

Graduate Student HANDBOOK

**Department of Computer and
Information Science and Engineering**

Academic Year 2019-2020



Graduate Student Handbook

Computer and Information Science and Engineering Department

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Table of Contents

DEPARTMENT MISSION	1
INTRODUCTION	1
General Degree Requirements	1
MASTER'S PROGRAMS	2
Master's Degrees Overview	2
Master of Science General Requirements	2
Master of Science Supervision	2
Master of Science Course and GPA Requirements	2
Master's Degree Programs	3
Master of Science in Computer Science through the College of Engineering	3
Master of Science in Computer Engineering through the College of Engineering	4
Master of Science in Digital Arts and Sciences through the College of Engineering	5
Master of Engineering in Computer Engineering through the College of Engineering	6
Master of Science in Computer Science - College of Liberal Arts and Sciences	7
Establishing Equivalencies for Core Courses	8
Master's Examination	8
Applying to Enter the Ph.D. Program for CISE Master's Student	8
Progress toward Master's Degree	8
Checklist for Master's Degree	9
Master's Minor	9
DOCTOR OF PHILOSOPHY PROGRAM	10
Ph.D. General Requirements – (See Appendix, Table 1)	10
Ph.D. Supervision	10
Ph.D. Course & GPA Requirements: Computer Science or Computer Engineering	10
Establishing Equivalencies for Core Courses	12
Seminar Requirement for Ph.D. Students	12
Ph.D. Qualifying Examination	12
Admission to Candidacy	16
Ph.D. Students Earning a Master's Degree	16
Annual Evaluation and Termination of Ph.D. Students	16
Communication Skills	17
Ph.D. Final Examination	17
Time Limitation	17
Applying to Enter the Ph.D. Program for CISE Master's Students	17
Ph.D. Minor	17
Checklist for Ph.D. Degree	18

P.h.D IN HUMAN-CENTERED COMPUTING 19

- Ph.D. Degree General Requirements 19
- Ph.D. Supervision 19
- Ph.D. Course and GPA Requirement..... 20
- Admission to Candidacy 27
- Ph.D. Students Earning a Master's Degree..... 28
- Performance Evaluation and Termination of Ph.D. Students 28
- Communication Skills..... 28
- Ph.D. Final Examination 28
- Checklist for Ph.D. Degree 29

Graduate Course Descriptions 30

Undergraduate Prerequisite Courses..... 30

TEACHING ASSISTANT INFORMATION 31

- Overview 31
- How Assignments Work 32
- Policy Regarding Periods of Absence for all CISE Teaching Assistants..... 32

GRADUATE FACULTY AND RESEARCH AREAS..... 33

APPENDIX 1 33

APPENDIX 2 34

Graduate Student Resources..... 35

DEPARTMENT MISSION

The Department of Computer and Information Science and Engineering is concerned with the theory, design, development and application of computer systems and information processing techniques. The mission of the CISE Department is to educate undergraduate and graduate majors as well as the broader campus community in the fundamental concepts of the computing discipline, to create and disseminate computing knowledge and technology, and to use our expertise in computing to help society solve problems.

INTRODUCTION

The graduate programs of the Computer and Information Science and Engineering Department at the University of Florida include the Master of Science (M.S.), Master of Engineering (M.E.), and Doctor of Philosophy (Ph.D.) degrees. This handbook details the policies and regulations governing these degrees and should be used in conjunction with the University of Florida *Graduate Catalog* (<http://graduateschool.ufl.edu/academics/graduate-catalog>) and the Graduate Student Handbook from the Graduate School website (<http://graduateschool.ufl.edu/files/handbook.pdf>). It is the responsibility of the student to be familiar with all these publications and to adhere to the stated rules and policies.

General Degree Requirements

For the Master's degree, a minimum of 30 credit hours is required; for the Ph.D. degree, a minimum of 90 credit hours is required beyond the bachelor's degree.

Master's students may transfer a maximum of 9 graduate credit hours taken from an outside institution approved by UF; Doctoral students may transfer up to 30 credit hours from a Master's degree in computer science/engineering taken at an outside institution approved by UF. In addition, up to 15 additional credits beyond the master level taken from an outside institution can be transferred with approval.

The Master of Engineering (M.E.) degree may be awarded only to those students who have a prior B.S. degree in computer science/engineering from an ABET-accredited program. The Master of Science (M.S.) degree may be awarded to students with an undergraduate degree in any appropriate area of science or engineering.

All work counted toward a Master's degree must be completed during the seven years immediately preceding the date on which the degree is to be awarded.

To graduate from any of the above-mentioned degree programs, a 3.00 GPA is required in both the overall (UF) and in the CISE (departmental major) categories.

No graduate credit is allowed for computer and information science and engineering courses below the 5000 level. Graduate students may take additional undergraduate courses, but credits earned in these courses are not counted toward the minimum degree requirements. A summary of the pertinent degree requirements is shown in the appendix. The detailed requirements of the graduate degree programs are described in the following sections.

MASTER'S PROGRAMS

Master's Degrees Overview

The CISE Department offers the Master of Science degree through the College of Engineering:

- M.S. in Computer Engineering
- M.S. in Computer Science
- M.E. in Computer Engineering
- M.S. in Digital Arts and Sciences

The College of Liberal Arts & Sciences:

- M.S. in Computer Science

The CISE department NO LONGER OFFERS THE Master's degrees via distance learning through the UF EDGE program.

Master of Science General Requirements

Master's students may choose between the thesis and the non-thesis options. The total credit hours required for either of the two options is 30. Up to 9 credits earned from another accredited institution may be transferred and must be applied during the first term of enrollment. For the thesis option, 6 credits of CIS6971 are required and counted towards the 30-credit requirement (must be registered for CIS6971 in the term of graduation). The student should choose one option when the supervisory committee is formed, and any subsequent change in option is subject to approval by the supervisory committee. The Graduate School requires that any change in option be completed at least one full semester prior to the intended date of graduation. (Note that once a student has taken the master's examination or has attempted a thesis defense, the option cannot be changed.)

A student seeking a Master's degree in the College of Engineering may become a candidate for the Master of Engineering degree, provided the student has a bachelor's degree in engineering from an ABET-accredited program. Students who do not meet this requirement will be candidates for the Master of Science degree.

Master of Science Supervision

If the thesis option is chosen, the student must form a supervisory committee no later than the end of the second semester of enrollment. The committee chair person henceforth becomes the student's advisor. The student should consult the advisor for advice in creating and pursuing a plan of study. The supervisory committee must consist of two graduate faculty members; at least two (including the chair) must be from the CISE Department.

Master of Science Course and GPA Requirements

All Master's students are required to take the following core courses. Transferring any core course must be approved by the Graduate Affairs Committee.

According to the Graduate School policy, students must maintain a 3.0 overall GPA, as well as a cumulative 3.0 GPA for all courses taken from CISE, to graduate.

Master's Degree Programs

Master of Science in Computer Science through the College of Engineering

For the Computer Science Master's degree please refer to:

<https://www.cise.ufl.edu/grad/mscomputersciencethroughcollegeofengineering/>

- **Required Core Course**
 - COT 5405 Analysis of Algorithms
- **Select three from the following five courses:**
 - CDA 5155 Computer Architecture Principles
 - COP 5615 Distributed Operating System Principles
 - COP 5556 Programming Language Principles
 - CNT 5106C Computer Networks
 - COP 5536 Advanced Data Structures

Course and Credit Requirement for the Non-Thesis Option:

- 12 CISE graduate core credits.
- 18 other CISE graduate-level credits.
 - Minimum of 12 credits MUST be taken from CISE graduate-level courses.
 - Up to 1 credit of CIS 6935 (Graduate Seminar) allowed.
 - Up to 3 credits of CIS 6905 (Individual Study) allowed.
 - EXCLUDES CIS 6910, CIS 6940.
 - Maximum 6 credits outside the department MAY be taken with approval from the Graduate Affairs Committee.
 - Up to 3 credits of EGN 5949 (internship) allowed.

Course and Credit Requirement for Thesis Option:

- 12 CISE Graduate core credits
- 6 Master thesis research credits (CIS 6971)
- 12 other CISE graduate-level credits:
 - Minimum of 6 credits MUST be taken from CISE graduate-level courses.
 - Up to 1 credit of CIS 6935 (Graduate Seminar) allowed.
 - Up to 3 credits of CIS 6905 (Individual Study) allowed.
 - EXCLUDES CIS 6910, CIS 6940.
 - Maximum 6 credits outside the department MAY be taken with approval from the Graduate Affairs Committee.
 - Up to 3 credits of EGN 5949 (Internship) allowed

Master of Science in Computer Engineering through the College of Engineering

For the Computer Engineering Masters please refer to:

<https://www.cise.ufl.edu/grad/mscomputerengineering>

- **Required Core Courses**
 - CDA 5155 Computer Architecture Principles
 - COT 5405 Analysis of Algorithms

- **Select two from the following three courses:**
 - COP 5615 Distributed Operating System Principles
 - CNT 5106C Computer Networks
 - CDA 5636 Embedded Systems

Course and credit requirement for non-thesis option:

- 12 CISE graduate core credits
- 18 other CISE graduate-level credits:
 - Minimum of 9 credits **MUST** be taken from CISE graduate-level courses.
 - Up to 1 credit of CIS 6935 (Graduate Seminar) allowed.
 - Up to 3 credits of CIS 6905 (Individual Study) allowed.
 - **EXCLUDES** CIS 6910, CIS 6940.
 - Maximum 9 credits Electrical and Computer Engineering or other courses outside the department may be taken with approval from the Graduate Affairs Committee.
 - Up to 3 credits of EGN 5949 (internship) allowed.

