Frequently Asked Questions (FAQs) for Current Graduate Students

Graduate Programs Committee
Department of Computer Science & Software Engineering
Auburn University

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1. **How can I register for courses?**
   **Answer:** You will need to go through AU Access to register. On the “My Academics” tab you can click “look up classes” towards the bottom and see what is offered if you search the semester (e.g., Fall 2020) and Computer Science and Software Engineering.

2. **Can I identify my research focus areas and my advisor (a.k.a., major professor)?**
   **Answer:** Yes. It is flexible for you to choose your focus areas and your major professor in our department.

3. **Are there concentration areas predetermined in our department?**
   **Answer:** Although there is no concentration area, our department offers three master’s degree programs: (1) Master of Science in Computer Science and Software Engineering, (2) Master of Science in Cybersecurity Engineering, and (3) Master of Science in Data Science and Engineering. If you are a doctoral student, you will discuss with your advisor to determine your research concentration areas.

4. **What steps do I need to complete once I select my advisor?**
   **Answer:** After you select your major professor, you follow the requirements (see details in the following webpage) to pursue your degree.
   [http://www.eng.auburn.edu/comp/academics/graduate/requirements-and-regulations.html](http://www.eng.auburn.edu/comp/academics/graduate/requirements-and-regulations.html)

   For details about the research interests of our faculty members, and other information about our program, please visit our website at [http://www.eng.auburn.edu/comp](http://www.eng.auburn.edu/comp).

5. **Proposal Defense (a.k.a., General Oral Exam):** What is the procedure of Ph.D. proposal defense?
   **Answer:** Ph.D. proposal defense is also referred to as general oral exam. A doctoral student seeking to take a general oral exam (i.e., proposal defense) should carry out the following steps:
   - **Step 1:** Write a dissertation proposal
Step 2: Prepare proposal presentation slides
Step 3: Schedule a proposal defense date and time with the supervisory committee
Step 4: Reserve the seminar room (Shelby 3129) for the defense
Step 5: Submit the general oral exam application to the Graduate School. The link of the application form can be found here: https://web.auburn.edu/alpha/forms/form-a.aspx
Step 6: Receive Form B (i.e., Announcement of General Oral Exam) and Form C (i.e. Report on the General Oral Exam) from the Graduate School; print and post Form B; bring the hardcopy of Form C to the supervisory committee on day of your proposal defense.
Step 7: Present and defend the proposal
Step 8: The committee makes a final decision on the oral exam by signing Form C, which an official report on the general oral exam.
Step 9: If you pass Step 8, your title will be changed from “Ph.D. Student” to “Ph.D. Candidate”. Congratulations to you!

6. Minimum Number of Credit Hours for GTAs and GRAs: What is the minimum number of credit hours a GTA/GRA must be enrolled in each semester?
   Answer: GTAs/GRAs must be enrolled in nine (9) graduate credit course hours in the Department of Computer Science and Software Engineering per Fall or Spring semester. In summer semesters, GTAs should be enrolled in at least three (3) graduate credit course hours. Although exemptions may be approved by the director of graduate programs (GPD), the minimum number of credit hours is three (3) per semester.

7. Suggested Courses in the First Semester (MSc): What would be suggested courses for the first semester?
   Answer: You may start your graduate study by taking COMP6700 Software Processes and COMP6710 Software Quality Assurance. You may also take one or two of the three core graduate-level courses (COMP7300 Advanced Operating Systems, COMP7500 Advanced Computer Architecture, and COMP7270 Advanced Algorithms).

8. Graduate Courses as an Undergrad: I’m in the Honors College and am looking to take as many graduate level courses as I can as an undergrad, which is 12 hours from my understanding.
   Answer: The core graduate level courses are COMP7300 - Advanced Computer Architecture, COMP7500 - Advanced Operating Systems, and COMP7270 - Advanced Algorithms. You may take these three courses offered by our department on regular basis. You may take a fourth course based on your own research interests. I also encourage you to apply for our Auburn CSSE Ph.D. program after you receive the B.Sc degree. There are a few 5000/6000 level cross-list courses that are offered to both undergraduate and graduate students.
9. **Optional Practical Training (OPT) Applications for International Students**: How can I apply for optional practical training or OPT?
   **Answer**: The detailed information pertaining to OPT application can be found here: http://www.auburn.edu/academic/international/isss/opt_info.php
   If you have a major professor, your major professor will (1) sign the OPT application form and (2) write a recommendation letter to support your application.

