



Department of Computer Science

Franklin College of Arts and Sciences

UNIVERSITY OF GEORGIA

Welcome to the
Fall 2021
Graduate
Student
Orientation

COMPUTER SCIENCE

GRADUATE STUDENT

ORIENTATION

Date: August 17th, 2:00pm via Zoom

AGENDA

- Welcome
Dr. Thiab Taha, Professor and CS Department Head
- Systems Support – Policies/Equipment
Computer Science Support Staff- Anne Steward/Piotr Misztal
- Computer Science (CS) Graduate Programs + things to know
Professor John Miller, Graduate Coordinator
Professor Lakshmish Ramaswamy, Graduate Coordinator
- Computer Science Faculty Introduction-*Dr. Thiab Taha, Professor and CS Department Head*
- CS Graduate Student Association- *Aditya Shinde*
- Graduate Student Computer Science Staff Introduction-*Mrs. Samantha Varghese, Graduate Program Administrator*
- Graduate Student Support-*Mrs. Samantha Varghese, Graduate Program Administrator*
- Closing Remarks



Department of Computer Science

Franklin College of Arts and Sciences

UNIVERSITY OF GEORGIA

Fall 2021
Graduate Student
Handbook

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CS FACULTY AND RESEARCH INTERESTS

Fall 2021

SOHEYLA AMIRIAN, Lecturer, Ph.D., University of Georgia, Deep Learning methodologies for imaging applications

BUDAK ARPINAR, Associate Professor; Ph.D., Middle East Technical University, Internet-scale distributed databases, interoperable information systems.

BRADLEY J. BARNES, Senior Lecturer, Ph.D.; University of Georgia, parallel and distributed computing, computer architecture, operating systems.

SUCHENDRA M. BHANDARKAR, Professor; Ph.D., Syracuse, computer vision, image and video processing and parallel processing.

LIMING CAI, Professor; Ph.D., Texas A&M University, algorithms, combinatorial optimization computational complexity theory, and computational biology.

MICHAEL COTTERELL, Senior Lecturer, Lecturer, PhD., University of Georgia, simulation, optimization, & ontologies for big data analytics.

PRASHANT DOSHI, Professor, Ph.D., University of Illinois, Service-oriented computing, semantic web, dynamic workflow composition, artificial intelligence, sequential decision theory, probabilistic reasoning over time.

SHELBY FUNK, Associate Professor; Ph.D., University of North Carolina at Chapel Hill, real-time systems, distributed systems.

LE GUAN, Assistant Professor, Ph.D., Chinese academy of Sciences, P. R. China, hardware and systems security, mobile security and IoT.

MARIO GUIMARAES, Lecturer, Ph.D., Pontificia Universidade Católica do Rio de Janeiro, Database Security, Data Warehouse, Geographical Information Systems, Instructional Software, and Video Games.

WILLIAM HOLLINGSWORTH, Senior Lecturer, Ph.D., University of Cambridge, computational linguistics and computer science.

MARIA HYBINETTE, Associate Professor; Ph.D., Georgia Tech, parallel and distributed computing, interactive computing environments, parallel applications.

MUSTAKIMMUR R. KHANDAKAR, Assistant Professor, PhD., Florida State University, system and software security.

MANIJEH KESHTGARI, Lecturer, Ph.D., Sharif University of Technology, computer networks, high performance computing, internet of things, software defined networking.

IN KEE KIM, Assistant Professor, Ph.D., University of Virginia, cloud computing, distributed systems, big data framework, IoT, and machine learning.

KRZYSZTOF J. KOCHUT, Professor and Associate Head; Ph.D., Louisiana State, distributed processing, database systems, genomics.

SALVATORE LAMARCA, Limited-Term Lecturer, PhD candidate, University of Georgia

JAEWOO LEE, Assistant Professor, Ph.D., Purdue University, data privacy, machine learning, data mining, and convex optimization.

KYU HYUNG LEE, Associate Professor, Ph.D., Purdue University, cybersecurity dynamic/static program analysis, operating systems, and distributed systems.

SHENG LI, Assistant Professor, Ph.D., Northeastern University, data mining and machine learning, visual intelligence, time series modeling, deep learning, and causal inference.

YIHENG LIANG, Lecturer, Ph.D., University of North Texas, computational epidemiology.

NINGHAO LIU, Assistant Professor, Ph.D., Texas A&M University, explainable artificial intelligence, network analysis, anomaly detection, and recommender systems.

TIANMING LIU, Distinguished Research Professor; Ph.D., Shanghai Jiao Tong University, neuro imaging, neuroimage computing, and neuroinformatics.

SACHIN MEENA, Lecturer, PhD., University of Missouri, Columbia, Interactive Image Segmentation, Machine Learning, Bio-medical Image Analysis.

CHENGLIN MIAO, Assistant Professor, State University of New York at Buffalo, security and privacy, Internet of Things (IoT), and machine learning.

JOHN A. MILLER, Professor and Graduate Coordinator; Ph.D., Georgia Tech, Database systems, simulation, parallel and distributed systems.