Course and credit requirement for thesis option:

- 12 other CISE graduate core credits:
- 6 master research credits (CIS 6971)
 - Minimum of 6 credits **MUST** be taken from CISE graduate-level courses.
 - Up to 1 credit of CIS 6935 (Graduate Seminar) allowed.
 - Up to 3 credits of CIS 6905 (Individual Study) allowed.
 - **EXCLUDES** CIS 6910, CIS 6940
 - Maximum 9 credits Electrical and Computer Engineering or other courses outside the department may be taken with approval from the Graduate Affairs Committee.
 - Up to 3 credits of EGN 5949 (internship) allowed.

Master of Science in Digital Arts and Sciences through the College of Engineering

For the Digital Arts and Science Concentration please refer to:

<https://www.cise.ufl.edu/grad/msdas>

- **Required core courses (6 credits):**
 - CAP5705 Computer Graphics
 - CAP5805 Computer Simulation

- **Additional core option courses (12 credits):**
 - CAP5416 Computer Vision
 - CAP5635 Artificial Intelligence
 - CAP6701 Advanced Computer Graphics
 - CAP6402 Aesthetic Computing
 - 5000- or 6000-level DAS-oriented course approved by Advisor
 - Up to 3 credits of CIS6905
 - Exclude CIS6910

- **Course and Credit Requirement for Thesis Option:**
 - 18 CISE graduate core credits (see above)
 - 6 master thesis credits (CIS6971)
 - 6 additional 5000- or 6000-level credits (may include a maximum of 3 credits CIS6905).

- **Course and Credit Requirement for *Project in Lieu of Thesis* Option:**
 - 18 CISE graduate core credits (see above)
 - 6 Project/Performance credits (CIS6971)
 - 6 additional credits: (the same as the 6 additional credits in Thesis option.)

Master of Engineering in Computer Engineering through the College of Engineering

For the Master of Engineering Computer Engineering Master's degree please refer to:

<https://www.cise.ufl.edu/grad/mecomputerengineering>

- **Required core courses:**
 - COT 5405 Analysis of Algorithms
- **Select 3 of the 5 Courses Listed:**
 - CDA 5155 Computer Architecture Principles
 - COP 5556 Programming Language Principles
 - COP 5615 Distributed Operating System Principles
 - CNT 5106C Computer Networks
 - COP 5536 Advanced Data Structures

Course and Credit Requirement for Non-Thesis Option:

- 12 CISE graduate core credits.
- 18 other CISE graduate-level credits:
 - Minimum of 12 credits **MUST** be taken from CISE graduate-level courses.
 - Up to 1 credit of CIS 6935 (Graduate Seminar) allowed.
 - Up to 3 credits of CIS 6905 (Individual Study) allowed.
 - **EXCLUDES** CIS 6910, CIS 6940.
 - Maximum 6 credits outside the department **MAY** be taken with approval from the Graduate Affairs Committee.
 - Up to 3 credits of EGN 5949 (internship) allowed

Course and Credit Requirement for Thesis Option:

- 12 CISE graduate core credits.
- 6 master thesis research credits (CIS 6971)
- 12 other CISE graduate-level credits:
 - Minimum of 6 credits **MUST** be taken from CISE graduate-level courses.
 - Up to 1 credit of CIS 6935 (Graduate Seminar) allowed.
 - Up to 3 credits of CIS 6905 (Individual Study) allowed.
 - **EXCLUDES** CIS 6910, CIS 6940.
 - Maximum 6 credits outside the department **MAY** be taken with approval from the Graduate Affairs Committee.
 - Up to 3 credits of EGN 5949 (internship) allowed.

- Master of Engineering degree is only offered to those students who have a bachelor's degree from an ABET accredited institution (Accreditation Board for Engineering and Technology). This is only available at institutions in the United States.

Master of Science in Computer Science - College of Liberal Arts and Sciences

For the Computer Science Masters please refer to:

<https://www.cise.ufl.edu/grad/ms-computer-science-clas>

- **Required Core Courses:**
 - COT 5405 Analysis of Algorithms
- **Two from the following five courses**
 - COT 5615 Mathematics for Intelligent Systems
 - COT 6315 Formal Languages and Computation Theory
 - CNT 5106C Computer Networks
 - COP 5536 Advanced Data Structures
 - COP 5556 Programming Language Principles

Course and Credit Requirement for Non-Thesis Option:

- 9 CISE graduate core credits.
- 21 other CISE graduate-level credits:
 - Minimum of 9 credits must be taken from CISE graduate-level courses.
 - Up to 1 credit of CIS 6935 (Graduate Seminar) allowed.
 - Up to 3 credits of CIS 6905 (Individual Study) allowed.
 - EXCLUDES CIS 6910, CIS 6940.
 - Minimum of 9 credits outside the department.
 - At least 3 of these credits must be offered through the College of Liberal Arts and Sciences.
 - Up to 3 credits of EGN 5949 (internship) allowed.
 - The student's program must form a coherent specialization which must be approved by the CISE Graduate Affairs Committee

Course and Credit Requirement for Thesis Option:

- 9 CISE graduate core credits.
- 6 master thesis research credits (CIS 6971)
- Minimum of 15 credits other graduate-level credits:
 - Minimum of 6 credits MUST be taken from CISE graduate-level courses.
 - Up to 1 credit of CIS 6935 (Graduate Seminar) allowed.
 - Up to 3 credits of CIS 6905 (Individual Study) allowed.
 - EXCLUDES CIS 6910, CIS 6940.
 - Minimum 6 credits outside the department
 - At least 3 of these credits must be offered by the College of Liberal Arts and Sciences.
 - Up to 3 credits of EGN 5949 (internship) allowed.
 - The student's program must form a coherent specialization which must be approved by the CISE Graduate Affairs Committee.

Establishing Equivalencies for Core Courses

A procedure has been put in place to determine core course equivalencies. If you believe that you have taken a course, including undergraduate level, that you believe is equivalent to a core course in our department, you will need to take the following steps:

- Obtain a copy of your complete finalized transcript from your prior institution.
- Prepare a copy of the course syllabus and catalog description of the equivalent course as well as any supporting material such as exams, projects, and homework.
- Bring these items to the instructor who teaches the core courses for determining whether the course can be waived. The instructor's final decision should be emailed to grad advising; this printed equivalency decision will be added to the student's file

This is a different process than transferring your degree or any other courses toward your degree, which must be done with a grad adviser during the third and fourth weeks of classes in the student's first semester.

Master's Examination

All Master's students are required to pass an examination within six months prior to graduation. Students must be appropriately registered in their final term: 3-credit hours for Fall and Spring semesters and 2-credit hours for Summer semesters. Students with the thesis option must register for 3 credits of CIS6971, Master's Research, in the final term. A graduation workshop is held every semester for graduating students to review the graduation requirements.

Students with the thesis option are examined primarily on their thesis topic. The scope of the thesis will be determined by the student's supervisory committee. Each student must request that the oral examination be scheduled in concurrence with the Supervisory Committee Chair. The examination announcement must be posted by the Student Services Center a minimum two weeks prior to the examination. Committee members must be provided a copy of the thesis one week prior to the examination.

Non-thesis option students are given a brief written examination after they have satisfied all course and grade requirements. The exam requires no advance general computer science engineering knowledge and may be administered in conjunction with the Exit Interview. Questions regarding the exam and/or Exit Interview should be directed to a graduate adviser.

Applying to Enter the Ph.D. Program for CISE Master's Student

CISE Master's students may apply to enter the Ph.D. program after two semesters' grades become available. A statement of purpose and three reference letters from CISE graduate faculty (the supervisory committee chair should be included for M.S. with thesis option) are required. The student's graduate record will be reviewed and evaluated before being considered for entry into the Ph.D. program.

All Master's-to-Ph.D. decisions will be made on a case-by-case basis. All materials should be submitted to Ms. Kristina Sapp.

Progress toward Master's Degree

All requirements for the Master's degree shall be completed within seven years after enrollment. Full-time students are expected to finish their requirements in three years. If a student fails to do this, a decision will be made by the Graduate Affairs Committee as to whether the student should continue in the program. The decision is based on recommendation by the student's advisor as well as on each student's progress towards the completion of the master's degree.

