

University of Notre Dame
**Department of Computer Science and
Engineering**

Graduate Studies Handbook

Effective August 15th, 2014

1 Introduction

This document provides a guide to the policies and procedures for graduate studies in the Department of Computer Science and Engineering at the University of Notre Dame (herein after Department). It serves both to elaborate items such as examination procedures and thesis and dissertation requirements, and to summarize certain information of frequent interest to students. It supplements the Notre Dame Academic Code for Graduate Students accessible at <http://graduateschool.nd.edu/about-the-graduate-school/print-materials>

Nothing herein is to be interpreted as contrary to the regulations of the Graduate School. Circumstances will arise that either have not been included or will require a decision on the part of the Department. The advisor is always the first person to contact if a question should arise. If a problem cannot be resolved, then the Director of Graduate Studies (DGS) or the Department Chairman should be approached.

Modifications to the department graduate program regulations are approved from time to time by the CSE Graduate Studies Committee and are made known by publishing a new version of the Graduate Studies Handbook.

To assist the reader, changes from the previous version are highlighted.

2 Basic Requirements

The following requirements apply to every student in the department regardless the specific degree program in which the student is studying.

2.1 Enrollment Status

2.1.1 Continuous Enrollment

Once admitted, all students must enroll each semester in the academic year (i.e., fall and spring semesters) to maintain student status. Continuous enrollment is met normally by registration in courses relevant to the student's program. Any admitted student who fails to enroll for one semester or more must apply for readmission upon return. The Graduate School must approve any exception to this rule, including a leave of absence.

Enrollment dates are published in the Graduate School Calendar. Late charges are assessed to any student enrolling after the date set forth on the Graduate School Calendar.

Continuing degree-seeking students (i.e., degree students who are eligible to continue their studies in the fall semester) may have access to University facilities and services from May through August without registering and enrolling for academic credit in the Summer Session.

2.1.2 Full-time and Part-time students

All degree-seeking students are expected to maintain full-time status and to devote full time to graduate study unless approved otherwise. No degree student may hold a job, on or off campus, without the expressed permission of his or her department and the Graduate School.

A full-time student is one who is working full time towards his or her degree objective. Such a student is required to register for a minimum of 9 credits and a maximum of 12 credits per semester in the academic year. These credits may consist of both regular course credits and research credits. Students must maintain their full-time status whether or not they are in residence. Students not in residence pursuant to continuous enrollment requirements are charged a special registration fee.

A part-time student is any enrolled graduate student who does not fall within the above definition.

2.2 Grade Point Average

Continuation in a CSE graduate degree program, admission to degree candidacy, and graduation require maintenance of at least a 3.0 (B) cumulative GPA. A degree candidate whose cumulative grade point average (GPA) is below 3.0 cannot receive a degree as set forth by the Graduate School. A student whose cumulative GPA drops below 3.0 will not be allowed to register for thesis research credits until this GPA deficiency is corrected. Further, a student whose cumulative GPA is below 3.0, may not defend his/her thesis. All course grades of "Incomplete" must be removed within one academic year semester.

A student may lose funding or be dismissed from the department if the GPA in any one semester is below 2.5 or if the GPA is below 3.0 for two consecutive semesters.

2.3 Advisor

Every student is assigned a temporary *academic* advisor before his/her first semester of graduate study. By the end of his/her second semester, a student must choose a *research* advisor (also referred to as thesis/dissertation director) by completing and submitting to the DGS the advisor selection form (see Appendix A) in order to continue his/her study in the Department. The research advisor then assumes the academic advisor role permanently. After the end of the student's second semester in the program, s/he must always be under the supervision of a research advisor. Otherwise, the student may be dismissed from the program.

A student may request a change in his/her advisor by submitting a new advisor a selection form to the DGS. The Graduate Committee must approve such changes. Students may not stop working with a research advisor without choosing a new research advisor. Advisors - academic and research - have the obligation of helping the student develop a general plan of study and seeing that all graduate school and departmental regulations are followed.

