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Welcome and Address by the Chair

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Introduction of Faculty Members
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Bioinformatics, networking, ethics, computers and law, security, all-around-good-guy and snappy dresser.

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Introduction of Staff
Staff

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♦

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Staff

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Staff

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♦ Vikram Thakur
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Degree Programs and Academics

All of the Following Information can be found on Department and University Web Pages.
Degree Programs

- PhD Degree requirements
- MS in Computer Science
- MS in Software Engineering*
- MS in Information Security*

* - Must have the permission of the respective committee to enter these programs.
PhD Degree Requirements

- Finish Required Graduate Course work
  - CIS 5935 (2) in the first Fall term of enrollment
  - With Masters (At least 4 additional Courses)
  - Without Masters (At Least 6 additional Courses)
  - Courses required by your PhD Committee
- Portfolio approval and Portfolio Oral Exam
- Pass Oral Examination of Area/Survey Paper
- Pass PhD Preliminary Exam
- Write and Defend a Prospectus
- 24 hours of Dissertation
- 24 hours of Residency (24 credit hour with 12 months)
  - This is after having earned 30 hours of graduate credit or a masters
- Write and defend a Dissertation

http://www.cs.fsu.edu/~hawkes/cs_phd.html
Masters Basic Degree Requirements

♦ 32 Hours of Graduate Course work
  – DIS, Supervised Teaching, Supervised Research, and courses that start with CGS may not be counted as part of the 32 hours.
  – At least a 3.0 GPA (Not 2.9999999999)
  – All courses passed with at least a B-
  – Written and defended a Thesis/Project for those tracks
    • Register for Thesis Defense or Comprehensive Exam
  – Applied for Graduation

There is a seven year time limit from the time you start the degree program until completion.
Masters Basic Degree Requirements

- CIS 5935 Intro to Research (2 Hours)
- Software (Select one)
  - CEN 5035 S.E.
  - COP 5570 Advanced Unix Programming
  - COP 5621 Compiler Construction
- Systems (Select one)
  - CDA 5155 Computer Architecture
  - CEN 5515 Data and Computer Communications
  - COP 5611 Operating Systems
- Theory (Select one)
  - COT 5310 Theory of Automata
  - COT 5410 Complexity of Algorithms
  - COT 5540 Logic for CS
Masters of Science (116610)

♦ Thesis Option
  – 15 Additional hours of Graduate Electives
  – CIS 5970r Thesis 6 Hours
  – CIS 8976 Thesis Defense 0 Hours

♦ Project Option
  – 18 Additional Hours of Graduate Electives
  – CIS 5915r Project 3 Hours
  – CIS 8974 Project Defense 0 Hours

♦ Course Only Option
  – 21 Additional Hours of Graduate electives
  – CIS 8966 Comp. Exam 0 Hours
  – Must have a B+ average in the three courses taken to satisfy the Theory, Systems, and Software areas.

NOTE: This is the basic program for the 116610 major but each degree program has these options.
Masters of Science (SE - 116630)

SE Students are required to take the following courses which (*) satisfy the general course requirements:

- CEN 5035 Software Engineering *
- Courses Developed as a plan of study from the following list:
  - CEN 5000 Knowledge Management and Data Engineering (3)
  - CEN 5020 Applicative Foundations of Software Engineering (3)
  - CEN 5066 Software Engineering with Graphics (3)
  - CEN 5515 Data and Computer Communications* (3)
  - CEN 5720 Computer-Human Interactions (3)
  - COP 5570 Advanced Unix Programming* (3)
  - COP 5725 Database Systems (3)
  - COP 5621 Compiler Construction* (3)
  - CIS 5930 Software Project Management (3)
  - CIS 5930 Software Design (3)
  - CIS 5930 Formal Methods in Software Engineering (3)
  - CIS 5930 Verification and Validation (3)
  - CIS 5930 Project Development (3)

Requires work/experience on large software project. Degree program offered at the Panama City Campus only.
Masters of Science(InfoSec – 116640)

