

Florida State University Department of Computer Science

Graduate Students
Welcome and Orientation

“If you don’t work on important problems – it is unlikely
you will do important work.”
– Richard Hamming, Bell Labs

Overview

- ◆ Welcome and Advice from the Chair
- ◆ Introduction of Faculty Members
- ◆ Introduction of Staff
- ◆ Degree Programs and Academics
- ◆ Policies and Procedures
- ◆ Advisement and Class Registration
- ◆ Computer and Network Security Brief
- ◆ Responsibilities of Teaching and Research Assistants
- ◆ Paychecks, Tuition Waivers, Establishing State Residency



Welcome

◆ Welcome to the CS Department

- Enrollment: 1244 UG students, 198 MS students, 71 PhD students
- Degrees awarded last year: 234 BS, 65 MS, 9 PhD
- 26 tenure-track faculty and 7 specialized teaching faculty members
- Doctoral university with highest research activity
- Graduates from our graduate programs have been placed in all major computing and technology related companies: Google, Facebook, Amazon, Microsoft, Intel, Oracle, Miter, MIT Lincoln Lab, John Hopkins Applied Physics Lab, Sandia National Lab
- MS graduates are often offered more than \$100K salary
- PhD graduates are often offered more than \$150K salary with generous stock options



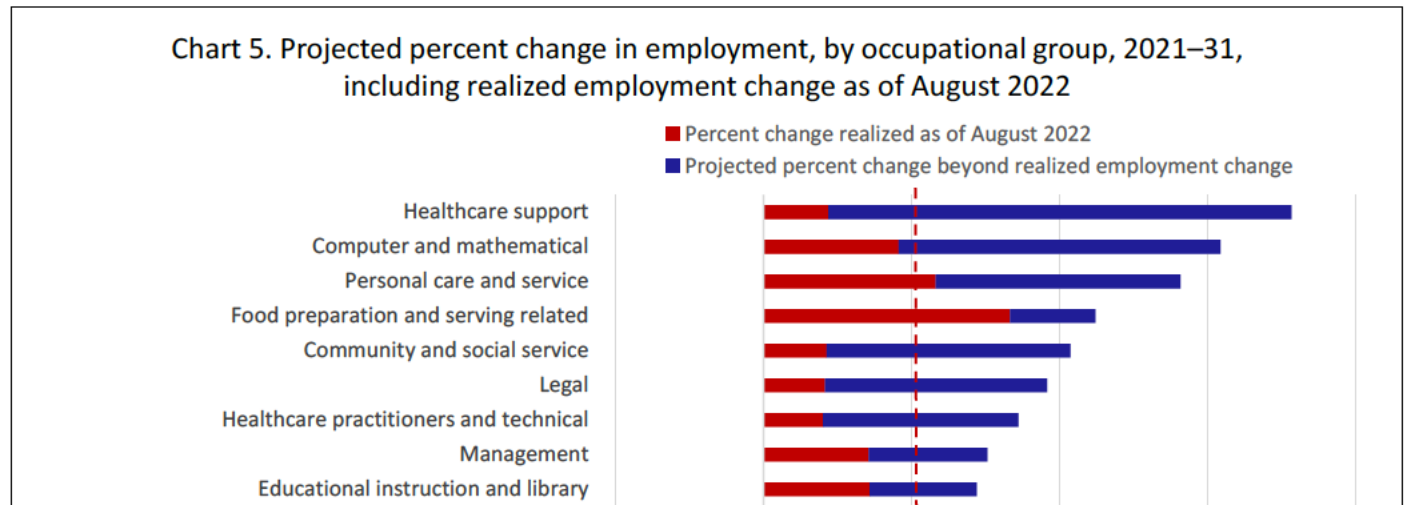
General Remarks

- ◆ It is arguably the best time to be a computer scientist
 - Software components in products have been increasing steadily, creating a huge demand for software developers
 - Costs of cyber security incidents require secure and good software developers in addition to cyber security professionals
 - Computing has become even more valuable to science, engineering, life sciences, social sciences, medicine, and more
 - Because integrated data and computing creates new unprecedented opportunities



General Remarks – cont.

◆ Job market prediction for 2021-2031



The computer and mathematical occupational group is projected to experience much faster than average employment growth of 15.4 percent through 2031. Expected strong demand for IT services, including cybersecurity services and cloud computing, will fuel demand for computer occupations. For mathematical occupations, expected robust growth in data—in part related to Internet of Things (IoT) and the connectivity of consumer products and industrial machinery—and demand for data to be collected and analyzed are main factors behind strong projected employment growth. Three computer and mathematical occupations are featured among the ten fastest growing occupations: data scientists, information security analysts, and statisticians. In addition, software developers are expected to see the third-largest increase in jobs of any occupation over the 2021–31 decade.



Introduction of Faculty Members

“We all agree that your idea is crazy...but is it crazy enough?”

- Niels Bohr



Faculty Members

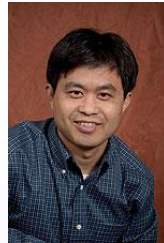
◆ Full Professors (14)



Aggarwal



Burmester



Duan



Kumar



Liu



Mascagni



Schwartz



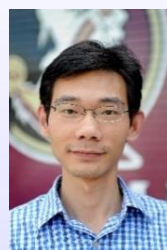
Tyson.



A. Wang



Whalley



Yang



Yu



Yuan



Z. Zhang

◆ Associate Professors (4)



Chakraborty



Haiduc



Hoang



Zhao



Faculty Members (cont.)

