

**Department of Computer and Information Science  
PhD Advising Checklist**

**Student Name:** \_\_\_\_\_ **Student ID:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Number of Semester Credit Hours Transferred from Another University** \_\_\_\_\_

**Requirement I Required Regular Course Work**

Course Number	Title	Semester	Completed with a grade B or better	At ENGR or CSci 600-level
<sup>1</sup> CSci 533	Analysis of Algorithms		Yes / No	
<sup>1</sup> CSci523 or CSci 530 or CSci 561			Yes / No	
<sup>1,2</sup> CSci 525 or CSci 526 or CSci 555 or CSci 556 or CSci 531 or CSci 658 or another approved programming-intensive course			Yes / No	Yes / No
<sup>1</sup> ENGR 694	Research Methods		Yes / No	Yes
<sup>2</sup> (3 hours)				Yes / No
<sup>2</sup> (3 hours)				Yes / No
<sup>2</sup> (3 hours)				Yes / No
<sup>2</sup> (3 hours)				Yes / No
<sup>2</sup> (3 hours)				Yes / No
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<sup>2</sup> (3 hours)				Yes / No
<sup>2</sup> (3 hours)				Yes / No
<sup>2</sup> (3 hours)				Yes / No
<sup>2</sup> (3 hours)				Yes / No

<sup>1</sup>A student must successfully complete these courses with a grade of B or better. <sup>2</sup>At least 18 semester credit hours of these courses must be regular CS courses at the 600-level or above, i.e., regular ENGR or CSci 600-level or above.

**Requirement II Comprehensive Examination**

The student passes the exam on \_\_\_\_\_

**Requirement III Dissertation Research**

Dissertation prospectus accepted on \_\_\_\_\_

\_\_\_\_\_ ENGR 797 (minimum of 18 semester credit hours)

**Permanent Advisor**

**NOTES:**

- a. No more than 24 semester hours of graduate credit may be transferred from another university and applied toward the 48-hour course work requirement.
- b. At most three non-regular courses (9 hours) may be applied toward the degree.
- c. No course numbered lower than 510 (in the University of Mississippi curriculum) may be counted toward the Ph.D. degree requirements.
- d. Credit hours earned from the UM CIS MS program may be applied toward the degree.

**Department of Computer and Information Science**  
**PhD Graduation Checklist**

Step	Deadline	Completion Date
1. Submit "Research Proposal" (Form CSCI050) to the department <sup>1</sup>	By the end of first 12 credit hours	
2. Take the comprehensive exam (submit Forms GS5 and GS5.1 before and after the exam respectively to the Graduate School) <sup>2</sup>	Within the first 3 years in no more than two sittings	
3. Take the preliminary oral exam (dissertation prospectus) <sup>3</sup>		
4. Submit "Graduate Application for Degree" (Form CSCI010) to the department <sup>1</sup>	Start of the graduating semester	
5. Submit GS8 "Application for Graduate Degree" form to the Graduate School <sup>2</sup>	Beginning of the graduating semester <sup>4</sup>	
6. Complete the diploma application <sup>5</sup>		
7. Submit GS7 "Authorization of Final Oral/Written Examination" Form to the Graduate School <sup>2</sup> . The approval is emailed to the advisor.	14 calendar days before the intended date of the exam.	
8. Complete the final exam/defense <sup>6</sup>	Last day of the semester	
9. Upload an Electronic Thesis/Dissertation (ETD) into the online ProQuest/UMI system <sup>7</sup>		
10. Survey of Earned Doctorates		
11. Visit the Graduate School with 1) signed dissertation page <sup>2</sup> , 2) report of Final Oral Defense <sup>8</sup> , 3) completed ETD Rights, Permission, and Contact Form, 4) (for doctoral students only) completed Survey of Earned Doctorates	Last day of the semester	

<sup>1</sup> Forms can be found at <http://cs.olemiss.edu/academics/grads>

<sup>2</sup> Forms can be found at [http://www.olemiss.edu/gradschool/forms\\_library.html](http://www.olemiss.edu/gradschool/forms_library.html)

<sup>3</sup> There must be at least one intervening semester between the semester in which the dissertation prospectus is completed and the semester in which the final oral defense is given.

<sup>4</sup> Exact deadline should be checked at [www.olemiss.edu/depts/graduate\\_school/graduation\\_prep.html](http://www.olemiss.edu/depts/graduate_school/graduation_prep.html).

<sup>5</sup> A diploma application notification will be sent to student via his/her olemiss.edu e-mail. Complete the online Diploma Application. This e-mail comes from the registrar@olemiss.edu and once you start filling out the application, you cannot stop and return. If you have a problem, contact the Supervisor of Records at the Graduate School.

<sup>6</sup> Final Exam cannot be given during the University's examination period or when the University is closed. For doctoral students, there must be an intervening semester (or an equivalent calendar period) between the final dissertation examination and completion of both the comprehensive examination and the prospectus defense.

<sup>7</sup> Obtain information about formatting and uploading an ETD and the ETD Rights, Permission and Contact Form from the links at [http://www.olemiss.edu/depts/graduate\\_school/graduation\\_prep.html](http://www.olemiss.edu/depts/graduate_school/graduation_prep.html)

<sup>8</sup> The form can be found as an attachment in the approval letter in Step 7.