

Department of Computer Science and Engineering

Graduate Handbook for M.S. and Ph.D. students in Computer Science and Engineering

Physical Address

Discovery Park, University of North Texas Suite F201 3940 North Elm, Denton, Texas 76207
Mailing address 1155 Union Circle #311366; Denton, Texas 76203-5017

Phone: 940-369-8652

cse@unt.edu

Table of Contents

| | |
|---|-----------|
| Introduction | 3 |
| Admission Procedures..... | 3 |
| Graduate Program Timelines..... | 7 |
| Graduate Curriculum..... | 9 |
| Enrollment..... | 15 |
| Academic Advising..... | 16 |
| Professionalism..... | 16 |
| Assistantships/Student Employment..... | 18 |
| Publication and Research Requirements..... | 18 |
| Qualifying Exam..... | 18 |
| Pass through Master’s Procedure..... | 19 |
| Dissertation/Thesis Proposal..... | 20 |
| Policies and procedures for Students | 20 |
| Travel Grant Opportunities..... | 23 |
| Campus/Department Contacts..... | 24 |
| Forms/Links..... | 25 |

Introduction

The Department of Computer Science and Engineering provides high quality educational programs by maintaining a balance between theoretical and experimental aspects of computer science, as well as a balance between software and hardware issues by providing curricula that serves our communities locally and globally.

The Department of Computer Science and Engineering at the University of North Texas offers a Ph.D. degree in Computer Science and Engineering, a Master's degree in Computer Engineering, a Master's degree in Computer Science, and a Master's degree in Cybersecurity, a Master's degree in Artificial Intelligence, and a Master's degree in Data Engineering. We also have a Professional Master of Science in Computer Science offered partly at our Frisco Campus. All of our M.S. programs are STEM-designated.

Admission Procedures

Applicants apply for admission through the procedures outlined at Toulouse Graduate School (tgs.unt.edu)

Requirements for Admission -All students applying for graduate study, Master's or PhD, must take the GRE. GRE requirements are based on statistics for all GRE scores of students interested in graduate study in Computer Science and Engineering, as released by ETS (the Educational Testing Service). These requirements change as new figures are released by ETS. In addition, international applicants who do not have a previous degree from a U.S. institution must take the TOEFL or IELTS exam. It is the student's responsibility to have official scores sent from ETS to the University of North Texas and these scores must be received prior to the deadlines in order to be considered for admission that semester.

*To submit your supplemental documents, go to (<https://engineering.unt.edu/admissions/graduate>) click on the 'STEPS TO APPLY' dropdown, and, under item #5, click on the link to 'submit your supplemental documents to the department online' by logging in with your EUID and password.

| TYPICAL SCORES FOR SUCCESSFUL APPLICANTS | | | |
|--|--|--|--|
| | Master's Applicants: | PMCS – UNT Frisco Master's Applicants: | PhD Applicants: |
| GRE | Verbal - 148 - 36% Quantitative - 155 - 61% Analytical - 3.5 | Verbal - 148 - 36% Quantitative - 155 - 61% Analytical - 3.5 | Verbal - 151 - 49% Quantitative - 156 - 65% Analytical - 4.5 |
| TOEFL (International Students only) IELTS (International Students only) | 79 - ibt 6.0 or better | 79 - ibt 6.0 or better | 83 - ibt 6.5 or better |
| GPA | 3.0 in prior work | 3.0 in prior work | 3.5 in prior work |
| Letters of Recommendation | Optional but encouraged | *2 Required | *3 Required |
| Statement of Purpose | Optional but encouraged | *Required | *Required |
| Resume | *Required | *Required | *Required |
| Professional and/or industrial experience | Only for Cybersecurity | Required - 5 years | None Required |

A prior Computer Science & Engineering degree is not required for admission to the Master program, but the admissions committee will look for evidence that the applicant has a good chance of thriving in a scientific graduate program. Below is an example of the expected background for each of our programs:

- Computer Engineering MS Applicants, the completion of the equivalents of the following UNT undergraduate courses, CSCE 2100-2110 Computing Foundations I-II; CSCE 3612 Embedded Systems Design; CSCE 3730 Reconfigurable Logic; and EENG 3510 Electronics I will be expected).
- Computer Science MS applicants, the completion of the equivalents of UNT undergraduate courses CSCE 2100-2110 Computing Foundations I-II; CSCE 2610 Computer Organization; CSCE 3110 Data Structures and Algorithms and EENG 2710 Digital Logic Design Techniques will be required.
- Cybersecurity MS applicants, the completion of the equivalents of UNT undergraduate courses CSCE 1030/1035, CSCE 1040/1045, CSCE 2110, and CSCE 3600 may be required. The needed leveling courses will be determined by the committee and will be assigned on a case-by-case basis.
- Professional Master of Science/Frisco Applicants: the completion of the equivalents of the following UNT undergraduate courses, CSCE 1030 Computer Science I; CSCE 1040 Computer Science II; CSCE 2100- 2110 Computing Foundations I-II; CSCE 2610 Computer Organization; and CSCE 3110 Data Structures and Algorithms will be required
- PhD Applicants: A prior Computer Science & Engineering degree, or substantial Computer Science & Engineering experience is required.

Change of Major- The Toulouse Graduate School will process a student's Change of Major request to the new department without admission test scores [GRE, GMAT...etc.] on file however it is solely up to the new department to admit with or without scores to their program. Students must be in good academic standing to submit a change of major request. Students on academic probation/suspension may not request a change of major. To clarify, a change of major is an application, so it is not guaranteed. You can change your major to a major within our department (CS/CE/AI/DE/CYBR) AFTER you have completed your first semester with finalized published grades and have completed 9 credit hours towards your current major. Any change of major applications submitted beforehand will be denied. You can submit a change of major application with the link below.

[Change of Major | Toulouse Graduate School[®] \(unt.edu\)](#)

Note- A change in program from our Computer Science Master's program to our Computer Science with concentrations in Professional Master of Science in Cybersecurity or Data Science, MS will not be approved by the CSE Graduate Committee. If you wish to make a change in program to any other program, it is permissible after you have completed one long semester in your initial program.

Change of Major Form: <https://tgs.unt.edu/webform/change-major>

Department Supplemental Documents:

- Letter of Recommendation
- Statement of Purpose
- Resume/ CV

These documents will be submitted through the college of Engineering's website: [Graduate Admissions | College of Engineering \(unt.edu\)](#)

Transfer Credits- First, you must be a currently enrolled student to start the credit transfer request procedure. We do not review credit transfer requests from students outside our university. Next, you must submit your degree plan. Afterwards, you will need to complete the form below and send it back to us. If you are requesting more than one credit transfer request, submit a separate form for each class. To see which UNT classes are equivalent, refer to the course catalog for the current year. There, you will need to compare the class you took at your previous university to an equivalent CSCE 5000+ level class based on course description. Afterwards, attach the syllabi of the classes you took and submit the form back to us for review. You are allowed 2 credit transfers (6 credit hours) if approved. Send your completed forms to csegrad@unt.edu and allow 12-16 weeks for processing.

If you are a PhD student, please contact the department at csegrad@unt.edu before you start your credit transfer request. [Microsoft Word - Course Equivalency Request Form.docx \(unt.edu\)](#)

Minor Approval-Departmental policy states that minors must be pre-approved and must be closely related to the student's Computer Sciences work and objectives. The degree of relation to Computer Sciences will be considered. Keep in mind that hours in a minor take away hours of Computer Science work, and if the minor is only marginally related to Computer Science (or involves little computational content) then more than 6 hours in the minor will not be approved.

Minors must be approved by both the graduate coordinator in the Computer Sciences department, and by an official (graduate coordinator or department chair) in the appropriate minor department here at UNT. The University requires that all courses in a minor must be from a single area, which means that all course designations must have the same prefix. If at all possible, minors should be approved before the courses for the minor are taken. If this is not possible, for example if the minor involves courses taken previously at another university, then the minor should be approved at the earliest possible time.