RAMVIYAS NATANMAI PARASURAMAN, Assistant Professor, Ph.D., Universidad Politecnica de Madrid, Spain, robotics and automation, networked multi-robot coordination, and machine learning of wireless signals.

HAO PENG, Lecturer, PhD Candidate, University of Georgia, data science.

ROBERTO PERDISCI, Patty and D.R. Grimes Distinguished Professor, Ph.D., University of Cagliari – Italy, Computer and network security, malware detection, DNS security, pattern recognition, data mining.

SHANNON QUINN, Associate Professor, Ph.D., University of Pittsburgh, distributed spectral graph methods for analyzing large-scale un-structured biomedical data.

LAKSHMISH RAMASWAMY, Professor and Graduate Coordinator, Ph.D., Georgia Tech, large-scale distributed systems, World Wide Web, overlay networks and peer-to-peer systems and distributed databases & big Data.

KHALED RASHEED, Professor; Ph.D., Rutgers University, artificial intelligence, genetic algorithms, design optimization.

EMAN SALEH, Lecturer, Ph.D. Cairo University, software engineering.

THIAB R. TAHA, Professor and Department Head; Ph.D., Clarkson, scientific and distributed computing, bioinformatics, software development for solving nonlinear wave equations and biochemical reaction networks, big data analytics.

WENWEN WANG, Assistant Professor, PhD., University of Chinese Academy of Sciences, computer architectures, compilers, runtimes, operating systems, mobile computing, and system security.

ADJUNCT, COURTESY FACULTY AND RESEARCH INTERESTS

YI HONG, Adjunct Assistant Professor, Ph. D., University of North Carolina at Chapel Hill, data analysis, statistical analysis, optimization, and visualization.

KYLE JOHNSEN, Ph.D., Adjunct Associate Professor, University of Florida, Simulation-based Training, Natural Interfaces, Human-Computer Interaction, Serious Games, Virtual Humans, Virtual Reality, Computer Graphics, Computer Vision.

JESSICA KISSINGER, Ph.D., Adjunct Professor, Indiana University, Computational Biology.

CHANGYING LI, PhD., Courtesy Professor of Computer Science, Pennsylvania State University, Phenomics and Plant Robotics.

KANG LI, Adjunct Professor, Ph.D., Oregon Graduate Institute, Computer networks, system security, multimedia.

PING MA, Ph.D., Courtesy Professor, Purdue University, Statistics Research, Data Analytics.

FRED MAIER, Ph.D., Courtesy Assistant Research Scientist of Computer Science, University of Georgia, Logic-based AI, focusing on semantics and algorithms for rule-based Nonmonotonic logics and on inconsistency-tolerant description logics.

HANCHUAN PENG, Ph.D., Adjunct Associate Professor, *Southeast University, Nanjing, China*, Microscopy Image Analysis and Visualization, Bioinformatics and Computational Biology, Biomedical Imaging, Neuroscience, Cell Biology, Pattern Recognition, Computer Vision, Machine Learning, Data Mining, Brain Atlases and Connectomes, Gene Expression Analysis, Other Biomedical Applications.

AMIT P. SHETH, Ph.D., Adjunct Professor, Ohio State University; Information integration, work-flow management & semantic web services.

WENZHAN SONG, PhD, Courtesy Professor of Computer Science, Illinois Institute of Technology, Cyber-physical Systems, Computing and Security; Smart Grid, Subsurface Imaging, Sensor Networks, Swarm Robotics; Energy and Environment Informatics, Distributed Computing and Systems, Big Data Analytics

YING XU, Courtesy Professor of Computer Science, Ph.D., University of Colorado at Boulder, Bioinformatics, computational biology, cancer bioinformatics research.

WILLIAM YORK, Courtesy Professor of Computer Science, Ph.D., University of Georgia, Bioinformatics for glycobiology and glycomics; structure, assembly, and morphogenesis of primary cell walls of plants.

EMERITUS FACULTY

HAMID R. ARABNIA, Emeritus Professor; Ph.D., Kent at Canterbury, parallel and distributed algorithms & architectures, computer vision, scalable big data analytics, methodologies in prevention of cyber-stalking and cyber harassment.

E. RODNEY CANFIELD, Emeritus Professor; Ph.D., California at San Diego, Combinatorics, theory, data structures.

DON POTTER, Emeritus Professor; Ph.D, South Carolina University, Expert Database Systems, Knowledge and Data Modeling, Artificial Intelligence, Robotics, Evolutionary Computing.

ROBERT W. ROBINSON, Emeritus Professor; Ph.D., Cornell, Combinatorics, graph theory, algorithms.

JEFFREY W. SMITH, Emeritus Associate Professor; Ph.D., North Carolina State, Computer architecture, computer aided design, modeling and visualization.

CS STAFF

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Dr. Lakshmish Ramaswamy, PhD.

Computer Science Graduate Coordinator

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Dr. Thiab Taha, PhD.