A research advisor must be a regular faculty member of the department. However, a student may elect to have two or more faculty members share the advisor responsibility. They shall be known as Co-Advisors, and each shall sign the final thesis/dissertation document. One co-advisor can be

selected from non-regular faculty members of the department or from regular faculty members outside the department. Such an arrangement must be initiated by the student's research advisor through submitting to the DGS a written request. The request must be approved by the DGS in consultation with the department Graduate Studies Committee.

2.4 Teaching

Most Ph.D. students will serve as a teaching assistant (TA) at some point early in the program. TA service is an opportunity to develop teaching skills through a variety of tasks, which may include developing and grading assignments, working with students in office hours or lab sessions, or in limited circumstances, giving lectures.

TA service should occupy about 12 hours per week on average throughout the semester. Some weeks may require more or less effort, as assignments, exams, and other duties are scheduled. TAs are expected to assist with the grading of final exams or other materials during finals week, and may not depart campus until those duties are complete.

The instructor of each course evaluates teaching assistants at the end of each semester. The evaluation (see Appendix C) is a component of the student's overall performance evaluation. Poor TA performance can contribute to a decision to dismiss a student from the program. TA evaluations are one element in determining whether a student will receive future support as a TA. A student who receives an "unsatisfactory" evaluation will not be permitted to serve as a TA again.

2.5 Progress Evaluation

2.5.1 Evaluation by Advisor

Graduate students are to maintain a close working relationship with their research advisors. Advisors will generally inform students of their performance and expectations orally during routine meetings. In addition, a written evaluation (see Appendix B) will be performed at the end of each semester. It must be emphasized that different advisors will have varying expectations with regard to research productivity. It is the responsibility of the student to find an advisor with expectations compatible with the student's ability.

2.5.2 Evaluation by the Department

The department considers the following aspects in judging a student's proper progress:

- Maintaining 3.0 or above GPA
- Successful passage of the Ph.D. qualifying exam within the required time frame
- Obtaining a research advisor by the end of the 2nd semester in the program
- Retaining a research advisor after the end of the 2nd semester in the program

- Receiving “Satisfactory” or better evaluations in the end-of-semester review by the research advisor.
- Receiving “Satisfactory” or better evaluations in the end-of-semester review by the instructor of a course in which the student served as a TA.

If a student is not making proper progress, the DGS will send a warning letter to the student. The letter will specify the necessary improvements in performance, as well as a time frame within which the improvement must be demonstrated. Upon receipt of such a letter, the student will be put on probationary status. Students who fail to meet the expectations within that time frame will be dismissed from the program.

2.6 Academic Integrity

Integrity in scholarship and research is an essential characteristic of academic life and social structure in the University. Any activity that compromises the pursuit of truth and the advancement of knowledge besmirches the intellectual effort and may undermine confidence in the academic enterprise. Such activities are not tolerated.

Violations of academic integrity may occur in classroom work and related academic functions or in research/scholarship endeavors. Classroom-type misconduct includes the use of information obtained from another student’s paper during an examination, plagiarism, submission of work written by someone else, falsification of data, etc. Violation of integrity in research/scholarship is deliberate fabrication, falsification or plagiarism in proposing, performing or reporting research or other deliberate misrepresentation in proposing, conducting, reporting or reviewing research. Misconduct does not include errors of judgment, errors in recording, selection or analysis of data, differences in opinions involving interpretation, nor conduct unrelated to the research process. Misconduct includes practices that materially and adversely affect the integrity of scholarship and research.

If an individual suspects that a violation of academic integrity has occurred, he or she should discuss the matter confidentially with the department chair. If there appears to be a reasonable basis for further inquiry, the chair will select an impartial panel consisting of three members, one of whom may be a graduate student, to investigate the matter. The chair will inform the accused of the charges. The panel will determine initially whether to proceed directly to a hearing, to further investigate the case, or to dismiss the charges. If the panel decides to proceed directly to a hearing, the hearing will be held within 10 days of the original notification. If the panel decides that further investigation is necessary, it shall immediately notify the chair. If it decides that a hearing is not warranted, all information gathered for this investigation will be destroyed. The utmost care will be taken to minimize any negative consequence to the accused.