Deficiency Wavier/ Course Transfer Document: [KM C654e-20160420120338 \(unt.edu\)](#)

Residency Requirements- Every candidate for the doctoral degree must complete the appropriate residence requirement at UNT as prescribed by the individual departments and schools. The minimum residence requirement consists of two consecutive long terms/semesters at UNT of nine (9) hours each or six (6) hours for the three (3) consecutive terms. If you do not intend on being a full-time graduate student (enrolled in 9 credit hours), you must submit a Less Than Full Time Enrollment Request form. The link below leads to the iNorthTX portal, which is where the appropriate form is located: [Welcome to the iNorthTX Services Login Page \(unt.edu\)](#)

Admission Process- Once all application materials are received the application moves into departmental review where a decision will be made. All updates to admission status will be uploaded to the My UNT student portal and can not be given out directly by the department's office. For Admission FAQs please view the "Applicant Questions" section of the graduate Advising page. [Graduate Advising | Computer Science and Engineering \(unt.edu\)](#)

Graduate Program Timelines

Typical Sequence for M.S. Students (Thesis Option)

| | |
|--|---|
| First Year | First semester: Work with graduate advisor to select courses based on concentration for first semester Second semester: <ol style="list-style-type: none">1. File Degree Plan-Choose major professor and select master's thesis committee |
| Second Year Second Year (Continued) | Third semester of degree: <ol style="list-style-type: none">1. Submit conference paper2. Submit journal paper3. Begin writing thesis Fourth semester: <ol style="list-style-type: none">1. File for graduation2. Complete the thesis and submit to thesis committee for review 2 weeks before defense date3. Present department seminar4. Publish abstract and defense announcement 1 week ahead of defense date |

Typical Sequence for M.S. Students (Non-Thesis Option)

| | |
|--------------------|---|
| <p>First Year</p> | <p>First semester: Work with graduate advisor to select courses based on concentration for first semester</p> <p>Second semester:</p> <ol style="list-style-type: none"> 1. Choose professor(s) to do directed study course-work with. 2. Work with graduate advisor to complete degree plan 3. File Degree Plan |
| <p>Second Year</p> | <p>Third semester of degree:</p> <ol style="list-style-type: none"> 1. Continue course-work <p>Fourth semester:</p> <ol style="list-style-type: none"> 1. File for graduation 2. Complete coursework |

PhD Milestone Chart - Time to Completion

| | Committee Appointment | Degree Plan | Qualifying Oral Exam | Topic Proposal | |
|-------------|-----------------------|-------------|----------------------|----------------|------------|
| Completion | 18 schs | 18 schs | 18 schs | 36 schs | w/Master's |
| Expectation | 36 schs | 18 schs | 39 schs | 60 schs | w/o MS |

Ph.D. Milestones

Ph. D. students entering with an M. S. degree in computer engineering or computer science are expected to have completed their Qualifying Exam by the end of their first year and 30 semester hours by the end of their second year. They should then complete the remaining 12 semester hours and graduate by the end of their fourth year. Individual students may be able to complete requirements more quickly.

Ph. D. students entering without an M. S. degree in computer engineering or computer science are expected to have completed their Qualifying Exam by the end of their second year and 60 semester hours by the end of their third year. They should then complete the remaining 12 semester hours and graduate by the end of their fifth year. Individual students may be able to complete requirements more quickly.

(More information: [The University of North Texas \(unt.edu\)](http://www.unt.edu))

Graduate Curriculum

Computer Science

Students are able to explore the computer science interest areas of Algorithms and Theory, Computational Systems, Computer Networking and Security, Computer Systems, Database Management and Data Mining, Game Programming, Intelligent Systems, and Software Engineering.

Curriculum and requirements: [Microsoft Word - 07-31-2020 CSCI Handout Holistic.doc \(unt.edu\)](#)

Computer Science Minor- Course Work 9 Hours

A graduate minor in computer science requires 9 semester credit hours of graduate credit to be completed in addition to the courses already required for the student's major program requirements.