Checklist for Master's Degree

When	To Do
First Semester	If appropriate, transfer up to 9 credit hours from graduate courses taken previously to your UF master's program.
Second Semester	Form supervisory committee (if pursuing thesis option) before the end of the semester.
Semester before graduation	Check with Student Services to verify all graduation requirements will be satisfied. If thesis, discuss your plan of graduation with your supervisory committee chair.
	If you have grades less than C (i.e., C-, D, I, E, N grades), discuss options for meeting graduation requirements
Semester of graduation	Submit degree application online via student.ufl.edu
	Complete departmental exit interview process (watch for applicable email message).
	Be registered for at least the minimum number of credits required for completion of non-thesis degree or completion of thesis degree.
	<p>FOR THESIS DEFENSE:</p> <ul style="list-style-type: none"> ■ Schedule thesis defense with supervisory committee. ■ Inform Student Services of scheduled plans and reserve a room for the defense. ■ At least a week before the defense, provide each member of the supervisory committee an advance copy of your thesis. ■ Ask your supervisory chair to pick up your file at Student Services on the day of your defense. ■ After defending, verify with your supervisory chair that all final exam forms have been correctly signed. ■ Submit thesis in GIMS by published deadlines

Master's Minor

To obtain a Master's minor, a non-CISE student must complete one systems area graduate-level core course, one theory area graduate-level core course, and one elective graduate-level course, each with a grade of B or better. In addition, the student must select a CISE graduate faculty member to serve as a minor representative on the Master's committee of the major department.

- **SYSTEM CORE COURSES:**
 - CDA5155 Computer Architecture Principles
 - CNT5106c Computer Networks
 - COP5556 Programming Language Principles
 - COP5615 Distributed Operating System Principles
- **THEORY CORE COURSES:**
 - COP5536 Advanced Data Structures
 - COT5405 Analysis of Algorithms
 - COT6315 Formal Languages and Computation Theory

DOCTOR OF PHILOSOPHY PROGRAM

Requirements for the following majors offered: Computer Engineering and Computer Science (degree requirements for the Core are not identical).

Ph.D. General Requirements – (See Appendix, Table 1)

To earn a Ph.D. degree, a student must satisfy a minimum of 90 graduate-level credits beyond the bachelor's degree. Up to 30 credits from a prior master's degree in Computer Science or Computer Engineering taken either at the University of Florida or from another accredited institution may be transferred and counted towards the Ph.D. degree. Students must apply for the credit transfer during their first term of enrollment. An approval from the graduate school is necessary for the credit transfer. Up to an additional 15 credits beyond the first 30 credits may be counted toward the Ph.D. degree, students must complete 30 credits while enrolled at the University of Florida campus. Additionally, students must satisfy the following requirements before earning the degree:

- Satisfy the CISE graduate-level course and GPA requirements.
- Pass the qualifying examination.
- Pass the admission to candidacy examination (defend a dissertation proposal).
- Satisfy the minimum number of seminar credits.
- Write and defend a Ph.D. dissertation.

Ph.D. Supervision

The student must form a supervisory committee no later than the end of the second semester of enrollment. The supervisory committee consists of at least four Graduate Faculty members, all with Graduate Faculty Status (GFS). At least three members of the committee (including the chair) must have GFS status in the CISE Department and at least one must be from outside CISE (external member).

An annual evaluation of the research progress/potential of each Ph.D. student will be performed by the Graduate Affairs Committee in conjunction with the chair of the student's supervisory committee. This evaluation will be done at the end of Spring semester. Copies of this evaluation and of the student comments are placed in the student's academic file. The student and the supervisory committee chair receive notice after the student has been in the CISE graduate program for 5 years without advancing to candidacy. Proper actions and close monitoring will take place afterwards to insure that students are making progress towards the Ph.D. degree.

Ph.D. Course & GPA Requirements: Computer Science

To successfully complete a Ph.D. degree, students must satisfy the following course and GPA requirements.

Core course requirements: Students who have completed a Master's degree in Computer Science or Computer Engineering from another university may petition to have courses taken during their Master's degree count towards the Ph.D. core course requirement. Such petitions will be accepted only after the Graduate Affairs Committee has determined that the outside course is similar in rigor and in scope to the equivalent course offered by the CISE Department.

- Computer Systems: Select 2 from the following 4 courses
 - CDA5155 Computer Architecture Principles
 - COP5556 Programming Language Principles
 - COP5615 Distributed Operating System Principles
 - CN 5106C Computer Networks
- Theory: Select 2 from the following 3 courses
 - COT5405 Analysis of Algorithms
 - COP5536 Advanced Data Structures
 - COT6315 Formal Languages and Computation Theory

Ph.D. Course & GPA Requirements: Computer Science

To successfully complete a Ph.D. degree, students must satisfy the following course and GPA requirements—this applies to both the Computer Science and Computer Engineering degrees.

Core Requirements for Computer Engineering:

Core Requirements	<i>CDA 5155 and COT5405 – and 2 of the following: {Embed, Lang, Dist O/S, Nets, DB, M/L}</i>
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Course Numbers/Names

Short Course Name	Expanded Course Name
<i>CompArch</i>	CDA 5155 Computer Architecture Principles
<i>Alg</i>	COT 5405 Analysis of Algorithms
<i>Embed</i>	CDA 5636 Embedded Systems
<i>Lang</i>	COP 5556 Programming Language Principles
<i>Dist O/S</i>	COP 5615 Distributed Operating System Principles
<i>Nets</i>	CNT 5106C Computer Networks
<i>DB</i>	COP 5725 Database
<i>M/L</i>	CAP6610 Machine Learning
<i>Struct</i>	COP 5536 Advanced Data Structures
<i>Theo</i>	COT 6315 Formal Languages and Computation Theory

Other course requirements:

- For students without a prior master's degree in Computer Science or Computer Engineering, see Appendix, Table II).
 - 24-credits of CISE graduate-level courses, exclude 6910, 7979, 7980, 6971, or 6935 may account for 3 credits for thesis-option CISE Master's.
 - A maximum of 6 credits of CIS 6905, May take up to 3 credit to count as CISE electives for two semesters with one semester's grade of S/U option only.
 - A minimum of 3-credits of CIS7980 Research for Doctoral Dissertation.
 - Other graduate-level courses including any research credits are at the discretion of the student and the students' supervisory committee chair.
- For students with a prior master's degree in Computer Science or Computer Engineering, see, Appendix, Table II).
 - 6-credits of CISE graduate-level courses, exclude CIS 6910, 7979, 7980, 6971 may account for 3 credits for thesis-option CISE Master's. Note that the required CISE graduate-level credits increases accordingly to compensate any waived core course credits.

- A maximum of 6 credits of CIS 6905, May take up to 3 credit to count as CISE electives for two semesters with one semester's grade of S/U option only A minimum of 3-credits of CIS7980 Research for Doctoral Dissertation.
- Other graduate-level courses including any research credits are at the discretion of the student and the students' supervisory committee chair.

GPA requirement:

- According to the Graduate School policy, students must maintain a 3.0 overall GPA, as well as a cumulative 3.0 GPA for all courses taken from CISE

Establishing Equivalencies for Core Courses

A procedure has been put in place to determine core course equivalencies. If you have taken a course, including undergraduate level, that you believe is equivalent to a core course in our department, you will need to take the following steps:

- Obtain a copy of your complete finalized transcript from your prior institution.
- Prepare a copy of the course syllabus and catalog description of the equivalent course as well as any supporting material such as exams, projects, and homework.
- New Ph.D. students must submit the collected information to a grad adviser at Student Services on the first day of classes. Any core course that is waived will count toward the three core courses required to take the written qualifying exam, and will be counted as a B (a neutral grade) in the required 3.0 core GPA for taking the Ph.D. written qualifying exam. A printed note summarizing the Committee's decision will be added to the student's file.

This is a different process than transferring a degree or any other courses toward your degree, which must be done with a graduate adviser during the third and fourth weeks of classes in the student's first semester.

Seminar Requirement for Computer Science and Computer Engineering Ph.D. Students

Full-time, on-campus Ph.D. students must successfully complete 3 credits of CIS6935 (Graduate Seminar) before graduation. The course awards one credit on an S/U basis and may be taken only once each semester.

Ph.D. students are not expected to register for the seminar course in their first two semesters, when most students take a full load of regular 3-credit courses. The 1-credit seminar course can accompany CIS7979 (Advanced Research) in later semesters, adjusting the total credits to satisfy the required semester credit load.

The instructor for this course will make all decisions in selecting eligible seminars and setting the minimum number of attendances which will constitute a satisfactory grade. The instructor, during the first week of classes, will notify students about the structure of the Seminar class.

Ph.D. Qualifying Examination

The Ph.D. Qualifying Examination consists of a written portion.

To maintain the level of CS/CE core knowledge, Ph.D. students are required to obtain at least a 3.0 GPA in 3 of the required 4 core courses that will be counted towards satisfying the core requirement before they are allowed to take the written portion of the qualifying exam. Additionally, the three core courses must include either 1 systems and 2 theory OR 2 systems and 1 theory—see Core course requirements. Approved equivalent core courses are counted towards the minimum 3 core courses with 3.0 GPA in calculating the minimum GPA requirement.

Qualifying Exam Area Survey Evaluation

The exam uses a survey covering the literature of an area in computing. This could be in the student's dissertation area or a general area of computing. The student, advisor, and the student's Ph.D. committee members determine (and approve) the set of papers. The external Ph.D. committee member is not required to participate in this process. The student should be aware that merely summarizing a set of papers is not enough to count as a Ph.D. survey. Rather, the write-up should include clear identification of the main research problems in the field and the main suggested solutions (with their advantages and disadvantages). In the process, the student needs to also compare/contrast his/her survey with existing surveys in the field (if such surveys exist in a similar format).