The accused party must be given the opportunity to respond to any and all allegations and supporting evidence at the hearing. The response will be made to the appointed panel. The panel will make final judgments; recommend appropriate disciplinary action, and the report to the chair in writing. The report will include all of the pertinent documentation and will be presented within 30 days after meeting with the accused. Copies of the report are to be made available to the accused, the chair, and the Vice President for Research. If a violation is judged to have occurred,

this might be ground for dismissal from the University; research/scholarship violations might be reported to the sponsor of the research, if appropriate.

If the student chooses to appeal, he or she must address the appeal in writing to the Dean of the Graduate School within 10 days. The student has the right to appear before the vice president or his or her delegate. The vice president may decide to appoint an ad hoc committee to handle this appeal, if deemed necessary.

3 Requirements for the Master's of Science Degree

3.1 Basic Requirements

The degree of Master of Science in Computer Science and Engineering (MSCSE) is awarded to a student for advanced technical competency in a focused area of computer science. The degree requires 24 credits of regular courses, 6 credits of research, and a project or thesis. M.S. students typically pay tuition and complete the program in 3-4 semesters.

3.2 Course Requirement

M.S. students shall work closely with their advisor to develop a course of study appropriate to their research and career goals. The department course requirements represent a minimum, in order to allow flexibility to meet each student's needs. Most students will take more than the minimum number of courses in order to achieve appropriate depth and breadth in the field. All courses taken by a student must have the approval of their advisor.

The graduate school requires a total of thirty (30) credits of courses and research for the M.S.

The CSE department requires a minimum of twenty four (24) credit hours of **regular courses**, to include the courses listed by concentration below.

Regular courses are defined as classes with a regular meeting time, assigned readings, graded assignments, and a final exam. Research seminar, research credits, and other similar courses do not count as regular courses.

Up to six (6) credits at the 40000 or 50000 level may be used to satisfy the course requirement.

Up to nine (9) credits taken from a department other than CSE may be used to satisfy the course requirement, subject to approval by the DGS.

One credit of Research Seminar (CSE 63801) is required, ordinarily in the first year of study.

3.3 M.S. Concentrations

Each student entering the program must select a degree concentration at the time of enrollment. The required courses for each concentration are as follows:

Concentration in Big Data:

- CSE 60647 Data Mining
- CSE 60246 Database Concepts
- CSE 60746 Advanced Database Projects
- One or more of:
 - CSE 60627 Machine Learning
 - CSE 60817 Healthcare Analytics
 - CSE 60884 Complex Networks
- One or more of:
 - CSE 60772 Cloud Computing
 - CSE 60762 Distributed Computing

Concentration in Biometrics:

- CSE 50151 Biometrics
- CSE 60535 Computer Vision
- CSE 60567 Computer Security
- One or more of:
 - CSE 60647 Data Mining
 - CSE 60627 Machine Learning.

No Concentration:

- CSE 60111 - Complexity & Algorithms
- CSE 60321 - Computer Architecture
- CSE 60641 - Operating Systems

3.4 Residence Time and Time to Degree

The minimum residency requirement for the Master's degree is registration in full-time status for one semester during the academic year or for one summer session. A student entering the M.S. program with an undergraduate degree in computer science and engineering can expect to take approximately 2 years to complete the degree requirements. The actual time may vary depending on the nature of the research undertaken and the student's academic progress.

Failure to complete all requirements for the M.S. degree within 5 years results in forfeiture of degree eligibility.

Students should be cognizant of deadlines for graduation established by the Graduate School.

3.5 Thesis Requirement

The M.S. project or thesis requirement can be satisfied in one of three ways: (i) completing a master's project (ii) completing a master's thesis or (iii) passing the Ph.D. candidacy exam.

(i) A **master's project** is a substantial implementation of a software or hardware artifact that is significantly larger than a course project. The project serves to demonstrate the student's technical mastery in the chosen subject area. The project should be carried out under the supervision of the research advisor over two semesters (six credits) of research credits. The project should be described by a written project report, which must be accepted by the advisor to satisfy the project requirement.

(ii) A **master's thesis** is an original research contribution that is larger than a course project, but less comprehensive than a Ph.D. thesis. A student may propose an M.S. thesis topic with the approval and supervision of his or her research advisor. Upon acceptance of the written thesis by the thesis defense examination committee (advisor and two readers), the student must successfully pass the oral thesis defense examination. This defense will include general questions within the candidate's major area of specialty.