Professor and Department Head., Department of Computer Science

Email: trtaha@uga.edu

Phone: 706-542-3455

Computer Science Computing Policies and Facilities

Fall 2021

Linux/MacOS support : Piotr Misztal pmisztal@uga.edu
Windows/PC support: Anne Steward anne.steward@uga.edu

System Support Office is room 206 Boyd GSRC. Email: support@cs.uga.edu

Linux fileserver(s): odin.cs.uga.edu
Red Hat Enterprise Linux OS
14 Intel Xeon cores with 256 GB
RAM Local storage for student
accounts

Windows fileservers: zeus.cs.uga.edu
Windows Server for all instructional PCs
Home directories are NOT backed on the PCs
Please copy any critical files to Odin

The department has many other special file servers available for student use. Access to these file servers will be granted with permission from a faculty member.

The PC workstations in the 201, 307, and 307a labs authenticate using your **MyID** and **MyID password**.

Odin account policy:

Your home directory on Odin will remain for **one year** after graduation.
Email support@cs.uga.edu with questions/problems with departmental computers or networking issues

Overview of Graduate Programs

➤ **MS Computer Science- (Thesis)**

The Master of Science degree in Computer Science at The University of Georgia is a comprehensive program of study intended to give qualified and motivated students a thorough foundation in the theory, methodology, and techniques of Computer Science. Students who successfully complete this program of study will have a grasp of the principles and foundations of Computer Science. They will be prepared to pursue higher academic goals, including the Doctor of Philosophy degree. They will obtain skills and experience in up-to-date approaches to analysis, design, implementation, validation, and documentation of computer software and hardware. With these skills they will be well qualified for technical, professional, or managerial positions in government, business, industry, and education.

➤ **MS Computer Science- (Non-Thesis)**

The Master of Science degree in Computer Science (Non-thesis) option is designed for graduate students seeking careers in industry or government after graduation. The track taken is similar to the one taken by current M.S. students that requires a Master's Thesis to be written. The time and effort now devoted to CSCI 7300 Master's Thesis and CSCI 8990 Research Seminar will, under the Non-Thesis option, be replaced with four credit-hours of CSCI 7200 Masters Project. The project will be directed by a Computer Science Graduate faculty professor.

➤ **M.S. Program in Cybersecurity and Privacy (Non-Thesis)**

This MS program will be useful for all students, particularly in the fields of computer science, mathematics, and engineering. The program aims to develop expertise in various aspects of computer security and privacy, such as networking, operating systems, network and systems security, and data and communications privacy.

➤ **MAMS- Master in Applied Math Science**

This is a professional master's degree program designed for students who seek a broad training in applied computational/quantitative methods as preparation for professional employment in business, government, or industry. Students in this program take a core curriculum of courses offered by the three mathematical science departments from the Franklin College of Arts and Sciences.

- Computer Science (CSCI)
- Mathematics (MATH)

➤ **Certificate in Cybersecurity**

Cybersecurity and privacy have become critical components of our lives. According to the White House, cybersecurity threats represent one of the most serious economic and national security challenges we face, but one for which we are not yet adequately prepared to counter. The Graduate Certificate in Cybersecurity program, offered by the Department of Computer Science, is designed to equip graduate students with both foundational and cutting- edge cybersecurity and privacy concepts, and to contribute to the formation of well-trained cyber-defense practitioners and researchers.

➤ **PhD Computer Science**

The Doctor of Philosophy (Ph.D.) in Computer Science at The University of Georgia is an advanced, intensive program offered by the Computer Science Department and designed to take students to the frontiers of knowledge in one of a number of key areas of Computer Science. The Ph.D. in Computer Science combines theory and practice in complementary, yet flexible, ways. The program has been designed to prepare students for careers in research (at universities, or government or industrial research laboratories), teaching (at colleges or universities), or advanced development (at hardware and software companies).

GRADUATE DEGREE INFORMATION - IMPORTANT POINTS TO REMEMBER

Note that the following information does NOT include all requirements for a graduate degree in Computer Science. NOTE ALSO THAT DEGREE REQUIREMENTS MAY CHANGE AT THE DISCRETION OF THE DEPARTMENT. SUCH CHANGES ARE USUALLY IMPLEMENTED IMMEDIATELY. IT IS THE STUDENT'S RESPONSIBILITY TO MAKE SURE THEY CONFORM TO THE MOST UP TO DATE DEGREE REQUIREMENTS.

- All new students will be advised by Professor John Miller, Graduate Coordinator until a Major Professor is chosen. Please note the office hours below, which may vary by semester.

Prof. John Miller's fall 2021 Office Hours: Monday-Thursday afternoons, (Tentative). Email to arrange time.

Prof. Lakshmish Ramaswamy fall 2021 Office Hours: : Tuesday and Thursdays 3:45 PM to 4:45 PM (Tentative). Email to arrange time.