◆ Assistant Professors (8)



Fedyukovich



Gubanov



A. Li



Mallory



G. Wang



T. Wu



X. Zhang



K. Zhao

◆ Specialized Faculty (7)



Jayaraman



Langley



Mills



R. Myers



M. Myers



A. Tyson



Y. Wang



Faculty CS Research Area Coverage

- ◆ Algorithms and theory
 - Sudhir Aggarwal
 - Viet Tung Hoang
 - Ang Li
 - Piyush Kumar
 - Michael Mascagni
- ◆ AI/Machine Learning/Vision
 - Shayok Chakraborty
 - Ang Li
 - Xiuwen Liu
 - Chris Mills
 - Daniel Schwartz



Faculty CS Research Area Coverage (cont.)

- ◆ Computer Architecture and Operating Systems
 - Gary Tyson
 - Andy Wang
 - David Whalley
 - Weikuan Yu
 - Xin Yuan
 - Kai Zhao
- ◆ Databases and Data Science
 - Michael Gubanov
 - Chris Mills
 - Xian F. Mallory
 - Peixiang Zhao
 - Guang Wang



Faculty CS Research Area Coverage (cont.)

◆ Mobile Computing

- Gary Tyson
- Jie Yang
- Te-Yen Wu
- Xiaonan Zhang
- Zhenghao Zhang

◆ Networking and Data Communications

- Sudhir Aggarwal
- Zhenhai Duan
- Weikuan Yu
- Xin Yuan
- Zhenghao Zhang
- Xiaonan Zhang
- Guang Wang



Faculty CS Research Area Coverage (cont.)

- ◆ Programming Languages and Compilers
 - Grigory Fedyukovich
 - David Whalley
- ◆ Parallel and Distributed Systems
 - Andy Wang
 - Weikuan Yu
 - Xin Yuan
 - Kai Zhao
- ◆ Scientific Computing and Bioinformatics
 - Michael Mascagni
 - Xian F. Mallory
 - Gary Tyson
 - Weikuan Yu



Faculty CS Research Area Coverage (cont.)

◆ Cyber Security and Malware Analysis

- Sudhir Aggarwal
- Michael Burmester
- Grigory Fedyukovich
- Viet Tung Hoang
- Xiuwen Liu
- Jie Yang
- Xiaonan Zhang
- Guang Wang

◆ Software Engineering

- Grigory Fedyukovich
- Sonia Haiduc
- Chris Mills



Faculty CS Research Area Coverage (cont.)

◆ Interdisciplinary Research

- AI and Machine Learning for Science
 - Shayok Chakraborty, Ang Li, Xiuwen Liu, and Xian Mallory
- AI and Machine Learning for Engineering
 - Piyush Kumar, Ang Li, Xiuwen Liu, Zhenghao Zhang
- AI and Machine Learning for Medicine
 - Ang Li, Xian Mallory
- AI and Machine Learning for Education
 - Shayok Chakraborty and Xin Yuan
- Interdisciplinary Data Science
 - Shayok Chakraborty, Ang Li, Xiuwen Liu, Chris Mills, Gary Tyson, Peixiang Zhao, Guang Wang, and Te-Yen Wu



Faculty CS Research Area Coverage (cont.)



Department of
Computer Science

Admissions ▾

Academics ▾

Research ▾

People ▾

Department ▾

News ▾



Graduate Faculty Research Areas

- **Sudir Aggarwal:** Computer Networks, Cybersecurity, Distributed and Real-time Systems, Search Engines
- **Mike Burmester:** Security, Cryptography, Privacy/Anonymity, Pervasive/Ubiquitous Systems, Lightweight Management
- **Shayok Chakraborty:** Computer Vision and Machine Learning
- **Zhenhai Duan:** Computer Networks, Multimedia Applications, Routing, Network Security, Wireless Networks
- **Grigory Fedyukovich:** Automated software verification and synthesis, Equivalence checking, and Applications
- **David Gaitros:** Software Engineering
- **Xifeng Gao:** Computer Graphics, Computer Vision, Visualization, Robotics, and Fabrication.
- **Michael Gubanov:** Data Science, Large-scale Data Management, Scalable Machine/Deep Learning, Wireless Networks
- **Sonia Haiduc:** Software Engineering, Software Maintenance and Evolution, Program Comprehension, and Verification
- **Lois Hawkes:** Computer Networks, High Performance Computing, Fault-tolerance
- **Viet Tung Hoang:** Cryptography and Algorithms
- **Alan Kuhnle:** Optimization, Machine Learning, and Network Science
- **Piyush Kumar:** Algorithms with applications to Computational Geometry, Computer Graphics, Pattern Recognition, and Machine Learning
- **Xiuwen Liu:** Computer Vision, Pattern Recognition
- **Xian F. Mallory:** Bioinformatics and Cancer Genomics
- **Michael Mascagni:** Stochastic Computing, Monte Carlo Methods and their Applications
- **Chris Mills:** Software Engineering, Artificial Intelligence, and Large Scale Data Analytics.
- **Daniel Schwartz:** Mathematical Logic, Fuzzy Logic, Formal Methods in Artificial Intelligence
- **Gary Tyson:** Computer Architecture, Compiler Optimizations, Mobile Computing, Bioinformatics

Research Area
Coverage

Graduate Faculty
Research Areas

Research Labs and
Groups

Current Research
Funding

Recent Completed
Research Funding

Technical Reports

PhD Graduates

and Sensor Applications, Trust

lyzing software security.



