Guidebook for Graduate Students
Computer Science Department
University of Kentucky email: `csgradpro@cs.uky.edu`

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Welcome to Lexington and to the University of Kentucky Computer Science Department! The purpose of this guidebook is to present information on graduate programs in CS under one cover as a convenient and, we stress, informal reference. The guidebook contains the rules and regulations concerning graduate students, the director of graduate studies, and the graduate school. This guidebook is likely to be updated periodically. Please make suggestions about how it can become more useful. (**DISCLAIMER:** The official documents of the Graduate School and the University of Kentucky take precedence over this guidebook in all matters of disagreement. The Graduate School Bulletin `http://www.research.uky.edu/gs/CurrentStudents/bulletin.html` is the most comprehensive document describing graduate studies at UK.)

1   Introduction

The Department of Computer Science offers programs of study leading to the Master of Science (MS) and Doctor of Philosophy (PhD) degrees in Computer Science. Admission to these programs is highly competitive and based upon academic record, GRE scores, resume, professional experience, statement of purpose, and letters of recommendation. Applicants should present evidence of competence in computer science as well as of mathematical maturity.

Since very few specific courses are required for the graduate degree programs, all degree candidates in the MS program must demonstrate proficiency in the fundamental areas of computer science by taking four *core* courses, see Section 3.A below.

Thesis (Plan A) and non-thesis (Plan B) options are available in the program leading to the MS degree. A project is required of non-thesis candidates. The program has no language requirement (other than proficiency in English).

The PhD program in Computer Science is a research degree granted primarily on the presentation of a substantial research achievement. To be admitted to candidacy for this degree, candidates must satisfy the requirements of the Graduate School, complete the breadth and depth requirements, see Sections 4.E and 4.F, and pass the Qualifying Exam (Section 4.H). Proficiency in a foreign language is not required.

Students admitted to the PhD program in Computer Science who hold a prior Master's degree in Computer Science from another institution are not eligible to receive a University of Kentucky MS degree in Computer Science. In special circumstances and in the case of students who are eligible for the Qualifying Exam, the DGS may petition the Graduate School for a waiver of this policy.

In the remainder of this document, we use the following abbreviations:

AADGS:	Administrative Assistant for Director of Graduate Studies: Diane Mier
AAF:	Administrative Assistant for financial matters: Dee Fuhs
CPT:	Curricular practical training
CS:	Computer Science Department
DGS:	Director of Graduate Studies: Mirek Truszczyński
DUS:	Director of Undergraduate Studies: Jurek Jaromczyk
GGPA:	Grade-point average (cumulative over CS grad courses)
GRE:	Graduate record exam
GSD:	Grad School Dean: Susan Carvalho
GS:	Grad School
INS:	Immigration and Naturalization Service
UKIC:	International Center
PB:	Post baccalaureate status
QE:	University Qualifying Exam (PhD)
RA:	Research assistant (from a faculty grant)
TA:	Teaching assistant
UK:	University of Kentucky

2 ADMISSION

A. **Online documents** Information about admission is available at `http://www.cs.uky.edu/future/graduate/admissions`.

B. **Graduating seniors.** Graduating UK seniors lacking no more than 6 credit hours and having an undergraduate average of at least 2.75 may register in the GS in conditional status with the consent of the undergraduate college dean, the DGS, and the GSD. The total load of such students may not exceed 12 credit hours. More information, including the application form, is at `http://www.research.uky.edu/gs/ProspectiveStudents/admission_categories.html` (scroll down the page to the right section).

C. **University Scholars Program.** Gifted and highly motivated CS undergraduate students can integrate the senior year with MS study to have up to 12 graduate hours counted for both BS and MS degrees. To qualify, GPA of 3.5 in CS and 3.2 overall is required. See `http://www.research.uky.edu/gs/ProspectiveStudents/admission_categories.html` (scroll down the page for the right section) for more information and a link to the application form.

D. **Conditional admission.** A student may be admitted conditionally. Typical conditions are: high GGPA, number of credits to be taken, scores on GRE. The DGS will police conditions and review them after the end of the first semester.

E. **Admission from other UK programs.** The student makes a request to the GS by letter for a change from one program to another. This letter is equivalent to filling out a new application (without fee). The GS refuses to process such applications until the end of the first semester of the student's graduate career. The GS then routes the request to the DGS, who informs the GS of the admission decision.

