

**HANDBOOK FOR THE MASTER OF SCIENCE DEGREE
IN COMPUTER SCIENCE AND CYBERSECURITY SCIENCE**

GRADUATE CATALOG 2021-23 (PENDING APPROVAL)

DEPARTMENT OF COMPUTER SCIENCES

THE UNIVERSITY OF TEXAS AT SAN ANTONIO

Revised Fall 2020

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I. INTRODUCTION

The Graduate Handbook for the Master of Science in Computer Science (CS) and Master of Science in Cybersecurity Science (CYB) is a guide to policies, requirements, and procedures that govern graduate study in the Department of Computer Science. This handbook supplements the “Master’s Degree Regulations” (<http://utsa.edu/gcat/chapter4/MastersDegReg.html>) published by the UTSA Graduate School and the Graduate Catalog (<http://catalog.utsa.edu/graduate/sciences/computerscience/>).

The Graduate School encourages departments to build graduate programs that are sufficiently rigid to assure uniformly high standards and yet flexible enough to provide the best possible education for individual students. Petitions for exceptions to the requirements may be submitted in writing to the Graduate Advisor of Record (GAR) for the degree programs for consideration by the Graduate Studies Committee.

II. GRADUATE STUDY

Graduate study involves far more than meeting a series of regulations and deadlines, the last of which is recognized by the award of the degree. Attaining specific goals at appropriate times is an important element in the development of a skilled and productive computer scientist, but it does not define the educational process of seeking an advanced degree. Graduate study requires the development of a disciplined, questioning mind and by pursuing a graduate degree, there is the opportunity to cultivate intellectual abilities to develop the foundation, independence, intellectual curiosity, and self-discipline necessary for a productive career.

The education of a computer scientist involves transition. It begins with the building of a firm foundation and proceeds to a stage in which knowledge is extended through research. This transition occurs as the student develops and does not result simply from the passage of time. It should begin early in the student's career and be marked by a change from accepting to questioning scholarly authority. It is marked by a change from a dependent to an independent approach to education. The change requires the student to develop and extend intellectual curiosity. The degree to which one possesses and exercises intellectual curiosity determines in large part one's ultimate success as a computer scientist.

III. PROGRAM GUIDELINES

All general requirements listed in the Graduate Catalog must be satisfied in addition to the requirements listed here which are specific to the Master of Science Degree in Computer Science. **It is the student's responsibility to know and satisfy all relevant requirements.**

Both degree programs for MS in CS and MS in CYB require 30 credit hours, where at least 24 credit hours need to be earned with the formal classroom-taught courses. Detailed course requirements for these degree programs can be found the Graduate Catalog. Some related information can also be found at the following links:

- MS in CS: <https://cs.utsa.edu/ms-computerscience>
- MS in CYB: <https://cs.utsa.edu/ms-cybersecurityscience>

Both degree programs have three options, where are detailed below.

A. THE THESIS OPTION

Requirements of this option include:

- Choose a thesis topic and write a thesis proposal
- Have thesis proposal approved by M.S. Supervisory Committee
- Complete 6 additional hours of master thesis
- Successfully defend the thesis
- Formally submit the thesis to the university

Students who intend to write an M.S. thesis should develop a thesis proposal in conjunction with their advisor that outlines the topics, scope, and objectives of the proposed thesis. The thesis topic will normally be in a common interest area to both the student and the advisor. The thesis proposal should be discussed with and approved by the student's M.S. Supervisory Committee before the student begins the research and writing of the thesis. A signed copy of the proposal must be placed in the student's permanent file prior to registering for CS6983 Master's Thesis. Please note that the Thesis Director and Thesis Committee referred to in the UTSA Graduate Catalog are the student's advisor and M.S. Supervisory Committee, respectively, in these guidelines. The student may apply up to a maximum of 6 hours of CS 6983 Master's Thesis toward the master's degree. Under the thesis option, the student can also apply up to 6 hours of CS5971-6 Directed Research and/or CS 6953 Independent Study (normally in the same area of the thesis research) in the required course work.

