

# Handbook for the School of Computer Science

## PhD students

The School of Computer Science (SCS) is one of the three schools in the College of Computing (CoC). The other two schools are the School of Interactive Computing (IC) and the School of Computational Science and Engineering (CSE).

The School of Computer Science participates in the following PhD programs:

- PhD in Computer Science (with CSE and IC)
- PhD in Algorithms, Combinatorics, and Optimization (with Math and ISyE)
- PhD in ML

## Tuition and Fee Guidelines

Tuition and fees will be assessed to your account after you register for classes. You will receive information about the status of your account from the Office of the Bursar via your Georgia Tech email account. The payment deadlines are provided on the [Bursar's website](#). In most cases, your tuition and fees will be paid automatically (if you are supported by the department or your advisor).

## Registration Guidelines

New graduate students will be able to register for classes during the Phase II registration window according to the Registrar's academic calendar (<http://registrar.gatech.edu/calendar>). You will receive a survey to complete for the CS courses you would like to take. PhD students are allowed two courses on the survey. You will then receive a permit for the courses you submitted. You should register for the course after receiving the permit. Restrictions for all CS courses are removed at noon the Friday prior to the first day of classes. You will be able to continue to register and make schedule changes through 4 p.m. on the Friday of the first week of the semester (when registration closes for all students). To access the online registration, go to the BuzzPort student tab. (This tab will appear before the start of the semester for new students.) If there is

something called a “hold,” you will not be allowed to register until you have submitted the missing information. Types of holds include Graduate Studies or Lawful Presence (contact Graduate Studies for information), Health (contact Health Services for information), SEVIS (contact the Office of International Education for more information), and Departmental (contact administrative support for SCS).

### **How many credit-hours should I be registered for?**

As a full-time student, you **must** be registered for at least 12 credit-hours and at most 21 credit hours.

### **Should all these 12 hours be letter-grade and/or Pass/Fail?**

During Fall and Spring semesters at most 3 of these 12 credit hours can be audit hours. During the Summer semester at most 6 of these 12 credit hours can be audit hours.

### **Who must register as full-time students?**

- a. Graduate research and teaching assistants;
- b. students supported by fellowships, traineeships or individual grants;
- c. students with out-of-state tuition waivers;
- d. students assigned to the institute by the Armed Forces for the purpose of pursuing a degree;
- e. students on student visas; and
- f. graduate co-op students on non-work semesters.

### **Do I have to register during the semester that I am graduating?**

If you are not a full-time student, you have to be registered for at least 3 credit hours during the semester you are graduating.

### **Are there exceptions to the rule that I have to be registered during the semester I am graduating?**

One exception is that you can be registered for 1 credit hour but you can use this only once. Another exception is that if you have finished all requirements and can submit all paperwork before the registration deadline in the semester you are

graduating than you need not register that semester by submitting a form for that purpose.

Where can I find the policy about hour-loads?

<http://www.policylibrary.gatech.edu/student-affairs/policy-hour-loads-graduate-students>

## **Residency requirement**

What is the minimum number of semesters I should be in residence at Georgia Tech?

PhD students are required to spend at least two semesters in Georgia Tech working towards their doctoral degree. The relevant statement from the GT catalog is quoted below:

"... doctoral students should spend at least two full-time semesters in residence at Georgia Tech and should complete research for their dissertation while in residence. Under special circumstances, candidates who have met the residency requirement may receive permission to pursue their research in absentia, provided the chair of the appropriate school approves and a faculty member directs the project.

## **Teaching Apprenticeship (TA) Requirement**

What is the TA requirement?

As a PhD student with home in a School of CoC, you are required to serve as a teaching apprentice twice before you graduate. The information given below about this requirement is taken from the proposal approved by the Institute.

Students are required to spend two semesters as teaching apprentices. The first semester would be similar to the current teaching assistantship for an SCS course, accompanied by a weekly, one-hour, pass/fail seminar to support the development of such skills as course planning and classroom management. Fulfillment of this first-semester requirement would be based on (a) successful participation in this

seminar and (b) written confirmation by the supervising faculty member that the student had served successfully as a teaching assistant for the student's assigned class.