Introduction of Staff

Staff – Overall administration

- ◆ Leslie Gray
 - Manages Department Administration
 - Business Manager
 - 253B Love Building
 - 644-5450
 - lgonzalez@fsu.edu; lgray@cs.fsu.edu
- ◆ Administrative Assistant or Associate
 - To be hired



Staff – Grants and employment

- ◆ McKenzie Masters
 - Grants Compliance Analyst
 - 253A Love
 - 644-8598
 - mm23bs@fsu.edu
- ◆ Edwina Hall
 - Student Appointments
 - Program Assistant
 - 203 Love Building
 - 644-0672
 - ehall@cs.fsu.edu; elhall@fsu.edu



Staff – Graduate and courses

- ◆ Daniel Clawson
 - Graduate Coordinator
 - 104A Love Building
 - 645-4975
 - clawson@cs.fsu.edu
- ◆ Eclipse Ramsey
 - Graduate Affairs, Course Registration, Add/drop
 - Academic Support Assistant
 - 203C Love Building
 - 644-3768
 - ecramsey@fsu.edu



Staff – Undergraduate advising

◆ Sue Jung

- Undergraduate Advisor & Academic Program Specialist
- 203E Love Building
- 644-8700
- jung@cs.fsu.edu

◆ Lori Gehrke

- Academic Advisor (Freshman, Sophomore)
- 203B Love Building
- 644-2360
- lg23@fsu.edu



Staff – Systems support

- ◆ Robert Roy
 - System Administrator
 - 208E MCH
 - 644-5439
 - roy@cs.fsu.edu



Advice from the Chair

Chair Advice – Academic Progress

- ◆ A good GPA is very very important!
 - No courses below B-
 - GPA: **3.0+** for MS and **3.5+** for PhD.
- ◆ Don't underestimate the effort to complete graduate courses
 - Plan well and do not procrastinate
 - Go deeper on research topics of interest
 - **DO NOT COMMIT HONOR CODE VIOLATIONS**
 - The consequences are serious and do not risk your career and opportunities
- ◆ Meet the Progress Milestones
 - MS students: courses only, or courses plus thesis.
 - PhD Milestones:
 - M1 (Qualification), M2 (Prelim), M3 (Prospectus), and M4 (Defense).



Chair Advice – Funding Support

- ◆ Funding categories and supplies
 - Around 70 Teaching Assistantships
 - Around 40 Research Assistantships
 - Miscellaneous Administrative Assistantships (3~5)
 - But we have ~300 graduate students.
- ◆ Make yourself an asset
 - Good academic standing
 - Research results (products and papers)
 - Dutiful services as TA and/or RA.
- ◆ Accountability on your duty.
 - Semester-based PhD evaluation.
 - TA opportunities only to those able and successful.
 - RA opportunities available from the professors.
 - **All contributions matter** for your performance on duty.



PhD Progress – Courses and Research

- ◆ Publications required for
 - Requirements can differ, at least 1, usually 2+.
 - May take 4+ years to have solid research outcomes.
 - **Critical to start research while taking courses.**
- ◆ Faculty TA sponsorship
 - Each professor may name two qualifies for TAs.
 - Department evaluates your qualifications/performance.
- ◆ Prioritize your duty as TA and/or RA
 - An assistantship is more than the stipend, but a job.
 - Accountable as an employee while being a student.
 - Working with a schedule similar to University Staff.
 - Avoid regrets from losing TA/RA.



PhD Progress – Research Critical!

- ◆ Learn faculty research and talk to them
 - Study their websites and their publications
 - Take advantage of their experience and knowledge.
 - Take DIS hours to make research contributions
 - Declare a formal PhD/Advisor Relationship.
 - Chance to be sponsored as TA.
- ◆ Strive to become an RA and do summer internship
 - Dig deeper and understanding why and how algorithms and systems work could make you stand out
 - Summer internships give you valuable experience
- ◆ Publications matter!!
 - Publications are mandatory to graduate with a PhD.
 - Publish to build your professional network (sooner).
 - Help secure competitive internships and job positions.



PhD Awards

- ◆ DDSA (Dean's Doctoral Scholar Award)
 - \$2500 for newly admitted PhD students, 2 per year.
 - Renewal for one more year
 - Selection time: June 1st
- ◆ DADE (Dean's Award for Doctoral Excellence)
 - \$3000 for continuing PhD students, 4 per year.
 - Renewal for two more years
 - Selection time: June 1st
- ◆ Annual graduate teaching award
 - One to two awards depending on the qualifications.
- ◆ Annual graduate Research award
 - One to two awards depending on the qualifications.



PhD Awards – How to Qualify?

- ◆ Excellence in Research Contributions
 - Or research potential for DDSA
- ◆ Excellence in Teaching performance
- ◆ Good standing in academic progress.
- ◆ No honors' code violation



FAQ: Frequently Asked Questions

- ◆ Q1: how can I ensure myself continuous funded?
 - No permanent endless money sources, thus nobody can guarantee permanent funding.
 - You shall strive to increase your chances.
 - Maintain satisfactory academic progress
 - Make tangible research contributions
 - Handle all your duties (RA/TA) responsibly.
 - You are *always* being evaluated on your duties.
- ◆ Q2: when should I have a formal PhD advisor?
 - DRTA: immediately, the professor sponsoring your DRTA.
 - RA: immediately, the professor funding you.
 - TA: within a year if entered with MS, within 2 years if not.



FAQ -- Cont'd

- ◆ Q3: how to choose my PhD advisor?
 - In a scale of 1-10, how much do you understand the research directions and your interests?
 - **7+**: Then choose based on your interest.
 - **4+**: choose based on expert recommendations (peer recognition, funding levels, etc.)
 - **<4: reconsider your commitment to PhD?**
- ◆ Q4: Can I just go with the market demand?
 - It depends your career goal, and the market trend.
 - **Yes** if you are aiming to go in industry in 2-3 years
 - **No** if your goal is an academic or research career.
 - Most market hypes have a duration of **~5 years**
 - A PhD program takes an average of **5-6 years**.
 - Either you need to be solid on fundamentals, or be able to catch the hype in the next 5 years.



