

Information for New and Continuing Graduate Students

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This is intended to give new and current Computer Science graduate students some basic, essential information to help you with your desire to obtain a Master's degree. We encourage you to ask questions in the Computer Science Department office, seek advice from other students, and Computer Science faculty. The Graduate Program Coordinator is Dr. Hasmik Gharibyan.

Important Contacts

○ Computer Science Office Staff, 14-254

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Student activities, graduate program, curriculum/registration, faculty hiring

Cindy Bitto **x67229** cbitto@calpoly.edu
Student fee, department website, student payroll, budget, travel

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Reception, office and faculty support

○ Computer Science Lab Staff, 14-235

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Windows XP, Lab workstation configuration

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Equipment technician

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○ CSC Graduate Resources

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Questions about policy and processes for graduate students

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Graduate Programs Office, 38-154, Program Assistant
Questions about thesis guidelines, thesis submission and acceptance

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GENERAL INFORMATION

This information has been compiled to help graduate students get acquainted with Cal Poly and the Computer Science Department. We encourage you to get involved in the department and in the graduate program and to become an advocate for your population of students. We also encourage you to become a member of the Computer Science graduate student association (GSA). Feel free to send your comments and/or suggestions for improvement of this document to Diane Nott (dnott@calpoly.edu) in the CSC Department office.

Computer Science Department Office

An important location to know is the CSC Department Office. This office is home to the department chair and administrative support staff. Commonly requested curriculum information can be found outside the office. Nearby bulletin boards contain information about student organizations, events, scholarships, colloquia, thesis defense, and career placement information. Graduate student forms are available online at <http://www.calpoly.edu/~rgp/graduate.programs.html>.

Web Site

Consult the CSC website at <http://www.csc.calpoly.edu> for general department information, faculty information, and current news.

Windows Accounts

Computer Science majors automatically receive permanent Windows CSC domain accounts (until graduation) that are valid in every CS lab: 14-235, 14-255, 14-256, 14-257, 14-301, 14-302, and 14-303. Login name (userid) is the same as your mycalpoly.edu login name (login@calpoly.edu) – take the name before @ symbol and drop the “@calpoly.edu”.

E-Mail Accounts

E-mail is the primary means of communication between you and the department, so it is important that you regularly check your Cal Poly email account. Regular emails will be sent by the CSC Department Office to keep you informed of talks, meetings, and other items of interest. If you'd like your email to be sent to a different server, let us know.

Grad Lab

Due to the current budget situation, the Graduate Student lab, 14-305, is accessible to enrolled CSC graduate students during normal lab hours only. To obtain access to this lab, please email system administrators at computer-science-sysadmins@polymail.cpunix.calpoly.edu and request Card Swipe access to 14-305.

Computer Labs

Computer science graduate students can expect to use a variety of PCs, workstations, and servers. Some will be shared campus resources and some will be exclusive to computer science majors. The Computer Systems Lab's (CSL) special use labs include: software engineering, computer graphics, animation and virtual reality, distributed systems, database systems, human-computer interaction, artificial intelligence, operating systems, and networking/communications. Lab descriptions can be found at <http://www.csc.calpoly.edu>. The graduate lab, 14-305 is accessible by Card Swipe access (see the preceding paragraph).

Lab hours during regular academic year:

Monday through Friday from 8AM to 8PM is the standard hours of operation during the 2nd through the Finals week of the Fall, Winter, and Spring quarters.

Due to the current budget constraints, the labs will be closed every weekend.

Lab hours during summer and weeks other than the 2nd through Finals weeks:

Monday through Friday, 9AM to 4PM as CSL staff is available. If the CSL Staff is not scheduled to work, the labs will not be kept open.

CSC Study Support Center

The CSC study support center offers free assistance on an individual basis to students in the introductory CSC courses: CSC/CPE 101, 102, 103 and 141. Tutoring is provided by carefully chosen upper-class students from the CSC and CPE majors. The center provides assistance Sunday through Thursday at evenings. Flyers giving more information on the time and location of the tutoring will be posted at the beginning of the second week of each quarter. Students interested in tutoring should contact Dr. Clint Staley (cstaley@calpoly.edu). More information can be found at <http://www.csc.calpoly.edu/resources/tutoring>.