- MS and PhD students are required to submit all Graduate School forms online through Grad Status www.gradstatus@uga.edu by the stated Graduate School stated deadlines.
- PhD students will have their Oral/Written Comprehensive Exam Announcement, and Dissertation Defense Announcement made by Graduate Coordinator's Office, and must be requested two weeks in advance.
- All students must apply for graduation in Athena preferably one semester before the intended graduation term.

M.S. Degree

- The Major Professor MUST BE CHOSEN BY THE END OF SEMESTER 2 IN THE ENROLLED M.A.M.S. OR M.S. DEGREE PROGRAM. Major Professor is needed for thesis and non-thesis MS students.
- Students must meet the MS Core Competency requirements which consist of at least 12 hours of core CSCI graduate level coursework. At least one course from each of the following groups must be taken: Theory, Software Design, and System Design. Core Competency is certified by the student's Advisory Committee with the approval of the Graduate Coordinator. See form found here: <https://cs.uga.edu/graduate-student-resources>
- **MS (THESIS): THE FOLLOWING FORMS MUST BE TURNED IN BY THE END OF THE SECOND- SEMESTER-ENROLLED (by end of semester 2)**

Advisory Committee
MS Core Competency Certification
Program of Study

- **MS (NON-THESIS): THE FOLLOWING FORMS MUST BE TURNED IN BY THE END OF THE SECOND-SEMESTER-ENROLLED (by end of semester 2)**

Advisory Committee – not needed
 MS Core Competency (Non-Thesis)
 Program of Study

- **MS (CYBERSECURITY-Nonthesis): THE FOLLOWING FORMS MUST BE TURNED IN BY THE END OF THE SECOND-SEMESTER-ENROLLED (by end of semester 2)**

MS Core Competency (non-thesis)
 Program of Study

- **MAMS Degree-THE FOLLOWING FORMS MUST BE TURNED IN BY THE END OF SECOND-SEMESTER ENROLLED (by end of semester 2)**

Advisory Committee- not needed
 Program of Study (Non-Doctoral Professional Degree for Independent Study Form)
 Technical Report (CSCI 7100)

Ph.D. Degree

- The Major Professor and Advisory Committee MUST BE CHOSEN (BY THE END OF THE THIRD SEMESTER ENROLLED). The Advisory Committee (G130) online form is found: <https://grad.uga.edu/index.php/current-students/forms/>
- Students must exhibit PhD Core Competency according to the guidelines set forth by the student's advisory committee. This may take the form of a written exam, an oral exam, an essay exam, graded coursework, or some other mechanism deemed appropriate by the student's advisory committee. Committee members must unanimously vote to certify competency before the student can submit the Core Competency Certification Form to the Graduate Coordinator for approval. See form found here: <https://cs.uga.edu/graduate-student-resources>

Prior to the Graduate Coordinator approval, each student's Phd Core Competency certification must undergo full departmental faculty review. Comments and concerns from the department faculty will be taken into consideration by the Graduate Coordinator and used to determine whether or not the certification is approved. In the case where the certification is not approved, the Graduate Coordinator will work with the student's advisory committee to specify any remedial action.

- Students must submit a Preliminary Program of Study to Graduate CS Coordinator (BY END OF THIRD SEMESTER ENROLLED), and a Final Program of Study Form (G138) (BY END OF SEMETER 3 OR AT TIME OF ORAL/WRITTEN COMPREHENSIVE EXAMS) to Graduate School. This should be a coherent and logical whole; it requires the approval of the

student's major professor, the student's advisory committee, and the departmental Graduate Coordinator. This must be on file with the office before the Admission to Candidacy form can be submitted.

- Students must pass the Ph.D. Oral/Written Comprehensive Examination that covers the student's major and minor areas of study. The examination consists of two parts: a written section and an oral section. **Students have at most two attempts to pass the Comprehensive Examination.** The oral part may not be attempted until the written part has been passed. Students are responsible for initiating an Application for Admission to Candidacy (G162), once all requirements, except the dissertation prospectus and the dissertation, have been completed. Contact Graduate Program Administrator for the announcement, to be made two weeks in advance, to the Graduate School.
- Students must initiate the Approval Form for Doctoral Dissertation (G164) by their last semester, in Grad status. Student must submit the ETD Submission Approval Form (G129) in their last semester. This must be approved by all committee members, major professor and Graduate Coordinator by the Graduate School deadline in the last semester.
- Students must present a Dissertation Prospectus to his/her advisory committee for approval. The Major Professor must submit the results of the Dissertation Prospectus by email or letter to the Graduate Coordinator and must be signed by Major Professor, and all Committee members.
- **THE FOLLOWING PhD FORMS MUST BE TURNED IN BY THE END OF THE THIRD-SEMESTER- ENROLLED (Semester 3)**

Advisory Committee Form
PhD Core Competency Form
Preliminary Program of Study
Final Program of Study

NOTE: All Graduate School and Computer Science Departmental forms must be submitted electronically.

For question on Graduate School forms, email to gradinfo@uga.edu.