Process Details:

1. The student must get the approval of the advisor and the advisory committee to take the exam. Once that is done, the student must inform the graduate affairs committee of the intent to take the qualifiers exam no later than one month before the actual proposed survey submission date. This is to give the committee adequate time to discuss the list of papers, and other procedures.

2. The student will be assigned a list of papers and topics for the area survey paper under the direction of the student's advisor. The advisor may construct the list, or may require the student to propose the list. The list must be approved (in writing or via email) by all participating members of the committee. The list cannot include papers by the student (such papers can be included as supporting documents along with the student's CV).

The number of papers can vary depending on the student's research area. The vast majority (if not all) of the papers must be peer-reviewed reputable publications (e.g., IEEE or ACM conferences or journals, or similar quality). Suggested number of papers is between 30 – 100.

3. The student will write an original area survey paper under the direction of their advisor and Ph.D. committee.

- None of the advising committee members (including the advisor) can add text. They can only recommend modifications/edits.

b. The survey should be prepared in IEEE Journal format:

http://www.ieee.org/publications_standards/publications/authors/author_templates.html

c. The suggested length of the paper, not including references, is 15 to 20 pages. The decision as to appropriate length is left up to each committee.

d. Unless direct quotations of cited sources are used and properly attributed, the entire paper must be in the student's own words. Plagiarism will be grounds for dismissal from the Ph.D. program.

4. Submission of materials: The following materials must be submitted to the CISE committee members for review/evaluation, during (and no later than) the time window agreed upon earlier (as explained above in the first step):

a. Area survey paper

b. Student's CV. Optionally, additional supporting documents can be provided, such as published or submitted papers by the student.

c. Student's UF Academic Transcripts

5. Evaluation Process:

a. The student's Ph.D. supervisory committee will serve as the committee for the exam (without requiring the external member to serve). The supervisory committee chair will also serve as the student's qualifying exam chair.

b. From the submission date (in step 3 above), the committee has 2 weeks to evaluate the survey. The committee will then decide to: I. compile a list of questions, II. ask for a 'major revision' (which may also be accompanied by a set of questions), or III. fail.

The committee will send any questions back to the student via email at or before the end of this 2 week period. Any participating committee member can request a meeting with the student to discuss any issues at this time. Any meeting minutes should be kept and used later to aid evaluation.

In case of I (questions): The student has 1 week to respond to these questions. The committee then has 1 week to review the submitted answers and reach a pass/fail decision. The committee may request minor revisions to the answers or another round of questions if needed. Only two total rounds of questions/answers are permitted. If the committee does not feel that the student's survey paper and answers are passing after two rounds of questions then the student must submit a substantially revised paper (and updated materials) in a subsequent semester.

In case of II (major revision): The student has 2 weeks to address the committee's questions and resubmit the revised survey paper. The committee then has two weeks to review the revised paper and reach a pass/fail decision. Only one round of major revision is permitted. If the committee does not feel that the student's survey paper is passing after one round of revisions then the student must submit a substantially revised paper (and updated materials) in a subsequent semester.

The student should setup a meeting with the committee members (as a group or in individual meetings). The committee should use such meeting(s) to validate the originality of the work and clarify any issues, before making their decisions.

The committee members make their decisions to of pass, fail, or major revision, using the submitted material (i.e., area survey, CV, and transcripts), the answers to the committee's questions, and revised survey (if requested).

c. A majority of committee members (two out of three, or three out of four) must agree to pass in order to pass the student.

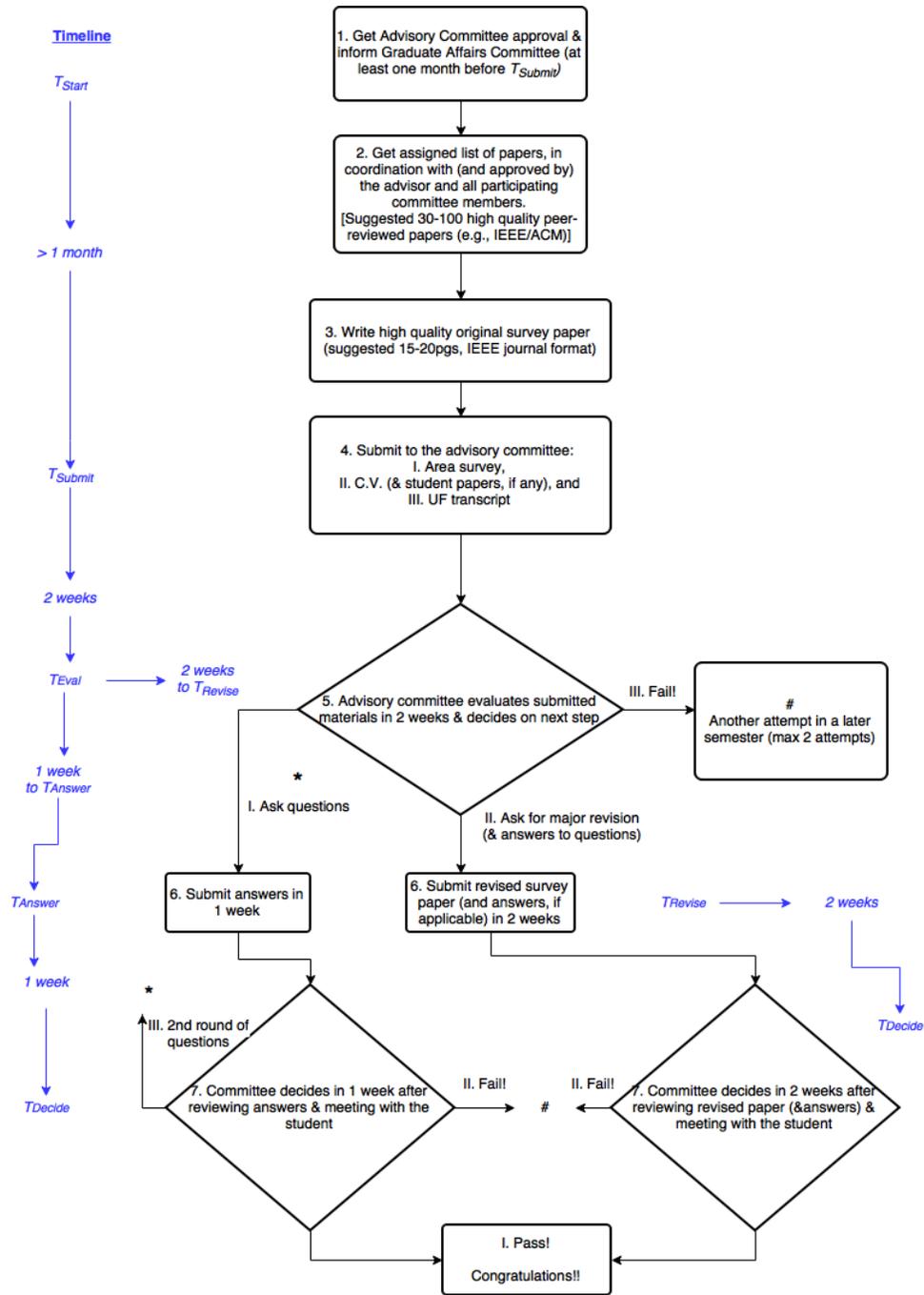
d. The grades and comments (if any) given by the committee members shall be kept anonymous. The student can see the overall grade and individual comments. The student however cannot see individual pass/fail grades or the mapping of the questions to the specific committee members.

Note: The student has 2 attempts to pass the qualifying exam:

a. After 2 failures, the student will be dismissed from the Ph.D. program.

b. The student can appeal dismissal in the event of a second failure through the Graduate Affairs Committee.

Qualifying Exam Flowchart



A Ph.D. student who has a Master's degree from the CISE department and who has left the CISE graduate program for at least one year before entering the Ph.D. program must pass the written exam by the end of the fifth semester, counted from the semester that the student began the Ph.D. program in CISE.

Admission to Candidacy

Once the written examination is passed, the student is allowed to take the oral examination, which is instituted by the student's supervisory committee. The oral examination is normally taken in conjunction with the Ph.D. admission to candidacy. Students who fail to pass the oral examination are given a maximum of one retake.

The Graduate School requires that at least two semesters elapse between passing the oral portion of the Qualifying Examination and receiving the Ph.D. degree. If the Qualifying Examination is passed before the midpoint of the semester, then that semester counts as a full semester.

A student may apply for advancement to Ph.D. candidacy by scheduling an oral examination after the having passed the Qualifying Examination. The decision to advance a student to Ph.D. candidacy is made by the student's Supervisory Committee. This decision is based on the following:

- Performance in coursework
- The opinion of the Supervisory Committee concerning the overall fitness for candidacy
- An approved Ph.D. dissertation topic

The purpose of the Ph.D. Candidacy Examination is to certify the scope and validity of the student's proposed research, and the student's ability to perform the work. A document including a concise introduction to the area of research, relevant work by others, preliminary results by the student, an outline of proposed work, and a bibliography must be submitted to the committee at least two weeks prior to the examination. The student will receive a grade of pass or fail. A failing mark will require another examination when the student is better prepared, at least one semester after the first attempt. A passing mark will often be accompanied by useful comments (to be made in writing by the student's committee chairman) so the student can better refine future efforts and goals.