   The application form is available here:
   http://www.auburn.edu/academic/international/isss/docs/opt.pdf

   The advisor recommendation form is available here:
   http://www.auburn.edu/academic/international/isss/docs/optlet.pdf

   For further questions on your OPT application, please contact Dir. Budic (omb0010@auburn.edu) at the Office of International Programs.

10. **CPT Application for Summer Internship (International Students)**: How can I apply for curricular practical training or CPT prior to my summer internship training?
   **Answer**: After you accept a summer internship offer, you should carry out the following two steps.

   **Step 1**: You must apply for curricular practical training or CPT. You will have to provide an official offer letter describing your summer internship position and salary. Detailed information pertaining to the CPT application can be found here:
   http://www.auburn.edu/academic/international/isss/cpt_info.php

   **Step 2**: You must register at least 1 credit hour directed study (i.e., COMP7930 for Master’s Students and COMP8930 for Doctoral Students) in the summer during which you secure the internship. The directed study must be related to your summer internship project.

11. **How many credit hours can I transfer from other institutions?** [4]
   **Answer**: If you are a Master’s degree student, you must earn at least 24 semester hours. If you are enrolled in the MS-CSSE (Thesis Option) or MS-DSE programs, you may transfer up to 6 credit hours from other institutes. If you are an MS-CSSE (Non-thesis Option) and MS-CYBE student, you may transfer up to 9 credit hours. Doctoral students may transfer a total of 30 credit hours. Please note that
   - Transfer credits must fall within the time limits of the degree (6 years for MS and 10 years for PhD).
   - Transfer credits must be approved by the advisory committee and the dean of the Graduate School.
• You must provide an official transcript showing credit earned for the course and documentary evidence that the course is comparable to similar graduate courses in the programs in our department.
• No course on which a grade lower than B was earned may be transferred.
• Credit will not be allowed if the combined GPA on graduate work taken at other schools is less than 3.0 on a 4.0 scale.
• You may not use the same graduate course for both undergraduate and graduate credit.

12. How to transfer credit hours from other institutions? [4][5]

Answer: You must specify your transferred credit hours in your committee selection form, which identifies student, committee chair, and members.

• Committee Selection Form: http://graduate.auburn.edu/current-students/committee-selection/

Notes:
• Transfer credits must be approved by the advisory committee (see also Committee Selection Form) and the dean of the Graduate School.
• Course-only master’s students must form advisory committees to transfer credits from other institutions.
• GPO is a default committee chair for course-only master’s students.
• For all the transfer-credit cases, only graduate-level courses which resulted in a grade of "B" or better are eligible for transfer.
• You may download the policy on transfer credits from the link below: https://sites.auburn.edu/admin/universitypolicies/Policies/PolicyonTransferofCreditfromOtherInstitutions.pdf

13. How can I apply to the Ph.D. program as a current master’s student?

Answer: There are two options for you.

Option 1: You can directly apply for the Ph.D. program to the graduate school. After you have submit your application, please let me know. I will speedup your application process. Please keep in mind that you don't have to pay the application fee, because the application fee can be waived for current Auburn student. You may need to contact the graduate school to seek the application fee waiver.

Option 2: If your major professor (i.e., advisor) endorses your application for the Ph.D. program, then you can file the curriculum change form to update your graduate program from MSc to Ph.D. Please find the curriculum change form here:

• Curriculum Change Form (Domestic Students):
  https://web.auburn.edu/alpha/CurriculumChangeDomestic.aspx
14. I am a current CSSE Ph.D. student without a M.Sc. degree. How can I add the Master’s program into my plan of study?

**Answer:** You have to consult your major professor (i.e., advisor) about adding Master’s program into your plan of study. After your advisor’s approval, you should file the curriculum change form by adding the M.Sc. graduate program into your plan of study. Please keep in mind that you don’t replace the Ph.D. program with the M.Sc. program; rather, you add M.Sc. while keeping your Ph.D. program.

Please find the curriculum change form here:

- Curriculum Change Form (Domestic Students): https://web.auburn.edu/alpha/CurriculumChangeDomestic.aspx

15. How to change Master’s program from thesis option into non-thesis option?

**Answer:** If your major professor (i.e., advisor) endorses your program-change plan, then you can file the curriculum change form to update your graduate program from MS thesis option to non-thesis option.