Computer Science Graduate Degree Descriptions- click to view

- [MS Computer Science- \(Thesis\)](#)
- [MS Computer Science- \(Non-Thesis\)](#)
- [M.S. Program in Cybersecurity and Privacy \(Non-Thesis\)](#)
- [MAMS- Master in Applied Math Science](#)
- [PhD Computer Science](#)
 - [PhD Exams](#)
- [Bachelors/Masters Double Dawgs](#)
- [Certificate in Cybersecurity](#)

For complete degree or certificate descriptions, please see <https://cs.uga.edu/graduate-students>

Progress Requirements For Computer Science Graduate Students

The following requirements will apply to CSCI graduate students according to their classification. The requirements for part-time students represent a baseline that applies to all graduate students. **Any departure from these requirements must be requested well ahead of time in the form of a written appeal to the Graduate Programs Committee.**

- **Part-Time Student**

The Department of Computer Science is supportive of students who wish to attend graduate school part-time. To ensure satisfactory progress, ALL graduate students are required to register for at least 3 semester hours of CSCI coursework for fall/spring term. However, a MAMS student may take courses in the MAMS core which are offered by other MAMS departments. Similarly, a Ph.D. student may take courses in his/her minor.

- **Full-Time Student**

A full-time student must take 9 to 18 semester hours during each fall or spring semester enrolled, and minimum 6 semester hours during each summer term enrolled. In the fall/spring academic semesters, 9 semester hours of coursework and 6 semester hours during summer must be in Computer Science with the exception of Ph.D. minor courses.

- **Student Holding an Assistantship**

A student holding a teaching or research assistantship must take 12 to 15 semester hours during each fall or spring semester enrolled, and 9 semester hours during each summer term enrolled.

- **Student on an F-1 Visa**

A student on an F-1 visa must take 9 to 18 semester hours during each fall or spring semester enrolled, and 6 to 18 semester hours during each summer term enrolled. An exception may be made for a student completing all degree requirements except the thesis/technical report. The student must have completed all coursework on his/her program of study excluding CSCI 7100/7300/9300, and he/she must have also passed all required exams except the oral thesis/dissertation defense. In order to be considered for this exception, he/she must submit to the Graduate Coordinator a written request to reduce the hours requirement to 3. Contact Graduate Program Administrator for details.

- **Working While on an F-1 Visa**

Please refer to Office of Global Engagement, 1324 S. Lumpkin Street, Athens, GA 30602. 706-542-2900.
<https://globalengagement.uga.edu/uga-departments/international-students>

- **Students in their last semester**

In your last semester, minimum 3 semester hours of graduate credit are required for registration in which degree requirements are to be completed. You must have the CS Department Core Competency form approved and Program of Study form approved with the Graduate School, prior to submitting the *Request to Reduce Course Load* through Istart.

Important Dates and Deadlines for all Graduate Students
<https://grad.uga.edu/index.php/current-students/important-dates-deadlines/>



IMPORTANT DATES & DEADLINES

December (FALL SEMESTER) 2021

Note: All theses/dissertations must be submitted electronically.

If you plan to graduate during Fall 2021, please adhere to the following deadlines:

September 3, 2021	Final date to apply for degree/certificate for FALL 2021 graduation.
September 3, 2021	Final date for submitting Program of Study forms to the Graduate School for graduation in FALL 2021. An Advisory Committee form for Master of Arts, Master of Science, and all doctoral candidates must be on file by this date.
October 1, 2021	Final date for submitting applications for Admission to Candidacy to the Graduate School for doctoral candidates who plan to graduate in FALL 2021. If you were not admitted to candidacy prior to October 1, 2021, you must register for 10 hours FALL 2021.
October 8, 2021	Final date for submitting requests for Transfer of Credit, with accompanying transcripts, to the Graduate School for students graduating in FALL 2021.
October 15, 2021	Final date for doctoral students to submit information for the Commencement Program for FALL 2021 graduation (use the form at grad.uga.edu)
November 1, 2021	Final date for electronically submitting one complete copy of a thesis or dissertation for a format check for FALL 2021 graduation.
November 24, 2021	Final date for receipt of the following by the Graduate School: Final Defense Approval Form & ETD Submission Approval Form (all doctoral, MS, MA, MHP, and MLA) and corrected copy of thesis/dissertation for FALL 2021 graduation.
December 10, 2021	Final date for completing all requirements except submission of theses/ dissertations (see earlier deadlines). The Graduate School must receive notification concerning removal of incompletes, certificate completions, final examinations, etc., for FALL 2021 graduation. (Note: this does not include grades for courses in which students are currently enrolled)
December 17, 2021 Friday at 2:30 PM	Graduation. Diplomas will be mailed approximately six to eight weeks after graduation. Address changes, if necessary, should be made with the Office of the Registrar to ensure receipt of diploma. grad.uga.edu/index.php/currentstudents/policies-procedures/graduationceremonies/ graduation-information
January 10, 2022	Date the Graduate School will accept theses/dissertations for format checks for future graduations.