FAQ -- Cont'd

- ◆ Q5: can I switch to a different advisor?
 - Definitely but risky, because you need to make good research contributions in all years.
 - Maintain a good record of research/teaching contributions to avoid **low or no TA support**.
 - Do **NOT** stop producing research results, **ever**.

- ◆ Q6: can I switch again to a third advisor?
 - Yes if really needed.
 - Maintain a good record of research/teaching contributions to avoid **low or no TA support**.
 - Do **NOT** stop producing research results, **ever**.
 - Usually means your research has not gone well, in which case ***you will have low or no TA support***.



FAQ -- Cont'd

- ◆ Q7: will I have a chance to regain my opportunities for TA positions or PhD awards?
 - Yes with dutiful contributions for a sustainable period.
 - Honor's code violation: 2 years.
 - Mishandling of RA duties: 1 year.
 - Mishandling of TA duties : 1 year.
 - An example
 - Student A had a violation of honor's code in Fall 2023
 - From SP'24 to FA'25, **A will not be eligible for**
 - TA position,
 - Any departmental award, **and**
 - DADE Award.



Degree Programs and Academics

PS. all of the following information can be found on department and university web pages!



Degree Programs

- ◆ PhD Degree requirements
- ◆ MS major in Computer Science
- ◆ MS major in Cybersecurity
- ◆ MS major in Computer and System Network Administration (CSNA)
- ◆ MS major in Cyber Criminology
- ◆ MS in Interdisciplinary Data Science major in Computer Science



PhD Degree Requirement

- ◆ Finish required graduate course work. Students must finish at least 4 of the courses in the required core areas with one course from each area
 - With Masters (4+ courses past the masters)
 - Without Masters (9+ additional courses)
 - Courses required by your PhD committee
- ◆ CIS 5920 Colloquium
- ◆ Maintain and update your portfolio



PhD Degree Requirement

- ◆ Pass qualifying exam (student portfolio defense)
 - Must pass four core course exams
 - At least one course in each of the three core areas
 - Need to have a B or higher for each core course
 - Exempt from an exam if get an A- in the course at FSU
 - Still need to sign up for CIS 8962 the exam course
 - If fail one or more core course oral exams, then need to pass in the following (Fall/Spring) semester
- ◆ Pass PhD preliminary exam (area exam)
- ◆ Write and defend a prospectus
- ◆ 24 hours of dissertation
- ◆ Write and defend a dissertation



PhD Degree Requirement

- ◆ PhD students must complete the qualifying exam before applying for an MS degree.
- ◆ Publication
 - Primary author
 - In a conference or journal that is ranked B or higher by the Computing Research and Education Association (CORE) [<http://www.core.edu.au>]
- ◆ Other requirements: teaching and scholarly engagement (CIS5920)



MS CS Basic Degree Requirements

- ◆ 30 hours of graduate course work
 - DIS, supervised teaching, supervised research, and courses that start with CGS may not be counted as part of the 30 hours.
 - At least a 3.0 GPA (Not 2.99999999999)
 - All courses passed with at least a B-.
 - Written and defended a thesis/project for those tracks.
 - Register for thesis/project defense or comprehensive exam.
 - Applied for graduation
 - There is a seven year time limit from the time you start the degree program until completion.



MS CS Basic Degree Requirements

- ◆ Software (Select one or more)
 - COP 5570 Concurrent, Parallel, and Distributed Programming
 - COP 5621 Compiler Construction
 - COP 5725 Database Systems
- ◆ Systems (Select one or more)
 - CDA 5155 Computer Architecture
 - CNT 5505 Data and Computer Communications
 - COP 5611 Advanced Operating Systems
- ◆ Theory (Select one or more)
 - COT 5310 Theory of Automata and Formal Languages
 - COT 5405 Advanced Algorithms
 - COT 5507 Analytical Methods



PhD Students Obtaining an MS Degree

- ◆ A PhD student cannot obtain an MS CS degree if he/she has an MS in Computer Science or an MS in Computer Engineering from another institution.



Masters of Science (116610)

◆ Thesis Option

- 3 Core Courses 9 Hours
- 4 Graduate Electives 12 Hours
- CIS 5970r Thesis 9 Hours
- CIS 8976 Thesis Defense 0 Hours

◆ Project Option

- 3 Core Courses 9 Hours
- 5 Graduate Electives 15 Hours
- CIS 5915r Project 6 Hours
- CIS 8974 Project Defense 0 Hours

◆ Course Only Option

- 3 Core Courses 9 Hours
- 7 Graduate Electives 21 Hours
- CIS 8966 Comp. Exam 0 Hours
- Must earn a grade of B+ or higher in 6 of the 10 courses taken to graduate.

NOTE: This is the basic program for the 116610 major but each MS CS degree major has these options.