Information Resources

Academic Resources	
College of Engineering homepage	http://www.ceng.calpoly.edu
CS Dept homepage	http://www.csc.calpoly.edu
Catalog	http://www.catalog.calpoly.edu
Academic calendar	http://www.calpoly.edu/~acadprog/acad_cal
CSC Graduate Coordinator	hghariby@calpoly.edu
CENG Advising Center	http://www.eadvise.calpoly.edu
Graduate Programs Office	http://www.calpoly.edu/~rgp/graduate.programs.html
GWR Information	http://www.writingskills.calpoly.edu/gwr
Media Distribution Services (audiovisual equipment checkout)	http://www.mds.calpoly.edu/
	http://www.calpoly.edu
Cal Poly homepage	
Campus Facilities	
Eateries	http://www.calpolycorporation.org/campusdining
Library	http://www.lib.calpoly.edu
Maps of the campus	http://www.maps.calpoly.edu
Parking	http://www.maps.calpoly.edu/parking.html

Performing Arts Center	http://www.pacslo.org
Communications and Events	
Events, publications, news releases, highlights, ...	http://www.calpolynews.calpoly.edu
On-Campus Telephone directory	http://www.servicedesk.calpoly.edu/telephone_support/phonedirectory.html
Computing Resources	
General support services, web resources, news, policies, plans, systems and facilities, support organizations	http://www.its.calpoly.edu
Help Desk	http://www.helpdesk.calpoly.edu
Information Technology Services (ITS) - computing resources, services, policies, help desk, ...	http://www.its.calpoly.edu
TA Resources	
Lots of links to campus computing, library, calendars, academic personnel, publications, maps, etc; SLO cultural resources, government, outdoor activities, housing, public transportation	http://www.cla.calpoly.edu/~dschwartz/newfaculty/newfacultyresource.html http://www.calpoly.edu/faculty/faculty.html
TA Coordinator for Computer Science	rtross@calpoly.edu
Application for TA position	http://www.calpolyjobs.org
San Luis Obispo County	
Central coast visiting guide	http://www.centralcoast.com
SLO visiting guide	http://www.visitslo.com
The Tribune newspaper	http://www.sanluisobispo.com
Public schools	http://www.greatschools.net/california/san-luis-obispo/public/schools http://www.slocoe.org/resource/maps/gmaps
Housing websites	http://www.housing.calpoly.edu http://www.slorent.com http://www.slorentals.net http://www.california-west.com/sloads http://www.regmgmt.com http://www.sanluisobispo.com
Student Resources	
Enrolled students – records, testing, library, financial aid, clubs, housing, policies	http://www.calpoly.edu/student/enrolled.html

ACADEMIC STANDARDS AND POLICIES

Formal Study Plan

All graduate students, as well as Blended BS+MS students, are required to file an approved Formal Study Plan before completing the 12-th unit of the coursework to be counted toward the MS degree. This form lists 45 units of graduate coursework planned to be taken toward the Master's degree.

Formal Study Plan GPA Requirement

A 3.0 GPA or above is required in all graduate coursework listed in the Formal Study Plan. Graduate students are not eligible to repeat courses and remove the lower grade points from calculation of the GPA.

Graduate Writing Requirement (GWR)

Graduate students are required to attempt to pass the GWR their first quarter of study. GWR completion information is available from the Writing Skills Office at 805-756-2067 or online at <http://www.writingskills.calpoly.edu/gwr>.

Continuous Enrollment Requirement for Graduate Students

Effective Fall quarter 2009, graduate students are required to maintain continuous enrollment from the time of first enrollment in a graduate program until completion of the degree. Students must maintain continuous enrollment either by being enrolled as a regular student, or by registering in a special course, GS 597, designated for this purpose during terms in which they are not regularly enrolled. Continuous enrollment is defined as being enrolled during at least three quarters each academic year.

The special course, GS 597 Continued Graduate Study, is listed in the University catalog; it needs to be taken through Cal Poly Continuing Education. It is a one-unit course graded credit/no-credit (as of Fall 2009, the fee for this course is \$230 per unit). Credits in GS 597 do **not** count toward meeting degree requirements.