F. **Admission to the CS PhD program from the CS Masters program.** The student must update the application status with the online GS site and should provide three letters of reference to the DGS. There is no deadline for such a status change, nor must a student finish the Masters before switching to the PhD. CS Masters students may count all their UK credits taken for a Masters (except for CS768 and any credits transferred from PB) towards the 36-credit requirement for PhD residency once they enter the PhD program if no Masters degree has been awarded.

G. **Concurrent degrees**

(a) Students may be enrolled simultaneously in degree programs from several departments, subject to the written approval of the DGS of each department and the GSD.

(b) Students who wish concurrent degrees must write the GS requesting that their admissions materials be forwarded to the new department.

(c) At most 9 credit hours of work may be counted jointly toward two degrees. The DGS of both departments must agree to the GS about which courses are counted jointly by signing a form form available at `http://www.research.uky.edu/gs/Forms/ConcurrentMastersForm.pdf`

H. **Re-admission.** After any hiatus (including probationary dismissal) other than just a summer, a graduate student needs to apply to the GS for re-admission. The GGPA and course credits are carried over from the previous time the student was enrolled.

I. **Leave of absence.** Students that want or have to take a break from their studies should request the leave-of-absence. Leave of absence can be granted for up to two consecutive semesters (and the total of four). It allows students to avoid having to re-apply to the GS when they come back from the leave. However, post-qual students cannot request the leave of absence. Occasionally, they can be allowed to take 749 for 0 credit hrs.

J. **CS PhD students getting CS Masters degree (en-passant Masters).** A PhD student may be awarded a Masters degree after passing the QE, and the DGS must write a letter of approval to the GSD. However, the PhD student must complete a minimum of 48 credit hours (not counting CS767) to get both degrees. Also, note the following rule.

K. **Students with prior CS Master's degree.** Students admitted to the PhD program in Computer Science who hold a prior Master's degree in Computer Science from another institution are not eligible to receive a UK MS in Computer Science. In special circumstances and in the case of students who are eligible for the QE, the DGS may petition the Graduate School for a waiver of this policy.

3 MASTERS DEGREE REQUIREMENTS

A. **Core Courses.** MS candidates must pass four *core* courses, two from each of the following two groups: **(a)** CS505 (Databases), CS541 (Compilers), CS570 (Systems), CS571 (Networks), and **(b)** CS515 (Algorithms), CS537 (Numerical), CS575 (Theory). The final grades in each course must be **B** or higher.

B. **Credits.** To receive an MS, the student must finish either **(option A)** 24 credit hours and a thesis (no need for thesis credits), or **(option B)** 30 credit hours and a project (the 30 hours may include CS610 and up to 6 credits of CS612). For either option, at least half of the credit hours must be in higher than 500-level courses (excluding CS768 or CS680). Courses from other departments require a prior DGS approval. All courses must have regular grades (no pass/fail). Grades must be **C** or higher.

C. **Course load during the last semester.** It is not necessary to take a full load during the last semester of courses, even for international students and/or TAs. Students with F-1 visas need to submit a form for reduced course load, available from `http://www.uky.edu/international/Reduced_Course_Load`. Students following Option A (thesis) who have finished all required courses and have enough credits may take CS748 for 0 credits; this course counts as full load by itself.

D. **Masters committee.** The student should consult with the supervising professor in choosing a committee. The committee must have at least three members, at least two must be members of the graduate faculty (including chair or co-chairs), at least one must be a full member of the graduate faculty. All committee members must be regular faculty, not lecturers or adjuncts. If the chair is not from CS, he/she serves as co-chair with a CS faculty as another co-chair. At least two members must be from CS.

E. **No remaining incomplete grades.**

F. **Formal masters exam.** All Masters students need to take the Masters exam that is related to the thesis or the project, depending on the student's option.

   (a) In consultation with the advisor, the student selects a committee according to the rules enumerated in D above. The advisor is the chair or a co-chair of the committee.

   (b) The student presents all the committee members with a clean draft of the thesis or project document and gets their agreement to hold the exam.

   (c) The student submits a request to defend the masters, providing a time and place for the exam, using the forms available at `http://www.research.uky.edu/cfdocs/gs/ MastersCommittee/Student/Selection_Screen.cfm`. This request should also include the title of the project or thesis. The AADGS can help schedule a time. The GS needs about 3 weeks lead time.

