

UMBC/CSEE CMSC Ph.D. Checklist [Full-time]

Items in **bold** represent required forms or deliverables, other items are recommendations.

For more detail on any line-item, please consult the graduate handbook.

Before Classes Start

- Check in with department main office
- Submit original official transcripts of ALL previous degrees
- Meet with temporary advisor, plan classes
- Attend orientation sessions (including TA/RA)
- [International TAs] Get tested by English Language Center
- Subscribe to csee-grad-cs mailing list
- Get account for CS systems
- Register for classes
- Complete payroll forms

Semester 1

- Take 2 core/breadth courses (B or better)
- Take 1 elective course
- Get to know faculty in area of interest
- Recommend CMSC 699 and/or work on a research project
- Begin preparing Initial Comp. Portfolio
- Attend lab research meetings
- [Transfer credits] Secure approval from GPD for course-equivalency, if applicable**

Semester 3

- Take 3 elective courses
- Complete comp courses (611, 621, 641, and one breadth)
- Recommend CMSC 699, if not already done
- Prepare Final Comp. Portfolio
- [Transfer credits] Secure approval from GPD for course-equivalency and not already done**

Semester 5 [repeat prior to candidacy, as necessary]

- Start forming dissertation proposal committee
- Register for CMSC 898, if done with coursework

Semester 7 [repeat prior to defense, as necessary]

- Take 6 credits of CMSC 899 each semester
- April 15 – File Research Progress Form** (file each spring)
- File Grad School Nomination of Members to Doctoral Exam Committee** (≥ 6 months before defense, file once)

Miscellaneous

- [Domestic students] Leave-of-Absence
 - Submit LOA request to GPD, Register for 999
- Non-CMSC, UMBC course
 - Submit request for approval by 6th week of semester

Semester 2

- Take 2 core/breadth courses (B or better)
- Take 1 elective course
- Find a research advisor
- File change of advisor form**
- Take CMSC 699 and/or work on a research project
- Attend lab research meetings
- Submit Initial Comp. Portfolio for feedback** (semester end)

Semester 4

- Take 2 elective courses
- Talk to at least one other faculty about letter of support for Portfolio
- April 15 – File Program of Study**
- Submit Final Comp. Portfolio** (semester end)
 - Appeal of Comp. decision due within 2 weeks

Semester 6 [no later than 8th semester]

- Register for CMSC 898, if done with coursework
- April 15 – File Research Progress Form** (each spring)
- Submit Ph.D. preliminary exam scheduling form** (≥ 30 days before prelim exam, file once)
- Circulate dissertation proposal to committee** (≥ 3 weeks before prelim exam)
- Pass preliminary exam*
- File Graduate School Admission to Candidacy**

Last Semester [no later than 16th semester]

- Complete 33 graduate-level credits, 3.0 GPA or higher
- Complete 12 credits of CMSC 899
- April 15 – File Research Progress Form**
- File Grad School Application for Diploma**, pay fee
- File Grad School Certification of Completion of Doctoral Dissertation** (≥ 10 days before defense)
- Announce defense to csee-grad and csee-faculty
- Defend Dissertation*
- Submit copies of Dissertation** to Department and Grad School (by Grad School deadline)

Required at all Times

- Maintain 3.0 GPA or higher
- [Assisted Students] **File Tuition Remission Form**
- [Assisted Students] **File Health Insurance Form**
- Register for 48 units
- Continuing TAs report 10 calendar days before classes start

UMBC/CSEE CMSC Ph.D. Checklist [Part-time]

Items in **bold** represent required forms or deliverables, other items are recommendations.
For more detail on any line-item, please consult the graduate handbook.

Before Classes Start

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

Semester 1

- Take 1-2 core/breadth courses
- Get to know faculty in area of interest
- Recommend CMSC 699 and/or work on a research project
- Attend lab research meetings
- Begin preparing Initial Comp. Portfolio

Semester 3

- Take 1-2 core/breadth/elective courses
- Find a research advisor
- Submit Initial Comp. Portfolio** (semester end)
- [Transfer credits] Secure approval from GPD for course-equivalency, if not already done**
- Talk to at least one other faculty reg. support letter

Semester 5

- Take 1-2 core/breadth/elective courses
- Submit Final Comp. Portfolio** (semester end)
 - Appeal of Comp. decision due within 2 weeks

Semester 7 [repeat prior to candidacy, as necessary]

- Take 1-2 core/breadth/elective courses
- Take 3 credits of CMSC 898, if done with coursework

Semester 9 [repeat prior to defense, as necessary]

- Take 6 credits of CMSC 899 each semester
- April 15 – File Research Progress Form** (file each spring)
- File Grad School Nomination of Members to Doctoral Exam Committee** (\geq 6 months before defense, file once)

Miscellaneous

- [Domestic students] Leave-of-Absence
 - Submit LOA request to GPD, Register for 999
- Non-CMSC, UMBC course
 - Request approval by 6th week of semester

Semester 2

- Take 1-2 core/breadth courses
- Get to know faculty in area of interest
- Take 699 or work on a research project
- Continue preparing Initial Comp. Portfolio
- Attend lab research meetings
- [Transfer credits] Secure approval from GPD for course-equivalency, if applicable**

Semester 4

- Take 1-2 core/breadth/elective courses
- Complete comp courses (611, 621, 641, and one breadth)
- File change of advisor form**
- April 15 – File Program of Study**
- Prepare Final Comp. Portfolio

Semester 6 [repeat prior to candidacy, as necessary]

- Take 1-2 core/breadth/elective courses
- April 15 – File Research Progress Form** (each spring)
- Start forming dissertation proposal committee

Semester 8 [no later than 10th semester]

- Take 3 credits of CMSC 898, if done with coursework
- April 15 – File Research Progress Form** (each spring)
- Submit Ph.D. preliminary exam scheduling form** (\geq 30 days before prelim exam, file once)
- Circulate dissertation proposal to committee** (\geq 3 weeks before prelim exam)
- Pass preliminary exam**
- File Graduate School Admission to Candidacy**

Semester 10 [no later than 18th semester]

- Complete 33 graduate-level credits, 3.0 GPA or higher
- Complete 12 CMSC 899 credits
- April 15 – File Research Progress Form**
- File Grad School Application for Diploma**, pay fee
- File Grad School Certification of Completion of Doctoral Dissertation** (\geq 10 days before defense)
- Announce defense to csee-grad and csee-faculty
- Defend Dissertation**
- Submit copies of Dissertation** to Department and Grad School (by Grad School deadline)

Required at all Times

- Maintain 3.0 GPA or higher
- [Assisted Students] **File Tuition Remission Form**
- [Assisted Students] **File Health Insurance Form**
- Register for 48 units