If you have applied for Spring graduation and find you will not be able to meet one of these deadlines, e-mail gradinfo@uga.edu to request a change in graduation. Graduate School | 310 Herty Drive, Athens, GA 30602-2201

GRADUATE STUDENTS MUST BE REGISTERED FOR A MINIMUM OF 3 HOURS IN AT LEAST TWO SEMESTERS PER ACADEMIC YEAR (FALL, SPRING, SUMMER), INCLUDING THE THREE HOURS OF GRADUATE CREDIT THAT IS REQUIRED FOR REGISTRATION DURING THE SEMESTER IN WHICH DEGREE REQUIREMENTS ARE COMPLETED.

To review the Graduate Enrollment Policy, please visit <http://grad.uga.edu/index.php/current-students/policies-procedures/academics/enrollment-policy/>.

UGA Policy for Teaching Assistants

The goal of UGA's TA Policy is to ensure that students serving in instructional roles are sufficiently prepared for and supported in their work. This policy is designed to be consistent with USG and Board of Regents guidelines, and to work in tandem with Faculty Affairs' Instructor of Record policy. **For more information about TA Policy, please contact us via gradteach@uga.edu. Visit the website at ctl.uga.edu**

TA POLICY DEFINITIONS

TASHIP The Graduate School defines *graduate teaching assistants* (GTAs) as students enrolled in the Graduate School who are assigned instructional duties in a course, regardless of the student's specific instructional responsibilities in that academic course. In this policy, any assistantship with instructional duties is referred to as a TAship, and may include teaching assistantships, laboratory assistantships, and other graduate assistantships with defined teaching duties (e.g., guest lecturing, grading, and proctoring). Graduate students are not eligible to grade graduate student work in either graduate course sections or split-level courses. In split-level courses, graduate students are permitted to grade undergraduate student work.

LIMITED DUTY TASHIP

Limited Duty TAships must also include all of the following features:

- The TA has responsibilities for only one course; AND
- The TA has only one TAship supervisor; AND
- The TA is provided with continuous mentorship by a faculty member, including one-on-one check-ins throughout the semester.

Examples of Limited Duty TAships are TAships with any of the following features:

- The TA's primary role includes grading, proctoring, and/or holding office hours, but the TA does not engage in independent instruction at the front of the class; OR
- The TA is paired with a more senior TA with instructional experience for all in-class or in laboratory instructional activities; OR
- The TA is assigned to TA a language course in the TA's native language.

INSTRUCTOR OF RECORD (IoR)

An Instructor of Record is defined as the person who is “responsible for delivering the academic content of the course, including conducting the day-to-day classroom/instructional activities and/or the assignment of grades.” Note that if a TAship meets this definition of an IoR, then all rules pertaining to IoRs apply. However, TAships where students independently facilitate a lab or discussion section are not considered IoRs if they do not independently determine content and/or activities for the course, design assessments, or submit final grades.

TASHIP REQUIREMENTS

In order to hold a TAship at UGA a student must do each of the following, prior to or concurrent with the start of their first TAship:

1. Attend the CTL’s TA Orientation; AND
2. Successfully complete GRSC 7770 (Intro to College Teaching) or an approved departmental equivalent.

In addition, in order to hold a TAship at UGA, international students from a non-English speaking country (as determined by the Graduate School) must:

3. Demonstrate English language proficiency.

CTL TA ORIENTATION

All TAs must take part in the CTL’s TA Orientation prior to or concurrent with the start of their first TAship at UGA. Departmental orientations are not recognized equivalents for CTL TA Orientation. Visit <https://ctl.uga.edu/grad-student/ta-policy/> for upcoming dates and more information.

GRSC 7770

All TAs must complete GRSC 7770 prior to or concurrent with their first UGA TAship.

- Students may be exempt from the GRSC 7770 requirement if they have sufficient prior teaching experience or experience with a sufficiently similar course at another institution. The Director of the CTL (or their designate) is responsible for determining whether a student is eligible for exemption from GRSC 7770. To request exemption from GRSC 7770, the student’s graduate coordinator must submit a waiver request via [this form](#).
- The CTL maintains a list of GRSC 7770 equivalents for the purpose of TA Policy fulfillment.
- Students required to complete LLED 7769 to fulfill their demonstration of English language proficiency may not hold a regular/full TAship until their language proficiency requirements have been met. Students determined to qualify for Language Proficiency

Placement Level 2 may hold a limited duty TAship while completing LLED 7769. As an approved equivalent for GRSC 7770, successful completion of LLED 7769 may be substituted for GRSC 7770 for the purposes of fulfilling TA Policy requirements.

