GRADUATE DEGREE PLANNING
and TRANSFER / WAIVER SEMINAR
Seminar Overview

- Graduate Advising Personnel and Contact Information
- Fall Advising Hours
- Important Websites and Locations
- Policies and Procedures

- Degrees and Areas of Study (MS)
  - Courses
    - 6000 level or higher (Core and Elective Courses)
    - Prerequisite courses
    - Waiver of required prerequisite courses
    - Transfer of graduate courses to your degree plan

- Degree Plan and Registration
- Special Issues for International Students
In order to use your time most efficiently, **appointments are strongly recommended.** Please email and request an appointment.
PhD, MS (All Thesis, all CySec track, all SE track)
Advisor: Prof. Jorge Cobb
   Mon               3:00pm–5:00pm
Email: cobb@utdallas.edu
   Wed               3:00pm–5:00pm

MSCS Last Name starts with Letter A-Ge, except Thesis, IA or SE
Advisor: Prof. Pushpa Kumar
   Tue/Thu         10:00am–11:30am
Email: pkumar@utdallas.edu
   Wed               10:00am–3:00pm

MSCS Last Name starts with Letter Gf-L, except Thesis, IA or SE
Advisor: Prof. Tim Farage
   Mon               12:30pm–3:30pm
Email: tfarage@utdallas.edu
   Tue/Thu           1:30pm–5:00pm

MSCS Last Name starts with Letter M-R, except Thesis, IA or SE
Advisor: Prof. Laurie Thompson
   Tue/Wed          11:45am–3:30pm
Email: laurie.thompson@utdallas.edu
   Fri                9:30am–12:00pm

MSCS Last Name starts with Letter S-Z, except Thesis, IA or SE
Advisor: Prof. Les Arnold
   Mon/Thu          10:00am–12:30pm
Email: gordon.arnold@utdallas.edu
   Fri                12:00pm–5:00pm
### COMPUTER SCIENCE DEPARTMENT

Graduate Advising Hours

<table>
<thead>
<tr>
<th>Day</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:30 AM</td>
<td>L. Arnold 10:00am - 12:30pm</td>
<td>P. Kumar 10:00am - 11:30am</td>
<td>L. Arnold 10:00am - 11:30am</td>
<td>P. Kumar 10:00am - 12:30pm</td>
<td>L. Thompson 9:30am - 12:00pm</td>
</tr>
<tr>
<td>9:45 AM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:00 AM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:15 AM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:30 AM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:45 AM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11:00 AM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11:15 AM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11:30 AM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11:45 AM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12:00 PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12:15 PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12:30 PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12:45 PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1:00 PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1:15 PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1:30 PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1:45 PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2:00 PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2:15 PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2:30 PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2:45 PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3:00 PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3:15 PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3:30 PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3:45 PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4:00 PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4:15 PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4:30 PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4:45 PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5:00 PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**DO NOT TELEPHONE US!**

1. Regulations prohibit useful discussion as we cannot ensure your identity when contacted by telephone.

2. Your phone call is likely to interrupt instruction or meetings with students or colleagues.

The Erik Jonsson School of Engineering and Computer Science
The Erik Jonsson School of Engineering and Computer Science

COMPUTER SCIENCE DEPARTMENT
Graduate Support Staff

Fall 2023

Offices Listed are inside SUITE ECS 3.908

Ms. Kirsten Fowler
CSMS A-H
ECSS 3.904  972-883-4194  kirsten.fowler@utdallas.edu

Ms. Kimberly High
CSMS I-Q
ECSS 3.908C  972-883-2427  kimberly.high@utdallas.edu

Mrs. Emily Lenart-Donaldson
CSMS R-Z
ECSS 3.905  972-883-4278  eldonaldson@utdallas.edu

Mr. Eric Moden
All SE_MS/CYSEC track students
ECSS 3.908B  972-883-4705  eric.moden@utdallas.edu

Ms. Sydney Samuel
PhD, MS Thesis, PhD as MS (A-L)
ECSS 3.903  972-883-4216  sydney.samuel@utdallas.edu

Mr. Doug Hyde
PhD, MS Thesis, PhD as MS (M-Z)
ECSS 4.801  972-883-6612  dhyde@utdallas.edu

These staff members are NOT Graduate ADVISORS. For any questions on classes, choosing a degree plan etc., contact a Graduate Advisor.