With the approval of his or her research advisor, a student can take the M.S. thesis option by proposing a thesis topic. The approved topic is researched and the results presented under the supervision of the research advisor. Upon acceptance of the thesis by the thesis defense examination committee (advisor and two readers), the student must successfully pass the oral thesis defense examination. This defense will include general questions within the candidate's major area of specialty.

The thesis should be prepared following the formatting guidelines from the Graduate School web page at (<http://graduateschool.nd.edu/resources-for-current-students/>). Once the research advisor indicates approval of the thesis and its readiness for the readers, copies are distributed to the two official readers nominated by the student's advisor. Such readers are selected from among the regular teaching and research faculty of the department. The appointment of a reader from outside the department must have the department's prior approval. The approval process must be initiated by the research advisor by submitting a written request to the DGS. The research advisor may not be one of the official readers.

After the readers approve the thesis, the candidate may submit the dissertation electronically by uploading one complete PDF copy to the Hesburgh Library's Electronic Dissertation and Thesis database, and providing one signed title page and any other necessary forms to the Graduate School.

(iii) The **Ph.D. candidacy exam** described in section 4.5 below can be used by Ph.D. students to satisfy both the M.S. thesis requirement and the Ph.D. candidacy exam simultaneously.

4 Requirements for the Doctor of Philosophy Degree

4.1 Basic Requirements

The degree of Doctor of Philosophy (Ph.D.) is conferred only in recognition of proficiency and high attainment in advanced scholastic endeavor, professional competence and independent investigation. It is not conferred merely for the completion of a required number of courses nor simply for independence, initiative, or exceptional ability in study and thought.

Successful completion of a Ph.D. degree require a minimum of three years of resident study, twenty-four (24) hours of satisfactory course credits, successful completion of the qualifying examination, written and oral candidacy, a dissertation, and a dissertation defense.

4.2 Course Requirement

Graduate students shall work closely with their advisor to develop a course of study appropriate to their research and career goals. The department course requirements represent a minimum, in order to allow flexibility to meet each student's needs. Most students will take more than the minimum number of courses in order to achieve appropriate depth and breadth in the field. All courses taken by a student must have the approval of their advisor.

The graduate school requires a total of sixty (60) credits of courses and research for the Ph.D.

The CSE department requires a minimum of twenty four (24) credit hours of **regular courses** at the 60000 level or higher.

Regular courses are defined as classes with a regular meeting time, assigned readings, graded assignments, and a final exam. Research seminar, research credits, and other similar courses do not count as regular courses.

Two credits of Research Seminar (CSE 63801) are required. One credit of research seminar is ordinarily taken during the first year of the program.

Up to nine (9) credits taken from a department other than CSE may be used to satisfy the course requirement, subject to approval of the DGS.

Courses from a master's degree earned at Notre Dame or another institution within the last five years prior to admission may be used to satisfy the course requirement. (See Section 5.2 for details on transfer of credits.)

Regardless of any credits transferred, all Ph.D. students must take some classes at Notre Dame in order to satisfy the qualifying examination described in section 4.4.

4.3 Residence Time and Time to Degree

The minimum residence requirement for the Ph.D. degree is full-time status for four (4) consecutive semesters (including the summer session). Students entering the Ph.D. degree program with an M.S. degree in computer science & engineering can expect to take approximately 3 years to complete the degree requirement. The actual time may vary depending on the nature of the research undertaken and the student's academic progress.

Failure to complete all requirements for the Ph.D. degree within 8 years results in forfeiture of degree eligibility.

Students should be cognizant of deadlines for graduation established by the Graduate School.

4.4 Qualifying Examination Policy

The purpose of the qualifying examination is to determine whether a student is qualified to enter the Ph.D. program. The exam is designed to assess the student's ability in applying fundamental computer science and engineering knowledge to problem solving. Detailed regulations about the exam are given below.

A student passes the Ph.D. qualification exam if his/her core GPA is 3.50 or above. The core GPA is defined as the average of the grades received in the graduate core courses. The graduate core courses are CSE 60111, CSE 60321, and CSE 60641. Students are required to pass the Ph.D. qualification exam within the first four semesters at Notre Dame (not including summer sessions). Failure to do so will result in dismissal from the Ph.D. program.