After passing the Ph.D. Candidacy Examination, the student is admitted to candidacy. The student may register for Research for Doctoral Dissertation (CIS7980) only after admission to candidacy. Prior to passing the Ph.D. Candidacy Examination, research must be conducted under the Advanced Research course (CIS7979).

Ph.D. Students Earning a Master's Degree

Ph.D. students may apply for a Master's degree after completion of all Master's degree requirements and continued pursuit of the Ph.D. degree in the CISE Department.

Annual Evaluation and Termination of Ph.D. Students

All Ph.D. students must make satisfactory progress towards the Ph.D. degree. This includes maintaining a good GPA, passing the Ph.D. qualifying exam within the allowable time limit, advancing to candidacy, and defending the Ph.D. thesis promptly. Ph.D. students are evaluated annually by the Graduate Affairs Committee in conjunction with students' Supervisory Committees. The completed evaluation is sent to the student and the Supervisory Committee chair. Students who repeatedly fail to make satisfactory progress may be terminated from the Ph.D. program. Students already having advanced to Ph.D. candidacy status may be terminated by a vote of the faculty. Such a decision will also be based on the student's annual evaluations, and a recommendation of the student's Supervisory Committee.

Communication Skills

The Graduate School requires all Ph.D. candidates to be able to use the English language correctly and effectively.

Ph.D. Final Examination

All Ph.D. students are required to complete and defend a dissertation of publishable quality. This must be an independent investigation, including a basic research component, which constitutes an original contribution to the engineering aspects of Computer and Information Science and Engineering. Projects that solely demonstrate an application of computer technology to a new problem area will not be acceptable. The format of the dissertation must conform to the requirements of the Graduate School. To facilitate this, the Graduate School Editorial Office provides the Guide for Preparing Theses and Dissertations and various seminars. The dissertation must be submitted to the Graduate School in electronic form.

The defense is the final examination in which the student defends his/her research, but must be done no more than six months before the conferring of the degree. The student must be registered for at least three hours of CIS7980 during the term in which the final examination is given and the term in which the degree is conferred (two hours in summer terms).

The dissertation title along with an abstract should be posted on electronic and standard bulletin boards at least two weeks in advance so that interested students and faculty may attend. A general-audience abstract must be submitted along with the announcement to the CISE Student Services Center for posting. The dissertation must be submitted to all Supervisory Committee members at least two weeks in advance of the defense.

The defense consists of two parts: an open part and a closed part. During the open part, the student gives a one hour presentation on the dissertation work. During this presentation, members of the audience may ask questions. Then the student's Supervisory Committee chairperson will ask the audience to leave the room to begin the closed section of the defense. The student's Supervisory Committee members and other faculty may ask the student more detailed questions during the closed section. The student will then leave the room while the Supervisory Committee prepares its decision. The defense may be attempted at most two times.

Time Limitation - All work for the doctorate must be completed within 5 years after the Qualifying Examination, or the examination must be repeated and passed.

Applying to Enter the Ph.D. Program for CISE Master's Students

CISE Master's students can apply to enter the Ph.D. program after two semesters' grades become available. A statement of purpose and three reference letters from CISE graduate faculty (the supervisory committee chair should be included for Master's with thesis option) are required. The student's graduate record will be reviewed and evaluated before being considered for entry into the Ph.D. program.

All Master's-to-Ph.D. decisions will be made in the early spring for the fall semester entry date. All materials should be submitted to the grad admissions officer at the Student Services Center before February 1st.

Ph.D. Minor

- Take four graduate-level courses in the CISE department with a grade of B or better in each.
- Have a CISE graduate faculty member serve as a minor representative on the Ph.D. committee of the major department
- All students seeking a Ph.D. minor must submit a Qualifying Examination as administered by the CISE Minor Representative. Students must complete the Ph.D. Minor Qualifying Exam form as indicated –below please refer to the following URL for more information. https://www.cise.ufl.edu/wp-content/uploads/2018/07/phd_minor_qualifying_exam_form.pdf

- The results of the examination will be sent to Adrienne L. Cook at alcook@ufl.edu no later than the last day of classes for the term that the minor is completed.

Checklist for Ph.D. Degree

When	To Do
First Semester	<ul style="list-style-type: none"> ■ Apply for credit transfer for up to 30 credits from a prior master's degree in computer science or computer engineering from an accredited institution. ■ Apply for credit transfer for up to 15 credits beyond the master's degree earned from a computer science doctoral program at other accredited institutions. ■ Apply for equivalency for any core course to satisfy the core course requirement.
Second Semester	Selected Supervisory Committee Chair and for the Supervisory Committee before the end of the semester.
Third and Fourth Semesters	<ul style="list-style-type: none"> ■ Prepare for and take the Ph.D. written Qualifying Exam. Students can take the first attempt after satisfying the core and GPA requirements. ■ Register for grad seminar course (one credit for each of three semesters)
Semester for Admission to Candidacy	<ul style="list-style-type: none"> ■ Discuss with Supervisory Committee Chair the plan to take the candidacy exams; inform the committee and set up the oral exam date. ■ Inform the Graduate Academic Adviser of the planned date of the exam ■ Prepare the dissertation proposal and deliver to supervisory committee 2 weeks before the exam ■ After admittance to candidacy, apply for the master's degree (for those without a prior master's degree who have satisfied all master's requirements)
Semester before Graduation	<ul style="list-style-type: none"> ■ Discuss your plan for graduation with the Supervisory Committee Chair ■ Check with the Graduate Academic Adviser to verify that all graduation requirements, including appropriate course credits, passing Qualifying Exam, admission to Candidacy, have been satisfied.
Semester of graduation	<ul style="list-style-type: none"> ■ Submit degree application online via student.ufl.edu ■ Complete departmental exit interview process (watch for applicable email message). ■ Be registered for at least the minimum number of credits required for completion degree. <p>FOR DISSERTATION DEFENSE:</p> <ul style="list-style-type: none"> ■ Schedule dissertation defense with supervisory committee. ■ Inform the Graduate Academic Adviser of scheduled plans and reserve a room for the defense. ■ At least a week before the defense, provide each member of the supervisory committee an advance copy of your dissertation. ■ Ask your supervisory chair to pick up your file at Student Services on the day of your defense. ■ After defending, verify with your supervisory chair that all final exam forms have been correctly signed. ■ Submit all dissertation in GIMS and Pro Quest forms by the Graduate School published deadlines

Ph.D. in Human-Centered Computing

- [Ph.D. Degree General Requirements](#)
- [Ph.D. Supervision](#)
- [Ph.D. Course and GPA Requirement](#)
- [Ph.D. Qualifying Examination](#)
- [Admission to Candidacy](#)
- [Ph.D. Students Earning a Master's Degree](#)
- [Termination of Ph.D. Candidates](#)
- [Communication Skills](#)
- [Ph.D. Final Examination](#)
- [Checklist for Ph.D. Degree](#)

Ph.D. Degree General Requirements

To earn a Ph.D. degree, a student must satisfy a minimum of 90 graduate-level credits beyond the bachelor's degree. Up to 30 credits from a prior master's degree in Computer Science or Computer Engineering taken either at the University of Florida or from another accredited institution may be transferred and counted towards the Ph.D. degree. Students must apply for the credit transfer during their first term of enrollment. Approval by the graduate school is necessary for the credit transfer. Beyond the first 30 credits counted toward the Ph.D. degree, students must complete at least 30 credits at the University of Florida campus. Additionally, students must satisfy the following requirements before earning the degree:

- Satisfy the CISE graduate-level course and GPA requirements.
- Pass the written and oral qualifying examinations.
- Pass the admission to candidacy examination (defend a dissertation proposal).
- Write and successfully defend a Ph.D. dissertation.

Ph.D. Supervision

Every entering Ph.D. graduate student must attend the New Graduate Student Orientation, usually given right before or at the beginning of Fall and Spring semesters.

The student must form a supervisory committee no later than the end of the second semester of enrollment. The supervisory committee consists of at least four Graduate Faculty members. The chairperson of this committee must be a Graduate Faculty member in CISE. At least three members of the committee must be from CISE and at least one from outside CISE as an external member.

An annual evaluation of the research progress/potential of each Ph.D. student will be performed by the Graduate Affairs Committee in conjunction with the chair of the student's supervisory committee. This evaluation will be done at the end of the Spring semester. Copies of this evaluation and of the student comments are placed in the student's academic file. The student and the supervisory committee chair receives notice after the student has been in the CISE graduate program for 5 years without advancing to candidacy. Proper actions and close monitoring will take place afterwards to ensure that the students are making progress towards the Ph. D. degree.