Students must choose three courses from the following:

- CSCE 5150 - Analysis of Computer Algorithms
- CSCE 5170 - Graph Theory
- CSCE 5210 - Fundamentals of Artificial Intelligence
- CSCE 5350 - Fundamentals of Database Systems
- CSCE 5400 - Formal Languages, Automata and Computability
- CSCE 5430 - Software Engineering
- CSCE 5450 - Programming Languages
- CSCE 5550 - Introduction to Computer Security
- CSCE 5580 - Computer Networks
- CSCE 5610 - Computer System Architecture
- CSCE 5640 - Operating System Design
- CSCE 5650 - Compiler Design

Data Engineering

Students learn skills to develop software and manage hardware to efficiently collect, store, and process data in large-scale SQL and NoSQL database environments. Students take a combination of core courses, an analytics course, and concentration courses that include topics like big data and data science, data visualization, database systems, machine learning, and data mining.

Curriculum and requirements: [Microsoft Word - 02-02-2021 DE Handout Holistic.doc \(unt.edu\)](#)

Cybersecurity

Our curriculum includes hands-on, project-oriented courses, including Computer Forensics, Secure Electronic Commerce, and Applications of Cryptography.

Curriculum and requirements: [Proposal for a Computer Science Graduate Track in Computer Systems \(unt.edu\)](#)

Artificial Intelligence

Overview-This interdisciplinary degree allows students to leverage their existing skillset by combining it with AI knowledge. Our students take bridging and core courses in computer science to enhance and gain coding and computer science skills in AI.

Curriculum and requirements: [Microsoft Word - 02-02-2021 AI Handout Holistic.doc \(unt.edu\)](#)

Computer Engineering

Students are able to explore the computer science engineering areas of interest in Communications and Networks, Computer Systems, Embedded and Real-Time systems, and VLSI.

Curriculum and requirements: [Microsoft Word - 07-31-2020 CMPE Handout Holistic.doc \(unt.edu\)](#)

VLSI: [Microsoft Word - CMPE-MS VLSI . Interest In.docx \(unt.edu\)](#)

Computer Science with Concentrations in Professional Master of Science in Cybersecurity or Data Science, MS

The Professional M.S. in Computer Science is designed for experienced working professionals with at least 2 years of experience in industry and who want to build upon their expertise. Some classes are offered in 8-week sessions, during evenings, or online to allow for more flexibility. Students also can earn professional certifications along the way to earning their master's degree to distinguish themselves as an expert in data science or cybersecurity.

Curriculum and requirements: [Professional Master of Science in Computer Science \(formerly Executive MS\) | Computer Science and Engineering \(unt.edu\)](#)

Ph.D.

Ph. D. students entering with an M. S. degree in computer engineering or computer science are expected to have completed their Qualifying Exam by the end of their first year and 30 semester hours by the end of their second year. They should then complete the remaining 12 semester hours and graduate by the end of their fourth year. Individual students may be able to complete requirements more quickly.

Ph. D. students entering without an M. S. degree in computer engineering or computer science are expected to have completed their Qualifying Exam by the end of their second year and 60 semester hours by the end of their third year. They should then complete the remaining 12 semester hours and graduate by the end of their fifth year. Individual students may be able to complete requirements more quickly.

Candidacy for Ph.D. Program- The student who has completed all courses required for the degree (exclusive of dissertation) and has satisfied all admission, residency, language and other tool-subject requirements should request that the major professor arrange for the qualifying examination to be held. Consult the graduate advisor in the major area for information about the qualifying examination requirement.

Ordinarily no dissertation enrollment is permitted until this examination has been passed. Students are admitted to candidacy for the doctoral degree by the graduate school upon successful completion of the qualifying examination and other requirements. The department should notify the Office of the Dean of the Toulouse Graduate School when a student passes the qualifying examination and is admitted to candidacy.