   (d) The DGS verifies that the student has fulfilled the requirements for the degree and that all the committee members believe that the student is ready to defend and that they are available at the given time and place. The DGS then approves the exam and publicizes its date and time.

   (e) The GS emails the DGS an "exam card", which the DGS forwards to the chair of the committee.

   (f) The exam is held. It **must be attended by all members** of the committee. (One member of the committee, not the student or chair, may participate via teleconference, with prior approval of the GSD.) This exam is open to the whole University community. It is not a party; the student should not provide refreshments.

   (g) The committee members indicate their judgement on the exam card, which they sign. The chair of the committee gives the exam card (hard copy) to the DGS.

   (h) The DGS countersigns the exam card and sends it to the GS.

   (i) A student doing a thesis has 60 days following the exam to complete last revisions to the thesis document. Because the DGS must sign it, and the GS must approve the format, the student should be in contact with both the GS and the DGS well before the deadline to make sure the document meets their criteria. The DGS may require, for example, that the student hire a native speaker of English to fix presentation errors.

   (j) The student must submit the thesis electronically. The advisor and the DGS sign the final approval form. See `http://www.research.uky.edu/gs/CurrentStudents/electronic_ thesis_instructions.html`.

G. **Written report.** A written report is required for completion of a Masters Degree (whether thesis or project). The writeup must be of sufficient quality to enable committee members to determine the general nature, scope, and quality of the project, and must be provided (in hard copy, if requested) to each committee member at least ten (10) calendar days before the scheduled examination date.

   In the event that some committee member does not receive the writeup at least 10 calendar days before the scheduled examination, the faculty member shall report this fact to the DGS, who shall reschedule the examination and inform the other committee members that it is being rescheduled.

H. **Enrollment.** Students need not be enrolled in the semester they take the masters exam and/or receive a Masters degree. This rule applies to Plan A students as well as Plan B students.

I. **Time limits.** International students have I-20 forms giving them 2 years to complete their studies. Extensions can be granted if there is a good reason; there is a form at `http://www.uky.edu/ international/Extension`. Students have 6 years to complete all requirements for the degree, but have the opportunity to request extensions up to additional 4 years, for a total of 10 years. All such extension requests must be initiated by the DGS.

4 PhD DEGREE REQUIREMENTS

A. **Advisor.** At first, the DGS is the student's advisor. The student should choose a research area and find a real advisor as soon as possible, preferably by the end of the first year of coursework.

B. **PhD advisory committee.** PhD students need to have advisory committee by the end of their third semester and at least one year before the QE. In consultation with the advisor, the student proposes the committee using an online form at `http://www.research.uky.edu/gs/CurrentStudents/doctoral_forms.html`. The DGS verifies that the committee members are willing to participate. The committee consists of at least 4 members: the advisor serves as the chair of the committee, one person is from an outside department, three must be from CS (more precisely, must be CSC graduate faculty), at least three (including chair) must be full graduate faculty, all must be members of graduate faculty. Full graduate faculty members for CSC (but not with CS as their home department) can serve as co-chairs, with a regular CS department member as another co-chair. Faculty with joint appointments in CS cannot serve in the role of a member from an outside department.

C. **Plan of study.** The advisory committee must agree on a plan of study, which suggests courses and papers that the student must take or read/produce. It also decides on the form of the depth process and the QE.

D. **Residence credit for a PhD.** PhD students must spend two years (36 credits of graduate courses in CS and other, DGS approved, graduate courses offered by the GS and other academic departments at UK, not including courses taken pass/fail) in residence before the QE. CS MS students who transfer to the PhD program may count all their UK credits (except for CS768, CS680, and any credits transferred from PB) towards the first and second year of residency once they enter the PhD program only if they have not received the MS degree. The DGS may ask the GS to waive the second year of residency for exceptional students. CS767 (2 credits) may be taken during the semester of the QE, even if the exam is on the last day of the semester, but if a student registers for CS767 and does not pass the QE during that semester, the registration must be changed to something else, typically CS611 or CS612.

   (a) **First year.** Either (a) Masters at UK, (b) 18 graduate credits at UK, or (c) transfer of residence credits from an awarded Masters at an accredited domestic or international school. If international, the DGS must formally recommend the transfer to the GS. Current Department policy is that the student must have successfully completed the breadth requirement within 27 credits of CS graduate coursework before asking for such transfer.