Students who fail to fulfill this continuous enrollment requirement will not be permitted to graduate – even if all degree requirements have been completed – until payment has been made for all quarters of non-enrollment (for example, the student may register in GS 597 through Continuing Education for a number of units equal to the number of non-enrolled quarters).

All students **must** be enrolled during the quarter in which they graduate. Enrollment information is available at <http://www.continuing-ed.calpoly.edu/specialprograms/continuousenrollment.html>.

Applicability

The continuous enrollment requirement applies to all CSC graduate students. Note that students on approved university leaves of absence as defined in the University Catalog (Medical Leave, Planned Educational Leave) will not be required to enroll during the leave period.

Registration, adding/dropping, withdrawing, repeating, and auditing policies

Registration

Prerequisite requirements for undergrad courses may be waived for graduate students (talk to the instructor teaching the course). If you experience any difficulty trying to register for a lower-level course, contact the Computer Science Department office for assistance.

Adding/Dropping Classes After Registration

Adding and dropping classes is allowed on PeopleSoft on your mycalpoly.edu until the end of the official deadline for the quarter. Instructions explaining the adding/dropping of classes are on the portal.

Withdrawing From a Course

Before the end of the 7th week of instruction, a student may petition to withdraw from a course for serious and compelling reasons. The student will receive a "W" for the course only if both the instructor and the Department Chair approve the petition. The Graduate Coordinator acts on behalf of the CSC Department Chair in evaluating a graduate student's "serious and compelling reasons" for withdrawal. After obtaining the instructor's signature, graduate students should submit the Withdrawal form to their Graduate Coordinator.

Repeating a Course

Graduate students may repeat a course as long as the catalog course description states that the course may be repeated for credit. However, both grades will be reflected in the calculation of the GPA. Graduate students are not eligible to repeat courses and remove the lower grade points from calculation of the GPA.

Audit Policy (MS)

An auditor is a student who attends a course for no credit. Enrollment in a course as an auditor is permitted only after students otherwise eligible to enroll on a credit basis have had an opportunity to do so. Fees apply to courses taken as an audit.

Cheating

The department expects students to be honest and behave with integrity. Cheating incidents are referred to the Office of Student Rights and Responsibilities; this Office interprets and enforces campus regulations and protects the legal rights of students. Online information can be found at <http://www.osrr.calpoly.edu>.

Advancement to Candidacy for Conditional Admits

Advancement to candidacy requires that an applicant without a CS degree must complete the following **preparatory courses** (before starting the graduate coursework) and receive a "B" or better grade in each:

CSC/CPE 103	Fundamentals of Computer Science III (4)
CSC/CPE 308	Software Engineering I (4)
CSC/CPE 315	Computer Architecture (4)
CSC/CPE 349	Design and Analysis of Algorithms (4)
CSC/CPE 357	Systems Programming (4)
CSC/CPE 430	Programming Languages I (4)
CSC 445	Theory of Computation I (4)
CSC/CPE 453	Introduction to Operating Systems (4)

Preparatory courses **must** be taken for a grade. Their prerequisites may be taken Credit/No Credit.

In special circumstances the Graduate Coordinator may add or remove courses from the list, depending on your background. If you are unsure of the preparatory courses you need to take, make an appointment with the Graduate Coordinator as soon as possible.

If a grade in any preparatory course is below a B-, an academic probation letter from the CENG Advising Center will be mailed to you. If you receive a letter, make an appointment with the Graduate Coordinator to discuss your options and obtain his/her signature on the letter.

The following chart outlines the preparatory courses and their prerequisites. Please discuss taking any of the preparatory course prerequisites with the Graduate Coordinator.