Each of the three core courses assumes a strong undergraduate background in the corresponding topic. **Students should not attempt to take the graduate level classes unless they have taken the corresponding undergraduate classes** (CSE 30321, CSE 30341, CSE 40113) whether at Notre Dame or at a previous institution. Graduate students taking the undergraduate pre-requisites should register properly for those classes and earn a grade; auditing or informally "sitting in" are not acceptable substitutes. Please see the graduate program coordinator for the necessary registration codes.

If a student's core GPA falls below 3.5 after completing all three core courses, the student can retake one or more of the core courses assuming that such retakes can be completed within the four semester limit. The choice of which courses to retake should be made in consultation with the academic advisor. The retaken courses can be used to improve the core GPA but are not counted towards the required course credits.

Students who receive transfer credit at the graduate level in core courses have the following four options:

1. Retake the core course and use the course grade to satisfy the qualification requirement.

2. Take another course in the same topic area and use this grade to satisfy the qualification requirement. This course needs to be approved by the instructor who teaches the core course, the instructor who teaches the selected course, and the DGS.
3. Take a qualification exam at the final exam time of the core course. Students will receive a letter grade for the exam and the grade is used to satisfy the qualification requirement.
4. Petition to have the corresponding course grade(s) obtained from another school be used for computing the core GPA. Such a petition must be initiated by a student in writing to the DGS. The petition must include a detailed explanation on matching the contents of the transferred course with that of the core course offered by CSE and attach the syllabus of the course to be transferred. The petition will be considered by a committee consisting of the DGS, the instructor of the relevant core course, and the student's research advisor.

Concerned students should notify the DGS of their selection within one month of their entering the graduate program. It is recommended that such a selection be made by consulting the DGS and their academic/research advisor.

4.5 Candidacy Examination

The purpose of this examination is to determine if the student has an in-depth understanding of his/her area of specialty, has identified a viable dissertation topic, performed the appropriate literature searches, and has proposed a reasonable set of research goals. As noted above, the Ph.D. candidacy exam can be used to satisfy the M.S. thesis requirement.

The candidacy exam must be taken before the end of the eighth semester in the program.

All coursework for the Ph.D. must be completed (or in progress the same semester) before the candidacy exam can be taken.

The candidacy examination consists of two parts: a written component and an oral component. The written requirement is satisfied by a successful completion of the dissertation proposal and the oral part of the examination consists of a presentation by the student followed by a question/answer period. In continuing consultation with the dissertation director, the student explores research areas in his or her field to formulate a dissertation proposal. The student then prepares a written dissertation proposal that should summarize the background of the research topic together with the proposed plan of investigation. Prior to the oral examination, the student must distribute the proposal to the oral candidacy examination committee. At the examination, the student will make a presentation of the research problem. Questions from the examination committee will then be entertained within the research area and related areas.

An Oral Candidacy Examination Committee administers the oral part of the examination. **A senior faculty member of the committee, normally the adviser, should chair the exam.** The committee should consist of the student's research advisor (and co-advisor if there is one), at least three (3) voting members nominated by the student's research advisor. Committee members are chosen from the teaching and research faculty of the department. Inviting a faculty member or

researcher from outside the student's department to serve on the committee must be approved by the department. Prior to scheduling the candidacy exam, the student's advisor must initiate the request by sending to the DGS a written request together with the prospective committee member's curriculum vita. (No curriculum vitae are required for faculty members from other departments within the University.) The approval is made by the DGS in consultation with the Graduate Studies Committee. One committee member can be from outside the University, and as many as two members (one if there is one member from outside the University) may be from other departments within the University.

After completion of the examination, the chair calls for a discussion followed by a vote of the examiners. On a committee of four, three votes are required to pass. If a committee has five members, four votes are required to pass. The **Reporting Form for Results of Oral Candidacy Exams is completed when the** chair and all committee members have indicated a Pass/Fail vote. This form should be signed by all members of the exam committee – it is the official record of the examination/defense. The voting form should be sent to the Graduate School within five (5) business. The Graduate School officially notifies the student of the results of the candidacy examination.