Breakdown of Degree Plan-

1. A minimum of 30 semester credit hours of organized graduate coursework in CSE (for students who don't have an M.S. in CSE), including 6 hours of 6000 level organized courses in the UNT Computer Science and Engineering Department is required.
2. The residence requirement, consisting of two consecutive terms/semesters of enrollment in at least 9 semester hours, or 3 consecutive terms/semesters of enrollment in at least 6 semester credit hours.
3. PhD Qualifying Requirements:
 - a. A student shall complete with a grade of B or higher, a theoretical course such as Analysis of Algorithms, that is recommended/approved by the student's PhD committee.
 - b. Formation of a PhD committee: PhD student entering w/MS: after completion of 18 sch
PhD student entering w/BS: after completion of 36 sch
 - The CSE PhD committee will consist of the student's advisor (major professor in CSE) and at least three (3) additional members. You may have outside members on your committee, but the committee must have more members who are professors in CSE than outside members.
 - **In case the PhD advisor retires, the student must identify another professor who can serve as the main advisor before the current advisor retires. Both the student and the retired advisor must inform the department whether they intend on continuing as a co-advisor or committee member.**
 - c. Student must have a copy of their Degree Plan, complete and approved by the Graduate School within the first academic year.
 - d. An oral exam to be conducted by the student's PhD committee to assure the research readiness of the candidate. The format of this Oral exam is to be determined by the student's PhD committee.
4. Dissertation Proposal Defense: An oral presentation of a detailed research plan. The research plan (prospectus) is distributed to the committee well in advance and an examination announcement will be distributed for interested graduate faculty and students.
5. Dissertation Defense: Upon completion, the dissertation is to be distributed to the committee members at least 4 weeks prior to the final examination date. The candidate will

prepare a formal presentation of their dissertation research and results to be defended during an oral exam.

• **It is mandatory to have an oral defense form prior to your defense.** These are generated by the Toulouse Graduate School. In order to get your defense form, your Dissertation Chair must go online and fill out a thesis/dissertation notification: <https://tsgs.unt.edu/oral-defense-notification-form> The CSE Department does not have these forms in-house. It is imperative that the notification is submitted two weeks before the defense.

Enrollment

Enrollment Hours:

- Minimum 3
- Recommended 6
- Full Course Load 9
- Maximum 12

Dropping Courses- If you are dropping *before* the census date:

Students who wish to drop a course before the 12th class day of fall or spring terms/semesters or before the equivalent dates for 8 week and summer sessions may do so from their student portal at my.unt.edu. Please note that students wishing to drop the last class on their schedule for the session or term must complete a withdrawal with the Dean of Students.

If you are dropping *after* the census date: After the 12th class day for fall or spring terms/semesters, or the equivalent date for 8 week and summer sessions, students may do so from their student portal in my.unt.edu. Students who drop a course between the 12th day of class and the designated day of a given semester's 10th week for fall or spring terms/semesters or the equivalent dates for 8 week and summer sessions, will receive a grade of W.

The academic calendars for upcoming semesters, including registration, withdrawal, and drop dates can be found on the [Office of the Registrar website](#).

Students applying for financial aid are required to notify Student Financial Aid and Scholarships before dropping any class to learn how it will affect current or future financial aid eligibility.

Unorganized Courses: For any unorganized course a student must obtain explicit permission to enroll from the professor teaching the course. The student will then be provided with a “permission code” which will allow them to enroll online.

Topics Courses: For topics courses that allow repetition for credit, a student wishing to take the same topics course for additional credit must confirm from the instructor that any repetition of the course is new material rather than repetition of the previous course of the same title

Pre-Requisites: Pre-requisites may be necessary for certain courses in CSCE. Any pre-requisites will be listed in the course description on the UNT catalog.

- Please see the section on Transfer Credits for information regarding pre-requisites taken on a outside campus.

The Waiting Lists- If a class is full and a waitlist is available, the class status displays as a yellow triangle and the class details display the waitlist capacity. If a class is full and there is no waitlist, the class status displays as a blue box and the class details display the waitlist capacity as zero.

If a class is full and a waitlist is available, the class status displays as a yellow triangle. Select the class, check the box to "Waitlist if class is full", then continue enrolling.

