments - Successfully completes tasks and meets all deadlines	3	2	1	
6. Student Interaction - Ensures high-quality care, respects students' dignity and confidentiality	3	2	1	
7. Quality of Work - Is thorough, accurate, and neat in work	3	2	1	
8. Communication Skills - Conveys information effectively and efficiently	3	2	1	
9. Organizational Skills - Has capacity to stay on track and use time effectively	3	2	1	
10. Confidentiality - Does not discuss internal events with coworkers	3	2	1	
11. Instruction/Research - If the student provides instruction or research, rate their quality teaching or their work on research.	3	2	1	
12. Preparedness - Fully prepares to take on a job-related task prior to executing the task (e.g., reviews prerequisite materials before grading or conducting office hours)	3	2	1	
13. Subject Matter-knowledgeable in subject matter or industry experience in subject matter.	3	2	1	

H. MS project Form (CSCI 7200)-sample

Clear Form

Print

CSCI 7200 MS Non-Thesis Project in Computer Science

Approval Form

This form is due by Reading Day in final semester of CSCI 7200. MS project professors must sign and submit final completed form with final grade.

Name of Student: _____

Expected Graduation (month/4 digit year): _____

Student ID#: _____ UGA Email: _____

Check your degree here: ☐ MS CSCINT ☐ MS Cybersecurity and Privacy NT

Name of MS Project Professor: _____

Name of 2nd professor: _____

(Indicate term as fall or spring or summer, the CRN, credit hours, and 4 digit year).

Term 1: _____ CSCI 7200 CRN _____ Credit hours: _____ Year _____

Term 2: _____ CSCI 7200 CRN _____ Credit hours _____ Year _____

Term 3: _____ CSCI 7200 CRN _____ Credit hours _____ Year _____ (optional)

Title of MS Project: _____

Description:

Final Grade: _____ Date: _____

Circle below:

Signature of the MS Project Professor: _____

☐ Pass ☐ Fail

Signature of the 2nd professor: _____

☐ Pass ☐ Fail

Signature of the student: _____

Instructions:

The professors for MS project can be: two tenured track professors, or one tenured track professor and one lecturer, from School of Computing. Courtesy appointed faculty are acceptable.

- CSCI 7200 is required to be taken in two semesters, for a minimum total of 4 credit hours.
- Email **final** completed form to cs-grad-coordinator@uga.edu and cc: slvargh@uga.edu.
- Deadline to turn in form: By Reading Day of second semester of CSCI 7200.

Revised Sp 2023/s/v

I. PhD Annual Review-sample

Sample Copy PhD Progress Tracker Milestones

MILESTONES:

(For each milestone listed below, if you have met the milestone provide the semester and year when it was met. If you have not yet met the milestone write "NM", and if you have a reasonable estimate as to when (semester & year) the milestone would be met please indicate in parenthesis).

1. Formation of PhD advisory committee (completion of the G130 Form): _____
(Under normal circumstances, the student is expected to meet this milestone by the 3rd semester not counting summer semesters)
2. Core competency: _____
(Under normal circumstances, the student is expected to meet this milestone by the end of the 3rd semester not counting summer semesters)
3. Preliminary Doctoral Program of Study Form: _____
(Under normal circumstances, the student is expected to meet this milestone by the 3rd semester not counting summer semesters)
4. Paper Submission before Comprehensive Exam: _____
(Under normal circumstances, the student is expected to meet this milestone during the 5th semester not counting summer semesters)
 - a. Title: _____
 - b. Conference/Journal: _____
5. Final Program of Study Form (G138): _____
(Under normal circumstances, the student is expected to meet this milestone during the 5th semester not counting summer semesters)
6. Comprehensive Exam:
(Under normal circumstances, the student is expected to meet the below two milestones by the end of the 6th semester)
 - a. Written Exam: _____
 - b. Oral Exam: _____
7. Application for Admission to Candidacy: _____
(Under normal circumstances, the student is expected to meet this milestone by the end of the 6th semester not counting summer semesters)
8. Paper Accepted Before Prospectus: _____
(Under normal circumstances, the student is expected to meet this milestone during the 7th semester not counting summer semesters)
 - a. Title: _____
 - b. Conference/Journal: _____
9. Prospectus: _____
(Under normal circumstances, the student is expected to meet this milestone by the end of the 8th semester not counting summer semesters)
10. Application for Graduation Form: _____
(Under normal circumstances, the student is expected to meet this milestone by the beginning of the 10th semester not counting summer semesters)
11. Defense: _____
(Under normal circumstances, the student is expected to meet this milestone by the end of the 10th semester not counting summer semesters)

J. Important Dates and Deadlines

All theses and dissertations must be submitted electronically. Please note the deadlines below that pertain to your desired graduation date. If you have applied for graduation and find you will not be able to meet one of the deadlines, you must notify the Graduate School prior to the deadline or your file may be placed on inactive status. Email: gradinfo@uga.edu.

Graduate students must register for a minimum of 3 hours in at least two semesters per academic year (Fall, Spring, Summer), including the 3 hours of graduate credit required during the semester in which degree requirements are completed. [Review the Graduate Enrollment policy.](#)

A graduate student who misses a graduation deadline by failing to file the application for graduation, advisory committee form or completed Program of Study form will have the option of paying a single fee of \$50 for late processing of all required forms. A Late Filing for Graduation form, all required graduation forms and late fee payment must be submitted to the Graduate School, Office of Enrolled Student Services within 45 calendar days of the original deadline. After the 45-day late period, no students will be added to the commencement roster for the current semester without special approval.

Important Dates by Semester