

# UMBC/CSEE CMSC M.S. Checklist [Full-time]: Thesis

This checklist assumes a completion time within 2 years.

Items in **bold** represent required forms or deliverables.

## Before Classes Start

- |   |  |
|---|--|
| <input type="checkbox"/> Check in with department                                     | <input type="checkbox"/> [International TAs] Get tested by English Language Center |
| <input type="checkbox"/> Submit original official transcripts of ALL previous degrees | <input type="checkbox"/> Subscribe to csee-grad-cs mailing list                    |
| <input type="checkbox"/> Meet with temporary advisor, plan classes                    | <input type="checkbox"/> Get account for CS systems                                |
| <input type="checkbox"/> Attend orientation sessions (including TA/RA)                | <input type="checkbox"/> Register for classes                                      |
|   | <input type="checkbox"/> Read CMSC Graduate Handbook                               |
- 

## Semester 1

- Take 2 core/breadth courses
- Take 1 elective course
- First year TAs must finish 15 credits in first year
- Get to know faculty in area of interest
- Maintain 3.0 or higher
- [Transfer credits] Secure approval from GPD for course-equivalency (up to 6 credits from another University), if applicable**

## Semester 2

- Take 2 core/breadth courses
- Take 1 elective course
- First year TAs must finish 15 credits in first year
- Find research advisor/**Change of advisor form (April 15)**
- File Program of Study (April 15)**
- Take 699 or work on a research project
- Maintain 3.0 or higher

## Semester 3

- Take 3 credits of CMSC799 (Thesis) and prepare foundation for Thesis
- Take 1 elective
- Complete comp courses (611, 621, 641, and one breadth)
- Maintain 3.0 or higher
- [Transfer credits] Secure approval from GPD for course-equivalency (up to 6 credits from another University), if applicable and not already done**

## Semester 4

- Take 3 credits of CMSC799
- Submit a one-page research abstract (Jan 31)**
- Graduate School Fulfillment of Course Requirements of Master's Degree form (2<sup>nd</sup> Week in Feb)**
- Graduate School Application for Diploma (2<sup>nd</sup> Week in Feb)**
- Graduate School Nomination of Members for the Final Master's Examination Committee form (2 months before defense)**
- Circulate Thesis draft to Committee (1 month before defense)**
- File the Graduate School Completion of Master's Thesis Form (2 weeks before defense)**
- Complete Certification of Completion of Master's Degree Requirements Form**
- Announce your thesis defense on csee-grad and csee-faculty (2 days before defense)**
- Final formatted thesis (Deadline Announced by Dept.)**
  - Grad. School's Certification of Completion of M.S. Degree Requirements**
- Maintain 3.0 or higher

## Miscellaneous

- |  |  |
|--|--|
| <input type="checkbox"/> [Domestic students] Leave-of-Absence      | <input type="checkbox"/> Non-CMSC, UMBC course   |
| <input type="checkbox"/> Submit LOA request to GPD                 | <input type="checkbox"/> Submit request for approval by 6 <sup>th</sup> week of semester |
| <input type="checkbox"/> Register for CMSC 999 before ADD deadline |  |

# UMBC/CSEE CMSC M.S. Checklist [Project Option]

## Before Classes Start

- Check in with department
  - Submit original official transcripts of ALL previous degrees
  - Meet with temporary advisor, plan classes
  - Attend orientation sessions (including TA/RA)
  - Subscribe to csee-grad-cs mailing list
  - Get account for CS systems
  - Register for classes
- 

## Semester 1

- Take 2 core/breadth courses
- Take 1 elective course
- Get to know faculty in area of interest
- Maintain 3.0 or higher
- [Transfer credits] Secure approval from GPD for course-equivalency (up to 6 credits from another University), if applicable**

## Semester 2

- Take 2 core/breadth courses
- Take 1 elective course
- Find research advisor/**Change of advisor form (April 15)**
- File Program of Study (April 15)**
- Take 699 or work on a research project
- Maintain 3.0 or higher

## Semester 3

- Take 2 elective courses
- Complete comp courses (611, 621, 641, and one breadth)
- Take 699 or work on a research project, if not already done
- [Transfer credits] Secure approval from GPD for course-equivalency (up to 6 credits from another University), if applicable and not already done**
- Maintain 3.0 or higher

## Semester 4

- Take 3 cr of CMSC698 (M.S. Project)
- Take 1 elective course
- Project abstract (Jan 31)**
- Graduate School Fulfillment of Course Requirements of Master's Degree form (2<sup>nd</sup> Week in Feb)**
- Graduate School Application for Diploma (2<sup>nd</sup> Week in Feb)**
- Format direction for 698**
- Scholarly paper approval form**
- Final formatted paper to Dept., signed by advisor and reader (Date announced by Dept.)**
  - Grad. School's Certification of Completion of M.S. Degree Requirements**
- Maintain 3.0 or higher

## Miscellaneous

- [Domestic students] Leave-of-Absence
  - Submit LOA request to GPD
  - Register for CMSC 999 before ADD deadline
- Non-CMSC, UMBC course
  - Submit request for approval by 6<sup>th</sup> week of semester