Please note: Regardless of how many units you are waitlisted for, you will not be enrolled in classes beyond the maximum number of credit hours permitted for the term.

If you are enrolled in a course from the waitlist, you will be notified via your UNT Eagle Connect email account. To view courses that are waitlisted, you will choose the Show Waitlisted Classes box on your class schedule. This will also show your position on the waitlist.

Holds-You can view any holds on your account via the my.unt.edu portal. The Student Center page lists active holds. Some holds will block your ability to register for classes. Other holds, such as the Student Financial Obligation Hold, you can clear yourself. Additionally, holds such as, Advising Required,

require you to take action as detailed in the hold itself. It is important to visit this section before attempting registration.

Academic Advising

All current advisor information can be found on the Department's Graduate advising page:

[Graduate Advising | Computer Science and Engineering \(unt.edu\)](#)

Satisfactory Progress/Requirements for successful continuation

All graduate students are expected to make satisfactory progress toward a degree. An overall **B** average must be maintained, and **two** courses per year (not previously attempted) must be completed or evidence submitted showing activity in thesis or dissertation work.

For the M.S. Degree, all requirements must be completed within **six** years from the date of admission. Students accepted in the Ph.D. program must be admitted to candidacy within **three** or **five** years from their date of admission to the Ph.D. program depending on whether or not the student already has a Master's degree. After admission to candidacy, all requirements, including the dissertation and the final oral exam, must be completed within five additional years.

Any provisionally admitted student who fails to fulfill the requirements specified at admission or any student who for two successive semesters fails to maintain at least a B average will be dropped from the program, unless after a review of the student's overall record, it is the opinion of the Graduate Committee that the student has demonstrated sufficient potential to pursue the graduate program successfully. In this case, probationary status will be granted

Professionalism

Throughout your academic and professional career, you will need to communicate effectively to accomplish your goals and share information. Below are some tips to communicate professionally.

Etiquette for Communication

Whether you are communicating via email, phone, or in-person, it is important to remember to maintain professionalism.

Expectations

When you communicate with faculty or staff, you should expect that you will receive accurate information from those with whom you communicate.

UNT, College of Engineering, and departmental policies are in place for a reason and apply to all students equally. If you receive an answer from a UNT faculty or staff member, it is inefficient and inappropriate to continue to seek a different answer from others on campus.

Almost all policies will be included on the websites for the College of Engineering, department, or graduate catalog. If you request the link to the policy information, the person you are communicating with will gladly provide you with the information you seek.

Email

When you communicate through email, it is important to remember a few things.

- Include your first name, last name, and ID number in each message. We cannot follow up with you if we do not know who you are.
- Ask your question or share the purpose of your email within the first sentence. It helps the reader know the context for your email.
- Allow at least 24 to 48 hours for a response. When students send multiple emails for the same issue, it ends up taking longer for staff or faculty to respond.
- Write in a clear, concise, and respectful manner. You are preparing for your future career, so start practicing your email writing skills now.

Phone

When you communicate by phone, follow the guidelines below.

- Leave a voicemail with detailed information. Include your name, student ID number, return phone number, program, and question on the voicemail. We cannot follow up with you if we do not know who you are.
- Do not call repeatedly. When you leave a detailed voicemail, the person you contacted will know who you are and what you need and will follow up when they are available.
- Consider sending an email. Often, it is easier for faculty or staff to follow up with you by email because we can send an email at any time. Also, it is sometimes easier to provide the specific information or links you need if you email us.

In-person

- Set appointments in advance when possible. When you stop by offices unexpectedly, there is not a guarantee that the person you need to see will be available.

- Have a goal in mind. If you are trying to solve a problem, be specific with your problem and tell us what you need.
- Communicate in appropriate locations. Avoid having conversations inside or outside of the bathroom, when someone is already in a conversation, or when someone is having lunch.