The Erik Jonsson School of Engineering and Computer Science
Computer Science Department

http://cs.utdallas.edu/

- Graduate information is available in the drop-down menu at the top.
- Forms needed to apply for waivers are there as well as a lot of other useful information.

https://cs.utdallas.edu/admissions/forms/

Graduate Studies

- Forms needed to apply for Transfer are here…other useful information.

http://www.utdallas.edu/ogs/current_students/forms/

CS Graduate Student Services Suite (CSGS-SS)

- Many forms are available in the hallway frame inside our suite - ECS 3.908.
Students:

- **MUST** sign and submit an Acknowledgement of Policies Form (**AOP**) before the end of first semester.
  - Completion of this form (for CS) includes the selection of your track
  - Second semester online registration will not be enabled until this form is submitted.

- **MAY NOT** change track or program in the graduating semester.

- **Choosing to miss more than a week of classes at the beginning of the semester are subject to being dropped from courses.**

- Planning to visit their home country between semesters should check with professors regarding the scheduling of final exams **PRIOR** to buying plane tickets. Students are expected to be present and available to take an exam up to the last day of scheduled exams. Please refer to the **Academic Calendar** on the University website.

For additional policies and procedures, please see the catalog for at:

[https://catalog.utdallas.edu/2023/graduate/home](https://catalog.utdallas.edu/2023/graduate/home)

The Erik Jonsson School of Engineering and Computer Science
The Computer Science Department grants two separate Master's degrees:

Masters of Science in Computer Science (CS_MSCS)

Masters of Science in Software Engineering (SE_MS)
Tracks (Concentration of Study)

- Traditional Computer Science
- Data Science
- Cyber Security
- Intelligent Systems
- Interactive Computing
- Networks & Telecommunications
- Systems
Switching into or out of the Software Engineering program is a change of program and requires a New Application.

All the paperwork for this must be completely processed by the Records Office before the first day of classes in a given semester.

- Failure to meet the paperwork deadline will result in the change becoming effective the first day of the next semester.
- Paperwork must leave the CS office in time for the processing to be completed.

International Students changing programs may need a new I-20. Check with the ISSO.

DEGREE PROGRAMS CANNOT BE CHANGED IN THE GRADUATING SEMESTER.
In general, a total of 33 credit hours (11 courses) are required for a MS degree. This may increase to 36 hours if an appropriate GPA is not maintained in the core courses of the chosen track.

The 33 hours consists of:

- 15 hours (5 courses) are specified as core courses that vary according to track
- 18 hours (6 courses) may be selected from CS/SE approved electives

Students in all tracks may use one 5000* level CS/SE course as an elective. The remaining electives must be 6000 level or above.

*If a student chooses one of the 5000 level courses, then only one of: CS 5333 or CS 5343 or CS 5348 can be counted as an elective on degree plans. Students should consult their graduate advisors to get approval for the 5000 level course.

Additional hours may also be required to fulfill the admissions prerequisites stated as a condition of acceptance by the CS Department.
All course work must be completed within a 6-year window.

This includes transfer credits. (A Transfer credit can expire.)

The age of the course is what matters, not when the degree was begun.
Admission Requirements

The student entering the Computer Science MS program should have an undergraduate preparation equivalent to a baccalaureate degree in a quantitative science, having completed calculus and linear algebra.

All students must show proof of mastery in the following courses:

- CS 5303 Computer Science I
- CS 5330 Computer Science II
- CS 5333 Discrete Math/Structures
- CS 5343 Data Structures
- CS 5348 Operating Systems

These requirements are a condition of admission and must be met by all students, regardless of the chosen track.
All students with a bachelor degree in Computer Science should have knowledge of the material in these courses.