For the second semester, the student would again serve as a teaching assistant for an SCS course while taking a one-hour seminar. This seminar would be more advanced, helping students prepare to be instructors of their own classes. The students would do more advanced work, such as preparing and delivering lectures for their assigned classes. Again, fulfillment of the requirement would be based on (a) successful participation in this seminar and (b) written confirmation by the supervising faculty member that the student had served successfully as a teaching assistant for the student's assigned class.

### **When should I do the TA services for the TA requirement?**

You are expected to do the first TA service in the second year and the second TA service in the fourth year. Exceptions to this have to be approved by the Ph.D. Coordinator.

## **PhD in ACO /ML**

Where can I find information about the ACO and ML doctoral programs?

[www.aco.gatech.edu](http://www.aco.gatech.edu)

<http://ml.gatech.edu/phd>

As an ACO/ML PhD student, I understand that I have to satisfy the ACO/ML program requirements. Since my home school is SCS, are there additional school specific requirements that I have to satisfy?

You have to satisfy the Teaching Apprenticeship (TA) requirement in addition to the ACO/ML program requirements. All PhD students whose home is in a school of the College of Computing must satisfy the TA requirement.

**Who approves my thesis proposal and the minor? Who signs the candidacy and minor forms?**

The ACO/ML program coordinator approves your proposal and the minor. Either the ACO/ML program coordinator or, with his approval, the SCS PhD coordinator signs the candidacy and the minor forms.

**Where do I submit my candidacy and minor forms after getting all the signatures?**

Submit your forms to the SCS graduate office.

**Who signs my thesis approval form?**

The School chair or the ACO/ML program director.

## **PhD in Computer Science**

**What are the degree requirements for the Ph.D. in CS program?**

- Teaching Apprenticeship (TA) requirement
- CS 7001
- Responsible Conduct of Research (RCR) training
- Breadth requirement
- Programming proficiency requirement
- Qualifying examination
- Dissertation Proposal
- Minor requirement
- Defense of dissertation

**What is CS 7001?**

CS 7001 (Introduction to Graduate Studies) is the course that all entering PhD students take the first Fall semester. This course introduces you to the research in the College and helps in preparing for research in computer science. This course also satisfies the in-house training portion of the RCR (Responsible Conduct of Research) requirement.

**What is RCR Training?**

RCR training is to prepare students “with the knowledge and skills necessary to conduct themselves professionally and with integrity.” More information about RCR training can be found here: <http://rcr.gatech.edu>.

### **How do I satisfy the RCR training requirement?**

By doing both of the following:

1. Complete an online RCR course within 90 days of their first semester as a PhD student: <http://rcr.gatech.edu/online-training>
2. Take CS 7001 ("in-house" RCR training): <http://rcr.gatech.edu/doctoral-courses>.

### **Finding an advisor:**

#### **How do I go about finding an advisor?**

Consult with your interim advisor and faculty members in the research area that you wish to pursue your PhD research to identify a potential research advisor. Register for a CS 8903 course with this advisor.

#### **What is CS 8903?**

It is a special problems course in which you do an individual study under the direction of a CoC faculty member.

#### **Do I need a permit for registering for this course? If so, how do I get the permit?**

Yes. Registration for this course is restricted, and requires that you and the supervising faculty member complete a form describing the research to be completed over the course of the semester. Bring the form to the School graduate office to get a permit. The form can be found here:

<http://www.cc.gatech.edu/academics/degree-programs/phd/forms>

#### **How will registering for CS 8903 help in finding an advisor?**

In addition to gaining practical experience in doing research, a semester-long project under the direction of a faculty member provides both the faculty member and you an opportunity to explore potential advisor-advisee relationship.

### **Can I participate in multiple 8903 projects?**

You may occasionally participate in multiple 8903 research projects in any given semester, given time and other commitments, and may participate in 8903 research projects for several semesters until you have a formal research advisor.

### **When am I expected to find a formal advisor?**

You are expected to find a formal advisor by the beginning of the second semester.