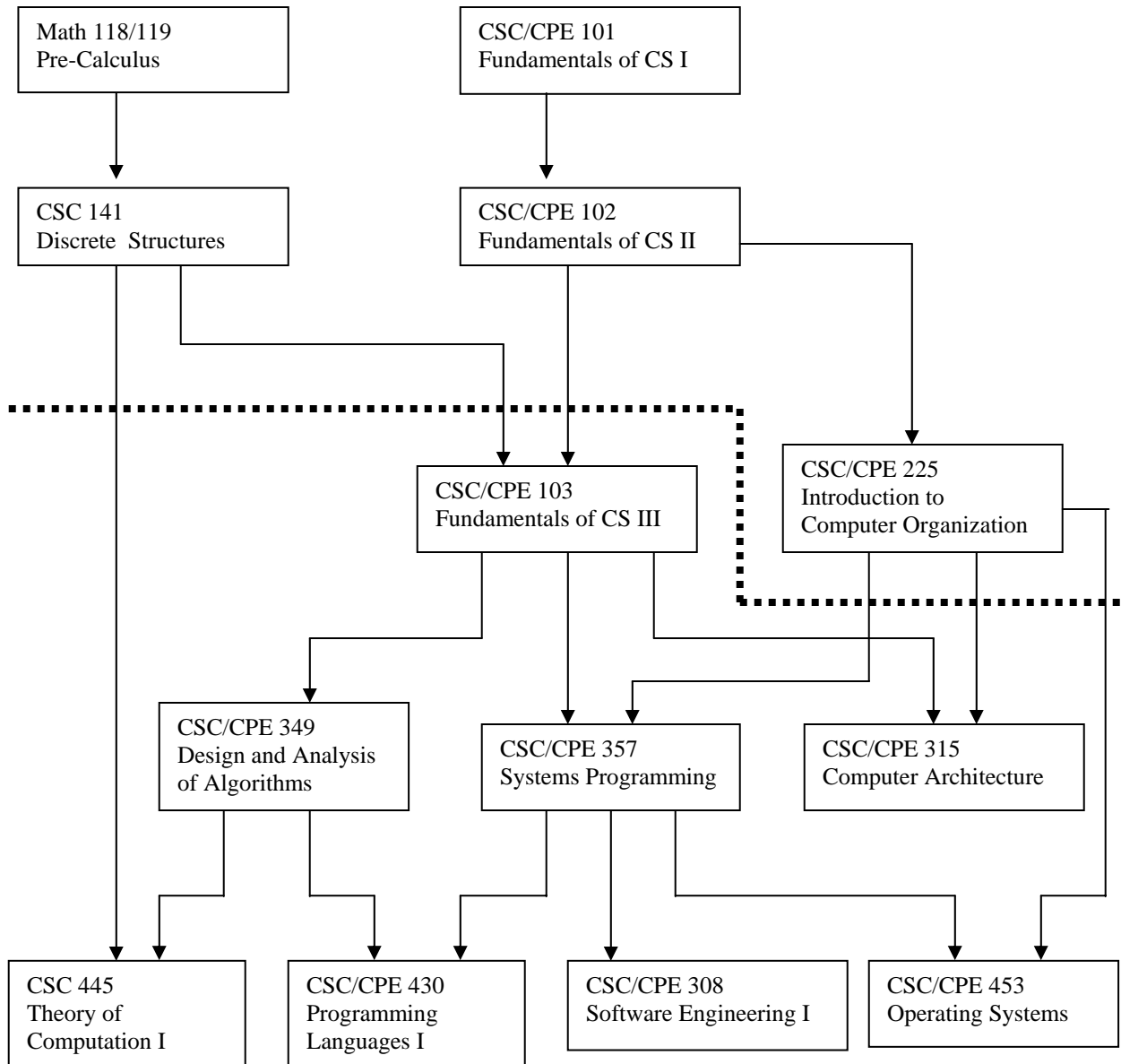


Diagram of preparatory courses (8 courses) and their prerequisites (located above the dotted lines) to be taken prior to the 45 units for the Master's degree in Computer Science.

CURRICULUM INFORMATION

Degree Requirements

All graduate students, as well as Blended MS+BS students, are required to file an approved Formal Study Plan with the Computer Science Department office no later than the end of the quarter in which they complete the 12-th unit of coursework to be counted toward the Master's degree. The Formal Study Plan identifies specific courses to be taken to fulfill requirements of the MS degree; it may be amended with approval of the Graduate Coordinator. Only those letter-graded courses in which A, B, or C is earned, count towards satisfying the total unit requirement for the MS degree. Students must earn a 3.0 overall GPA in the courses taken in the Formal Study Plan.