B. THE NON-THESIS OPTION I

Requirements of this option include:

- Choose a project topic and write a project proposal
- Have project proposal approved by M.S. Supervisory Committee
- Complete 6 additional hours of directed research or independent study
- Successfully defend project
- Submit project output to the Department

Students who choose the non-thesis option must either complete a project or complete a program of course work. The option I may involve a project of a large programming or hardware development effort which is usually done over two semesters and includes a report or user's manual submitted as a UTSA CS Technical Report. Alternatively, Option I may involve producing a research paper or technical report which is to be submitted for publication with at least the student and advisor as co-authors. The project topic will normally be in a common interest area to both student and advisor. The project should be discussed with and approved by the student's M.S. Supervisory Committee before the student begins work associated with the project. A signed copy of the proposal must be placed in the student's permanent file. The student may apply up to a maximum of 6 hours of CS5973 Directed Research toward the master's degree. Under the non-thesis option I, the student will typically not apply any hours of CS6983 Master's Thesis toward the master's degree. Note that this is automatic since the only way to get a grade in CS6983 Master's Thesis is to complete a thesis. In addition, although the

student may apply hours of CS 6953 Independent Study towards the M.S. degree under this option, the total number of hours of CS 6953 and CS 5973 is limited to 6 hours.

C. THE NON-THESIS OPTION II

Requirements of this option include:

- Complete **additional 6 hours of formal (class-room taught) courses**
- Choose a topic and a list of (typically 3) papers on the topic
- Have topic and papers approved by the M.S. Supervisory Committee
- Give an oral presentation followed by an oral examination

The non-thesis option II involves earning the total of **30 credit hours of formal graduate course work**. This option requires that the student select a topic, read a list of papers in this topic, which were not discussed in any of the student's courses, and do a formal oral presentation as an open seminar. The topic and list of papers should be discussed with and approved by the student's M.S. Supervisory Committee before the student begins reading the papers and preparing a presentation. A signed copy of the topic and list of papers must be placed in the student's permanent file. Under the non-thesis option II, the student will typically **NOT** apply any hours of CS5933 Internship in Computer Science, CS5973 Directed Research, CS6983 Master's Thesis or CS 6953 Independent Study toward the master's degree.

D. THE COMPREHENSIVE EXAMINATION

The university-wide comprehensive examination requirement is satisfied by computer science students by either the oral thesis defense or the oral examination taken as part of the non-thesis option. In all the cases, the student will make a formal public presentation followed by an oral examination. Please note that University policy requires students to have completed all conditions of admission before taking the comprehensive examination. The student must register for CS6961 Comprehensive Examination if no other course is taken in the student's final semester. The Comprehensive Examination is conducted by the student's M.S. Supervisory Committee. The format of the oral examination will consist of an open presentation of the student's thesis, project, or topic/papers followed by a closed period of questioning based on the content of the presentation and the student's proposed Program of Study.

E. THE PROGRAM OF STUDY

Each student in consultation with his/her advisor must develop a Program of Study consisting of the minimum semester credit hours of graduate courses required by the student's Graduate Catalog to satisfy the degree requirements, as well as any courses listed as the student's admission condition. This Program of Study serves as the basis for a two-year plan. The following information is included on the Program of Study form:

- Name of student and advisor
- List of graduate courses already completed which will be applied toward the degree
- Catalog of graduation
- A checklist with the following information

- Admission conditions satisfied?
- Program of Study approved?
- Option chosen: thesis or non-thesis?
- M.S. Supervisory Committee approved?
- Comprehensive examination completed?
- A list of courses/credits (by semester) planned to be taken/earned over the next 2 years
- Date and signatures of the student and advisor

Each student should review and update his/her Program of Study each semester together with their advisor.

Each student who is admitted with conditions must sign a form to acknowledge the conditions and, in consultation with the student's advisor, formulate a plan for removing these conditions by the end of the first year. As soon as the admission conditions are satisfied, the student should submit a petition to the Graduate Advisor of Record to remove the admission condition. Conditions will not be removed officially until the Graduate Studies Committee has reviewed the student's record and certifies that all conditions have been met.