### **What are the next steps once I find a formal advisor?**

Once you have a formal advisor, you are expected to focus on what will become your dissertation research under the supervision of this advisor. At this stage, you will register for CS 8999, Doctoral Thesis Preparation. You and your advisor must fill out the CS 8999 permit form that indicates the general research direction and that confirms the establishment of the advisory relationship. This form only needs to be filled out one time. The form can be found here:

<http://www.cc.gatech.edu/academics/degree-programs/phd/forms>

### **Where can I find information about courses in these areas for the Breadth and Qualifier requirements?**

<http://www.cc.gatech.edu/academics/degree-programs/phd/computer-science/program-of-study>

## **BREADTH:**

### **How is the breadth requirement satisfied?**

You must take 5 courses in 5 different areas out of the 15 research areas of computer science listed below.

Of the five different courses, one must be from the Theory area and one must satisfy a programming proficiency requirement. Students must earn an A or B in all of these courses, and more As than Bs total.

### **What are the areas of research identified for the Breadth and Qualifier requirements? (SCS areas are in green.)**

- Computational Science and Engineering
- **Computer Architecture**
- **Database Systems**
- Graphics and Visualization
- Human-Computer Interaction
- **Information Security**
- Intelligent Systems (including Artificial Intelligence, Cognitive Science, and Robotics)
- Learning Sciences and Technology
- **Machine Learning**
- **Networking and Communications**
- **Programming Languages and Compilers**
- Social Computing
- **Software Methodology and Engineering**
- **Systems (Including Operating Systems, and Distributed and Parallel Processing)**
- **Theoretical Computer Science**

### **How is the Programming Proficiency requirement satisfied?**

The programming proficiency requirement is satisfied by taking one of the following courses:

- CS 6210 Advanced Operating Systems
- CS 6241 Design and Implementation of Compilers
- CS 6290 High-Performance Computer Architecture
- CS 6476 Computer Vision
- CS 7637 Knowledge-Based AI
- CS 7646 Machine Learning for Trading
- CS 7650 Natural Language Processing

### **Can a course taken elsewhere satisfy the Programming Proficiency requirement?**

No. The Programming Proficiency requirement must be fulfilled at Georgia Tech and may not be satisfied by transfer credit.

**Can the Programming Proficiency requirement be satisfied by taking an advanced standing exam?**

No.

**Can I get my breadth requirement waived if I have already taken equivalent courses?**

If you have already taken a *graduate* level course that is equivalent to one of the breadth courses before entering the PhD program you can petition to have that course count towards satisfying the breadth requirement in the respective area. Approach the Ph.D. Coordinator to find out the process for getting such waivers.

**Is there a deadline for finishing the breadth courses?**

Breadth courses have to be completed before the proposal. The reason is that you can file for *Admission to Candidacy* after your proposal provided you have completed all the required courses except possibly the minor courses.

**Is there a form to be submitted after the completing the breadth requirement?**

Submit a *breadth-completion form* to the School graduate office on completing the breadth requirement. The form can be found here:

<http://www.cc.gatech.edu/academics/degree-programs/phd/forms>

## **QUALIFYING EXAM:**

**What is the Qualifying exam?**

The Qualifier is your first step toward achieving candidacy in the doctoral program. You must select a primary, and possibly secondary, area of focus from the 15 aforementioned areas of research and pass an examination in the selected area(s).

**What is the purpose of the qualifier?**

The Qualifier is designed to test whether you are sufficiently *prepared* to do research in your chosen area(s) and whether you are *engaged* in research in your chosen area(s).

### **When should I take the qualifier?**

You are expected to take qualifier in your second year unless there are truly exceptional circumstances.

The Qualifier consists of three parts:

1. To test the student's depth of knowledge in their chosen research area, the areas in SCS (Computer Architecture, Databases, Information Security, Networking, Programming Languages & Compilers, Software Engineering, Systems, and Theory) require that the student take a set of area-specific courses. The area-specific course requirements are listed below. It is expected that this requirement will be completed by the end of their 5<sup>th</sup> semester. The list of courses for each area is listed below.
2. The submission of a high-quality research deliverable, as evidenced by a portfolio consisting of an exam-committee-reviewed and publishable article, and possibly other work products as approved by the exam committee. This component evaluates the student's creative and research abilities, along with the potential to do dissertation research.
3. An oral presentation and examination that also allows for follow-up on the first two parts. The oral exam needs to be first taken by the end of their 5<sup>th</sup> semester. The oral exam has to be taken after completing the area-specific courses as specified. A student who is taking the last required course can schedule the oral exam near the end of the semester they are taking the course. This would allow students to not defer their oral exams to the next semester.