In case of failure in either or both parts of the doctoral candidacy examination, the Department chair on the recommendation of a majority of the examiners may authorize a retake of the examination. The Graduate School must approve an authorization for retake. A second failure results in forfeiture of degree eligibility and is recorded on the candidate's permanent record.

4.6 Dissertation Requirements

After satisfying the above requirements, and upon approval of the dissertation director, the student can start writing the dissertation. The dissertation should be prepared following the guidelines from the Graduate School web page at <http://graduateschool.nd.edu/resources-for-current-students/>. Upon completion of the dissertation and the approval by the research advisor, the student should deliver the dissertation to at least three readers who are selected following the same guidelines as those for selecting candidacy examination committee members. Normally the readers should have two to four weeks to read the dissertation, decide whether it is ready to be defended, and so indicate on the appropriate form to the Graduate School. Reader approval of the dissertation for defense does not imply reader agreement or support; it implies reader acknowledgement that the dissertation is an academically sound and defensible scholarly product. Only a dissertation, which has been unanimously approved for defense by the three readers, may be defended.

Even though the dissertation has been approved for defense, revisions may be required. If defects in the dissertation come to light at the defense, the candidate may be asked to revise the dissertation before the Graduate School accepts it and the degree is conferred. In that case, it will be the responsibility of the dissertation director, or such person as the committee may appoint, to report to the Graduate School that such revisions have been completed satisfactorily.

4.7 Defense of the Dissertation

In defending the dissertation, the doctoral candidate supports its claims, procedures and results. The defense is the traditional instrument that enables the candidates to explore with the dissertation committee the dissertation's substantive and methodological force. In this way, the candidate and the committee confirm the candidate's scholarly grasp of the chosen research area. The first portion of a defense, in which a student presents their work, is open to the public. The second portion, in which the student is examined by the committee, is closed.

The dissertation committee must include all the readers of the dissertation and a senior faculty member of the committee, normally the adviser, should chair the exam. At least three votes out of four are required to pass. The Reporting Form for Results of Dissertation Defense is completed when the chair and all committee members have indicated a Pass/Fail vote. This form should be signed by all members of the exam committee – it is the official record of the defense. The voting form should be sent to the Graduate School within five (5) business days. The Graduate School officially notifies the student of the results of the dissertation defense.

In case of failure of the defense, on the recommendation of a majority of the defense committee, another opportunity to defend may be authorized. The Graduate School must approve an authorization for retake. A second failure results in forfeiture of degree eligibility and is recorded on the candidate's permanent record.

5 Additional Information

5.1 Policy on Incompletes

The policy on incompletes is given in the Academic Code for Graduate Students. In summary, a grade of I may only be given in exceptional circumstances, and must be resolved within 30 days, or it is automatically converted into a grade of F.

The department and the Graduate School will review a student who receives more than one I in a semester or an I in two or more consecutive semesters, to determine his or her eligibility for continued support and enrollment.

5.2 Transfer of Credits

The Department may accept course work completed at another accredited university toward meeting its degree requirements. A student may transfer credits earned at another accredited university only if: 1) the student is in degree status at Notre Dame; 2) the courses taken are graduate courses appropriate to the Notre Dame graduate program and the student had graduate student status when he or she took these courses; 3) the courses were completed within a five-year period prior to admission to a graduate degree program at Notre Dame or while enrolled in a graduate degree program at Notre Dame; 4) grades of "B" (3.0 on 4.0 scale) or better were achieved; and 5)

the transfer is recommended by the department chair and approved by the Graduate School. These five requirements also apply to the transfer of credits earned in another program at Notre Dame.

A student should send the credit transfer request to the DGS, and the DGS makes a recommendation to the Graduate School. A request for credit transfer is considered only after a student has completed one semester in a Notre Dame graduate degree program and before the semester in which the graduate degree is conferred. The university of origin must submit two (2) transcripts directly to the Notre Dame Graduate School. Credits not earned on the semester system, such as trimester and quarter-hour credits, will be transferred on a pro-rata basis. A student transferring from an unfinished master's program may not transfer more than six (6) semester credit hours into either a Notre Dame Master's or Ph.D. program. If the student has completed a Master's or Ph.D. program, he or she may transfer up to nine (9) semester credit hours to a Notre Dame Master's program and up to twenty-four (24) semester credit hours to a Notre Dame Ph.D. program.