MS (Cybersecurity – 116640)

- ◆ Students are required to take the following courses which satisfy the general core course requirements:
 - CIS 5370 Computer Security
 - CIS 5371 Cryptography
 - CNT 5412 Network Security, Active and Passive Defenses
 - CNT 5505 Data and Computer Communications
 - CNT 5605 Computer and Network Administration
 - CIS 5627 Offensive Computer Security
 - CAP 5137 Software Reverse Engineering and Malware Analysis



MS (Computer and Network System Administration 116620)

- ◆ The degree requirements will be 30 hours, from a thesis, project, or course-only option.
- ◆ The MS CNSA degree program has an experience requirement to complete system administration internship,
 - May be fulfilled by working for the CS Department systems group or other local system administration internships on campus.
- ◆ Computer Science Courses Required for MS CNSA Students:
 - CDA 5155 Computer Architecture (3)
 - CNT 5412 Network Security, Active and Passive Defenses (3)
 - CNT 5505 Data and Computer Communications (3)
 - CNT 5605 Computer and Network Administration (3)
 - COP 5611 Advanced Operating Systems (3)
 - COP 5570 Concurrent, Parallel, and Distributed Programming (3)



MS (Interdisciplinary Data Science majoring in CS)

- ◆ The degree requirements will be 30 hours (course-only option). There is no project or thesis option for this degree.
- ◆ All students will complete a common set of core courses (18 credits) and a minimum of 12 credits of CS electives

Semester 1	Semester 2	Semester 3
Math for Data Science (3) MAP 5196	Machine Learning (3) STA 5635	CS Elective (3)
Introduction to Data Science (3) Offered by Computer Science CAP 5768	Data Mining (3) CAP 5771	CS Elective (3)
Applied Regression Methods (3) STA 5207	Data Ethics (2) Offered by Philosophy PHI 5699	CS Elective (3)
Professional Development Seminar (1) Offered by Statistics STA 5910	CS Elective (3)	



MS (Interdisciplinary Data Science majoring in CS)

Interdisciplinary Data Science core coursework: (*All DS students take these classes*)

- Mathematics for Data Science (3)
- Introduction to Data Science (3)
- Applied Regression Methods (3)
- Machine Learning (3)
- Data Mining (3)
- Data Ethics (2)
- Professional Development Seminar (1)

Required Electives: (*both are required*)

- CAP 5769 Advanced Topics in Data Science (3)
- CAP 5778 Advanced Data Mining (3)

Restricted Electives:

*One course in Cybersecurity chosen from
the following, based on student
background:*

- CIS 5379 Computer Security Fundamentals for Data Science (3)
- CIS 5370 Computer Security (3)

One course from the following:

- Deep and Reinforcement Learning (3)
- Artificial Intelligence (3)
- Parallel and Distributed Systems (3)
- Computer Architectures (3)
- Data and Computer Comm (3)
- Computer and Network Admin (3)
- Concurrent, Parallel, and Distributed Programming (3)
- Advanced Operating Systems (3)
- Database Systems (3)
- Advanced Algorithms (3)
- High Performance Computing (3)



Academic Regulations

All of the following information can be found on Department and University Web Pages

The Following is an excerpt from the University Web site: “**Remember . . .**

Information about FSU policies and procedures is available on the University's website and the School's website. "I didn't know" is NO excuse. Stay informed! Be proactive!”



Suspension, Dismissal, and Reinstatement

- ◆ Students who have missed any two consecutive terms must apply for readmission.
 - Note: You cannot apply for graduation if you are not an active student.
- ◆ Students who fall below a 3.0 during one term will be placed on academic probation.
- ◆ Students who fall below a 3.0 for two consecutive terms will be automatically dismissed by the University.
 - The student's major professor may petition the academic dean and the Dean of the Graduate School for consideration of Special Circumstances.
 - It is very rare that a student be allowed more than one additional term of probation.



Withdrawal from University

- ◆ Dropping all classes does not constitute withdrawal from the University.
- ◆ Withdrawals are initiated in the Withdrawal section of the Registrar's office.
- ◆ Students must be passing the course at the time of withdrawal to receive a "W" otherwise an "F" is given as a grade.
- ◆ Students may not be automatically dropped from classes they do not attend and you cannot automatically be withdrawn from the University.
- ◆ The Department nor the University can drop you from your last class.
 - The Department nor the University can withdraw you from the University. You must initiate this action yourself.
- ◆ Medical Withdraws cannot be applied to selective classes. They must be applied to all classes for that term. International students cannot apply for medical withdraws due to VISA issues.



Drop/Add of Classes

- ◆ The deadline for students to drop a course without the Dean's permission or grade liability is at the end of the 7th week of classes.
- ◆ Students are financially liable for tuition for all courses that appear on their schedule after the 4th day of classes (the end of the official drop/add period).
- ◆ Approval of the Academic Dean is still required to reduce the academic load below 12 semester hours (9 hours for those on assistantships) or increase the academic load above 15 semester hours.



Withdrawal

- ◆ Note: Rule 6C7.002(9)(b) stipulates that 25% adjustment in tuition is only through the end of the 4th week of classes.
 - Student withdraws during 1st week of classes - no grade or tuition liability.
 - Student withdraws during 2nd to 4th week of classes - no grade liability and 25% adjustment in tuition.
 - You are liable for 75% of the tuition.
 - Student withdraws during 5th to 7th week of classes - no grade liability and full tuition liability.
 - After the 7th Week, full grade liability and full tuition liability



Academic Honor Violations

- ◆ **Dire** consequences; potential loss of
 - Grade, assistantship, on-campus jobs, dormitory, student VISA
- ◆ Examples
 - Plagiarism
 - For writing, Turnitin can detect cutting and pasting, paraphrasing, moving prepositional phrases around, replacing verbs, etc.
 - For programs, MOSS can detect cutting and pasting, changing code formatting/comments, renaming variables, refactoring code, etc.
 - Cheating
 - Using unauthorized sources during exams



Academic Honor Violations

- ◆ More examples
 - Unauthorized group work
 - Fabrication of data and information
 - Helping other people to violate honor code