The exam committee can decide the following outcomes: pass, pass with qualifications (such as taking a specific course), fail with a retake, and fail.

### **Qualifier: Area-specific course requirements**

### **Computer Architecture:**

A student has to take three courses as specified below and get an A in all the three courses.

Required course:

CS 6290: High-Performance Computer Architecture

One of the following two courses:

CS 7290: Advanced Microarchitecture

CS 7292: Reliability and Security in Computer Architecture

One of the following three courses:

CS 6241: Compiler Design

ECE 6101: Parallel and Distributed Computer Architecture

ECE 6130: Advanced VLSI Systems

For the oral examination, the student is required to present their own research in the Architecture Seminar and then present some external paper to the faculty in a separate session.

### **Databases:**

A student has to take three courses as specified below and get at least two A's and one B in the three courses.

Required courses:

CS 6400: Database Systems Concepts and Design

CS 6422: Database System Implementation

One out of the following three courses:

CS 8803: Big Data Systems and Analytics

CS 6675: Advanced Internet Applications Development  
CS 6365: Introduction to Enterprise Computing

**Information Security:**

A student has to take three courses as specified below and get at least two A's and one B in the three courses.

CS 6260: Applied Cryptography  
CS 6262: Network Security  
CS 6238: Secure Computer Systems

**Networking:**

A student has to take two courses as specified below and get an A in both the courses.

Required Course:

CS 6250: Computer Networks

One of the following courses:

CS 7260: Internet Architecture and Protocols  
CS 7270: Internet Applications and Services  
CS 8803 taught by Professors Ammar/Dovrolis/Xu/Zegura

**Programming Languages& Compilers/ Software Engineering:**

A student has to take three courses as specified below and get an A in all the three courses.

Three out of the following four courses based on the student's area and the advisor's recommendation:

CS 6241: Compiler Design

CS 6340: Software Analysis & Test  
CS 6390: Programming Languages  
CS 6301: Advanced Topics in Software Engineering  
CS 6245: Parallelizing Compilers

**Systems:**

A student has to take two courses as specified below and get an A in both the courses.

Required Course:

CS 6210: Advanced Operating Systems

One out of the following three courses:

CS 6235: Embedded real time systems  
CS 7210: Distributed systems  
CS 6675: Advanced Internet Computing Systems

**Theory:**

A student has to take three courses as specified below and get at least two A's and one B in these three courses.

CS 6520: Computational Complexity  
CS 6550: Design and Analysis of Algorithms  
Math 7018: Probabilistic Methods in Combinatorics

**What happens if I do not meet the grade requirements in the specified courses?**

You have to petition the area-faculty through the area coordinator for remedial work.

**Can an equivalent course be substituted in place of a course in the list provided in an area?**

You can petition the area-faculty through the area coordinator to get approval for substituting an equivalent course in place of a course in the list provided.

When is the oral exam taken?

The oral exam has to be taken after completing the area-specific courses as specified. A student who is taking the last required course can schedule the oral exam near the end of the semester they are taking the course. This would allow students to not defer their oral exams to the next semester.

What is the expected time to complete the qualifying exam?

**It is expected that the qualifying exam requirement is completed by the end of a student's fifth semester.**

What is the composition of the exam committee?

The qualifying exam committee consists of at least three faculty members from your research area(s), who are not your advisor(s). In case you are co-advised, you still must have three members in your committee in addition to your advisors. The oral exam date and the names of the exam committee members should be communicated to the PhD program coordinator. The advisor can be present but does not get to vote.

**What goes into a research portfolio?**

The nature of the portfolio is decided by your research area(s), your advisor(s) and the committee. Assemble a research portfolio in consultation with your advisor and the committee.

What is the process for scheduling the oral exam?

Schedule your oral exam in consultation with your committee. The oral exam should preferably be taken before the end of the semester in which you take the written exam. The oral exam date and the names of the exam committee members should be communicated to the PhD program coordinator.