- CNSA Students are required to take the following courses which (*) satisfy the general course requirements:
  - CIS 5357 Network Security
  - CEN 5515 Data and Computer Comm. *
  - CIS 5370 Computer Security
  - CIS 5406 Computer and Network Admin
  - Plus one of the following:
    - CDA 5140 Fault Tolerance
    - COP 5570 Advanced Unix Programming*
    - COP 5611 Operating Systems *
    - COP 5310 Theory of Automata*
    - COT 5410 Complexity of Algorithms*

- Admission to this program Requires permission of the Information Security Group
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!”
Violations of the Honor Code

- During an exam, using materials not condoned by the instructor.
- Representing another person(s) work as your own.
- Obtaining, distributing, or using a copy of an unauthorized exam or course material.
- Impeding progress of other students.
- Tampering with another students work.
- Assisting or plans to assist another student in such acts.
- Attempt to commit any acts above
Grading System and Practices

♦ Graded on a 4.0 un-weighted scale.
♦ B- is the lowest passing grade even for CGS 5000 level prerequisite courses.
♦ Graduate students must maintain a 3.0 Overall GPA for ALL course work
♦ Classes where you earned below a B- cannot be counted towards a degree but will count against your GPA.
♦ Courses that are not prerequisite or required for the major may be omitted from the GPA.
Suspension, Dismissal, and Reinstatement

♦ Students who have missed more than 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 Graduate Studies for consideration of Special Circumstances.
  – Under no circumstances will a student be allowed more than one additional term of probation.
Forgiveness Policy

♦ Forgiveness policy of FSU no longer holds.
♦ Students will have one academic year to repeat a course normally eligible for application of the Forgiveness Policy.
♦ After the 7th week of the semester in which the course is being repeated, the student may petition the Academic Dean to drop the first attempt reflecting a WD grade.
♦ This new policy went into affect Fall 2004.
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 Withdrawals cannot be applied to selective classes. They must be applied to all classes for that term.
Drop/Add of Classes

- The deadline for students to drop a course without Dean's permission or grade liability is at the end of the 7th week of classes.
- Courses may be dropped through 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 18 semester hours (to a maximum load of 21 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
# Grade Descriptions

<table>
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<th>Description</th>
<th>Grade Point</th>
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<tr>
<td>P</td>
<td>Passing</td>
<td>NGP</td>
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<td>S</td>
<td>Satisfactory</td>
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<td>U</td>
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<td>NGP</td>
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<tr>
<td>IE</td>
<td>Incomplete Expired</td>
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<tr>
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<td>GE</td>
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<tr>
<td>W</td>
<td>Withdraw Passing</td>
<td>NGP</td>
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<tr>
<td>WD</td>
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Full Time Student Requirement

♦ Normal Full-Time Load – 12 hours
♦ Fellowship Students – 12 hours
♦ Teaching and Research Assistants. - 9 hours
♦ Maximum Load – 18 hours.
♦ Maximum Load with Dean’s Approval – 21 Hours
♦ Maximum Waiver (Florida Residents) – 12 hours
♦ Maximum Waiver (Out-of-State) – 9 hours
♦ Maximum Waiver (Out-of-State, 1st term) – 11 hours

All CS students are required to take at least 12 hours unless given permission by the Department to be a part time student or on an Assistantship.

All Teaching Assistants, Research Assistants, and those on Fellowship must be full time students.
Common Mistakes

♦ Skipping more than one term before defending a project or thesis
  – Must reapply for admission
♦ Not completing all prerequisites
♦ Not completing all required courses
  – Taking more electives
♦ Taking special topics courses that do not count towards the degree program.
♦ Not applying for graduation before the deadline
♦ Not registering for thesis defense, dissertation defense, or comprehensive exam
♦ PhD Students, not complying with the residency requirement (24 hours of courses in 12 months).
Important Dates

♦ Registration for all Students – 22 August
♦ Classes Begin - 29th August
♦ Late registration $100 Late fee - 29th August -1 September
♦ Waivers due to Dr. Leach – 31th August
♦ Drop/Add - 27th August– 1st September
♦ Fees Due – 12 September midnight
♦ Last Day to cancel enrollment and have fees adjusted – 1st September
♦ Last day to drop class without a grade – Oct 14th
Important Dates (continued)