- Students who receive an incomplete (I) in GRSC 7770 (or an approved equivalent) may hold a TAship for up to one semester, providing them with sufficient time to complete the course. If the incomplete is in LLED 7769, they may only hold a limited duty TAship during this time. Students retaining an incomplete in GRSC 7770 (or an approved equivalent) after one semester may only hold Limited Duty TAships until they have successfully completed the course. The graduate coordinator, or person responsible for assigning the TA to a course, is responsible for monitoring whether the student has adhered to this.
- Students who complete GRSC 7770 (or an approved equivalent) with a failing grade are not eligible to hold a regular TAship until they successfully complete the course. They may hold a limited duty TAship while they retake the course for the first time. If they again receive a failing grade, they are not eligible to hold a TAship of any kind until they successfully complete GRSC 7770 or an approved equivalent. The graduate coordinator, or person responsible for assigning a TA to a course, is responsible for monitoring whether the student has adhered to this.

ENGLISH LANGUAGE PROFICIENCY

All international students from non-English speaking countries must demonstrate sufficient language proficiency in order to hold a TAship at UGA. Students who have completed a four-year undergraduate degree from an accredited institution in a recognized English-speaking country no more than four years prior to the start of their degree at UGA are exempt from this requirement.

The Office of Instruction is responsible for establishing and maintaining processes through which English language proficiency may be demonstrated. The expectation is that recognized English language proficiency scores may be used, but other methods may also be developed. In addition, it is expected that opportunities for development will be provided for graduate students who do not meet English language proficiency thresholds for TAships upon entry to UGA.

More information about the English Language Proficiency policy may be found in the companion document, *Guide to Demonstrating English Proficiency*.

NOTE: International students with U.S. Masters degrees may be waived for English proficiency for admission purposes, but are required to take TOEFL, IELTS or Duolingo to be considered for UGA Teaching Assistantships.

<https://ctl.uga.edu/resources/documents/UGA-Policy-for-Teaching-Assistants-July-2020.pdf>

Requirements for Students who are Awarded Graduate Assistantships by the Computer Science Department

To insure both (a) that recipients of awards use their time in ways that further most effectively their educational objectives and (b) that students are apprised of our expectations, the Graduate Program Committee has drawn up the following conditions for award recipients:

1. Recipients of awards from the department will be assigned to assist one or more faculty members in their courses. The individual faculty member will make the specific work assignment, which will typically consist of some combination of supervising laboratory sections, grading tests, homework and programs; proctoring tests; holding office hours for consultation and/or being present in the computer lab to answer questions about assignments. These duties will require either 13.33 hours per week or could be 17.78 hours per week. All Doctoral level Teaching Assistants must be willing to serve as an Instructor of Record for at least one semester, if requested. Instructor of Record credentials include meeting TA policy requirements in addition to appropriate Master's degree for teaching discipline or 18 graduate credit hours. IOR requirements are found here: [4.07 Miscellaneous Course Policies - Provost's Office - University of Georgia \(uga.edu\)](#)
2. Recipients of aid from the department are expected to perform their duties satisfactorily (i.e., well prepared and on time for class, having a courteous and respectful attitude towards students, using good judgement in grading, meeting deadlines, attending required meetings, attending required meetings, etc.). The recipient's performance will be evaluated by their assigned faculty member during the term. The recipient will receive a warning letter in the event of an unsatisfactory performance. Any further occurrence of unsatisfactory performance reported in the final evaluation may be grounds for termination of financial support.
3. To receive the benefits of an award, the recipient must maintain enrollment as a graduate student at the University of Georgia in a degree program approved by the Department. It is the recipient's responsibility to meet the Graduate School's requirements and deadlines for admission to said program, and to make whatever travel and immigration arrangements that might be necessary in order to attend the University of Georgia. Recipients of awards will enroll for minimum 12 credit hours, and maximum of 18 credit hours.
4. It is the recipient's responsibility to comply with the policy regarding registration of graduate assistants: all graduate assistants must register during the early registration period. If you are not registered and paid by the first day of classes, your departmental funding and the privilege of the reduced matriculation fee for the semester will be cancelled. Consult with the Athena Schedule of Classes for additional pre-registration dates.
5. Like all graduate students in the MAMS, MS and Ph.D. programs, award recipients are expected to complete successfully their course work, examinations, and other assessments of their academic progress and to satisfy university and departmental requirements concerning selection of a major professor and approval of a Program of Study.
6. Computer Science students are expected to complete their Ph.D. degree work in four academic years and their M.S. degree work in two academic years. Those graduate assistants who perform their assigned duties conscientiously and who make good academic progress, will be reviewed on a case-by-case basis for subsequent CS funding support.
7. Students must qualify with UGA English proficiency requirements prior to TA assignment. English proficiency can be obtained with TOEFL speak 26, IELTS overall 8.0 or greater or Duolingo overall 135 or greater, and/or UTA ITA-TEP Placement Level 3 or 4. Teaching Assistants must enroll in GSRC 7770 (3 credit hours) or LLED 7769 (3 credit hours) AND successfully complete UGA TA Orientation

(offered in fall/spring) by semester one to CS Graduate Programs office. See policy here: <https://www.ctl.uga.edu/resources/documents/UGA-Policy-for-Teaching-Assistants-July-2020.pdf>