The MS degree requires at least 45 units beyond the undergraduate degree. Courses must be chosen according to the following requirements:

Core graduate courses: 20 units

Select five courses from the following list:

- CSC 508 Software Engineering I (4)
- CSC 509 Software Engineering II (4)
- CSC 520 Computer Architecture (4)
- CSC 530 Language and Translators (4)
- CSC 540 Theory of Computation II (4)
- CSC 541 Numerical Methods (4)
- CSC 550 Operating Systems (4)
- CSC 556 Computer Security (4)
- CSC 560 Database Systems (4)
- CSC 564 Computer Networks: Research Topics (4)
- CSC 568 Distributed Systems (4)
- CSC 569 Distributed Computing (4)
- CSC 570 Current Topics in Computer Science (2-4)
- CSC 572 Computer Graphics (4)
- CSC 580 Artificial Intelligence (4)
- CSC 581 Computer Support for Knowledge Management (4)

Electives to be selected with Graduate Coordinator's approval: 16 units

Electives must be 400-500 level courses, and are typically in CSC

Thesis coursework 9 units

- CSC 590 Thesis Seminar (1)
- CSC 596 Thesis I (2)
- CSC 597 Thesis II (3)
- CSC 599 Thesis III (3)

TOTAL **45 units**

For more information or advisement, students should communicate with the CSC Graduate Coordinator.

Courses

Yearly course offerings planned by the department are available at <http://www.csc.calpoly.edu/courses>.

REQUIRED FORMS

During your life as a graduate student, certain forms must be filed at various stages towards graduation; look for email reminders from the Computer Science Department office to the “computer-science-graduatestudents” email alias. All graduate forms are available online at <http://www.calpoly.edu/~rgp/graduate.programs.html> unless otherwise noted.

Formal Study Plan

Graduate students must file this form with the CSC Department office during the quarter in which they complete the 12-th unit of coursework to be counted toward the Master’s degree. Courses required as part of the conditional admittance to the program (preparatory courses) do not count toward the Master's degree and are not listed on the Formal Study Plan. The Formal Study Plan must total 45 units of core/electives classes.

Blended BS+MS students must file Formal Study Plan with the CSC Department office during the quarter in which they complete the 12-th unit of coursework to be counted toward the Master’s degree; students should also file an undergraduate technical elective form with the CENG Advising Center.

Amendment to Formal Study Plan

Changes to the Formal Study Plan may be made by filing Amendment to Formal Study Plan form with the CSC Department office. This form may be filed as many times as needed.

Advancement to Candidacy

As soon as graduate students have completed any conditional requirements and satisfied the GWR, they must file this form. It must be filed at least two quarters prior to graduation. Evaluations Office **must** have this form to do your graduation evaluation. Same requirement applies to Blended BS+MS students.

Request for Graduation Evaluation

Records Office will not process this form earlier than two quarters prior to graduation. No evaluation will be done until the Formal Study Plan and Advancement to Candidacy forms are filed. This form is available online at [http://www.ess.calpoly.edu/ records/forms](http://www.ess.calpoly.edu/records/forms). Same requirement applies to Blended BS+MS students.

Postbaccalaureate Change of Objective Form for Blended BS+MS Students

Blended BS+MS students are to keep track of the completion of 186 units to allow the filing of the Postbaccalaureate Change of Objective form. The 186 units can include transfer units and AP credit. Blended BS+MS students should inform the Computer Science Department office via email when they have completed 186 units that count towards the BS or MS degree, and request that the CSC Department office file this form. The Computer Science Department office will obtain all necessary signatures and send the form to the Records Office.

Petition to Extend the Seven-Year Limit (Petition for Special Consideration)

The time allowed to complete all coursework in the Formal Study Plan, including thesis, is seven years. The University, at its option and in exceptional cases, may extend the time frame. Students who wish to extend the seven year limit must file a Petition for Special Consideration form explaining the reasons why the extension is necessary, what courses are requested for inclusion in the Study Plan (that are over 7 years old at the proposed time of graduation), and what evidence is offered to support claims of currency in that coursework. This form is available online at <http://www.calpoly.edu/~rgp/graduate.programs.html>.