Ph.D. Course and GPA Requirement

- 90 credit hours beyond the Bachelor's degree. (May include 30 hours from Master's program)
- 4 supervisory committee members (1 member from outside CISE)
- A Ph.D. qualifying exam
- Ability to pursue research (typically demonstrated by a research publication)
- A dissertation proposal and oral defense on a specific topic
- A dissertation
- A dissertation defense
- 5 years limit for Ph.D. from admission to candidacy

Ph.D. Student with Prior Master's Degree	Ph.D. Student without Master's Degree	
Credit Hours	Credit Hours	Type
30	N/A	From prior Master's Degree (Maximum allowed)
9	9	Program Core Course: <ul style="list-style-type: none"> • CAP 5100 – Human-Computer Interaction • CEN 5728 – User Experience Design (UX Design) • CAP 5108 – Research Methods for Human-Centered Computing
9	9	CISE required graduate-level courses <ul style="list-style-type: none"> • May take up to 3 credit hours CIS 6905 for two Semesters • Excludes: <ul style="list-style-type: none"> ○ CIS 6910 ○ CIS 7979 ○ CIS 7980
9	9	Cognate Area: Focused group of related graduate courses in a specific area and approved by the student's committee
15-18	45-48	In addition to the courses listed below, other graduate-level courses excluding courses numbered 6971, 7979, or 7980. See cognate course listing for additional examples. <ul style="list-style-type: none"> • CIS 6905 Individual Study • CIS 6910 Supervised Research • CIS 6930 Special Topics in CISE
12-15	12-15	CIS 7980 and CIS 7979 – Research for doctoral dissertation and advanced research <ul style="list-style-type: none"> ○ Minimum of 3 credits – MUST be CIS7980

90	90	TOTAL (minimum)
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Sample:

Student without a Master's Degree

	Year 1	Year 2	Year 3	Year 4	Year 5
Fall Semester	-CEN 5728 User Experience Design (UX Design) -Grad Electives (6 Hours)	-Qualifying Exams -CISE Electives -Grad Electives (6 Hours)	-Cognate Electives (6 Hours)	-Grad Electives (12 Hours) -Research Hours	-Grad Electives (12 Hours) -Research Hours
Spring Semester	-CAP 5100 Human-Computer Interaction -CAP 5108 Research Methods for Human-Centered Computing -Grad Electives (6 Hours)	-CISE Electives (6 Hours) -Grad Electives (6 Hours)	-Cognate Electives (6 Hours) -Grad Electives (6 Hours)	-Grad Electives (12 Hours) -Dissertation Proposal	-Dissertation Defense
Summers					

Student with a Master's Degree (30 Credit hours credit for Master's Degree)

	Year 1	Year 2	Year 3	Year 4	Year 5
Fall Semester	-CEN 5728 User Experience Design (UX Design) -Grad Electives (9 Hours)	-Qualifying Exams -CISE Electives -Grad Electives (6 Hours)	-Cognate Electives (6 Hours) -Grad Electives (3 Hours) -Dissertation Proposal	-Dissertation Defense	

Spring Semester	-CAP 5100 Human-Computer Interaction -CAP 5108 Research Methods for Human-Centered Computing -Grad Electives (6 Hours)	-CISE Electives (6 Hours) -Grad Electives (6 Hours)	-Cognate Electives (6 Hours) -Research Hours		
Summers					

Note: Courses within the HCC Ph.D. core are designated by HCC

Cognate Core (Here are some sample cognate areas. These are selected by the student and his/her advisor and approved by the committee.) 9 Hours

- **Entrepreneurship: (Innovation Institute Certificate in Entrepreneurship)**
 - **EGN 6640: Entrepreneurship for Engineers**
Credits: 3 Grading Scheme: Letter
Introduction to entrepreneurship, idea generating and feasibility analysis, and business planning. Lectures, case studies, student-led discussions, team business plans, and investor presentations.
 - **EGN 6642: Engineering innovation**
Credits 3 Grading Scheme: Letter
Concepts of innovative thinking and innovation practices. Using lectures, case studies, team exercises, and guest speakers, the course teaches life skills in innovative thought and action that students can use in careers ranging from starting companies to executing R&D projects in large companies.
 - **EGN 6039: Engineering Leadership**
Credits 3 Grading Scheme: Letter
Concepts, theory and practice of engineering leadership; effective written and oral communications and presentations; engineering leadership characteristics, individual differences and self-awareness; developing and building teams; managing change, conflicts and crises; understanding real-world ethics and core values.
 - **CIS 6930: Recent Advances in Social Network Computing**
Special Topics in CIS (3; Max: 9)
Prerequisite: Vary depending on topics
 - **CIS 6930: Dept/CIS 4930 – 9024 Data Mining**
Special Topics in CIS (3; Max: 9)

Prerequisite: Vary depending on topics

➤ **Virtual Environments User Experience/ Natural User Interactions**

○ **DIG 6751C Protocols for Multimedia Interfaces**

Credits: 2-4 Max: 4 Grading Scheme: Letter

Prerequisite: Admission into the MA in DAS program as a full-time Major or written consent of Instructor

Covering protocols that control the interface components of a wide range of Human-Computer Interaction devices including computers, mobile phones, multimedia players, etc. Principles of interactive event handling and skills in coding touch screen interaction using contemporary platforms and mobile device environments, virtual world interaction, web-based interaction, as well as standard interaction methods for computer applications.

○ **CEN 5726 Natural User Interaction (CISE Course Under Review for Approval) (3)**

Introduces design, development, and evaluation of Natural User Interaction (NUI) technologies (e.g., non-keyboard and mouse technologies, such as touchscreen interaction, gesture interaction, speech interaction, etc.). Key concepts include hardware-to-software NUI pipeline and considerations in NUI software development (including existing platforms, toolkits, and APIs used to create NUI software).

○ **DIG6126C – Interaction Design**

Credits: 1-3 Max: 6 Grading Scheme: Letter

Prerequisite: Admission in MA DAS program or consent of instructor.

Extend theoretical and practical perspectives into several focused projects using interaction principles prevalent in the entertainment and simulation industries, by creating and evaluating solutions across iterative design and testing cycles researching usability and affective influence. Emphasizes principles of cognitive psychology, including mental models, targeting and interface metaphors.

Other graduate-level courses including research courses (15-18 or 45-48)

○ **CIS 6905 Individual Study**

▪ **Credits: 1-3 Max: 6 Grading Scheme: Letter, S/U**

- Prerequisite: Consent of Faculty member supervising the study

○ **CIS 6910 Supervised Research**

▪ **Credits: 1-5 Max 5 Grading Scheme: S/U**

- Prerequisite: Graduate status in CISE

○ **CIS 6930 Special Topics in CISE**

▪ **Credits: 3 Max: 9 Grading Scheme: Letter**

- Prerequisites: Vary depending on topic

Research Credits: (12-15)

○ **CIS 7979: Advanced Research**

Credits: 1-12 Grading Scheme: S/U

Research for doctoral students before admission to candidacy. Designed for students with a Master's Degree in the field of study or for students who have been accepted for a doctoral program. Not appropriate for students who have been admitted to candidacy.

○ **CIS 7980: Research for Doctoral Dissertation**

Credits: 1-15 Grading Scheme: S/U

HCC Ph.D. Qualifying Exam

Prior to taking the qualifying exam, students must pre-qualify by taking at least 2 out of 3 core courses and obtaining a 3.0 GPA. The Ph.D. qualifying examination is a written exam and is administered by a faculty committee that is relevant to the selected exam area.

Students must take the examination for the first time, no later than their 5th semester. They may retake a failed examination once, within one year.

The exam uses a survey covering the literature of an area in computing. This could be in the student's dissertation area or a general area of computing. The student, advisor, and the student's Ph.D. committee members determine the set of papers. The external Ph.D. committee member is not required to participate in this process. The student should be aware that merely summarizing a set of papers is not enough to count as a Ph.D. survey. Rather, the write-up should include clear identification of the main research problems in the field and the main suggested solutions (with their advantages and disadvantages). In the process, the student needs to also compare/contrast his/her survey with existing surveys in the field (if such surveys exist in a similar format).

****Please see link for Qualifying Exam Supervisory Committee Form****

Note: This form requires original signatures

Steps to Completing Qualifying Exam Report Form:

Note: This is a writable PDF - Please type all information

1. Student needs to complete: Last Name, First Name, M.I., UFID and Term of First Enrollment
2. Student enters the faculty information; Chair, Co-Chair, Members, etc.

**** For Term of First Enrollment, if you are unsure review your profile in GIMS or contact Adrienne Cook at alcook@ufl.edu****

Process Details:

1. The student will be assigned a list of papers and topics for the area survey paper under the direction of the student's advisor. The advisor may construct the list, or may require the student to propose the list.

- a. The number of papers can vary depending on the student's research area.

2. Qualifying Exam Survey Flow Chart

3. The student will write an original area survey paper under the direction of their advisor.

- a. The advisor cannot add text. The advisor can only recommend modifications/edits.

b. The survey should be prepared in IEEE Journal format
(https://www.ieee.org/publications_standards/publications/authors/author_templates.html).

c. The suggested length of the paper, not including references, is 15 to 20 pages. The decision as to appropriate length is left up to each committee.

d. Unless direct quotations of cited sources are used and properly attributed, the entire paper must be in the student's own words. Plagiarism will be grounds for dismissal from the Ph.D. program.