**What is considered a pass in the qualifier?**

You have to pass *\*both\** the exam and the research portfolio to be considered to have "passed" the qualifier as a whole. The committee decides if you have passed the qualifier.

**What happens if I pass the qualifier?**

When you pass the qualifier, you should get your committee, the advisor and the area coordinator to sign the qualifier form found here:

<http://www.cc.gatech.edu/academics/degree-programs/phd/forms> and submit it to the School graduate office.

**What happens if I fail the qualifier in my first attempt?**

You have one more attempt to pass the qualifier (one attempt for each part). A committee/the program coordinator may decide that a student doesn't need to retake the oral/classes for the second attempt. If you fail the qualifier in your first attempt, you should discuss with your committee, the program coordinator and your advisor what remedial actions you may have to take to prepare for the second attempt. You have to communicate the plan to the PhD program coordinator.

Do I have to register for CS 7999 during the semester I plan to take the qualifier?

It's recommended. Register for between 3-6 pass/fail hours of CS 7999. This course is permit only. Email your permit request to the School graduate office.

How can I find more information about the qualifier?

In case of questions contact the faculty program coordinator in SCS.

## THESIS PROPOSAL

When should I do my thesis proposal?

You are expected to do your thesis proposal around year 4 or earlier in the program.

Do I have to complete my breadth and qualifier before the proposal defense?

Yes.

What is the thesis proposal process?

1. Identify a thesis proposal committee.
2. Produce a written document that describes the work you will complete as part of your dissertation research. Your advisor must agree that you are ready to propose with this document before you can schedule an oral presentation to the proposal committee. Please check with your advisor on the specific contents of this document as it can vary from area to area and advisor to advisor.
3. Schedule an oral defense of your proposed work to a thesis proposal committee.
4. Announce the thesis proposal defense. Announcements should include the student's name, advisor(s), committee members, date/time/location of defense, title of the student's dissertation, and a brief abstract. Announcements will be posted by the institute graduate office within a 48 hour period given that there are no extenuating circumstances (i.e. close to thesis deadlines). Announcements (by email) has to be sent to the following lists in addition to your committee members:
  - [faculty@cc.gatech.edu](mailto:faculty@cc.gatech.edu),
  - [phd-coc-announce@cc.gatech.edu](mailto:phd-coc-announce@cc.gatech.edu),
  - [announcements@grad.gatech.edu](mailto:announcements@grad.gatech.edu)

What is the composition of the thesis proposal committee?

For thesis proposal, there is a committee called the *Thesis Advisory Committee* or the *Thesis Reading Committee*. The Thesis Advisory Committee consists of at least three members satisfying the following: (1) the thesis advisor shall be a member of the Academic Faculty in SCS (with approval of the school or college Graduate Committee, an adjunct faculty member appointed for the specific purpose of advising graduate students may serve as the thesis advisor); (2) the majority of committee members shall be members of the Academic Faculty of the College. The Committee is approved by the Graduate Committee in the School of College, recommended by the School Director through the College Dean, and appointed by the Dean of the Graduate Division.

### **What is the format of the thesis proposal defense?**

There is no fixed format for the oral defense. The advisor, as the chair of the committee, conducts the examination. Here is a typical way in which it may be run:

1. The student will make a presentation to the committee and others present.
2. After the presentation there is a question and answer period. The chair then asks everyone other than the committee members and Georgia Tech faculty to leave. The committee members then have an opportunity to ask more questions. Then the student is asked to leave.
3. The committee deliberates and then decides whether the student has passed the proposal defense. They give feedback to the student on the proposal either individually or through the advisor.

### **What are the next steps after I pass the thesis proposal?**

After the thesis proposal defense is successfully completed you can apply for *candidacy* if the following are completed as well and you maintain a satisfactory scholastic record:

- (a) All required courses (except possibly the minor courses).
- (b) Training in Responsible Conduct for Research (RCR).

## What form should I submit to apply for candidacy?

The form used to apply for candidacy is called the *Request for Admission to Candidacy* form. This form is available as a writable PDF document at: <http://www.grad.gatech.edu/theses-dissertations-forms>

The form has to be signed by you, your advisor(s), and the school chair or graduate coordinator.

## Where should I submit the candidacy form?

Submit the candidacy form to the Graduate Coordinator. When signed, the form will be forwarded to the Institute Graduate Studies office.