Occasionally a student may need to do dissertation research at another institution. Normally, the student would register for the appropriate number of credit hours of research at Notre Dame. If the student does not enroll at Notre Dame and expects to count research hours earned elsewhere toward the Notre Dame degree, the student must have the approval of the Graduate School in advance. The University requires similar prior approval for formal courses taken elsewhere and applied to the degree program.

No grades of transferred courses are included in the student's GPA.

5.3 Foreign Language

The department has no foreign language requirement.

5.4 Health Insurance

All registered graduate and international student are automatically enrolled in the student insurance plan *unless* proof of comparable coverage is provided. The premium of the student health insurance plan is assigned to your student account. The University does not assume responsibility for any medical cost incurred by students. For more details of coverage and benefits, please refer to the Coordinator of Student Health Insurance at the Student Health Center on campus.

5.5 Vacation Policy

Each graduate student is eligible to take two weeks of vacation during each twelve-month period in addition to the following University holidays: Thanksgiving, Christmas through New Year celebration, Good Friday, Memorial Day observance, Independence Day. Appropriate vacation times should be worked out well in advance with the student's advisor and supervising instructor (if serving as a TA) to ensure they do not conflict with other responsibilities.

Note: The weeks of fall break and spring break are **not** University holidays. During those weeks, graduate students should be engaged full-time in their work as teaching or research assistants, unless vacation time has explicitly been approved. Departmental obligations may be scheduled during those weeks in order to avoid conflicts with class meeting times.

5.6 Policies on Harassment and Other

The University of Notre Dame prohibits sexual and discriminatory harassment. Definitions and policies regarding sexual harassment, discriminatory harassment and other aspects of student life and behavior are described in *duLac*, which is the University's description of student life policies and procedures. Students in the Graduate School must abide by those portions of *duLac*, which explicitly refer to graduate students or to the Graduate School. Copies of *duLac* are mailed to all continuing students at the beginning of the fall semester, and may be obtained from the Office of Residence Life, 305 Main Building. Official policy relating to discriminatory and sexual harassment can be found in the *duLac*.

5.7 Leave of Absence

For exceptional reasons and on the recommendation of the department, a student in good academic standing may request a leave of absence for a maximum of two consecutive semesters. A request for a leave of absence must be made before the semester in which the leave is taken and the Graduate School must approve all leaves of absence. If, for some urgent reason, a student is allowed to leave the University after the beginning of the semester, the withdrawal procedure below must be followed. If at the end of the leave of absence period the student does not return, the student is considered terminated. Application for readmission is required if the student wishes to return. In the case of a medical leave of absence, clearance from the University Health Center is required prior to readmission.

5.8 Withdrawal from the Program

To withdraw from the University before the end of the semester, a student must inform the department and the Graduate School as well as complete the notice of withdrawal in the Office of Residence Life, in the Main Building. For information on refunds, refer to "Tuition and Expenses" in the Graduate Handbook.

Upon approval of the withdrawal, the University enters a grade of "W" for each course in which the student was registered. If a student drops out of the University without following the procedure described above, a grade of "F" is recorded for each course.

The credit for any course or examination will be forfeited if the student interrupts his or her program of study for five years or more. The University reserves the right to require the withdrawal of any student when academic performance, health status or general conduct may be judged clearly detrimental to the best interests of either the student or the University community.

6 Grievance Procedure

This procedure is to afford the graduate students in the department the opportunity to resolve complaints dealing with academic issues such as dismissal from graduate standing, placement on probationary status, and other departmental decisions that terminate or impede progress toward the degree.

This procedure is not to be used to address issues of sexual or discriminatory harassment (see Graduate and Professional Student Handbook), or academic fraud (see Academic Integrity section of the Graduate School Bulletin), or for disability-related grievances (see the Grievance Procedure for Students with Disabilities in the Graduate and Professional Student Handbook).

If the student's grievance concerns CSE faculty members, the student should ask the DGS and/or the chair to handle the complaints. If the grievance concerns the DGS and the chair, the student should ask the graduate committee (excluding the DGS and Chair) to handle the complaints.