IV. GENERAL STEPS AND TIMELINE FOR DEGREE COMPLETION

All full-time graduate students are expected to finish their degree requirements in two years. A part-time student will take longer but should not be more than six years.

A. STEPS TOWARDS GRADUATION

- Be admitted to the program as a degree seeking graduate student
- Remove conditions of admission (if any)
- Select an academic advisor
- Establish an M.S. Supervisory Committee
- Have an approved Program of Study
- Complete 24 hours of formal graduate course work
- Choose one of the three options and complete its requirements
- Apply for the degree. From the graduate catalog ... "It is the student's responsibility to apply officially for his or her degree at the Office of Admissions and Registrar no later than October 1 for the Fall Semester, February 1 for the Spring Semester, or June 15 for the Summer Session."

Table 3 outlines the general steps and timeline that all full-time students should follow.

Table 3. Timeline of major tasks in completing the degree		
<i>Item</i>	<i>Thesis option</i>	<i>Non-thesis option</i>
Leveling and conditional courses	Finish before taking graduate courses [^]	
Decide on thesis or non-thesis option	First semester*	

Meet with assigned advisor	Prior to or at beginning of first semester	
Develop preliminary program of study	First semester	
Develop thesis topic	First semester	
Identify committee members	End of second semester	Second or third semester
Defend thesis proposal to obtain feedback from committee	End of second semester	
Take directed research course		Third semester
Take comprehensive exam	Fourth semester	Fourth semester

^An exception can be made when prescribed undergraduate courses are not offered every semester but this requires approval by the Graduate Advisor.

*Semester means spring or fall semester, not summer

B. STEPS TO TAKE AT EACH SEMESTER

- Decide on the courses you would like to take.
- Update your 2-year plan or follow your approved Program of Study.
- Update your Plan for Removal of Conditions if you still have conditions which have not been satisfied.
- Meet with your advisor to discuss your progress. (This may be done electronically.)

V. ADVISING AND SUPERVISION

Each student is responsible for fulfilling all degree requirements, but faculty provides advice and help. The Graduate Advisor of Record (GAR) provides general guidance to students and runs the program orientation in each semester, which all new students are required to attend at the beginning of their first semester.

A. ACADEMIC ADVISOR

Upon the admission into the program, each student is assigned a faculty member as the student's academic advisor who will guide the student through the program. The student must (at least electronically) contact the advisor each semester to discuss the progress towards the completion of the degree program.

A students may change the academic advisor at any time by filling out the [Change of Advisor Form](#), which is also available in the Department Office. The student is encouraged to change the advisor if the student finds a graduate faculty member whose research interests have a better match with his/her own. If a student is supported on a research project, the faculty mentor would normally be the student's advisor. In all cases, the GAR is available for advice and mediation if change is requested.

B. SUPERVISORY COMMITTEE

All students are required to form a graduate committee comprised of three faculty members. The committee provides input on and must approve the student's program of study, is tasked with examining the student in relation to degree requirements (e.g., research proposal examination, comprehensive examination), and provides advice and constructive criticism on thesis projects where relevant. The supervisor is the chair of this committee and must be a tenured or tenure track faculty member at UTSA. The list of tenured/tenure-track faculty can be found from the Computer Science department website: <https://cs.utsa.edu/people/faculty> (anyone with a title Assistant Professor, Associate Professor or Professor). It is possible for chair duties to be shared between two faculty members as co-chairs. Non tenure-track faculty can co-chair a thesis or non-thesis committee.

All committee members must be members of the Graduate Faculty at UTSA (Table 1). If a desired member is not part of the Graduate Faculty, a petition can be filed with the University Graduate Council to add the person to the Graduate Faculty but there is no guarantee that it will be approved. The student must seek approval for their committee from the Graduate Advisor by filing the *Supervisory Committee* form. Any subsequent changes to committee composition must be fully communicated to the student and faculty and approved by the Graduate Advisor by filing an updated form.