## What action should I take if my dissertation title or abstract changes substantially from the one in the thesis proposal?

Submit a revised candidacy form describing the changes. This revised form has to be signed by you, your advisor(s), and the school chair or graduate coordinator.

## DISSERTATION DEFENSE

### What are the steps for the defense of dissertation?

1. Form the Final Doctoral Examination Committee. (See the rules pertaining to this committee.)
2. Get the Final Doctoral Examination Committee approved.
3. Schedule the defense.
4. Announce the dissertation defense at least 15 days in advance. Announcements should include the student's name, advisor(s), committee members, date/time/location of defense, title of the student's dissertation, and a brief abstract. Announcements will be posted by the institute graduate office within a 48 hour period given that there are no extenuating circumstances (i.e. close to thesis deadlines).
5. This announcement has to go to the following lists:

[phd-coc-announce@cc.gatech.edu](mailto:phd-coc-announce@cc.gatech.edu)

[faculty@cc.gatech.edu](mailto:faculty@cc.gatech.edu)

[announcements@grad.gatech.edu](mailto:announcements@grad.gatech.edu)

6. Defend the dissertation.
7. After the dissertation is approved, get the signatures of the committee on the Thesis Approval Form and bring it to the Graduate coordinator for signature. The thesis approval form is available at:  
<http://www.grad.gatech.edu/theses-dissertations-forms>
8. Submit this form along with other documents to the Graduate studies office by the thesis-submission deadline.

### **What is the composition of the Final Doctoral Examination Committee?**

The following are the rules pertaining to the committee, called the *Final Doctoral Examination Committee*, for dissertation defense:

- (a) This committee has at least five members constituted as follows: (a) Three members of the Thesis Advisory Committee and two other members of which at least one must be from the *academic faculty outside* the CoC. (Note: A research scientist is not considered to be an academic faculty for this purpose. Exceptions to this rule must be approved by the School Chair and the institute graduate office. Contact the faculty program coordinator for this.) (b) A majority of the committee must be faculty members of the College of Computing.
- (b) This committee is appointed after your proposal and is approved by the Thesis Reading Committee.
- (c) This committee is approved by the Graduate Committee in the School, recommended by the School chair through the Dean of the College, and appointed by the Dean of the Graduate School. For this approval, the names of the committee members are listed on the Request for Admission to Candidacy form. For members who are external to the Institute a brief resume must be attached to the form.
- (d) Any additions or deletions to the committee needs approval and this approval is done by submitting a revised Request for Admission to Candidacy form. Details of the revision must be given in the form. The

new committee member, student, advisor, and school chair (or graduate coordinator) must sign the form.

### **How can I get my final doctoral examination committee approved?**

Submit the candidacy form with the names of the committee members to the Graduate Coordinator or the Graduate Office. The revised form must be signed by you, your advisor(s), and the committee members.

### **How can I change my final doctoral examination committee?**

Submit the candidacy form with the changes to the Graduate Coordinator or the Graduate Office. The revised form must be signed by you, your advisor(s), and the committee members.

### **Where can I find relevant information pertaining to thesis submission?**

<http://www.grad.gatech.edu/theses-dissertations>

### **Where can I find the deadlines for thesis submission?**

<http://www.grad.gatech.edu/thesis/thesisdeadlines.php>

## **The Minor field of study**

### **What is the purpose of the minor field of study requirement by the Institute?**

In addition to an adequate knowledge of the major field of intended research, the student must demonstrate mastery of some other, smaller body of knowledge-the minor field-preferably outside the student's school. The purpose of the minor is to encourage a wider interest on the part of the student and to provide a broader basis for the evaluation of the student's capabilities.

### **How is the minor requirement satisfied?**

The minor requirement is satisfied by taking a sequence of non-College of Computing courses with a coherent theme, totaling 9 credit hours. Their theme should somehow relate to the subject of the student's thesis and research.

The classes must be taken for a letter grade, with at least a "B" average. Courses should be at the graduate level, but one approved 4000-level course may be used. No more than three of the hours may be directed research.

Courses taken at other institutions may be included in the minor with the permission of the PhD coordinator in the School.