8. All funded graduate students in Computer Science are required to have health insurance. Detailed information may be found at <http://www.uhs.uga.edu/>.
9. Assistantship recipients are expected to attend Colloquia of the Department.
10. You must be on campus and email check-in with the Graduate Coordinator at least one week before beginning employment otherwise it must be assumed that you are not coming, and your assistantship will be reassigned.
11. Students must indicate their current degree program appearing in Athena on this document. Any change of degree from Ph.D. or MS Thesis to MS Non-thesis degree program during the semester of assistantship may result in cancellation of the assistantship and tuition waiver, for the semester.
12. All students who are awarded Teaching Assistantship for the award period must satisfy UGA TA policy requirements found here: <https://ctl.uga.edu/grad-student/ta-policy/>.
13. Failure to live up to these expectations and conditions would make future awards unlikely and could result in the IMMEDIATE termination of this award. We trust you will find these conditions fair.

Please sign and return a copy of this offer (all pages) in order to indicate your understanding of the conditions set out above, and your acceptance of the award being offered.

Full Name (Printed)	Signature	Date
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Award Period:

Approved Program: (circle one): MS_CS MS_CS_NT MS_Cyb PhD_CS

This form is effective beginning summer 2021. Email to CS Graduate Coordinator's office. All other forms are void.

Daily Class Schedule

Fall and Spring Semesters

This schedule is effective fall 2021 and is based on a class length of 50 minutes for Monday-Wednesday-Friday classes and 75 minutes for Tuesday-Thursday classes, with 20 minutes between classes, except for those beginning after 6pm, which have 15 minutes between classes.

	Mon-Wed-Fri	Tues-Thurs
1st period	8:00 - 8:50	8:00 - 9:15
2nd period	9:10 - 10:00	9:35 - 10:50
3rd period	10:20 - 11:10	11:10 - 12:25
4th period	11:30 - 12:20	12:45 - 2:00
5th period	12:40 - 1:30	2:20 - 3:35
6th period	1:50 - 2:40	3:55 - 5:10
7th period	3:00 - 3:50	5:30 - 6:45
8th period	4:10 - 5:00	6:30 - 7:45
9th period	5:20 - 6:10	8:00 - 9:15
10th period	6:30 - 7:20	9:30 - 10:45
11th period	6:50 - 7:40	
12th period	7:55 - 8:45	
13th period	9:00 - 9:50	

Daily Class Schedule

Summer Semester

Classes may meet for 60, 75, 120, or 150 minutes depending on session and class attended.

Daily

1st period	8:00 - 9:00
2nd period	9:15 - 10:15
3rd period	10:30 - 11:30
4th period	11:45 - 12:45
5th period	1:00 - 2:00
6th period	2:15 - 3:15
7th period	3:30 - 4:30
8th period	5:00 - 6:15
9th period	6:30 - 7:45
10th period	8:00 - 9:15

UGA Resources

INFORMATION FOR STUDENTS

Campus Resources

- [UGA MAIL](#)
 - [MY UGA](#)
 - [LIBRARIES](#)
 - [TUITION](#)
 - [FINANCIAL AID](#)
 - [ELEARNING COMMONS](#)
 - [ATHENA](#)
 - [ACADEMIC CALENDAR](#)
- [DINING SERVICES](#)
 - [STUDENT ACCOUNTS](#)

Student Resources

- [WELLNESS](#)
- [ACADEMICS](#)
- [ENGAGEMENT](#)
- [COMMUNITY](#)

- [CAREER & PROFESSIONAL](#)
- [CARE & SUPPORT](#)
- [CAMPUS SERVICES](#)
- [UNIVERSITY HEALTH CENTER](#)
- [DIVISION OF STUDENT AFFAIRS](#)
- [OFFICE OF INSTRUCTION](#)

University Resources

- [Financial Hardship Resources](#)
- [Types of Graduate Assistantships](#)
- [Graduate School Fellowships](#)
- [Graduate School Recognition Awards](#)

UGA Resources

General Advising & Support for International Students

- International Student Life (ISL) may be contacted at isl@uga.edu
- Immigration Services (OGE) at immigration@uga.edu.

- **International Student Life**

The University of Georgia
210 Memorial Hall
Athens, Georgia 30602 | USA

Phone: +USA 706-542-5867

Fax: +USA 706-583-0006

Email: isl@uga.edu

Office Hours:

8 a.m. - 5 p.m. EST

Monday-Friday (excluding holidays)

- **ISL Resources:** https://isl.uga.edu/site/international_student_resources/all-resources
- **Immigration Services:** <https://globalengagement.uga.edu/immigration>
- **Navigating COVID-19 resources available for international students:**
- **Graduate Student Resources, Division of Academic Enhancement-**
https://dae.uga.edu/resources/graduate_student_resources/
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CS Dept Resources

- **Computer Science Graduate Student Association (CSGSA)-** For more information on this student organization, please email us at csgsa@uga.edu
- **Current Graduate Student Volunteer List-**resource list for new incoming students. Contact CS office.



Academic Honesty
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The University of
Georgia's Academic
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