For students pursuing the thesis option, the supervisor should be an expert in the topical area of the thesis project. Committee members should have a similar or complementary expertise that would make their involvement advantageous based on the thesis project. For students pursuing the non-thesis option, the supervisor should be an expert in a key area of computer science for degree examination. In principle, at least one course should be taken from the supervisor. Other committee members should be those from which a course has been taken to provide other major areas for the examination. For both options, no more than one member can be a non-tenure-track faculty member or be from another institution.

<i>Faculty group</i>	<i>Name</i>
Tenured/tenure track	Anyone with a title Assistant Professor, Associate Professor or Professor on the Computer Science department website: https://cs.utsa.edu/people/faculty
Emeritus	Anyone with a title Professor Emeritus on the Computer Science department website: https://cs.utsa.edu/people/faculty

^a Current as of Fall 2020

C. GRADUATE STUDIES COMMITTEE

The Graduate Studies Committee is in charge of the operation of the program. Responsibilities of the committee include the following.

- Review of applications for admission to the master’s program
- Approval of Programs of Studies and changes
- Certification of removal of conditions of admission
- Review of graduate student progress
- Approval of M.S. Supervisory Committees
- Assignment of graduate advisors
- Approval of student petitions to deviate from the usual requirements including:
 - Undergraduate courses taken for graduate credit (very rare);
 - Graduate courses taken from another discipline at UTSA (rare);
 - Transfer of graduate credit from another institution;
 - Approval of outdated UTSA credits earned prior to six years immediately preceding the date the degree is awarded.

VI. THESIS RESEARCH

A. SCOPE AND EXPECTATIONS

The thesis research should make a contribution to the discipline and in this way generates new observations, ideas, and/or models. Any research, therefore, must be set into the current knowledge from the scientific literature to ensure a contribution and have a specific research aim. There needs to be articulated research questions or hypotheses that will be tested. Results that are derived are focused on addressing the research questions and must be explained and related back to the current state of knowledge on the topic in the discussion of the results. A good thesis also addresses the significance of the work and how it contributes to advancing understanding of the subfield and/or broader discipline of computer science.

The thesis project should start in the first semester in the program. This is important for staying on track to complete the degree in two years (full-time students). The two-year time line is more likely to be met if one writes as they go, instead of waiting until the last semester to write all the text. Following the time line in table 2 will help the entire research endeavor stay on track.

Complete by:	Research Task	Thesis Writing
First semester – fall	Develop thesis topic and initial background knowledge, research aim, and methodology	Draft sections of topic introduction, background knowledge, and problem statement
Second semester – spring	Finalize background knowledge, research questions, and methodology	Draft section of methods

Third semester – summer	Develop algorithms, software, and analysis	Draft sections of design and development
Fourth semester – fall	Complete implementation, testing, data analysis	Draft section of results Finalize introductory and methods sections
Fifth semester – spring		Draft sections of results interpretation and conclusions; Finalize entire document and defend

*assumes Fall semester start to program

B. PROCEDURES FOR THESIS DEFENSE AND FINAL SUBMISSION

The thesis must be first approved by the thesis advisor before distributed to the rest of the supervisory committee for comments. Committee members must receive the thesis at least two weeks before a scheduled defense. The thesis defense will take from 1 to 2 hours to complete. It starts with a 35-40 minute oral presentation that summarizes the key points from each of the thesis chapters. The presentation is followed by a question and answer period. The defense is opened to any interested parties, who are given the opportunity to ask questions first. This is followed by a closed session when committee members ask questions of the candidate for the degree.

The format and submission of the thesis document must follow Graduate School requirements. See <https://graduateschool.utsa.edu/current-students/formatting-requirements/>

VII. MAXIMIZING THE GRADUATE EXPERIENCE

As a graduate student one transitions to greater engagement with the subject matter and the overall endeavor of conducting science and contributing to the generation of new knowledge. This engagement can be achieved in various ways outlined below. Making the most of the graduate experience means taking advantage of all opportunities afforded.

A. ACTIVITIES

1. Learning from peers

Volunteer to help your graduate student peers with aspects of their research projects. In addition to learning more technical skills and gaining additional experience, if you are a thesis student, you will also gain help with your project in exchange.