Assistantships and Student Employment

Assistantships financially support graduate students through a variety of ways. Primarily, graduate students can be supported with a Teaching Assistantship, an Instructional Assistantship (Grader), or a Research Assistantship. The application for assistantships is very competitive, and while we support a substantial number of students, the number of applications we get for assistantships often exceeds the number we can award. The link below contains more information about assistantships:

[Assistantship Application | Computer Science and Engineering \(unt.edu\)](#)

Publication and Research Requirements

Ph.D. Students are required to have three publications upon graduation. There are no publication requirements for MS students. (thesis or non-thesis).

Qualifying Exam

The Course load Exception (CLE) form is designed to serve as a placeholder for Qualifying Examination Results (QER) forms, granting students a semester-long course load exception while preparing for either comprehensive or qualifying exams. CLEs do not need to be submitted after a student has completed and satisfied departmental exam requirements and have a QER on file, marking the milestone of All But Dissertation (ABD) status. CLE's are not applicable for International students CLEs are forms used to request a semester-long course load reduction while preparing for comprehensive exams (Master's students) or qualifying exams (Doctoral students).

- Course Load Exception Requests are only applicable for the semester in which they are approved.
- Students who have a graduate school-approved Qualifying Examination Results (QER) form do not need to complete this form. This is applicable to all students, including International Students.
- For Toulouse Graduate School (TGS) Scholarship recipients: If students do not have approved CLEs on file and enroll in under the 9 required hours, funds will not disburse until this request has been submitted and approved by the graduate school. Enrollment hours are extremely important to take note of, as credit hour approvals are sent off to financial aid and will be corroborated with any scholarship the student has.
- Summer enrollment is not required, therefore, CLE's are not required.

Qualifying Examination Results (QER) form

Students who have a graduate school-approved Qualifying Examination Results (QER) are approved to enroll in as little as 3 Graduate Credit Hours (GCH). This is applicable to all students, including International Students. If you have an approved QER form on file with the Toulouse Graduate School, you do not need to submit a CLE form. However, International students (with certain visas) are required to submit the Equivalency Form for immigration purposes.

More information here: [Reduced Course Load Request | Toulouse Graduate School \(unt.edu\)](#)

Pass Through Master's Procedure

Students who have completed the comprehensive exams may apply for this option after the completion of 40 hours in the doctoral program. 30 hours of PhD courses will be applied toward the pass-through master's degree. Please refer to the Associate Chair for graduate Studies for more information.

Dissertation/Thesis Proposal

The Toulouse Graduate School (TGS) has implemented an online thesis/dissertation submission tool called Vireo. All materials that used to be hard copy will now be handled electronically in Vireo – this includes filing forms, major professor’s document approval, ProQuest forms, copyright permissions, journal samples, restriction approval, etc.

Thesis and Dissertation Manual: [Thesis Manual | Toulouse Graduate School \(unt.edu\)](#)

Specific requirements will be selected by the student’s appointed committee.

Abbreviated List of Mandatory Formatting: [Abbreviated List of Mandatory Formatting | Toulouse Graduate School \(unt.edu\)](#)

Policies and Procedures for Student

Academic Integrity Policy

Academic integrity is vital to ensure that degrees awarded by UNT are legitimately earned. There are several categories for academic dishonesty, and it is important that you are familiar with all of them as well as the consequences of academic dishonesty. [UNT Academic Integrity Policy](#)

Academic Expectations

The term Academic Status is used as an indication of a student’s academic standing with the university. Graduate students must maintain a minimum cumulative grade point average (CGPA) of 2.6 in their first semester of enrollment and a CGPA of 3.0 in all subsequent terms to remain in good academic standing.

The graduate student must maintain a B average on all courses that receive graduate credit, whether or not the courses are to be applied toward a graduate degree. Grades received in all courses numbered 5000 or higher are included in the computation of the graduate student’s grade point average.

The student whose graduate GPA earned at another institution is below B will be required to make up the deficiency either at the other institution or at UNT. This regulation applies not only to graduate work

attempted elsewhere before the student was first admitted to the Toulouse Graduate School at UNT, but also to graduate work attempted elsewhere after the student's admission at UNT.