Please find the curriculum change form here:

- Curriculum Change Form (Domestic Students): https://web.auburn.edu/alpha/CurriculumChangeDomestic.aspx

After your advisor and the GPO (i.e., Dr. Qin) sign the form, you submit this form to the graduate school.

16. What is my security concern when work late in my lab in the Shelby Center?

**Answer:** Though Shelby is generally locked during nights, it is possible that non-authorized persons are able to gain entry to the building during these hours. A few incidents of unidentified person trying to enter a CSSE lab at around 2 am have been reported in the past. When you are working late in a lab, please make sure that the lab door is closed/locked, and do not open the door for anyone that you do not recognize.
If you see anything suspicious, call AU Threat Assessment Team at 844-5010 (the phone line is manned 24/7) or email them at autat@auburn.edu. If you feel threatened, call the police at 911 if an emergency, or at 501-3100 if a non-emergency.

17. What should I do if I plan to graduate in the next semester? [1]
Answer: Students planning to graduate in this semester must have an approved plan of study and complete a graduation application before the start of the next semester. For questions, contact your Graduate School adviser, Donna Ryan (dct0002@auburn.edu) for last names A-I, Sarah Beckum (sjb0009@auburn.edu) for last names J-Q, or Sherry Ray (raysher@auburn.edu) for last names R-Z.

18. Where can I apply for internships?
Answer: Mr. Lovelace announces internship opportunities through the CSSE-graduate-student mailing list if companies plan to hire interns from our department. You may search internship positions on indeed.com, dice.com, and LinkedIn.

19. Can I take a directed study course without an advisor?
Answer: In most cases, you must have an advisor (a.k.a., major professor) before registering a directed study course. If a professor, who isn’t your advisor, is willing to supervise you a directed study, you may take the course even without an advisor.

20. Can outside members serve on a graduate student’s supervisory committee?
Answer: The Ph.D. supervisory committee must consist of four (4) Auburn Graduate Faculty members; the outside member will need to be the 5th member. The major professor and at least one committee member must be a resident member of the CSSE department and a member of the graduate faculty. Similary, the MS-CSSE supervisory committee must consist of three (3) Auburn Graduate Faculty members; the outside member will need to be the 4th member. The Graduate School will need the graduate student to attached the curriculum vitae of the outside member, when the student submits his or her plan of study/committee notification.

21. How to have my plan of study approved by my supervisory committee?
Answer: Starting in the spring 2020 semester, your plan of study is no longer required by the graduate school. Nevertheless, it is prudent to lay out your plan of study with your advisor. The sample form can be found here: http://graduate.auburn.edu/faculty-staff/plan-of-study-instructions/

In case you would like to transfer any credit hours and have exceptions approved, you should specify the transferred hours and exceptions in your committee selection form to be approved
by your advisor and supervisory committee. See the detailed instructions on the committee selection form here: http://graduate.auburn.edu/current-students/committee-selection/

22. **Who can clarify line items on my recent E-Bill?**

**Answer:** E-Bill is administered by student financial services. http://www.auburn.edu/administration/business-finance/sfs/index.html?0

Questions regarding specific charges need to be directed to the originating department.
- Athletic Tickets - Ticket Office (334) 844-4040
- Dining Plan - Dining Office (334) 844-8504
- On Campus Housing - Housing & Residence Life (334) 844-4580
- Panhellenic/Greek Student Life (334) 844-4600
- Parking Permits/Fines (334) 844-4143
- Tuition/Financial Aid- Student Financial Services (334) 844-4634
- Tuition Insurance/GradGuard (866) 724-4384
- Other Charges - Originating Department

If you receive a research or teaching assistantship award, you should contact Ms. Julie Reece (reeceju@auburn.edu) regarding your tuition fellowship award (a.k.a., tuition waiver). You may find details on your health insurance here: http://graduate.auburn.edu/graduate-student-health-insurance-program/ If you have question on your health insurance fee, please contact Aime McCorcle at 334-844-5012 or by email at insurance@auburn.edu.

23. **What is the template for our proposals, theses, and dissertations?**

**Answer:** The proposal/thesis/dissertation template guideline can be found here: http://graduate.auburn.edu/current-students/etd-samples/

24. **Can I reapply to your graduate program after I am academically dismissed from the Graduate School?**

**Answer:** Unfortunately, no. Once a student is academically dismissed from the Graduate School, the student cannot reapply to the Graduate School.