Grade Descriptions

P	Passing	NGP
S	Satisfactory	NGP
U	Unsatisfactory	NGP
I	Incomplete	NGP
IE	Incomplete Expired	0.00
NG	No Grade	NGP
GE	No Grade Expired	0.00
W	Withdraw Passing	NGP
WD	Withdraw Dean's Perm	0.00



Full Time Student Requirement

- ◆ Normal Full-Time Load – 9 hours
- ◆ Fellowship Students – 12 hours
- ◆ Teaching and Research Assistants – 9 or 12 hours
- ◆ Maximum Load without Dean's Approval – 15 hours
- ◆ Maximum Waiver (Florida Residents) – 9 hours
- ◆ Maximum Waiver (Out-of-State) – 9 hours
- ◆ All full-time CS students are required to take at least 9 hours unless given permission by the Department to be a part time student, enrolled during a summer term and is self-supported, or is an international student in their final semester and not on support.
- ◆ All teaching assistants, research assistants, and those on fellowship must be full-time students.



Common Mistakes to Avoid

- ◆ Skipping more than one term before defending a project or thesis.
 - Must reapply for admission.
- ◆ Taking only undergraduate courses (CGS5xxx)
 - Automatic probation (no GPA for the semester)
- ◆ Dropping the only graduate course for the semester
 - Automatic probation (no GPA for the semester)
- ◆ Not completing all UG prerequisites.
- ◆ Not completing all required courses.
 - Taking more electives.
- ◆ Individuals on research committee that have no standing at FSU.
- ◆ Not applying for graduation before the deadline.
- ◆ Not registering for thesis defense, dissertation defense, or comprehensive exam.



Fall Term Important Dates

- ◆ Aug 26– Drop/Add begins
- ◆ Aug 28 – Classes begin, late registration for those who had not registered for any class
- ◆ Aug 31– Last day to submit department waivers, last day to add courses without permission, last day to cancel enrollment and have fees removed, Last day to drop/add classes and have fees adjusted, Last day to pay or defer fees for all students without a \$100 late fee
- ◆ Sept 8- Last day to pay or defer tuition, housing, or fees for all students, including veterans who are not using a veteran deferment, without a \$100.00 late fee. Veterans should contact a VA representative with questions.
- ◆ Oct 6-Financial Aid deferments expire. Full tuition payment must be received to avoid a late payment fee. Final payment for installment contracts due.



Fall Term Important Dates Cont.

- ◆ Oct 9 – Spring 2024 Registration Begins
- ◆ Oct 13– End of seventh week of semester.
 - Last day to submit form requesting S/U grading or to change S/U option back to a regular grade.
 - Last day to reduce course load without the permission of academic dean. Dean's permission required to drop below twelve semester hours.
 - Last day to drop a course without receiving a grade.
 - Last day to withdraw from school without receiving a grade.
 - Last day to petition to reinstate class schedule cancelled for nonpayment of tuition.
 - Last day for doctoral students to take and pass their preliminary examination in order to add or convert dissertation hours for the current semester.



Fall Term Important Dates Cont.

- ◆ Nov 10– Veterans' Day –no classes
- ◆ Nov 17 – End of 12th Week of Semester
 - Deadline to drop **with** Dean's permission
- ◆ Nov 22-26—Thanksgiving Day Holiday—no classes
- ◆ Dec 8– Last Day of Classes
- ◆ Dec 11-15 – Final Exam Week
- ◆ Dec 15 – End of Semester
- ◆ Dec 19 – Grades Available Online



Registration

- ◆ DIS/Thesis/Project/Dissertation Hours
 - Courses must be created for each individual student and must be done before the start of the term.
 - Forms can be obtained on the graduate resources section at <https://www.cs.fsu.edu/academics/graduate-programs/>
 - Forms must be completely filled out and signed by the major professor.



Registration

- ◆ Defense of Project/Thesis/Dissertation
 - For Project/Thesis/Dissertation defense, the student must take at least two hours of Project/Thesis/Dissertation in the semester of graduation.
 - You must create and sign up for Thesis Defense (CIS8976), Project Defense (CIS 8974), Comprehensive Exam (CIS 8966) or Dissertation Defense (CIS8985).
 - You must also apply to graduate in the term you wish the degree. If for some reason you do not graduate, you must apply to graduate again.
 - Example: You apply to graduate in the current term and you are not able to finish your thesis but you have registered for Thesis Defense. You must apply to graduate again and you must register for the Thesis Defense a second time. Your previous Thesis defense course will be dropped by us.
 - In your last semester if you are not on support and you just need to complete your project, thesis, or dissertation, then you need to sign up for at least 2 hours.



Misc. Policies and Regulations

- ◆ Thesis/Dissertation Students must consult the Grad School webpage for a complete list of deadlines and required documents in the semester they intend to graduate.
- ◆ Project Defenses must be done by the last day of class in order to qualify for graduation.



Computer and Network Security

Yu Wang



CS E-mail

- ◆ You should check your CS account (@cs.fsu.edu) e-mail at least once a day as this is how the department will communicate with you.
- ◆ You will also have an FSU e-mail account (@my.fsu.edu) provided by the University.



Teaching/Research Assistants



Eligibility

- ◆ Full time student and admitted to the department.
- ◆ Good Academic Standing (3.0+ GPA) at all times.
 - Students on academic probation are not considered students in good standing by the University.
- ◆ Continue to make progress towards a degree in the Computer Science Department.
- ◆ Perform duties to the satisfaction of the Department and/or your assigned supervisor.