FINANCIAL AID

Engineering students feel enough pressure pursuing their education without having to worry about money. Cal Poly's Financial Aid Department has several services for students who need financial assistance. Further information about the services is available at the Financial Aid Office and Career Services. Their website is <http://www.ess.calpoly.edu/ finaid>.

Scholarships

Each year students with good grade point averages can apply for and receive scholarships in amounts ranging from \$500 to \$5,000. All applicants must complete the normal Cal Poly scholarship application process. This includes filing the Free Application for Federal Student Aid (FAFSA). Step-by-step instructions are available at http://www.ess.calpoly.edu/ finaid/types_aid/scholarships.htm. The University scholarship application deadline is March 2, and applications are filed in the Financial Aid Office. The Computer Science awards are presented in May at the CSC Banquet.

Other scholarship opportunities are sent to graduate students via "computer-science-graduatestudents" email alias or listed on the Graduate Programs website at <http://www.calpoly.edu/~rgp/graduate.programs.html>. Department scholarship information is available online at <http://www.csc.calpoly.edu/resources/scholarships>.

OTHER SOURCES OF INCOME

Teaching Assistantships

Computer Science Department may employ graduate students as teaching assistants. Sometimes graduate students are also used as laboratory assistants or graders in more advanced courses.

Criteria for employment include (1) good academic standing as a graduate student, (2) evidence of (or the promise of) skill as a teacher, and (3) knowledge of the content of the course to be taught, and (5) currently enrolled. Preference is given to applicants who have already been graduate students on campus for at least one quarter; however, new graduate students are encouraged to apply.

Graduate students interested in a TA appointment in CSC should submit an application, transcripts, current resume and a teaching preference list to the department. Applicants lacking experience as a paid teacher or tutor are encouraged to attach a description of their experience as a volunteer teacher, coach, or mentor. Forms are available on-line at <http://www.csc.calpoly.edu/jobs/ta>. Questions may be directed to Diane Nott in the CSC office (dnott@calpoly.edu) or to the literacy course coordinator, Robert Ross (rross@calpoly.edu).

Student Assistant Grader/Tutor

Graduate students may also earn money grading for upper level courses or working in the CSC Study Support Center. The pay range for graduate students is approximately \$11.00 to \$14.00 per hour. Contact the Computer Science Department office if you are interested in being a grader and contact Dr. Clint Staley (cstaley@calpoly.edu) if you are interested in being a tutor.

Research Assistantships

Several faculty in the CSC Department are involved in research projects each quarter. Students should check the Computer Science Department's web site for information on research areas of individual faculty members.

Co-Ops

Graduate students may decide to get some industry experience before they finish their degree by taking CSC 594 or CSC 595 units for co-op for one or two quarters. Generally co-ops are a good avenue to gain valuable experience in a desired field, make contacts and earn additional money. Graduate students may not use co-op units, 12 for full time and 6 for half-time employment, towards the degree.

Non-Resident Tuition Waivers

A limited number of non-resident tuition waivers are available for out-of-state graduate students. Tuition waivers will normally be for four consecutive quarters, beginning with the first term of enrollment, and are non-renewable (students may be able to establish California residency during that period). International students are also eligible.

A request for tuition waiver for Fall quarter admission must be received by June 1. A request for tuition waiver for Winter quarter must be received by December 1. More information is available on-line at <http://www.calpoly.edu/~rgp/graduate.programs.html>. Questions may be addressed to Becky Powell in the Graduate Programs office (bpowell@calpoly.edu or (805)756-2328).

FELLOWSHIPS

JL Moore Fellowship

Cal Poly BS graduates and admitted CSC MS students interested in a Ph.D. in computer science are eligible to apply for the Computer Science Department fellowship. The department offers several Endowed Fellowships of up to \$10,000 each per year for full time doctoral study in computer science in any recognized computer science department. Ongoing support for up to a total of three years may be provided. Fellowship recipients must be enrolled in [and admitted to] a recognized doctoral program in computer science in the USA

- Applicants must have a BS or MS degree from the Computer Science Department of Cal Poly, SLO (in any major) or are currently enrolled in the BS or MS program in the CSC Department (in any major) and will graduate during the Fellowship application year.
- Applicants must intend to pursue a Ph.D. degree in CSC at a recognized university in the US.
- Applicants must have a strong academic record, promising successful completion of Ph.D. degree
- Applicants must be United States citizens or permanent resident aliens of the United States.