- Last day to file for Fall Graduation – 9 Sept
- Last day to withdraw from University – 9 December
- Official Thesis/Dissertation copies due to Graduate Studies – 14 November
- Last day of final exam – 16th December
Registration

- **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 obtain in Room 253 Love Building
  - Forms must be completely filled out and signed by each member of the committee before the student can register
Registration

♦ Defense of Thesis/Project/Dissertation
  – For Thesis/Dissertation defense, the student must take at least one hour of Thesis in the semester of graduation
    • If any resource within the university is used, i.e. computer account, reading of manuscript, defense, etc…then two hours will be required
  – You must create and sign up for Thesis Defense (CIS8976), Project Defense (CIS 8974), Comprehensive Exam (CIS 8966) or Dissertation Defense (CIS9985) only once EVER!
  – You must also apply to graduate in the term you wish the degree. If for some reason you do not graduate, you must apply again.
    • Example: You apply to graduate in the Spring 2006 term and you are not able to finish your thesis but you have registered for Thesis Defense. You must apply to graduate again but you do not register for the Thesis Defense a second time. You would just clear the incomplete.
Misc. Policies and Regulations

♦ Thesis Defenses must be done within two weeks of submitting the final manuscript (1 Nov)
♦ Project Defenses must be done by Dec 9th in order to qualify for graduation
♦ Students taking Project, Thesis, Dissertation will be required to register for at least two hours of those courses at a minimum unless otherwise given permission to do so.
Computer and Network Security

Vikram Thakur
Concludes meeting for all graduate students.

There will be a break and we will continue with the TA/RA meeting. Pizza and drinks in Love 151 after this meeting at 11:30. Leave some for me !!!!
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.
♦ Funding is available.
What We Look for In TAs

♦ Excellent English and communication skills.
♦ Higher then 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 for assigned class periods
- Failure to show for required meetings
- Failure to report to school on the required date
- Inappropriate, rude or abusive behavior in the classroom
Probable Causes for Dismissal

♦ Unauthorized absence from school during your appointment
  – Example: Switching sections in the summer term with other TAs. Leaving before the end of your appointment.

♦ 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 are signed in Room 253 with Ms. Edwina Hall.
- 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 during the entire duration of their appointment.
TA Duties and Responsibilities

- Regular meetings with assigned faculty
- Design course
- Compile syllabus
- Hold Office Hours
- Grade exams/papers/projects
- Duplicate materials
- Present new material
- Keep class records
- Proctor exams
- Assign course grades
- Other duties as assigned by faculty
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
Language Requirements (TSE)

- All foreign national students whose native language is not English will be required to keep on file their score of the Test for Spoken English (TSE) administered by Dr. Roger Ponder.

- Both RAs and TAs that do not obtain proficiency of the English language their first year will have their assistantships removed.
Paychecks

- Initial paychecks are usually distributed within four weeks after you initially start work or sign appointment papers.
- They can be picked up in room 253.
- All Fellowship Students, Teaching Assistants, Research Assistants, and Student Workers MUST HAVE DIRECT DEPOSIT.
Tuition Waivers

Graduate Assistants can enter their tuition waiver via the Internet.

http://www.cs.fsu.edu/gtws/student.cgi

- You first must be entered into the system.
- Enter social security number or Student Number (no dashes)
- Enter last four of social security number or student id as your password
Tuition Waivers

- May change password upon entry
- May change personal data
- Modify the number of credit hours requested on the waiver.
  - Courses must be those that can be applied towards graduation, prerequisites, or approved by major professor.
- Must say that you are a full time student
- Cannot exceed 12 hours of credit for tuition waivers.
  - 9 for out-of-state students
  - 12 for in-state student
  - 11 for out-of-state students (first Fall term)
Drop/Add – Fee Responsibility

If you drop courses after the drop-add period, you will be liable to reimburse the school for the tuition waiver for up to 75%.

If you drop courses after the 7th week of class, you will be responsible to reimburse the school for the full cost of tuition waiver.

If at anytime during the term you drop below a full time load you will be liable for 100% of the tuition and your Assistantship will be removed.
Question?