Students lacking the mastery of the material in these courses will be assigned the deficient course(s) as prerequisites.

**NOTE:** Each track generates its own additional prerequisites depending upon those listed in the catalog for a track’s core courses.
Prerequisites as a Condition of Acceptance

Each student’s file is carefully reviewed for admission and all deficiencies are noted for all tracks.

The student is responsible for fulfilling only those prerequisites listed on the degree plan of his or her chosen track as a condition of admittance to the program. Prerequisites not on your degree plan do not need to be taken unless you take a course which has it listed as a prerequisite in the catalog.

All students are required to meet the prerequisites stated in the catalog for any course taken. If you have not satisfied the prerequisite requirements for a course, you may not enroll in the course.

Students may initiate a change of track after admission by seeing an advisor. Having all deficiencies listed allows this change to take place in a timely manner, without the student having to wait for a new letter after an additional review of the file.
<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Common Prerequisites</th>
<th>Additional Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS 6363</td>
<td>CS 5303</td>
<td>CS 5349</td>
</tr>
<tr>
<td>CS 6378</td>
<td>CS 5330</td>
<td>CS 5390</td>
</tr>
<tr>
<td>CS 6390</td>
<td>CS 5333</td>
<td></td>
</tr>
<tr>
<td>Two of the following:</td>
<td>CS 5343</td>
<td></td>
</tr>
<tr>
<td>CS 6353</td>
<td>CS 5348</td>
<td></td>
</tr>
<tr>
<td>CS 6360</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CS 6371</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Data Science

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Common Prerequisites</th>
<th>Additional Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS 6313</td>
<td>CS 5303</td>
<td>CS 3341</td>
</tr>
<tr>
<td>CS 6350</td>
<td>CS 5330</td>
<td></td>
</tr>
<tr>
<td>CS 6363</td>
<td>CS 5333</td>
<td></td>
</tr>
<tr>
<td>CS 6375</td>
<td>CS 5343</td>
<td></td>
</tr>
<tr>
<td><strong>One of the following:</strong> CS 5348</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CS 6301 (Social Network Analytics)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CS 6320</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CS 6327</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CS 6347</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CS 6360</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Core Courses</td>
<td>Common Prerequisites</td>
<td>Additional Prerequisites</td>
</tr>
<tr>
<td>--------------</td>
<td>----------------------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>CS 6324</td>
<td>CS 5303</td>
<td>CS 5390</td>
</tr>
<tr>
<td>CS 6363</td>
<td>CS 5330</td>
<td></td>
</tr>
<tr>
<td>CS 6378</td>
<td>CS 5333</td>
<td></td>
</tr>
<tr>
<td><strong>Two of the following:</strong></td>
<td>CS 5343</td>
<td></td>
</tr>
<tr>
<td>CS 6332</td>
<td>CS 5348</td>
<td></td>
</tr>
<tr>
<td>CS 6348</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CS 6349</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CS 6377</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Must also complete the required IA electives in the degree plan*
The Cyber Security (IA) degree plan has a list of electives from which your two IA Electives **must** be chosen.

Unless you have chosen your electives carefully it is difficult to change to this track without losing courses during the second year of your degree plan.

Check with your advisor if are considering such a change.
If you are choosing Cyber Security, SE, or Interactive Computing (IC) degree plan, you must complete the required core and elective courses in the first three semesters. Otherwise, you may not graduate on time.

These degree plans require some careful planning and selection of courses each semester.

A general recommendation for all the students is to complete the core courses in your track in the first three semesters.

