

School of Computing

PhD Program Guide

- ii. With the approval of the Director of Graduate Studies and under the supervision of your Dissertation Committee Chair, directed study (CIS 694) hours may be taken to complete preliminary preparation for the dissertation study. These hours may be substituted for CIS 799.
- iii.

- g. **Student Expectations** – The PhD program requires independent work. Faculty members take on much more of a mentoring role than teacher/student. Students are expected to:
- i. Work independently
 - ii. Be responsible for their own academic progress
 - iii. Build relationships with faculty members (you will need committee members and people to write letters of recommendation later)
 1. Identify Dissertation Committee Chair, and other members.
 - iv. Become a Researcher
 1. Attend available and relevant distinguished lecture presentations, research group meetings, participate when appropriate.
 2. Attend appropriate conferences – these allow you to meet other researchers in your area of study.
 - a. Limited funding for graduate students to attend conferences is available through the USA Graduate School. This is typically used to support students who are presenting their accepted papers at the conference.
 - b. Students working on funded research grants may also have limited travel funding available as part of the grant budget.
 3. Seek out opportunities to collaborate with faculty on research projects.
 4. Volunteer to help in a research lab.
 5. Identify their own areas of research and develop dissertation topic.
- h. **Academic Advisor** – Upon entry into the PhD program, the Director of Graduate

- a. **Dissertation Committee** – Your dissertation committee must consist of a minimum of 4 members:
 - i. One-half

2. All members of your committee must attend (in person or virtually) the Dissertation Defense meeting.
3. You must be prepared to answer questions regarding your research, including methodology, data analysis, and conclusions.
4. Committee members will complete a grading rubric to be turned into the Director of Graduate Studies.
5. Committee members will vote on the result of the student's oral defense. The committee must reach consensus on a passing result.
6. A successful defense of your dissertation, including all indicated updates and corrections, MUST be completed before it can be submitted to the USA Graduate School.

vi. **Defense Submission** –

1. Once your dissertation has been successfully defended, the members of your committee and the Director of Graduate Studies must sign your approved signature page. This may be done electronically.
2. The finalized copy of dissertation must be submitted to the Director of Graduate Studies for final review and approval.
3. The members of your committee and the Director of Graduate Studies must also sign your [Dissertation Submission form](#). This may be done electronically or in person.
 - a. The Director of Graduate Studies will not sign the submission form until the finalized copy of the dissertation has been submitted to them and approved.
4. The student will electronically submit the signed signature page, the dissertation document (as a searchable pdf or word document), and the signed Dissertation Submission Form to the USA Graduate School. Scanned pdf's and paper copies will not be accepted. Be sure to be aware of the submission deadline dates as indicated on the [USA Graduate School](#) website.

- 4) **Graduation** – PhD students must apply for graduation in the term they submit their finalized and approved dissertation to the USA Graduate School. For specific information see the [Registrar's Website](#).
- a. Due to the cyclical review process and the graduate school submission deadlines, it may not be possible to know which semester you are going to graduate until after the posted graduation application deadline.
 - b. Many PhD students complete a [Late Graduation Application](#) to avoid having to apply for graduation multiple times, as the graduation fee is required to be paid every time you apply for graduation. This does incur a small late fee.

- c. PhD students who participate in the USA Graduation ceremony will be hooded on stage by their Dissertation Committee Chair, or other committee member if the Chair is not available.