   (b) **Second year.** 18 additional graduate credits at UK.

E. **Breadth requirement** Students fulfill the breadth requirement by taking at least one course from each of the following areas and receiving at least a B in all, and an A in at least two of them.

   (a) CS505, CS541.

   (b) CS570, CS571.

   (c) CS515, CS575.

   (d) CS535, CS537.

   A student who has taken equivalent courses elsewhere can ask for them to apply to the breadth requirement; each such case is evaluated on its merits. It is expected that students will have completed the breadth requirement by the end of their second semester in the program.

F. **Depth requirement.** The process to fulfill the depth requirement is individualized to the research focus of the student. The student's committee decides on the appropriate form of this process. It can be a written exam, an oral exam, a literature review, a published paper, some other requirement, or a combination of these. The student's committee informs the DGS when the student has accomplished this process.

G. **No remaining incomplete grades.**

H. **Qualifying exam (QE).** After two years of residency, the completion of the requirements above, and any other requirements (such as courses and research papers) imposed by the student's advisory committee, the student becomes eligible for a QE. The QE is typically a thesis proposal examination, although the committee can decide otherwise. The student initiates the request for the QE, specifying the date, the time, and the place through an online form at `http://www.research.uky.edu/gs/CurrentStudents/doctoral_forms.html`. (The AADGS can assist in finding a place.) Before submitting this form, the student should present all the committee members with a clean draft of the QE paper and get their agreement to hold the QE. The DGS will verify (1) that the student has completed the CS requirements for the QE, and (2) that all the committee members are available at the specified time and believe that the student is ready to take the QE. The QE **must be attended by all members** of the advisory committee. (One member of the committee, but not the student, may participate via teleconference, with prior approval of the GSD.) Exams require a 3-week minimum lead time for the GS to act. The specific deadlines can be found at `http://www.research.uky.edu/gs/calendar.html` . Students must pass the QE within first five years. Extensions up up to 12 months may be approved by the GSD. Requests for longer extensions (no longer than 3 years) have to be approved by the Graduate Council upon positive recommendation from DGS, student's advisor, and the majority of the Graduate Faculty. Failure to pass the QE within 5 years or after the approved extended limit will result in the dismissal from the program.

After the QE, students must enroll in CS767 *Dissertation Residency Credit*, a 2-credit hour course, every Fall and Spring semester (at least 2) until completing the degree. They will be charged at the in-state tuition rate plus mandatory fees in each term (Spring and Fall). In addition, students may request from the Graduate School an approval to enroll for any other graduate course deemed necessary for their progress towards the degree by their doctoral advisory advisory committee. Without obtaining the approval from the Grad School, the student will be responsible for the tuition costs (even if they are supported as RAs or TAs).

I. **Time limits.** All degree requirements for the doctorate must be completed within five years following the semester or summer session in which the student completes the QE, but extensions up to an additional 5 years may be requested for a total of 10 years.

J. **Assessment of progress.** The faculty of CS reviews each PhD student's progress every year and informs each PhD student in writing the results of this review.

K. **PhD Oral examination.** The final hurdle is the PhD oral exam. Several steps are involved.

   (a) The student presents all the committee members with a clean draft of the thesis and gets their agreement to hold the exam.

   (b) The student submits a notice of intent to defend, providing a time window of several weeks during which the exam might take place, using an online form at `http://www.research.uky.edu/gs/CurrentStudents/doctoral_forms.html`. The GS needs about 8 weeks lead time. The specific deadlines can be found at `http://www.research.uky.edu/gs/calendar.html` .

   (c) The DGS verifies that all the committee members believe that the student is ready to defend the thesis and that they are available during the window. The DGS then approves the notice of intent.

   (d) The GS appoints an outside examiner and informs the student.

   (e) The student consults the committee and the outside examiner to establish a date and time for the exam. The AADGS can assist in reserving a room.

   (f) The student presents the whole committee a clean draft of the thesis.

   (g) The student submits a request for final exam using an online form at `http://www.research.uky.edu/gs/CurrentStudents/doctoral_forms.html`. The GS needs about 3 weeks

lead time. The specific deadlines can be found at `http://www.research.uky.edu/gs/calendar.html`.