Limitations on Department Support

- ◆ Department Support means an assignment as a Grader for Graduate Courses (W9183), Teaching Assistant (M9184), Grader & Recitation Instructor (W9185), or System Administrator (Z9185).
- ◆ Lower priority for support will be given to students who have been in the program too long:
 - Master Degree - 2 Years
 - PhD (with Masters) – 5 Years
 - PhD (without Masters) – 6 Years
 - PhD students must also meet intermediate milestones.
- ◆ See
 - <http://www.cs.fsu.edu/academics/departments-rules>
 - <http://www.cs.fsu.edu/academics/graduate-programs/phd-progress>



University Requirements for TAs

- ◆ For international students, certification in spoken English is required (a passing IB-TOEFL or SPEAK test score)
- ◆ PIE Conference or departmental TA training
 - We currently require all TAs to attend the PIE conference once, in the first year you are a TA
- ◆ Sexual Harassment Training session
 - Available at the PIE Conference
- ◆ These policy trainings are required for ALL FSU TAs!!!



TA Job Levels

- ◆ Category 1: Grader
 - May include grading, course management duties, office hours. No larger direct contact with students.
- ◆ Category 2: Recitation Instructor
 - May involve leading recitations or larger student help sessions, help lab, as well as Level 1 type duties
- ◆ Category 3: Primary Instructor for lower-level course
 - Instructor of record for a 1000- or 2000-level courses
 - TA must have 18+ hours of grad credit in CS
- ◆ Category 4: Primary Instructor for upper-level
 - Instructor of record for a 3000- or 4000- level course
 - TA must have 30+ hours of grad credit in CS (or hold an MS already)
- ◆ Category 5: TA/Grader for 5000-level grad courses
 - May involve grading and assisting in graduate-level courses.
 - TA must have 18+ hours of grad credit in CS, 50+ on SPEAK or equivalent. Must also take extra PIE training in first semester working in a Category 5 role.



Language Requirements

- ◆ A 23 or above on the IBT/TOEFL meets the Spoken English requirement
- ◆ SPEAK test scores:
 - 45 (or 23-24 IBT/TOEFL) qualifies TA for grading (Category 1)
 - 50 qualifies TA for Category 2 (or higher).
- ◆ Exemptions to this policy must be approved by the Director of the Center for Intensive English Studies and the Graduate School. If granted, students **must** meet the standards after the first semester.



What We Look for in TAs

- ◆ Excellent English and communication skills.
- ◆ Higher than average academic performance.
 - Average GPA is 3.5
- ◆ Strong computer science background.
- ◆ Specific technical or academic background.
- ◆ Strong work ethic.
- ◆ Punctuality.
- ◆ Honesty and integrity.



Probable Causes for Dismissal

- ◆ Failure to make academic progress.
- ◆ Failure to perform duties.
- ◆ Failure to show up for assigned class periods.
- ◆ Failure to show up for required meetings.
- ◆ Failure to report to school on the required date.
- ◆ Inappropriate, rude, or abusive behavior in the classroom.
- ◆ Inappropriate or rude communication with students within or outside the classroom.



Probable Causes for Dismissal

- ◆ Unauthorized absence from school during your appointment
 - Example: Switching sections in the summer term with other TAs. Leaving FSU before the end of your appointment. Arriving at FSU after your appointment starts.
- ◆ Low academic performance
- ◆ Breaches of academic honor code
- ◆ Breaches of Federal or State laws



Appointment Papers

- ◆ Each student must be appointed to the position each term and must sign an appointment paper.
- ◆ The Appointment Paper is a contract of employment which states begin and end dates, hours per week, and salary.
- ◆ Appointment Papers once signed need to be e-mailed to Edwina Hall (ehall@cs.fsu.edu).
- ◆ All students must have a social security number and must have applied for direct deposit.
- ◆ Graduate Assistants are expected to be in Tallahassee and available for work for the duration of their appointment. You should not leave before the deadline to turn in the grades.



Other Employment

- ◆ A graduate student supported by an assistantship providing \geq \$7500 during the semester cannot have other employment or a fellowship without the department chair's permission.
- ◆ A graduate student supported by a fellowship providing \geq \$7500 during the semester cannot have other employment or a university assistantship without the department chair's permission.



TA Duties and Responsibilities

- ◆ Regular meetings with assigned faculty
- ◆ Design course
- ◆ Compile syllabus
- ◆ Hold office hours
- ◆ Respond to e-mail from students and the course supervisor in a timely manner
- ◆ Grade exams/papers/projects
- ◆ Duplicate materials
- ◆ Present new material
- ◆ Keep class records
- ◆ Proctor exams
- ◆ Assign course grades
- ◆ Other duties as assigned by faculty



Graduate Student Financial Support Policy

- ◆ The department gives priority to students who were admitted with full financial support (20-hour TA/RA appointment or fellowship) and PhD students who were admitted without support, but have passed the PhD Preliminary exam. The general departmental policy is to continuously support such students in the Fall and Spring semesters (the department has very few TA positions in the summer) until they graduate, provided that sufficient funds are available. Typical duration of continuous support for Fall and Spring semesters is as follows.
 - 6 years for PhD students who entered the program without an MS degree in CS
 - 5 years for PhD students who entered the program with a CS MS degree
 - 2 years for MS students



Requirements for continuous TA funding support for PhD students

For continuous TA support, PhD students have three levels of priorities: Tier 1, Tier 2, and Tier 3, with Tier 1 being the highest priority. As of Spring 2018, all students in all of the three levels of priorities are funded by the department (but this may change in the future). All students in any priority group for TA support must meet the following requirements:

- ◆ Making minimum satisfactory progress toward the degree as specified in **<http://www.cs.fsu.edu/academics/graduate-programs/phd-progress/>**
- ◆ Satisfying all university requirements for being a teaching assistant, including passing the English speaking test for foreign students.
- ◆ Performing assigned duties (e.g TA/RA duties) satisfactorily and reliably.
- ◆ Informing the department in sufficient advance the desire to be supported and the commitment to the duties assigned by the department.