4. Submission materials The following materials must be submitted to the CISE committee members for review/evaluation:

- a. Area survey paper
- b. Student's CV
- c. Student's Academic Transcripts
- d. Supervisory Committee Form

5. Evaluation Process

- a. The Supervisory Committee Chair will also serve as the student's Qualifying Exam Chair.
- b. The committee has 2 weeks to make a decision to Pass, Fail, or Conditional Pass the student using the area survey, CV, and transcripts.
- c. The committee will send questions and/or comments back to the student via email at or before the end of the 2 week period.
- d. The student has 1 week to respond to the questions. This is the rebuttal period.
- e. If the student receives a conditional-pass, the student will have two weeks to address the committee's requests and resubmit the revised paper. The committee then has two weeks to review the revised paper and reach a pass/fail decision. Only one round of conditional-pass is permitted. If the committee does not feel that the student's paper is passing after one round of revisions then the student must submit the written examination package in a subsequent semester with a substantially revised paper.
- f. A majority of committee members (two out of three) must agree to pass in order to pass the student.
- g. The comments and the grades given by the committee members will be anonymous: The student can see the overall grade and individual comments. The student however cannot see individual pass/fail grades or the mapping of the questions to the specific committee members.

6. The student has 2 attempts to pass the qualifying exam.

- a. After 2 failures, the student will be dismissed from the Ph.D. program.
- b. The student can appeal dismissal in the event of a second failure through the Graduate Affairs Committee.

Admission to Candidacy

A student may apply for advancement to Ph.D. candidacy by scheduling an oral examination after having passed the Written Qualifying Examination. The decision to advance a student to Ph.D. candidacy is made by the student's Supervisory Committee. This decision is based on the following:

- Performance in course work
- The opinion of the Supervisory Committee concerning the overall fitness for candidacy

- An approved Ph.D. dissertation topic

The purpose of the Ph.D. Candidacy Examination is to certify the scope and validity of the student's proposed research, and the student's ability to perform the work. A document including a concise introduction to the area of research, relevant work by others, preliminary results by the student, an outline of proposed work, and a bibliography must be submitted to the committee at least two weeks prior to the examination. The student will receive a grade of pass or fail. A failing mark will require another examination when the student is better prepared, at least one semester after the first attempt. A passing mark will often be accompanied by useful comments (to be made in writing by the student's committee chairman) so the student can better refine future efforts and goals.

After passing the Ph.D. Candidacy Examination, the student is admitted to candidacy. The student may register for Research for Doctoral Dissertation ([CIS 7980](#)) only after admission to candidacy. Prior to passing the Ph.D. Candidacy Examination, research must be conducted under the Advanced Research course ([CIS 7979](#)).

The Graduate School States: **Time Lapse:** Between the admission to Candidacy/Proposal be at least 2 terms. The term the qualifying examination is passed is counted, if the examination occurs before the midpoint of the term.

Ph.D. Students Earning a Master's Degree

Ph.D. students may apply for a Master's degree after completion of all Master's degree requirements and continued pursuit of the Ph.D. degree in the CISE Department.

Performance Evaluation and Termination of Ph.D. Students

All Ph.D. students must make proper progress towards the Ph.D. degree. This includes maintaining a good GPA, passing the Ph.D. qualifying exam within the allowable time limit, advancing to candidacy, and defending the Ph.D. thesis promptly. Ph.D. students are evaluated annually by the Graduate Affairs Committee in conjunction with students' Supervisory Committees. The completed evaluation is sent to the student and the Supervisory Committee chair. Students who repeatedly fail to make proper progress may be terminated from the Ph.D. program. Students already having advanced to Ph.D. candidacy status may be terminated by a vote of the faculty. Such a decision will also be based on the student's annual evaluations, and a recommendation of the student's Supervisory Committee.

Communication Skills

The Graduate School requires all Ph.D. candidates to be able to use the English language correctly and effectively. This requirement directly addresses the need for candidates to demonstrate oral and written communication skills.

Ph.D. Final Examination

All Ph.D. students are required to complete and defend a dissertation of publishable quality. This must be an independent investigation, including a basic research component that constitutes an original contribution to the engineering aspects of Computer and Information Science and Engineering. Projects that solely demonstrate an application of computer technology to a new problem area will not be acceptable. The format of the dissertation must conform to the requirements of the Graduate School. To facilitate this, the Graduate School Editorial Office provides the Guide for Preparing Theses and Dissertations and various seminars. The dissertation must be submitted to the Graduate School in electronic form.

The defense is the final examination in which the student defends his/her research. It must occur after the dissertation has been submitted to the Graduate School and all other prescribed work is done, but no more than six months before the conferring of the degree. The student must be registered for at least three hours

(two hours in summer term) of [CIS 7980](#) during the term in which the final examination is given and the term in which the degree is conferred.

The dissertation title, along with an abstract, should be posted on electronic and standard bulletin boards at least two weeks in advance so that interested students and faculty may attend. A general-audience abstract must be submitted along with the announcement to the CISE Student Services Center for posting. The dissertation must be submitted to all Supervisory Committee members at least two weeks in advance of the defense.

The defense consists of two parts: an open part and a closed part. During the open part, the student gives a one-hour presentation on the dissertation work. During this presentation, members of the audience may ask questions. Then the student's Supervisory Committee chairperson will ask the audience to leave the room to begin the closed section of the defense. The student's Supervisory Committee members and other faculty may ask the student more detailed questions during the closed section. The student will then leave the room while the Supervisory Committee prepares its decision. The defense may be attempted at most two times.

Time Limitation - All work for the doctorate must be completed within 5 years after the Qualifying Examination, or the examination must be repeated and passed.

Checklist for Ph.D. Degree

First Semester:

- Apply for credit transfer up to 30 hours from a prior master degree in computer science or computer engineering from an accredited institution.
- Apply for credit transfer for up to 15 credits beyond the master's degree earned from a computer science doctoral program at other accredited institutions.
- Apply for equivalency for any core course to satisfy the corecourse requirement.

Second Semester:

- Select Supervisory Committee Chair and form the Supervisory Committee before the end of the semester.

Third and Fourth Semesters:

- Prepare for and take the Ph.D. written Qualifying Exam. Students can take the first attempt after satisfying the core GPA requirements.
- Register for the grad seminar course (one credit for each of three semesters).

Semester for Admission to Candidacy:

- Discuss with Supervisory Committee Chair the plan to take the candidacy exams; inform the committee and set up the oral exam date.
- Inform Graduate Academic Advisor of the planned date of the exam.
- Prepare the dissertation proposal and deliver to the committee 2 weeks before the exam.
- After admittance to candidacy, apply for the master's degree (for those without a prior master's degree who have satisfied all master's requirements).

Semester Before Graduation:

- Discuss your plan for graduation with the Supervisory Committee Chair.
- Check with the Graduate Academic Advisor to see if all graduation requirements have been satisfied.

Semester of Graduation:

- Submit degree application online via [Student Self Service](#).
- Complete departmental exit interview process (watch for applicable emailed notifications).

- Be registered for at least the minimum number of credits required for completion of the degree.
- FOR DISSERTATION DEFENSE:
 - Schedule dissertation defense with supervisory committee.
 - Inform Student Services of scheduled plans and reserve a room for the defense.
 - At least a week before the defense, provide each member of the supervisory committee an advance copy of your dissertation.
 - Ask your supervisory chair to pick up your file at Student Services on the day of your defense.
 - After defending, verify with your supervisory chair that all final exam forms have been correctly signed.
 - Submit all dissertation forms/copies to the Graduate School by published deadlines.

For additional information contact a [CISE Graduate Academic Advisor](#).

Graduate Course Descriptions please refer to the following URL:
<https://www.cise.ufl.edu/academics/graduate/course-information/>

Undergraduate Prerequisite Courses

It is expected that all new graduate students in the department will have as a minimum the following courses in their background. Students wishing to enter our graduate program with little or no formal computer science background must complete as a minimum all but one of these courses before applying for admission. Check with the Graduate Coordinator to see which courses you need to complete before applying if you lack a formal computer science background. Completion of these courses does not guarantee admission to our program.

MAC 2311 & MAC 2312 Analytic Geometry and Calculus 1 & 2

Introduction to analytic geometry; limits; continuity; differentiation of algebraic and trigonometric functions; differentials; introduction to integration and the fundamental theorem of calculus. Techniques of integration; applications of integration; differentiation and integration of inverse trigonometric, exponential and logarithmic functions; sequences and series.

STA 2023 or STA 3032 Statistics

Development of the fundamental statistical concepts and their relationship to the social and physical sciences or engineering. Probability, discrete and continuous random variables, estimation, hypothesis testing, and linear and multiple regression.

COP 3504 Introduction to CIS

Introduction to computers and algorithms. Programming in a high level language. Topics include procedural abstraction, data abstraction, and structure programming techniques. The student will learn the fundamentals of developing coherent, expressive programs. Prerequisite: MAC 2311 or MAC 2233.

COT 3100 Applications of Discrete Structures

Sets, relations, functions, and concept of cardinality. Propositional logic and applications. Predicate logic, induction and recursion. Finite state machines, grammars, languages. Graphs and trees. Elements of groups, semigroups, lattices, and Boolean algebra. Prerequisite: MAC 2311.

CDA 3101 Introduction to Computer Organization

Organization of computing systems. Logical basis of computer structure. Machine representation of instructions and data, flow of control, basic machine instructions. Assembly language programming. Prerequisite: CIS 3020 and MAC 2311 (or MAC 2233).

COP 3530 Data and Algorithm Structures

Analysis of algorithms (O, W, and Q notations); run time measurement; sequential, linked and indirect addressed representation methods; data structures such as arrays, stacks, queues, binary trees, heaps, graphs; algorithm design methods such as greedy, divide-and-conquer, dynamic programming, back-tracking, branch-and-bound, heuristics; sorting and search; hashing. Prerequisite: CIS 3020 with a grade of C or better and COT 3100.