Do not leave any core course to be completed in the graduating semester, particularly if that is the summer semester.
## Intelligent Systems

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Common Prerequisites</th>
<th>Additional Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS 6320</td>
<td>CS 5303</td>
<td>None</td>
</tr>
<tr>
<td>CS 6363</td>
<td>CS 5330</td>
<td></td>
</tr>
<tr>
<td>CS 6364</td>
<td>CS 5333</td>
<td></td>
</tr>
<tr>
<td>CS 6375</td>
<td>CS 5343</td>
<td></td>
</tr>
<tr>
<td><strong>One of the following:</strong></td>
<td>CS 5348</td>
<td></td>
</tr>
<tr>
<td>CS 6360</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CS 6378</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Core Courses</td>
<td>Common Prerequisites</td>
<td>Additional Prerequisites</td>
</tr>
<tr>
<td>--------------</td>
<td>----------------------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>CS 6326</td>
<td>CS 5303</td>
<td>None</td>
</tr>
<tr>
<td>CS 6363</td>
<td>CS 5330</td>
<td></td>
</tr>
<tr>
<td><strong>Three of the following:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CS 6323</td>
<td>CS 5343</td>
<td></td>
</tr>
<tr>
<td>CS 6328</td>
<td>CS 5348</td>
<td></td>
</tr>
<tr>
<td>CS 6331</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CS 6334</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CS 6366</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Networks and Telecommunications

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Common Prerequisites</th>
<th>Additional Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS 6352</td>
<td>CS 5303</td>
<td>CS 3341</td>
</tr>
<tr>
<td>CS 6363</td>
<td>CS 5330</td>
<td>CS 5390</td>
</tr>
<tr>
<td>CS 6378</td>
<td>CS 5333</td>
<td></td>
</tr>
<tr>
<td>CS 6385</td>
<td>CS 5343</td>
<td></td>
</tr>
<tr>
<td>CS 6390</td>
<td>CS 5348</td>
<td></td>
</tr>
<tr>
<td>Core Courses</td>
<td>Common Prerequisites</td>
<td>Additional Prerequisites</td>
</tr>
<tr>
<td>--------------</td>
<td>-----------------------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>CS 6304</td>
<td>CS 5303</td>
<td>CS 5390</td>
</tr>
<tr>
<td>CS 6363</td>
<td>CS 5330</td>
<td></td>
</tr>
<tr>
<td>CS 6378</td>
<td>CS 5333</td>
<td></td>
</tr>
<tr>
<td>CS 6396</td>
<td>CS 5343</td>
<td></td>
</tr>
<tr>
<td><strong>One of the following:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CS 6349</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CS 6376</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CS 6380</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CS 6397</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CS 6399</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Suggested elective:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CS 6398*</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Software Engineering**

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Common Prerequisites</th>
<th>Additional Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>SE 6329</td>
<td>CS 5303</td>
<td>CS 5354</td>
</tr>
<tr>
<td>SE 6361</td>
<td>CS 5330</td>
<td></td>
</tr>
<tr>
<td>SE 6362</td>
<td>CS 5333</td>
<td></td>
</tr>
<tr>
<td>SE 6367</td>
<td>CS 5343</td>
<td></td>
</tr>
<tr>
<td>SE 6387</td>
<td>CS 5348</td>
<td></td>
</tr>
</tbody>
</table>

*Very important: Students cannot use both SE 6329 and CS 6359 for credit on a degree plan.*
How to Fulfill Prerequisites

- Successfully complete the course
- Have a waiver approved

In general, all prerequisites should be fulfilled by the end of the first spring semester for students matriculating in the preceding fall semester.
The only undergraduate equivalent course that can be used to satisfy prerequisite courses is the CS3341 (Probability & Statistics) course.

The graduate GPAs are not affected by the grade in any undergraduate course.

No undergraduate course can be used on any degree plan.

The cost of taking an undergraduate course is the same as taking a graduate course for graduate students.
A **waiver** is the acceptance of an undergraduate or graduate course(s) or work in lieu of the completion of a pre-requisite course.

*No waivers were given during orientation/registration.* Permission was given to enroll in courses with the expectation that the student would apply for a waiver(s).

Students **MUST** formally request a waiver to fulfill the condition required by the Department for acceptance into the program.