Fellowship Application Deadline: February 28

Find more information at <http://www.csc.calpoly.edu/resources/moore-doctoral-fellowship>. Questions may be directed to Diane Nott in the CSC office (dnott@calpoly.edu) or to Graduate Coordinator, Hasmik Gharibyan (hghariby@calpoly.edu).

Renewals are possible for up to three years of continued progress towards a Ph.D. in Computer Science.

Renewal Deadline: February 28

Find more information at <http://www.csc.calpoly.edu/resources/moore-doctoral-fellowship>.

Graduate Equity Fellowship

This program seeks to increase the diversity of students completing graduate degree programs in the CSU and encourages continuation on to doctoral programs and consideration of university faculty careers. It provides fellowships for economically disadvantaged students, especially from groups that are underrepresented among graduate degree recipients in their areas of study, and promotes faculty mentoring and research opportunities. More information and application are available at <http://www.calpoly.edu/~rgp/gradfellowship.html>.

THESIS AND GRADUATION

Computer Science graduate students must complete a thesis and related coursework to fulfill their thesis requirement. A committee-approved copy must be completed and filed in accordance with university specifications. Guidelines to be followed in preparing final copy for filing with the university can be obtained from the Graduate Programs Office or at <http://www.calpoly.edu/~rgp/graduate.programs.html>.

Thesis Guidelines

What is a Master's Thesis?

- A written product of a systematic study of a significant problem
- Identifies the problem, states the major assumptions, explains the significance of the undertaking, sets forth the sources for and methods of gathering information, analyzes the data, and offers a conclusion or recommendation
- Evidences originality, critical and independent thinking, appropriate organization and format, and thorough documentations
- Normally, an oral defense of the thesis is required
- Potentially publishable.

Finding a Thesis Advisor and Thesis Registration

Students need to look for a Computer Science faculty member as their thesis advisor who has some interest or experience in the area they wish to pursue. Each student will work together with the advisor on their thesis preparation, documentation, and presentation. A faculty interest list can be obtained from the Computer Science Department office or online at <http://www.csc.calpoly.edu/faculty>.

Registration for thesis, CSC 596, 597, 599, is done online. Students wanting to enroll in CSC 596, 597, 599 must obtain a supervisory enrollment form on-line at <http://www.csc.calpoly.edu/forms> or outside the CSC Department office. The form should be filled out and signed by the student's thesis advisor and brought to the CSC office, 14-254, for the permission number to enroll. CSC 596 is two units and is taken by graduate students who are starting their thesis work; this course should be taken in conjunction with CSC 590, one unit seminar. The following quarter, students will enroll in CSC 597, a three unit independent study section with their thesis advisor. The final quarter of thesis work, students will enroll in CSC 599, a three unit independent study section with their thesis advisor. The total thesis units necessary for your degree adds up to 9 units.

Jointly-Authored Thesis

It is the position of university's Graduate Studies Committee that the graduate thesis or project is to be an individual student experience. Only in extraordinary cases should students collaborate on theses or projects. In such cases, the need for collaboration must be clearly justified. Each student must have a designated piece of the work for which he/she is individually and independently responsible and which, alone, meets the definitions provided in Title V and the Cal Poly Catalog. Each student must be judged independently by the Thesis Committee and must prepare a separate, written thesis report in fulfillment of the requirements for the degree. Similarly, each student must be responsible during the thesis defense for his/her portion of the work.

Thesis Defense

Graduate students should review their MS transcript and plan to finish all coursework prior to their defense. Also:

1. Students should have a Thesis Committee selected at least 2 weeks before their defense; this committee should include student's thesis advisor and two other members.
2. Students should deliver a final copy of the rough draft of their thesis to the advisor and all committee members at least two weeks prior to their defense.
3. Students should fill out and submit with their thesis the Master's Thesis/Project Approval Form which can be found at <http://www.calpoly.edu/~rgp/graduate.programs.html>.