(h) The DGS verifies that all committee members are available at that time and believe that the student is ready to defend the thesis. The DGS then approves the request for final exam and publicizes its date and time.

(i) The student must deliver to the outside examiner a complete, approved copy of the dissertation at least two weeks in advance of the examination.

(j) The exam is held. It **must be attended by all members** of the committee and the outside examiner. (One member of the committee, not the student, may participate via teleconference, with prior approval of the GSD. In this case, the exam card is signed by those present, scanned and sent to the one absent, who signs and returns that copy; the DGS sends both to the GS.) This exam is open to the whole University community. It is not a party; the student should not provide refreshments.

(k) The student has 60 days following the exam to complete last revisions to the thesis document. Because the DGS must sign it, and the GS must approve the format, the student should be in contact with both the GS and the DGS well before the deadline to make sure the document meets their criteria. The DGS may require, for example, that the student hire a native speaker of English to fix presentation errors.

(l) The student submits the thesis electronically. The advisor and the DGS sign the final approval form. See `http://www.research.uky.edu/gs/CurrentStudents/electronic_dissertation_instructions.html`.

5 COURSES

A. **Advising.** Prior to registration or pre-registration, students are encouraged to discuss their schedule for next semester with the DGS or their advisor.

B. **Pass/fail.** No graduate-level course (400G or higher) may be taken Pass/Fail. All courses must be taken for grades except for 700-level courses.

C. **Repeat option.** A student may exercise once during the graduate career the option to repeat a course and have only the second time count for credit and towards the GGPA. The student should fill out the form at `http://www.research.uky.edu/gs/Forms/RepeatOption.pdf`, preferably after the conclusion of the repeated semester, so the student knows the grade. If the student re-takes a course but does not invoke the repeat option, both grades count towards the GGPA.

If a student takes a non-repeatable course more than once and gets a passing grade each time, its credits and grade only count the first time.

D. **Courses outside major.** There is no set rule concerning the number of courses that can be taken outside CS. However, all such courses should be approved in advance by the student's advisor and the DGS.

E. **CS612, independent work.** This course may be repeated to a maximum of 9 credits. Students taking the course must enter into an agreement with the professor with whom the student is working at the beginning of the semester. This agreement, preferably in writing, stipulates what the student is expected to do and by when. If such an agreement is lacking, professors are perfectly justified in giving students an E in these courses. If no professor claims a student signed up for one of these courses, the student is given no grade at all. A missing grade will prevent graduation, and the class cannot be retroactively dropped.

Students n the MS program may apply at most 6 credits of CS612 toward the required coursework for a masters degree. Exceptions require the prior approval of the DGS.

F. **CS610 and Masters Project.**

   (a) CS610 is not a required course.

   (b) The grade in CS610 (for students taking the course) will reflect student's performance during the whole semester. Specifically, the grade will depend on: (a) initial write-up, (b) midterm progress report, (c) final project. It will not depend on the final examination.

   (c) Each MS project (regardless of whether it is performed as CS610) should require the amount of work that is approximately equal to taking a 600-level course. It should require a programming component, testing/verification as well as a final write-up and presentation. Moreover, at the beginning of the project, a student should prepare and post on the Web a write-up of the project that would provide, in particular, the techniques to be used and specific goals with a time table. The student should also provide the advisor with a written progress report in the middle of the semester.

G. **Add/drop.** International students must not drop below 9 credits, and TAs are in danger of losing their TA position if they don't progress at a reasonable rate. Students enrolled for fewer than 9 credits do not endanger their health benefits.

H. **Graduate courses in other departments.** Graduate students in one department generally need an override to register for graduate courses (600-level) in other departments.

I. **Incompletes.** The student need not be enrolled at the time the incomplete is made up.

J. **Time Limit.** Courses taken more than 6 years earlier do not count toward the requirements of an MS. The DGS may request the GSD to increase this window. The GSD needs approval from the Graduate Council to increase the window beyond 8 years. It cannot be increased beyond 10 years. Courses that fall outside the window still count in the GGPA, but do not count for graduate credit and may be repeated without invoking the repeat option.