*Failure to fulfill prerequisites **will prevent** a student from graduating.*
REQUEST FOR WAIVER OF PREREQUISITE COURSE
COMPUTER SCIENCE GRADUATE PROGRAM

THE UNIVERSITY OF TEXAS AT DALLAS

Name: ____________________________  Student ID: ________________
Email: ____________________________@utdallas.edu  Phone: ____________

Admitted to the Computer Science Degree program in ________________ (Semester/Year)
Planning to graduate in ________________ (Semester/Year)  □ MS  □ PhD

**Chosen Track:**
□ Traditional Computer Sci.  □ Networks and Telecommunication
□ Intelligent Systems  □ Software Engineering  □ Information Assurance
□ Systems  □ Data Science  □ Interactive Computing

**What course are you requesting a waiver for?**

Pre-requisite Course #: CS __________  Course Title: __________

**Details of Course(s) used to waive the above-mentioned pre-requisites:**

<table>
<thead>
<tr>
<th>Course Num.</th>
<th>Title</th>
<th>Credit Hrs.</th>
<th>Grade</th>
<th>Undergraduate College/University</th>
<th>Sem/Year completed</th>
</tr>
</thead>
</table>

Course Description is  □ Attached  □ Mailed to UTD  □ Web Link  □ None

URL for Web Link: _____________________

**NOTE:** Transcript including this course must be attached or on file in the Computer Science Graduate Office

(Student Signature) ____________________________  (Date) ____________________________

The Erik Jonsson School of Engineering and Computer Science
REQUEST FOR WAIVER OF PREREQUISITE COURSE
(approval)

Graduate Advisor/Reviewer Comments:

☐ APPROVED

☐ DENIED

(CS Graduate Advisor)  (Date)  (CS Department Head)  (Date)

Last Revised 11Feb15
(Check each item if it meets the approved criteria)

✓ ___ Copy of official transcript attached (only if course was completed after you applied to UTD) with course and grade marked (B or above)

✓ ___ Catalog description and/or official course outline (accredited United States universities)

✓ ___ If no catalog description is available (foreign universities only): provide an official course description signed by a university official ranking as a department chair or higher and sent directly to the UTD Computer Science Department. Also provide the name of the university official and contact information including university email address, telephone number, and fax number.

✓ ___ A URL may also be given as long as all the information can be obtained currently from the Internet using the given URL.

Notice: Information provided by students for reason of obtaining waivers or transfers is considered as true and accurate. If such information is found to be falsified or inaccurate, it may be grounds for cancellation of enrollment and/or disciplinary action.
A three-credit university level programming class in C/C++, or JAVA,

OR

At least one year of professional experience in software development using C/C++, or JAVA.

A signed letter from your immediate supervisor discussing your programming experience in C/C++, or JAVA that includes e-mail, fax, and telephone number of supervisor.

Your description of related projects.

*You may be required to take a diagnostic exam.*
A three-credit university level programming class in Computer Organization, Assembly Language, or Microprocessor,

OR

At least one year of professional experience in software development using assembly language.

A signed letter from your immediate supervisor discussing your programming experience in assembly language that includes e-mail, fax, and telephone number of supervisor.

Your description of related projects.

*You may be required to take a diagnostic exam.*
A three-credit university level Probability and Statistics class given by departments for their majors in Computer Science, Mathematics, Statistics, Operations Research that *has Calculus as a prerequisite.*

At most, only *two classes* can be combined to provide sufficient coverage of the material to waive CS 3341 Probability & Statistics in CS.

*Three or more prior semesters of* mathematics have been used by the Admissions Committee to meet the Calculus and Linear Algebra requirements, and *cannot be re-used.*
Guidelines for Other CS Waivers

Waivers for other UTD Computer Science Program Prerequisites will be considered only for classes given by a Computer Science, or closely related department for Computer Science Majors at a University. This includes waivers for:

- CS 5333 Discrete Structures
- CS 5343 Algorithm Analysis & Data Structures
- CS 5348 Operating Systems Concepts
- CS 5349 Automata

**NOTE:** Compiler construction course offered at any University will not waive CS 5349.

- CS 5354 Software Engineering
- CS 5390 Computer Networks
Transfer

A transfer is the acceptance, for credit towards a degree, of graduate level coursework completed at another institution.