2. Membership in professional organizations

Joining a professional organization as a student often has great benefits, such as access to travel funds to support conference attendance, job postings, and/or competitive student research grant programs. Students should consult with their supervisor about professional organizations and meetings that are relevant to their research and career trajectory. Attending conferences, meetings, and workshop is a great way to network, which may facilitate employment after graduation.

3. Applying for Research Grants

Students pursuing the thesis option are encouraged to work with their supervisors to gain valuable experience writing research grant proposals to help fund their projects. Writing proposals that outline a specific project or work task is a typical part of most science-related careers, including private consulting, public agencies, and academics. Honing these skills in graduate school will therefore have significant job-related benefits.

B. RESOURCES

1. Graduate Student Professional Development Center:

<https://graduateschool.utsa.edu/current-students/category/graduate-student-professional-development-center/>

2. Department of Computer Science website: <https://cs.utsa.edu>

VIII. UNIVERSITY-WIDE POLICIES

A. ENROLLMENT REQUIREMENTS

A full-time student must take at least 9 hours per fall or spring semester. Full-time enrollment during the summer semester is 3 credit hours. International graduate students must be full time to maintain F-1 visa status (see <http://international.utsa.edu/current-students/enrollment/>). Summer enrollment for international students is optional as long as they are eligible and intend to register for the following fall semester. However, summer enrollment is required if the student is a teaching or research assistant.

B. ACADEMIC STANDING

Good academic standing requires a minimum GPA of 3.0. Student are placed on academic probation if:

- 1) The GPA is below 3.0 in any semester at UTSA. The GPA is based on all courses taken so includes graduate and undergraduate levels.
- 2) A grade of D+, D, or D- is earned in any course in a semester.
- 3) On reinstatement to the university following an academic dismissal.

C. ACADEMIC DISMISSAL

A student who meets any of the following conditions is placed on the academic dismissal list:

- 1) Admission conditions are not met.
- 2) A grade of F is earned in any course.
- 3) The GPA is below 2.0 in any semester.
- 4) Conditions leading to academic probation occur in the semester following placement on academic probation.
- 5) Failure to pass an oral or written exam (such as Comprehensive Examination) required for the degree after the maximum of two attempts.

If dismissed from the university, a petition application for reinstatement can be filed after one long semester.

IX. FINANCIAL SUPPORT

A. ASSISTANTSHIPS

Financial support is available as teaching and/or research assistantships in the Department or other units in The University. Applicants for research assistantships should directly talk to individual faculty members who have grants to support graduate students for research.

As required by the University, graduate students **must** meet the following academic eligibility requirements to hold a research or teaching assistantship.

1. Admitted as "degree-seeking" into a graduate program. Any student admitted to the university with conditions is not eligible.
2. Enrolled in a minimum of 6 credit hours during a long semester (Fall and Spring) and 1 credit hour during a Summer semester.
3. Maintain a minimum GPA of 3.0 so in good academic standing (see section X.B above).

B. SCHOLARSHIPS

Several Departmental Scholarships are also available on a competitive basis and can be found using the link <https://cs.utsa.edu/>. Some of these scholarships can qualify students to pay in-state tuition and fees, if not otherwise qualified for in-state status.

C. ADDITIONAL SOURCES OF FINANCIAL ASSISTANCE

1. Travel to Professional Conferences

There are several sources of funds to support travel to conferences to present research results. First, students can apply for partial support for travel expenses to present a paper at regional, national, or international conferences from the Department once a year with the sponsor of the student's advisor. The number and amount of travel awards depend on the availability of funds.

Second, the Graduate School also supports presentations at regional, national, or international conferences. See <https://graduateschool.utsa.edu/current-students/presenting-at-academic-conferences/>

Third, some professional organizations also operate a program to fund student travel when presenting research results. Applicants may need to be members of the organization to be eligible.

X. UNIVERSITY AND DEPARTMENTAL DEGREE FORMS

University and departmental forms may be needed at different times during the degree program, related to degree plans (Program of study, Course add/drop), independent learning (Independent study, Directed research), official university travel (Student travel authorization), and employment at the university (Pre-application for student employment, Pre-application teaching assistant, Employee time sheet), and other financial support (Request financial support). Links to these forms can be obtained from the front desk in the Department Office. For reference, the most commonly used follow.