The Computer Science Department office will assist with the scheduling of the defense by locating a room and preparing flyers and announcements.

A document on thesis preparation guidelines is available in the Computer Science Department and the Graduate Programs Office, as well as online at <http://www.calpoly.edu/~rgp/thesis.html>.

Thesis Checklist

Students must verify the completion of the following forms (each student has a file in the CSC Department office which includes copies of all submitted forms; this file can be checked if needed):

When to Complete	Form
Before completing the 12-th unit of grad study	Formal Study Plan
When a change is made to the Formal Study Plan	Amendment to Formal Study Plan
After completing 186 units toward BS or MS	Postbaccalaureate Change of Objective
At least 2 quarters prior to graduation	Advancement to Candidacy
2 quarters prior to graduation	Request for Graduation Evaluation

Other forms a student may have filed:

When to Complete	Form
If an extension to the 7 year time limit is needed	Petition for Special Consideration

All graduate forms are available on-line at <http://www.calpoly.edu/~rgp/forms.html>. Forms are approved by the thesis advisor and Graduate Coordinator, and then returned to the Computer Science Department office for processing. The office will obtain the other necessary signatures.

Planning Your Thesis Defense

Please follow the steps outlined below to schedule and complete your thesis for the CSC Department:

1. Choose a date and time for your defense; allow two hours. Confirm this date and time with your advisor and committee members.
2. After you have a confirmed date and time for your defense, contact the CSC Department office (dnott@calpoly.edu) to schedule your defense. Let the office know the following in an email message:
 - The date and time of your defense
 - Your advisor and committee member names
 - The title of your thesis and an abstract
 - What, if any, special technical needs you will require to do your presentation, e.g. laptop projection in classroom; include a room preference or special CSC Department lab.

3. The department office will secure a room for your defense and advertise your defense to students and faculty prior to your scheduled date.
4. Leave an email address with the department office so you can be contacted if necessary, and a permanent address to mail copies of your bound thesis.

After Your Defense

Final approval of your thesis involves two steps: (1) Thesis Committee approval for content, and (2) Graduate Programs Office approval for format. For more details on the approval process review the Thesis Guidelines at <http://www.calpoly.edu/~rgp/thesis.html>. The CSC Graduate Degree Completion Checklist at <http://www.csc.calpoly.edu/forms> will help ensure you have taken care of everything necessary to complete your degree.

Preparing for Graduation

It is your responsibility to make sure you have satisfied all of your course requirements prior to graduation. The Evaluations Office will send a memo to you and to the department outlining any missing courses or any incomplete grades that may still appear on your transcript. If you received a grade I or RP earlier for CSC599, do NOT expect your thesis advisor to remember to change it. It is a good idea for you to request and then verify that the grade has been changed after final approval of your thesis.

Commencement

The following should be done prior to your participation in Commencement:

1. A Request for Graduation Evaluation must be filed two quarters prior to your planned graduation date. A copy of your Formal Study Plan and Advancement to Candidacy form must be attached.
2. A Formal Study Plan must be on file in the Computer Science Department office.
3. An Advancement to Candidacy form must be on file in the Computer Science Department office.
4. The GWR must be satisfied.

Information on participating in University Commencement ceremonies may be found at <http://commencement.calpoly.edu>. The CSC Department hosts a graduation ceremony for its graduates every Spring quarter (check the department website in mid-May for details). The Fall University program offers a reception following Commencement.

Note: participation in Commencement ceremonies is not equivalent to having met graduation requirements.

Graduating with Distinction

Graduating graduate students who have an overall 3.75 GPA or above in their Formal Study Plan coursework will be listed as "Graduating with Distinction" in the Commencement Program and recognized by the department at Spring Commencement. The department will send out an email to those students who meet the criteria and will be nominated for this distinction. The Evaluations Office will verify the GPAs of all nominated students and make the final decision. If you have not been notified about Graduation with Distinction but you believe you qualify for it, contact Diane Nott at (dnott@calpoly.edu) in the Computer Science Department office.