Transfer Requests will only be considered for graduate courses offered by a CS Department (or closely related Department) for Computer Science majors.

All petitions must be processed and approved no later than the semester prior to anticipated graduation.

A maximum of 8 credit hours can be transferred.
Transfer

• The Transfer Process:

➤ Obtain and complete Transfer of Credit Request form
➤ Find the equivalent UTD course or attempt to transfer your course(s) as a CS/SE 6301 special topics course
➤ Provide an official transcript if UTD does not have an official transcript, showing the grade earned. The grade must be B or better.
➤ Provide official catalog description or official course outline. (Note: you may be asked to provide supporting documents.)
Transfer Credit Form

TRANSFER OF CREDIT REQUEST

All transfer credits should be completed during the first semester and must be completed before the semester in which the student plans to graduate. No transfer requests will be accepted for review for non-degree students. All requests for transfer credit must be accompanied by a copy of the transcript showing the course(s) in question. Some academic units, such as The Naveen Jindal School of Management, hold the student responsible for attaching syllabi to the transfer request.

Name (please type or print) ___________________________ Student ID# ___________________________

Transfer credits to be applied to ___________________________ degree at UT Dallas.

Degree sought (circle one): MBA  MS  MA  MPA  Other___________________________

Concentration___________________________

Address ___________________________ City, State ___________________________ Zip Code ___________________________

Work phone ___________________________ Home phone ___________________________ Cell phone ___________________________ E-mail address ___________________________

UTD course to be replaced by transfer course:

<table>
<thead>
<tr>
<th>Prefix &amp; Course #</th>
<th>Course Title</th>
</tr>
</thead>
</table>

For a course to be transferred, the student must have completed an equivalent graduate level course at another accredited university with a grade of B or better. UTD does not award transfer credit for experiential learning, performance or work experience. Transfer course grades will not be averaged into your overall UTD GPA. Applicable coursework cannot be more than 6 years old for master’s degrees; more than 8 years old for students whose master’s degrees are accepted for full credit; or more than 10 years old for doctoral degrees.

Course the student is submitting to replace the UTD course:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Hours Credit</th>
<th>Grade</th>
<th>Institution</th>
<th>Date Taken</th>
</tr>
</thead>
</table>

If this course is in a different discipline than the degree program, please attach an explanation of relevance of the course to be transferred for the student’s research (for doctoral students, for their dissertation topics).
Transfer Credit Form

To the Dean of Graduate Studies:
The applicant’s file has been reviewed and the school/department signature(s) below certify that the transfer credits requested are a solid basis for graduate work in our UTD program. Either the original transcript or copy of same, coursework description/syllabi are attached

(Circle)
APPROVED    DENIED    Need more information______________________________

(If Applicable) APPROVED - VALID UNTIL (DATE):______________________________

Faculty Member/Instructor/Advisor

Date

Associate Dean/Department Head

Date

Dean of Graduate Studies

Date

Office of Graduate Studies - updated 05/13/2016
Transfer Credit Checklist

CHECKLIST FOR TRANSFER OF COURSES:
(Check each item if it meets the approved criteria)

___ Check to be sure no more than 8 hours TOTAL have been transferred
___ Note if transferred course is CORE course for track of study for graduation
___ Check to be sure course number is equivalent to a 6000 level course or above (cannot be an undergraduate number even if undergraduate number is approved at previously attended university for graduate credit)
___ Course was taken within 6-year master’s degree plan time limit
___ Grade received in course was “B” or better (“P” or “Pass” grade must be equivalent to “B”) 
___ Copy of official transcript attached (only if course was completed after you applied to UTD) with course and grade marked (B or above)
___ Catalog description and/or official course outline (accredited United States universities)
Transfer of Credit Checklist (continued)

_____ If no catalog description is available (foreign universities only): provide an official course description signed by a university official ranking as a department chair or higher and sent directly to the UTD Computer Science Department. Also provide the name of the university official and contact information including university email address, telephone number, and fax number.