Requirements for continuous TA funding support for PhD students cont.

A PhD Student who (1) was admitted with full financial support (20-hour TA/RA appointment or fellowship), or (2) was admitted without financial support, but has passed the PhD Preliminary exam, is in the **Tier 3 priority group** if the student meets the above requirements.

- ◆ A PhD student who meets the above requirements is in the **Tier 2 priority group** if the student is identified by a tenure-track faculty as a Tier 2 TA.
- ◆ A PhD student who meets the above requirements is in the **Tier 1 priority group** if the student is identified by a tenure-track faculty as a Tier 1 TA.
- ◆ The department maintains the tier-3 list. Tenure-track faculty must identify their tier-1 and tier-2 TAs by July 1 for the Fall semester and October 15 for the Spring semester.



Requirements for continuous TA funding support for MS students

MS students admitted with financial support are defaulted to the **Tier 1 priority group** for the same level of support when admitted. As of Spring 2018, all students in the priority group are funded by the department. To remain in the top priority group, an MS student must

- Make minimum satisfactory progress toward the degree: maintaining a 3.0 GPA and completing the degree within 2 years.
- Satisfy all university requirements for being a teaching assistant, including passing the English speaking test for foreign students.
- Perform assigned duties (e.g TA/RA duties) satisfactorily and reliably.
- Inform the department in sufficient advance the desire to be supported and the commitment to the duties assigned by the department.



Lower Priority for Continued TA Support

- ◆ International Students
 - Obtained only a 45 on the SPEAK test.
- ◆ MS students
 - Have been in the MS program for 2 full years.
- ◆ PhD students with MS elsewhere
 - Not passed qualifying exam after 2 years.
 - Not passed qualifying+preliminary exams after 3 years.
 - Not completed degree after 5 years.
- ◆ PhD students starting with BS or MS here
 - Not passed qualifying exam after 3 years.
 - Not passed qualifying+preliminary exams after 4 years.
 - Not completed degree after 6 years.



RA Duties and Responsibilities

- ◆ Regular meetings with assigned faculty
- ◆ Conduct research in accordance with direction from assigned faculty member
- ◆ Hold regular office hours
- ◆ Maintain proficiency in assigned technical area
- ◆ Make progress on assigned research area
- ◆ Other duties as assigned by faculty



Paychecks

- ◆ Initial paychecks typically come within four weeks after you initially start work or sign appointment papers.
- ◆ All Fellowship Students, Teaching Assistants, Research Assistants, and Student Workers **MUST HAVE DIRECT DEPOSIT.**



Tuition Waivers

There are three items that are required before tuition waivers are entered:

1. Appointment as a graduate assistant with an appointment code of M9182, M9183, M9184, W9185, Z9185, or N9185
2. Full time student registered for at least nine hours of graduate credit. (12 if you are an in-state FL resident)
3. Your schedule must be firm by the add/drop deadline close of business. (Classes may change but the number of hours must remain the same).

Completed Tuition Waiver Receipt

- Daniel Clawson will send e-mail to grads when they are ready.
- Signed copies can be e-mailed to him at clawson@cs.fsu.edu



Appointment Codes

- ◆ M9182 – Research Assistant working with a faculty member on a grant within the Department or School of Computational Sciences
- ◆ M9183 – Graduate Teaching Associate (Level 5) – Assisting and grading for graduate level courses
- ◆ M9184 – Graduate Teaching Assistant with responsibility for teaching their own class (Levels 3-4)
- ◆ W9185 – Graduate Assistant in Teaching is usually a lab recitation leader or grader. This is most everyone (Level 1-2)
- ◆ Z9185 – System people or webmaster.



What does the Tuition Waiver Pay?

- ◆ The tuition waiver does not cover ALL expenses, only tuition. Students are required to pay the “Fees” portion of their tuition liability.



Health Insurance Supplement

- ◆ Students on an assistantship with a tuition waiver are eligible for a health insurance supplement.
- ◆ Must be a full-time student.
- ◆ The supplement is applied towards the University-Sponsored health insurance plan only.
- ◆ Visit the websites for the Graduate School (www.gradstudies.fsu.edu) and Health and Wellness Center (studentinsurance.fsu.edu) for detailed information about the supplement and insurance plans available through the University.



Establishing Residency

- ◆ Each student who is US citizen and is not a Florida resident must apply for Florida state residency or he/she will have to pay his/her out-of-state tuition next year.
- ◆ To get this accomplished you will have to do this before the first day of class for which you have been admitted to graduate school. Please review the memorandum and complete the form ASAP.
- ◆ Please contact the Registrar's Office or Admissions with questions about residency.
- ◆ Time Extension Requests



What's next?

- ◆ Initial Advising Form
 - Initial Advising Sign-Up Sheet
- ◆ Semester Advising Form
 - Schedule a time to meet with your advising professor
- ◆ Appointment Letters (if applicable)
 - Contact Daniel Clawson via e-mail clawson@cs.fsu.edu or on zoom (Meeting ID: 850-645-4975)
- ◆ Speak Test (if applicable)
 - Contact Daniel Clawson via e-mail clawson@cs.fsu.edu or on zoom (Meeting ID: 850-645-4975)
- ◆ PIE Conference
- ◆ Health Insurance & Immunization Waiver



Questions?