Complaints must be initiated by a written statement from the student to the DGS/chair or one of the graduate committee members, indicating the nature of the problem, the date(s) the problem occurred, the grounds upon which the appeal is based, background information that the student considers important and the relief requested. The complaints should be filed within 30 days of the last date the problem occurred. The DGS/Chair or the graduate committee will respond to the complaints within two weeks of receiving the written statement. A written recommendation will be sent to the student.

If a student is not satisfied with the department's recommendation, the student may follow the formal appeal procedure of the Graduate School to file grievance with the Graduate School (http://graduateschool.nd.edu/assets/9047/info_appeal_procedure.pdf).

Appendix A

Research Advisor Selection Form

University of Notre Dame
Department of Computer Science and Engineering

Student's Name: _____ Degree sought: _____

I have selected Prof. _____ to be my research advisor and will do my best to meet his/her expectations. If I decide to switch to a different advisor, I will notify my current advisor at least 8 weeks before the switch.

Student's Signature: _____ Date: _____

Advisor's Name: _____

Advisor's Signature _____ Date: _____

Appendix B

Progress Evaluation Form

University of Notre Dame
Department of Computer Science and Engineering

Student's Name: _____ Semester: _____

Every graduate student with a research advisor must complete this form every semester. Students must complete Part A and deliver it to the advisor by the last day of classes. Advisors complete Part B and deliver to the Director of Graduate Studies by the last day of finals. A copy will be sent to student and advisor and placed in the permanent file.

Part A – Student Must Complete

Briefly summarize your primary research activity:

List all papers submitted or accepted for publication in this semester:

List other visible scholarly output such as experimental results obtained, lectures given, posters presented, patents obtained, software created, awards earned, internship experience, etc.

How is your progress with respect to your last semester's plan?

What is your next milestone toward an M.S. or Ph.D. degree?
Briefly, what work remains to be done to accomplish this goal?

List courses taken and grades expected this semester:

Student Signature _____

Student's Name: _____ Semester: _____

Part B – Advisor Must Complete

Evaluation Grades: E Excellent

S Satisfactory

I Improvement Needed

U Unsatisfactory

_____ Research Productivity

_____ Written Communication

_____ Oral Communication

_____ Motivation and Attitude

_____ Reliability and Work Ethic

_____ Overall Performance

Note: If the overall performance is I or U, the advisor should state below how the student must improve, and in what time frame improvements must occur.

Additional comments and suggestions for the student:

Advisor's Name: _____

Advisor's Signature _____

Date: _____

Appendix C

Graduate Teaching Assistant Evaluation

University of Notre Dame
Department of Computer Science and Engineering

Professors directing Graduate Teaching Assistants will complete a copy of this evaluation form each semester for each TA, and submit the forms to the CSE Graduate Studies Committee.

Name of TA: _____ Semester: _____

Course/Lab/Duty Assignment: _____

Brief description of primary assigned activities:

Evaluation Grades: E= Excellent, S= Satisfactory, I=Improvement needed,
U= Unsatisfactory, N/A= Not Applicable

The director is encouraged to consider input from affected students in assigning these grades.

GRADE PERFORMANCE MEASURE

_____ Technical background and skills for this assignment

_____ Technical performance

_____ Dependability, including attendance and punctuality

_____ Cooperation

_____ Written communication

_____ Oral communication

_____ Motivation and attitude

_____ Overall performance

Would you consider this TA deserving the Annual CSE TA Award or the Annual Kaneb TA Award (i.e., top 10% of TA's that have worked for you)?

Comments and Suggestions:

Printed Name of Faculty Member _____

Signature of Faculty Member _____ Date: _____

Appendix D

Grade Point Calculation

These are the graduate grades and the corresponding number of quality point/credit hours.

A	4
A-	3.667
B+	3.333
B	3
B-	2.667
C+	2.333
C	2
C-	0
D	0
F	0
I	0 (Until Incomplete is removed)
NR	None (No grade reported)
S	None (Satisfactory)
U	None (Unsatisfactory)
V	None (Auditor/graduate students only)
W	None (Withdrew)