University-level forms

- a) Program of study
- b) Independent study
- c) Supervisory committee

Department-level forms

- d) Directed research

Table 3. Degree program paperwork		
<i>Item</i>	<i>Content Preparation</i>	<i>Form preparation and submission</i>
Program of study form	Established by student in consultation with supervising advisor and Graduate Advisor of Record	Preliminary form completed by student; Finalized form submitted by departmental office prior to graduation semester
Supervisory committee form	Established by student in consultation with supervising advisor	Student notifies department office of committee membership; Form submitted by departmental office
Independent study form (if applicable)	Established by student in consultation with professor supervising course	Student responsible for obtaining approval signatures and submission
Directed research form (if applicable)	Established by student in consultation with professor supervising course	Student responsible for obtaining approval signatures and submission
Applying for graduation	Established by student via ASAP; Student responsible for notifying departmental office if graduation semester changes	Associated paperwork submitted by departmental office

Forms: This appendix contains the following forms

1. Degree Plan for the Master's Degree Form
2. Appointment of Supervisory Committee Form
3. Independent Study Course Form
4. Directed Research Form

The University of Texas at San Antonio Program of Study for the Master's Degree

Name _____

Last

First

Middle

ID Number

Program of Study for the Degree Master of Science

Catalog: 2021-2023 Major: Computer Science

Concentration: _____

The following courses are required for the degree indicated above:

Discipline & Number	Course Title	Sem. Hr. Credit	Grade	When & Where Completed If Not UTSA
Total		30		

Upon completion of the above requirements, in addition to meeting the University-wide requirements for all Master's degrees, the above-named student will have satisfied all requirements for the Master's Degree.

Comprehensive Exam

Thesis Option

Non-Thesis Option I

Non-Thesis Option II

GRADUATE ADVISOR'S SIGNATURE _____ Date _____

DEAN'S SIGNATURE _____ Date _____

THE ORIGINAL COPY OF THIS FORM MUST BE FILED WITH THE REGISTRAR

DO NOT WRITE BELOW THIS LINE

Applied for degree _____ Time Limit (6yrs) _____ Hours of A _____ x 4 = _____

Advanced to candidacy _____ Catalog _____ B _____ x 3 = _____

Admission Cleared _____ Indep. Study Max.(6) _____ C _____ x 2 = _____

Total Transfer Hrs. (6) _____ Spec. Prob. Max. (6) _____

UT System Transfer _____ Comprehensive Exam _____ Total _____

Non-UT transfer _____ Thesis Filed _____ GPA (3.0) _____

Notes:

Graduated _____

The University of Texas at San Antonio Program of Study for the Master's Degree

Name _____

Last
First
Middle
ID Number

Program of Study for the Degree Master of Cybersecurity

Catalog: _____ **Major:** Computer Science

Concentration: _____

The following courses are required for the degree indicated above:

Discipline & Number	Course Title	Sem. Hr. Credit	Grade	When & Where Completed If Not UTSA
Total		30		

Upon completion of the above requirements, in addition to meeting the University-wide requirements for all Master's degrees, the above-named student will have satisfied all requirements for the Master's Degree.