After satisfactorily completing all the minor classes, download and fill out the minor form found here:

<http://www.cc.gatech.edu/academics/degree-programs/phd/forms>

This minor form is submitted to the administrative program coordinator and then will be sent to the [Graduate Studies Office](#) for final approval and recording.

**When is the minor requirement expected to be completed?**

Although the student need not complete the minor as a prerequisite for admission to candidacy, the minor must be completed and approved in order to be cleared for graduation.

## **Petition to graduate**

**How do I petition to graduate?**

Complete and submit a [Petition for Degree form](#) to the Degree Certification Office in Room 103 of the Administration Building (Tech Tower).

You must obtain major school approval signatures on the petition before turning in the petition. For that, submit the form to the administrative program coordinator. Please read the instructions on the Petition for Degree form and follow them carefully.

**When do I petition to graduate?**

The degree petition should be submitted to the Registrar's office prior to the end of the semester preceding your final semester. Degree petitions are due to the Registrar's Office by 4:30 p.m. on the following dates:

- March 15 for graduating in Summer
- June 15 for graduating in Fall
- October 15 for graduating in Spring

If the 15th falls on a weekend, degree petitions will be accepted on the Monday immediately following.

Degree petitions deadlines and information are available at: <http://www.registrar.gatech.edu/students/deginfo/oag.php>

### **How do I re-activate my petition if I do not graduate the first time I petition?**

If you do not graduate the first time you petition, you submit another Petition for Degree form to reactivate your degree petition. Reactivated degree petitions must be submitted by the end of Phase II registration for the term during which you wish to graduate. You must also obtain major school approval signatures on the petition before turning it in to the Degree Certification Office (submit the form to the administrative program coordinator).

## **Useful contacts**

### **SCS Graduate Office**

- **Associate Chair for Graduate Studies, Faculty Program coordinator**

Prof. **Sasha Boldyreva**, Room 3144, KACB, [sasha@cc.gatech.edu](mailto:sasha@cc.gatech.edu)

Please contact Prof. Boldyreva for academic advisement and questions about the Ph.D. program including the milestones, exceptions, waivers, to sign milestones forms, etc.

- **Administrative Program Coordinator**

**Tiffany Ntuli**, Room 3413, KACB, Phone: (404) 385 7481, [t.ntuli@gatech.edu](mailto:t.ntuli@gatech.edu)

Please contact Tiffany for the following:

- For submitting PhD forms (breadth, qualifier, proposal, minor, thesis approval).
- For issue of permits for: 7999, 8903, 8999, and 9000.
- For OIE requests such as I-20 extension and reduced course load.
- Employment letters.
- Other administrative questions about the graduate program.

## Area coordinators

- Architecture – Hyesoon Kim
- Databases - Sham Navathe
- ML – Jacob Abernethy
- Networking – Jim Xu
- Security – Vlad Kolesnikov
- Software engineering/Programming Languages/Compilers - Santosh Pande
- Systems - Ling Liu
- Theory – Richard Peng
- ACO – Santosh Vempala

## Useful websites

College website for PhD students:

<http://www.cc.gatech.edu/computer-science-phd-program>

The Institute Graduate Studies office website:

<http://www.grad.gatech.edu/>

Registrar's office website:

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

## **Forms:**

There are several forms related to your thesis/dissertation that you'll need to complete and submit. You can find them here:

<http://www.grad.gatech.edu/theses-dissertations-forms>

School-specific forms can be found here:

<http://www.cc.gatech.edu/academics/degree-programs/phd/forms>

## **Online Application for Graduation:**

<http://registrar.gatech.edu/students/oag.php>

## **Checklist of documents:**

A [checklist](#) of documents that must be submitted to the Thesis Office when the final thesis/dissertation is submitted can be found here:

<http://www.grad.gatech.edu/sites/default/files/documents/checklist-documents20121.pdf>

## **Thesis:**

Information pertaining to thesis covering all the relevant topics:

<http://www.grad.gatech.edu/theses-dissertations>

<http://grad.gatech.edu/sites/default/files/documents/thesismanualapr15.pdf>

## **GT graduate student policies:**

<http://www.policylibrary.gatech.edu/student-affairs/graduate-student-policies>