COP 4600 Operating Systems

Concepts, design, and implementation of modern operating systems. Operating system management of processes, I/O, memory, and file systems. Prerequisite: COP 3530.

TEACHING ASSISTANT INFORMATION

TA Appointment Eligibility Policy

All appointments are subject to the availability of funds.

1. The TA pool for any semester is comprised of qualified PhD students in CISE. The pool is finalized immediately after the Online TA Application System (TAAS System – <http://cise.ufl.edu/academics/grad/ta/taas/>) period ends each semester.
2. For admission into the pool, a PhD student must, at the time of application:
 - a. Have satisfactory or better evaluations in all previous TA assignments (if any).
 - b. Have a GPA of at least 3.5 (subject to change)
 - c. Have a TSE/SPEAK score of 45 or better, or an iBT speaking-portion score of 23 or better
 - d. Those with a TSE/SPEAK score of 45 or 50 OR an iBT speaking-portion score of 23-27 must, by the start date of the appointment, have previously passed or be currently registered to take EAP 5836. A student who has a TSE/SPEAK score of 55 OR an iBT speaking-portion score of 28 or better are exempt from the EAP 5836 requirement.
 - e. To remain eligible for a TA appointment after the 4th semester, the applicant must have taken and passed the comprehensive qualifying exam.
3. PhD students in the TA pool will be appointed at 25% FTE (subject to change) and must be available for work in Gainesville during the **entire appointment period**. (Fall = 08/16-12/31; Spring = 01/01-05/15; Summer 05/16-08/18. Dates may vary by one day from year to year.) The other 25% FTE must come from their advisor's support.
4. Departmental TA support for each PhD student is limited to at most 10 semesters. Support is not guaranteed for 10 semesters.
5. A PhD student who revokes an already accepted TA appointment without the approval of the CISE Departmental TA Coordinator will then be ineligible for any future TA appointment in CISE.

Overview

Who is a TA ?

Responsibilities of **TAs** include having responsibility for teaching one or more course sections, lecturing, discussions, office hours etc.

Which Courses Get TAs?

The CISE Department TA Coordinator determines the number of TAs per course based on enrollment and budget.

Who Makes TA Assignments?

The CISE Departmental TA Coordinator implements the assignment procedure of TAs to classes guided by the rules below.

How Assignments Work

- All those who qualify and wish to be a TA *must apply* by completing the [Online TA System application form](http://cise.ufl.edu/academics/grad/ta/taas/) (<http://cise.ufl.edu/academics/grad/ta/taas/>) during the advertised open period. Students are also advised to approach instructors, of courses for which they are well qualified, to *solicit a recommendation* for assignment.
- Instructors may be asked to *recommend* specific applicants *from the TAAS database*. Instructors are urged to interview candidates ahead of time to ensure qualifications for, and interest in, a particular TA position. Instructors should let students know if a recommendation has been made.
- *The eligibility* of applicants will be certified both initially and when semester grades become available. The applicants GPA and SPEAK tests scores will be considered. To remain eligible for a TA appointment after the 4th semester (NOT including Summer terms), the applicant must have taken and passed the comprehensive qualifying exam.
- Where possible, eligible applicants who have been requested by an instructor by the due date will be assigned to that course. In all other cases, the TA Coordinator will assign according to the following guidelines.
 - If *more than one request for a given applicant* is received by the due date, the instructors involved will be notified and asked to resolve the duplicate request. If resolution is not achieved within 3 days, the TA Coordinator will assign based on the following factors:
 1. The skills/background/interest of the student vis-à-vis the course(s) in question,
 2. The student's previous TA assignments (preference will normally be given to continuing course and instructor assignments),
 3. The student's academic progress and scores,
 4. The number of instructor recommendations already acted upon favorably for the course(s) in question.
 - If an instructor recommends *more than one student for a given position* the following factors, in order, will be considered in determining which student is assigned:
 - The order in which the instructor ranked the students.
 - Factors (1) through (4) above.
 - If an *instructor's request cannot be satisfied*, the instructor will be asked to make another recommendation after interviewing suitable, unassigned candidates.
 - If an instructor *chooses not to make recommendations*, TAs will be assigned according to (1) through (4) above.

Policy Regarding Periods of Absence for all CISE Teaching Assistants

All prospective TAs are required to identify any and all periods of time they expect to be absent from work during the contract period (Fall = 08/16-12/31; Spring = 01/01-05/15; Summer = 05/16-08/15. Dates may vary by one day year to year. This information **MUST** be inserted at the end of the TAAS application form and will be provided to course instructors before nomination/assignment occurs. After being provisionally assigned to a course, students who will be absent from work during the aforementioned period must meet with the course instructor within 2 business days to determine if acceptable accommodations for the absence can be made. If accommodations cannot be made, an alternative assignment will be sought by the TA Coordinator. If **NO** assignment can be found for which accommodations can be made, the student will not be appointed for the term in question.

Examples of work absences for which **accommodation can usually be made** include:

- Brief trips required to renew a visa when the trip cannot be taken during a break period and when it does not involve taking extra time to visit home or relatives
- Brief trips to present a paper at a conference or workshop within the U.S.
- Brief job interview trips within the U.S.

Examples of work absences for which **accommodation may not be possible** include:

- Trips to attend/present papers at one or more conferences or workshops that require being away from work for more than a total of 5 business days
- Other professional trips that require being away from work for more than 3 business days

Examples of work absences for which **accommodation will generally NOT be made** include:

- Vacation trips and other elective travel (except during break periods)
- Attending non-emergency family events such as weddings, birthdays, etc., (except during break periods)

GRADUATE FACULTY AND RESEARCH AREAS please refer to the following URL: <https://www.cise.ufl.edu/people/faculty/>

APPENDIX 1

Table 1. Summary of Graduate Degree Requirements

Requirements	DAS (MS thesis)	DAS Project in Lieu of MS thesis	CSC/CEN M.S./M.E. (thesis)	CSC/CEN M.S./M.E. (non-thesis)	Ph.D.
Total credit hours	30	30	30	30	90 ^a
Minimum CISE credit hours	30	30	24*	24*	see PhD summary below
Minimum number of supervisory committee members	3	2	3	n/a	5 ^b
Qualifying Exam required	no	no	no	no	yes ^c
Final Exam	oral ^d	oral ^d	oral ^d	written ^e	oral ^f
Time limit for completing degree	7 years	7 years	7 years	7 years	5 years ^g

- # Project in Lieu of Thesis
- * May include: 1 credit CIS6935, 6 credits CIS6905, excludes CIS6910
- a May include 30 credit hours from Master's program
- b May include 1 member outside the CISE Department
- c Written portion before end of 5th semester
- d Part of thesis defense or Project in Lieu of Thesis presentation
- e Exam part of exit interview
- f Part of dissertation defense
- g From admission to candidacy

APPENDIX 2

Table II. Expanded Summary of Ph.D. Coursework Requirements

Ph.D. Student w/ prior Master's	Ph.D. Student w/o prior Master's	
credit hours	credit hours	TYPE
30	n/a	from prior Master's degree (maximum allowed)
12	12	Graduate core courses – must have 2 theory & 2 systems THEORY: COP5536, COT5405, COT6315 SYSTEMS: CDA5155, CNT5106c, COP5556, COP5615
6	24	CISE graduate-level courses: - Excludes CIS6905, 6910, 7979, 7980 - Includes CIS6935 (3 credits required) - CIS6971 may account for 6 credits for thesis-option CISE Masters
39	51	Other graduate-level courses (including research courses and courses outside the CISE Department)
3	3	CIS7980 – research for doctoral dissertation (minimum requirement)
90	90	TOTAL (minimum)

Graduate Student Resources Emergency Contacts

UF Police Department (352) 392-1111	UF Health (352) 265-0111
Dean of Students Office (352) 392-1261	Student Health Care Center (352) 392-1161

University of Florida Department of Housing

<http://www.housing.fufl.edu/about>

(352) 392-2171

University Bursar

askbursar@admin.ufl.edu

Phone: (352) 392-0181 Fax: (352) 392-3448

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Room HUB 224

PO Box 118461

Gainesville, FL 32611-8461

e-mail: gradedit@aa.ufl.edu

Phone: (352) 392-1282 Fax: (352) 846-1855

GatorGradCare

General GatorCare information can be found online here: <http://gatorcare.org>

Counseling and Wellness Center

3190 Radio Road, PO Box 112662

Gainesville, FL 32611-2662

Phone: (352) 392-1575 Fax: (352) 273-4738

University Registrar

<http://www.registrar.ufl.edu>

222 Criser Hall, PO Box 11400

Gainesville, FL 32611-4000

Phone: (352) 392-1474 Fax: (352) 846-1126

Office of Admissions

201 Criser Hall, PO Box 11400

Gainesville, FL 32611-4000

Phone: (352) 392-1365

George A. Smathers Libraries

[Http://cms.ufl.ib.ufl.edu](http://cms.ufl.ib.ufl.edu)

International Student Services University of Florida International Center

<https://www.ufic.ufl.edu.ISS/index.html>

1765 Stadium Road, Suite 170 Hub

Phone: (352) 392-5323 Fax: (352) 392-5575