_____ A URL may also be given if the material may be currently accessed from the Internet using the given URL. [note: we have difficulty connecting to most outside servers]

Notice: Information provided by students for reason of obtaining waivers or transfers is considered as true and accurate. If such information is found to be falsified or inaccurate, it may be grounds for cancellation of enrollment and/or disciplinary action.
Waivers/Transfers Deadlines

Check with the advising/program office for a course transfer/waiver eligibility to avoid unnecessary processing of documents.

Each PDF Packet must be complete (all documents submitted) for each waiver

Do not combine requests in one packet.

Request form must be completely filled out (Pages 1 and 2).

All materials must be submitted before 4:00 PM on Friday, October 6th

All applications are due at the Graduate Student Services. You must submit all documentation Packets via EMAIL. Send your request to eric.moden@utdallas.edu before the deadline.
Review your degree plan with a graduate advisor \textit{at least once a year}.

\textbf{YOU MUST VISIT WITH AN ADVISOR ONE SEMESTER PRIOR TO GRADUATION.}

CS department offers each core course at least once every academic year.

- Students should plan their schedule carefully.

Verify that you are progressing towards graduation by

- Completing all prerequisite courses
- Enrolling in appropriate courses
- Maintaining your GPAs
- Core courses (need 3.19 over the five core courses)
- Electives (need 3.00 over the elective courses)
- Overall GPA 3.00 or better in \textbf{ALL} UTD graduate courses
- Appointment time for Spring 2024 registration will be available on Orion.
  - Please check the Spring academic calendar for dates.

- Registrar’s office sets up the appointments in order based on the number of hours completed in the program. DATE and TIME.

- Students must check and get any holds removed before attempting to enroll in classes.

- Neither we nor you will be able to enroll you in Spring 2024 classes even one minute prior to your appointment time.

- Most courses have pre-requisites!
  - If you have not satisfied the pre-requisite by enrolling or by waiver you must not choose this course.
  - ORION will not allow you to enroll in that course.

- Making changes to your course schedule online may result in dropped courses which you may not get back in if others have taken the seat. Please check with an advisor.

- Students with GPA < 3.0 will have holds that will prevent registration until the Fall ‘23 course grades are posted.

- They can enroll in classes ONLY after grades are obtained for the currently enrolled semester.
DO NOT email or appear in from of professors asking to get into closed classes.
Professors have been asked to tell you to see the advising office. The University does not allow students to be in closed classes that would exceed the classroom capacity.

Early registration for Spring 2024 takes place in October 2023; enrollment appointments are placed on your Orion account based on earned hours.

It is your responsibility to check out the schedule online and register in classes. Students must check and get any holds removed before attempting to enroll in classes.

FERPA will not allow another to represent you for enrollment. You should not accept another person’s Enrollment sheet and represent them.

Nothing can be done by PHONE…DO NOT call…period.

The CS Department staff/advisors cannot:
- Help you register before your schedule appointment day/time
- Remove holds placed on your account by other offices/departments
- Enroll you in a closed course
Foreign students participating in the Industrial Practice Program must enroll in a 1 credit hour course. **Three credit hours of this course (ECSC 5177) can be used toward the graduation requirements IF your graduation catalog is 2023-2024 or later.** It can be used to substitute one 6000 level elective in the degree plan. Please see the 2023-2024 graduate catalog for details.

For CPT eligibility, please contact the Jonsson Career Services. Their student handbook is online. Please read it!

https://engineering.utdallas.edu/engage/students/career-services/

The USCIS has determined that F1 students who are graduating may take only the courses that are required for graduation course completion in their final semester.

**Reduced enrollment may be done only once.**

International students can enroll in only one online course if enrolled full time. If not enrolled full time (graduating semester) contact the ISSO regarding online courses.

Students must get a new I-20 if they change majors or degree level. The new I-20 must be signed by the first day of class in the new academic program.
As an F or J visa holder, the US Citizenship and Immigration Service requires that you make progress towards your degree to maintain your immigration status.

Students with VISA questions need to contact their International Student Advisor at the phone number 972.883.4189 or in person at the ISS Office in the SSB.
Questions?