25. **Can I obtain an electronic version of my graduate degree? (New)**

**Answer:** You can’t obtain an electronic copy of your Diploma, because it’s mailed directly from the printers. Students can request a transcript, which verifies the degree has been conferred. This can be done via the link from the Registrar’s website below: https://tsorder.studentclearinghouse.org/school/ficecode/00100900

26. **How to request my official transcripts from Auburn University? (New)**

**Answer:** You can request your official transcript via the link from the Registrar’s website below: https://tsorder.studentclearinghouse.org/school/ficecode/00100900
27. **How to request my employment verification? [6] (New)**

**Answer:** In 2016, Auburn University implemented a new service to execute employment and wage verification requests of former and current employees. These requests are directed to i2Verify, an income and employment verification company which provides immediate access to employment and wage data. Please refer to the link below for instructions on how to submit your employment verification request using i2Verify at http://www.auburn.edu/administration/human_resources/i2verify.html


**Answer:** Once you are placed on probation, you have two semesters to bring your GPA up to 3.0. Failing to do so will push you to the suspension state. Nevertheless, you may be readmitted only after completion of a remediation plan recommended by the academic unit and approved by the dean of the Graduate School. If you fail to complete the remediation plan, you will be dismissed from our programs. Please refer to the Graduate School Policy on Academic Standing for details [7].


**Answer:** You must submit your committee selection form prior to applying for graduation. The online submit committee selection form can be found here [5]: http://graduate.auburn.edu/current-students/committee-selection/

If you are an MS-CSSE (Non-Thesis Option) or MS-DSE student, you choose Dr. Qin (xzq0001@auburn.edu) as your advisor without adding any other committee members. In case you plan to transfer any credit hours from your former institutions, you should check the exception box in the form.

After your committee selection form is submitted and approved, you will proceed to applying for graduation. One term before you plan to graduate, you must fill out your Graduation Application (under AU Access, on My Academics) here: https://auaccess.auburn.edu/web/auaccess-home/my-academics.

30. **What’s the difference between COMP 7930 and COMP 7980? (New)**

**Answer:** Both COMP 7980 Capstone Engineering Project and COMP 7930 Directed Study are research and software development orientated courses. There are the following few differences between these two courses. (1) COMP 7980 is a required course for MS-CYBE and MS-DSE students; COMP 7930 is an elective course for Master’s degree students. (2) COMP 7930 requires you to submit a directed study form to register for the class. Your major professor must create a dedicated syllabus for your COMP 7930. The policy on COMP 7930 can be found here: http://www.eng.auburn.edu/comp/academics/graduate/current-graduate-students/guidelines-policies/directed-study.html
(3) You must click here to register for COMP 7980:
https://auburn.qualtrics.com/jfe/form/SV_aADreFSyXfx8HmR

31. How many credit hours will be covered by my tuition fellowship? [8] (New)
Answer: University funded tuition support will be limited to 110% of the number of hours required for a graduate degree. For example, a doctoral student continuously supported with a qualifying assistantship is in a program that requires a minimum of 66 hours to complete. The maximum Graduate Tuition Fellowship support available to the PhD student is 110% of 66 hours, which is 72 hours. If the student has not completed the degree in 72 supported hours and she/he retains an assistantship, tuition and fees will be charged at in-state rates thereafter.

32. How to track my university-paid tuition record? [8] (New)
Answer: The Graduate Tuition Fellowship System (GTUFS) shows you (1) the number of hours taken toward their degree as of the current semester, (2) the number of hours allowed under the tuition waiver, and (3) the number of tuition hours remaining to be covered by the waiver. The system indicates the number of credit hours to be covered by the tuition fellowship in the future semesters.

   GTUFS: http://graduate.auburn.edu/current-students/guidelines-for-graduate-tuition-fellowships/

You may follow the steps below to access GTUFS:
   • Log-In to AU Access
   • Click-on the Student Menu option of the My Academics tab.
   • On the “Student” tab, click Graduate Tuition Fellowship System (GTUFS).

References
[1] Graduation Information: http://graduate.auburn.edu/current-students/#1464968981414-6a80020b-54ab
[5] Committee Selection: http://graduate.auburn.edu/current-students/committee-selection/
https://sites.auburn.edu/admin/universitypolicies/Policies/GraduateSchoolPolicyonAcademicStanding.pdf

[8] Guidelines for Graduate Tuition Fellowships
http://graduate.auburn.edu/current-students/guidelines-for-graduate-tuition-fellowships/