

COSC 5395 & 5396 GRADUATE THESIS GUIDELINES

1. CATALOG DESCRIPTION

COSC 5395 and COSC 5396 are faculty directed independent studies of a computer science problem, subject, or research topic relevant to the student's current or anticipated career field. A professional quality computer science thesis and an oral defense of the research are required. After starting the research, students must register for a three-hour thesis course each semester until all thesis requirements have been completed. A student should first enroll in COSC 5395 the first semester of his or her research, then enroll in COSC 5396 for the second and subsequent semesters.

2. GUIDELINES AND PROCEDURES

Students considering enrollment in a thesis course should obtain a copy of *Guidelines for Preparation of Thesis or Dissertation* at The University of Texas at Tyler. These guidelines describe procedures for typing, formatting, and submitting the thesis. Thesis guidelines also may be found on the University website.

3. ENROLLMENT

In order to enroll for the course, the student must:

- a. Contact a graduate faculty member who will serve as the student's thesis advisor as well as contact two other graduate faculty members who, along with the thesis advisor, will form the student's thesis committee. Note: Adjunct faculty are not eligible to serve on a thesis committee.
- b. Develop, under supervision of the advisor, a formal proposal for the proposed research.
- c. Complete a thesis application form from the department. The completed form should be signed by all members of the thesis committee.
- d. Obtain the course permission number for COSC 5395 or COSC 5396 from the departmental office and enroll. The student is not allowed to enroll in the course without permission from their faculty thesis advisor. Enrollment into COSC 5395 and COSC 5396 is restricted to the regular academic semesters or long summer semester.

4. FOLLOWING ENROLLMENT

- a. Allocate at least 9 hours per week to work on the research. This is based on 3 hours of work per credit hour. The ruling holds for the long summer semester. Note that not all faculty may be available during the summer.
- b. Schedule appointments and meet with the advisor on a regular basis (recommended weekly) to obtain guidance, direction, and validate research results. The student should also keep the committee members aware of his or her progress.
- c. For COSC 5396 only: When the advisor determines that the thesis is reasonably complete, the student should the draft of the thesis to the entire committee. This should be by the deadlines set by the graduate school which are available from the UT Tyler Web site. Within two weeks, the committee members will provide oral and written comments to the student along with recommended improvements to the written report.
- d. For COSC 5396 only: Once approval is given by the committee, the student should coordinate with the departmental administrative assistant to schedule an oral defense (of approximately 30-45 minutes in duration including time for questions from the audience) to the committee. The oral defense should be held only after

all members of the committee have had adequate opportunity to review the thesis draft. The public component of the presentation is open to the entire departmental faculty, students, and invited guests. The deliberations during the executive session are limited to the committee.

Following the oral presentation, the committee may either approve the thesis (by signing it) or instruct the student on what further work that needs to be addressed toward the successful completion of the course. The advisor is responsible for verifying that the changes required by the committee have been made. Following the committee's approval, one copy will be forwarded to the department chair and dean for approval.

5. FAILURE OF EXAMINATIONS

A student who fails the oral defense may not take the examination a second time until at least three months after the first attempt. A student who fails an examination for the second time becomes ineligible for further graduate work. Upon request from the student's director of graduate studies, The Graduate School may grant a student a third and final opportunity to take the oral defense.

6. THESES SUBMISSION DEADLINES

All UT Tyler graduate students are required to submit an electronic copy of their thesis/dissertation to the Director of Graduate Student Services for format review. This is to be done after the thesis is signed by the committee, department chair, and dean. The electronic version must include a scanned copy of the signature page with all signatures present. This must be performed **at least two weeks before the last day of final exams**. Theses submission deadlines are available from the UT Tyler Web site.

7. GRADING POLICY

A student must show satisfactory progress in COSC 5393 to receive an "IP" grade. Otherwise, the student will receive no credit ("NC"). Once the thesis has been accepted, previous "IP" grades for thesis work will be changed to credit "CR". A maximum of six semester hours of thesis credit may be applied to the MSCS degree.