Comprehensive Exam

Thesis Option
 Non-Thesis Option I
 Non-Thesis Option II

GRADUATE ADVISOR'S SIGNATURE _____ Date _____

DEAN'S SIGNATURE _____ Date _____

THE ORIGINAL COPY OF THIS FORM MUST BE FILED WITH THE REGISTRAR

DO NOT WRITE BELOW THIS LINE

Applied for degree _____ Time Limit (6yrs) _____ Hours of A _____ x 4 = _____

Advanced to candidacy _____ Catalog _____ B _____ x 3 = _____

Admission Cleared _____ Indep. Study Max.(6) _____ C _____ x 2 = _____

Total Transfer Hrs. (6) _____ Spec. Prob. Max. (6) _____

UT System Transfer _____ Comprehensive Exam _____ Total _____

Non-UT transfer _____ Thesis Filed _____ GPA (3.0) _____

Notes: _____ **Graduated** _____

APPOINTMENT OF MASTERS SUPERVISORY COMMITTEE

___ New appointment of committee **or** ___ Change of member(s) Date: _____

STUDENT INFORMATION

_____ <i>Name</i>	_____ <i>UTSA ID</i>
_____ <i>Department</i>	_____ <i>Program</i>
_____ <i>Thesis or Non-Thesis</i>	

PROPOSED COMMITTEE MEMBERSHIP

_____ <i>Committee Chair</i>	_____ <i>Signature</i>
_____ <i>Member</i>	_____ <i>Signature</i>

DEPARTMENT APPROVAL

_____ <i>Graduate Advisor of Record</i>	_____ <i>Signature</i>
_____ <i>Department Chair</i>	_____ <i>Signature</i>

COLLEGE APPROVAL

_____ <i>Associate Dean for Graduate Studies</i>	_____ <i>Signature</i>
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Independent Study Course Form

Approvals to be obtained prior to Registration

How to Submit Form: The completed form must be submitted via the [Document Uploader](#).

Term: Spring Summer Fall Year _____

First Name: _____ Middle: _____ Last: _____

myUTSA ID: _____ Phone: _____ Preferred Email: _____

CRN: _____ Subject: _____ Course #: _____ Section #: _____

Will any of the work listed below be carried out in a laboratory? Yes No

Instructor's Name (printed): _____

This request for an Independent Study is due to the lack of an available organized course in this topic: Yes No*

* If No, provide a justification of how the work and topics covered in the independent study are different than an organized course:

A syllabus is required to be created by the faculty member and attached to this form. The syllabus must include the following items:

- the course number and name
- the instructor's name and contact information (including email address)
- the instructor's official office hours and location
- a description of the topics to be covered
- a list of deliverables and due dates of deliverables (assignments)
- grade breakdown based on deliverables
- frequency and duration of meetings with instructor (contact hours)
- the course policies the instructor wishes to impose, such as participation, expectations, late assignment policies, etc.
- the Common Syllabus Information link: provost.utsa.edu/syllabus.asp

NOTE: No more than 6 hours of Independent Study may be applied to any UTSA degree.

With a few exceptions, you are entitled on your request to be informed about the information U.T. San Antonio collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review this information. Under Section 559.004 of the Texas Government Code, you are entitled to have U.T. San Antonio correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in the University of Texas System Business Procedures Memorandum 32.

===== **UTSA OFFICE USE ONLY:** =====

COLLEGE OF SCIENCES
Department of Computer Science

DIRECTED RESEARCH
(CS 5971, CS 5973)

Directed Research is an important part of the graduate program. The Department of Computer Science has provisions for allowing up to a maximum of six hours of credit in Directed Research, regardless of discipline, to count toward a Master's degree. Not more than twelve combined hours of Directed Research, Independent Study, and Master's Thesis may be counted toward a degree. The student, of course, should have a solid background in order to be able to function well in the Directed Research mode. Prerequisites include graduate standing and permission in writing (this form) from the instructor, and the student's Graduate Advisor of Record. The Directed Research course may involve either a laboratory or a theoretical problem.

Name _____ ID# @ _____

Degree Sought Master Major CS Instructor _____

Term	CRN #	Course #	Section	Instructor
------	-------	----------	---------	------------

Status (Check one) Graduate with no conditions
Graduate with conditions
Special Graduate

Post-baccalaureate Grade Point Average at UTSA _____

Comprehensive Exam: Thesis Option Non-Thesis I (Coding Project) Non-Thesis II

If Non-Thesis II is checked, you cannot use this course on your program of study

Courses taken previously which form a basis for this Directed Research:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Post-baccalaureate hours of Independent Study and/or Directed Research enrolled in previously:_____.

Semester in which you wish to enroll in Directed Research:_____.

Name of Instructor supervising this Directed Research:_____.

Description of Topic to be studied:

Description of work to be required of the student and the basis upon which credit and a grade will be assigned:

