Information for Computer Science Ph.D. Students
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This document provides detailed regulations and procedures for the Ph.D. degree in Computer Science. For **Degree Requirements,** please refer to the Graduate Catalog for the up to date requirements.

Procedure and forms

- First semester:
    - You should discuss your curriculum plan with your advisor, and fill in the "***Ph.D. curriculum planning form***" (available at the CS Department website, at http://www.memphis.edu/cs/pdfs/forms_grad_phd_planning.pdf). Your advisor will determine:
        - Whether you have an approved master's degree
        - How many credit hours you can transfer (not applicable to those who have an approved master's degree)
        - Information about qualifying exam: whether certain courses can be waived, if not, you need to enter the semester you expect the course to be taken. A core course may be waived if you have taken a similar course at the graduate level and passed with at least B. Please show your transcript, course catalog and course syllabus to your advisor and the graduate coordinator as a proof.
    - The form needs to be signed by your advisor, the graduate coordinator and the Department chair. It will be kept at the department office.
    - After your planning form is approved by your advisor, the graduate coordinator and the Department chair, do the following if applicable:
        - if it includes an approved master's degree, you need to submit the doctoral transfer credit evaluation form: http://www.memphis.edu/gradschool/pdfs/forms/doctoral_transfer_credit.pdf. Put "Transfer Master's degree from [university name] for a total of 36 credits" in the form.
        - if it includes credit transfers, you need to submit the doctoral transfer credit form: http://www.memphis.edu/gradschool/pdfs/forms/doctoral_transfer_credit.pdf

- Every semester: take the required and elective courses until you reach the number of credits required by the PhD degree.

- Qualifying examination: Satisfactory completion of the core requirement is deemed as passing the qualifying examination. Students with an approved master's degree may satisfy a core course requirement by taking the final exam of the core course and obtaining a passing mark as equivalent to obtaining a B or better grade in the course (note that the credits for the core courses will not count toward the PhD degree if a student has an approved master's degree, as they are at the 7000 level). A maximum of two attempts are allowed for each core course, and they must be made

within the first 39 credits hours of entering the program (24 for students with an approved master's degree).

- After completing the qualifying exam requirements, you need to pick up the "***Ph.D. curriculum planning form***" from the department office and have all the information verified by your advisor.

- Forming a dissertation ***committee:***
  - ***Once you settle on*** a dissertation topic (which should be at most 2 years after you entered the program – 1 year if you have a master's degree), you will need to set up a dissertation committee. The committee must have a minimum of 4 members including your dissertation advisor (one of the members can be from a department other than Computer Science). Your advisor should guide you in the choice of the members, and he/she has to approve the choice.
  - Once the committee has been formed, you need to fill in a ***Thesis/Dissertation Faculty Committee Form*** (http://www.memphis.edu/gradschool/pdfs/forms/td_committee_form.pdf). Have the form signed by your committee members, the graduate coordinator and the department chair.
  - If you need to change the committee membership, you need to fill in a separate Thesis/Dissertation Faculty Committee Form.
  - **Please form your committee at least one semester before your comprehensive exam (see below).**

- Comprehensive Examination (dissertation proposal defense):
  - You should have written a dissertation proposal before you can take the comprehensive examination.
  - Two weeks before the examination, you should have your copy of the proposal approved by your advisor and sent to all members of the committee for review.
  - The exam includes an oral presentation of your dissertation proposal, together with any additional questions that the committee deems necessary to be answered.
  - On the day of the exam, you need to bring the following forms to the examination:
    - ***Thesis/Dissertation Proposal Defense Form*** (http://www.memphis.edu/gradschool/pdfs/forms/tdproposal.pdf)
    - ***Comprehensive Examination Results Form*** (http://www.memphis.edu/gradschool/pdfs/forms/compexamresults.pdf) Remember to select "Both Oral and Written Exam" for the Type of Exam administered.

- Once you pass your comprehensive exam, register in COMP9000 (dissertation) continuously until you pass your dissertation.

- At the beginning of the semester that you plan to graduate (see http://www.memphis.edu/gradschool/current_students/graduation_information/graduation_deadlines.php for specific deadlines):
  - You need to **Apply to Graduate**. This is done online via the My Degree tab at the https://my.memphis.edu portal.
  - You should also submit a **Doctoral Degree Candidacy Form**. Please refer to http://www.memphis.edu/gradschool/resources/howddc.php for details. The form is available online at https://academics-s.memphis.edu/gradschool/. The forms need to be signed by your advisor, the graduate coordinator and the department chair.

- Dissertation defense
  - You should be aware of the formatting requirement of your dissertation. Please refer to the **Thesis/Dissertation Preparation Guide** at the Graduate School website (http://www.memphis.edu/gradschool/current_students/tdguide.php) for details.
  - Two weeks before the examination, you should have a completed version of the dissertation approved by your advisor and sent to the committee members.
  - You need to bring the **Thesis/Dissertation Defense Results Form** (http://www.memphis.edu/gradschool/pdfs/forms/td_defense.pdf) to your defense.
  - Notice that the deadline for defending the dissertation if you want to graduate in a semester is typically 4 weeks before the last day of class. Please refer to the Graduate School website at http://www.memphis.edu/gradschool/current_students/graduation_information/graduation_deadlines.php for exact dates.