K. **Probation, low GGPA.** A GGPA of 3.0 is required for graduation. A GGPA below 3.0 puts the student on probation if the student has completed 12 or more hours of graduate course work. Students on probation may not serve as TAs or hold fellowships from the GS. After one full semester on probation (or 9-credit equivalent), the GS does not allow the student to continue unless the GGPA is at least 3.0. The DGS may ask the GS to allow a longer probation. After dismissal for these reasons, student may apply for re-admission after two semesters (one of which may be the 8-week summer term).

6 FAILING OFFICIAL EXAMINATIONS

A. **Definition of terms.** By "Official Examination" we mean a Masters Final Examination, a PhD Qualifying Examination, or a PhD Final Examination. By "pass" and "fail" we mean "passing or failing according to the vote of the committee." A strict majority is needed to pass an exam.

B. If a student fails an Official Examination, the student may sit exactly once for a further attempt at passing that Examination.

C. The further attempt may not take place sooner than 4 months (1 month for the Masters Final Examination) nor later than 12 months from the date of the original Examination.

D. The rules pertaining to lead times for submitting requests and providing written write-ups apply equally to Official Examinations and to the further attempt.

E. The committee for the further attempt must be the same as for the original Examination insofar as possible. Committee substitutions require the approval of both the DGS and the Graduate School.

7 PROPER BEHAVIOR

A. **Plagiarism.** All academic work, written or otherwise, that a student submits is expected to be the result of that student's own thought, research, or self-expression. It is a serious offense to allow other students to copy work or to copy the work of other students (even if it is in a public computer file) unless the instructor of the course explicitly permits such activities. A student who borrows ideas, wording, or code from other sources must acknowledge that fact or the student has committed plagiarism. These offenses are punished quite strictly.

B. **Responsible use of computers.** Students are expected to follow these rules: Respect the privacy of others. Don't try to gain access to the files of another user without clear authorization (such as public access permission). Don't try to intercept network communications (including mail). Don't build programs that secretly collect information about their users. Don't attempt to obtain unauthorized privileges. Don't try to alter the integrity of the software (by using unauthorized accounts, impersonating others, cracking passwords, modifying others' data or programs). Don't copy programs for redistribution outside the department (even if within UK) without authorization. Don't use our computers for immediate financial gain. Inform the staff if you detect others violating these principles.

C. **Computer privacy.** The staff and faculty will generally not attempt to read protected or encrypted files and directories unless the owner explicitly permits it, except if they need to in order to perform their function or if there is reasonable suspicion of someone violating the plagiarism or responsible computer use guidelines. The Department keeps archival backups on a regular basis. Mail and protected (or even encrypted) files and directories are not secure. Therefore, it is unwise to keep confidential material on the computer.

8 CREDITS

A. **Academic load** The normal load during any semester is 9 credit hours. The DGS might allow a student to take 12 credits if the student has a demonstrated record of very good grades at UK or if the student needs remedial work in CS. The DGS will generally not permit more than 12 credits. An approval of the GSD is needed to exceed 15 credits in a regular semester. The fact that a student has an assistantship (of any type) does not itself limit the course/credit hours the student may take. The absolute limits are 9 credits per 8-week summer session and 4 credits per 4-week summer session or winter intersession.

B. **Credit transfer**

   (a) **How many.** The maximum number of credits allowed (effectively 9 hours) is the greater of 9 hours and 25% of the semester hours required for degree (not counting thesis credit). The GSD can override the 9-credit max in some cases (such as PB sometimes). A course that earned n credits on a quarter scheme transfers as $2n/3$ credits in our semester scheme.

   (b) **When.** The credits must not be more than 8 years old. The transfer cannot happen while the student is on academic probation at UK.

   (c) **Where.** The credits must come from an accredited American institution, not a foreign institution. They may come from a previous graduate degree at UK.

   (d) **Exceptions.** Older or foreign credits can be transferred based on passing a course exam, but students must pay for such credits.

   (e) **What.** The DGS will not approve credits for work unrelated to CS. Credits must not be in independent work, research, or thesis. Grades must be A or B. The course may be from another UK program in which the student has already received a degree. It is permissible to transfer high-level (600, 700-level) credits.

(f) **Effect.** A transferred credit counts towards the degree requirements, but the grade is not transferred. Transferred courses do not affect the GGPA.

(g) **How.** The DGS requests the GSD to allow transfers. The letter from the DGS includes a) the UK equivalent course b) original catalog description c) rationale if not a direct Computer Science transfer (example: a course in materials science dealing with Ga and Si compounds used in chips).

(h) **Graduate students transferring into CS from elsewhere on campus** automatically transfer graduate-level (including non-CS 400G) credits. If the student will not receive a degree in the other program, there is no limit on the number of courses. The DGS may choose to disallow certain non-CS courses from applying to the CS degree.

(i) **PB credits.** Up to 9 graduate level (including non-CS 400G) PB credits may be transferred. It is wise to transfer 600-level credits first.

9 INTERNATIONAL STUDENTS

The official rules concerning F-1 visa conditions and requirements can be obtained from the UKIC. The text below provides only a cursory and unofficial overview.

A. **Minimum number of credits.** The United States government requires 9 credit hours for holders of F-1 visas. These must not be audit credits. The UKIC insists that graduate students on F-1 visa be enrolled in 9 credit hours of graduate work. In some circumstances, and only during the first semester of studies this minimum can be lowered. Prior approval from the UKIC is necessary. Also, in the last semester before the graduation, students may request that the load be reduced. In all these cases, DGS must sign a form available at `http://www.uky.edu/international/Reduced_Course_Load`. MS students under plan A may register in the final (4th semester) for CS 748 (zero credits) if no other courses are being taken. Students under plan B **may not** register for CS 748, and must be registered for at least three credit hours.

B. **PB status.** Only domestic students may generally be PB (because INS does not allow an I-20 form to be issued to a PB student; the GS will not allow an F-1 visa to be used for a PB).

C. **Financial matters.** International students are not eligible for student loans. Full-time TAs may not have an additional job. Half-time TAs may work another 10 hours on campus, but need permission from INS (in the form of OPT) to take a job off campus. Summer jobs can be for up to 29 hrs/week (this may be subject to change, but for now that is the limit).

D. **Visa information.** International students generally come to the US under an F-1 student visa based on an I-20 form. Students whose course of study exceeds the limit on their initial I-20 form need to submit an extension request using a form available at `http://www.uky.edu/international/Extension`.

FINANCIAL MATTERS

A. **Travel support.** The requests for travel support should be directed to the DGS. The GS will no longer provide travel support.

B. **Payroll.** The payroll for Computer Science TAs and RAs is handled by the AAF. The AAF has forms to let students decide in what form they wish to be paid and how much state and federal withholding should be applied. Students may be eligible for a waiver of local taxes; see the AAF for details.

C. **Fellowships.** The DGS nominates students for GS fellowships. The deadlines vary. Some fellowships are self nominated. The details (including the requirements and deadlines) are at `http://www.research.uky.edu/gs/StudentFunding/fellowships.html`.

D. **NSF Graduate Research Fellowships.** The National Science Foundation provides three-year graduate and minority graduate fellowships. Undergraduates and first year graduate students who are US citizens are eligible. Application materials are available from: The Fellowship Office, National Research Council, 2101 Constitution Avenue, Washington, DC 20418, (202) 334-2872.

E. **TA positions** are generally allocated by the DGS in consultation with the Department Chair. Summer TAs are allocated by the DUS. TAs need to e-mail the DGS in early Spring expressing interest. Courses like CS101, CS115, CS215, and CS221 are often offered and need TAs, but the number of positions is not known until after pre-registration. The DUS assigns responsibilities to TAs. The amount of stipend is calculated once a year at the start of the Fall semester based on budget and level of experience of the student. We do not raise the stipend during the year. The GS officially requires registration of full load for TAs, but it waives this requirement if the department is satisfied with the student's progress. Still, TAs should be registered for coursework.

F. **RA positions** are offered by faculty members, both in CS and in other departments, who have funding from external sources. The amount of stipend is calculated once a year at the start of the Fall semester based on budget and level of experience of the student. A student can be a part-time student and an RA, but the student must be enrolled.

G. **Limits.** MS students are appointed as TAs only in exceptional circumstances and never for more than four semesters. GGPA (higher is better) and the number of prior TA assignments (fewer is better, but for students close to graduation that consideration may be overlooked) are the two main factors for awarding TA positions to PhD students. Support from the advisor may also be a positive factor.

H. **Tuition scholarship.** Full-time TAs and RAs get a full tuition scholarship; Half-time TAs and half-RAs get a half tuition scholarship. The details concerning tuition scholarships are at `http://www.research.uky.edu/gs/StudentFunding/tuition.html`.