Students must make satisfactory progress toward completion of degree requirements to remain in good standing within a specific degree program. Students whose progress is unsatisfactory may be removed from the program by the dean of the Toulouse Graduate School on recommendation of the major department or division. Courses in which the grade is D cannot be used toward completion of graduate degree requirements.

A grade of C or better must be earned in each undergraduate or graduate course assigned as a deficiency by the student's major department. Departments that wish to do so may establish more stringent requirements.

Academic Probation

A graduate student is placed on academic probation at the end of their first semester of enrollment if the CGPA drops below 2.6. A graduate student is placed on academic probation at the end of any subsequent term in which the CGPA falls below a 3.0.

A student who fails to achieve the required cumulative average of 3.0 GPA (B average) on all courses carrying graduate credit in a term/semester will be placed on academic probation for the subsequent term/semester. If the student achieves a 3.0 semester GPA in the subsequent term/semester, but the cumulative GPA is still below 3.0, the student will remain on academic probation. The student will be removed from probation when the 3.0 cumulative GPA is achieved. A student who is on probation cannot apply for graduation and cannot graduate

Academic Suspension

A student who is placed on academic probation who does not receive either a semester or a cumulative 3.0 GPA during the term/semester of probation will be subject to academic suspension for a period of up to one calendar year before becoming eligible to re-enroll for further graduate courses. Graduate work completed elsewhere during a period of graduate suspension at UNT may not be counted for graduate credit at UNT. After the one-year period of suspension, students must reapply for admission to graduate school (see "Readmission of Graduate Students" in the Admission section of this catalog); students may then enroll in graduate courses under probation with the same probation conditions as previously described. Students who are then suspended a second time without having returned to good academic standing by achieving a cumulative GPA of 3.0 or better will be dismissed from the university.

The student whose UNT GPA in graduate work falls below 3.0 must make up the deficit, either by repeating courses in which the grades are low, or by completing other UNT courses with grades high enough to bring the UNT GPA up to 3.0. Low grades made in graduate courses at UNT may not be duplicated at other institutions.

Grade Changes & Removal of I (Incomplete)

No grade except I may be removed from a student's record once properly recorded. Changes are not permitted after grades have been filed except to correct clerical errors.

Requests for error correction must be initiated immediately after the close of the term/semester for which the grade was recorded. View the Grade Appeal Process below to learn how to appeal a grade.

A faculty member who believes an error has been made in calculating or recording a grade may submit a request for a grade change to the department chair and the graduate dean. The Registrar accepts requests for grade changes only from the academic deans.

A student may remove a grade of I within one year by completing the stipulated work. After the student completes the stipulated work, the instructor then records the final grade on the UNT Grade Change Form and obtains the department chair's signature. For graduate students, the office of Dean of the Toulouse Graduate School completes processing with the Registrar's Office, where the grade point average is adjusted accordingly. If the student does not complete the stipulated work within the time specified (not to exceed one year after taking the course), the grade will default to F unless the instructor has designated a different automatic grade. The GPA is adjusted accordingly.

Withdrawal/ Termination

Withdrawing from the Semester-Students wanting to withdraw from the semester (drop ALL courses for the semester) must do so at the Dean of Student's Office. Dean of Student's Office Withdrawal Information. Students wanting to withdraw from the semester (drop ALL courses for the semester) **PRIOR** to the first day of the term, would do so with the Registrar's Office. Students receiving financial aid must also contact Student Financial Aid and Scholarships before dropping a class or withdrawing. Students receiving student loans may be required to complete loan exit counseling with a financial aid counselor before they are permitted to withdraw. Loan exit packets may also be mailed to students.

Withdrawing from UNT- If you officially withdraw, cease attendance, or are administratively withdrawn, federal regulations require UNT to calculate the amount of Federal Title IV funds (aid) **earned** during the term from which you withdrew. The amount of **earned** aid is based on the number of days you attended. Any **unearned** Federal Title IV funds (aid) will be returned to the programs from which the money was paid to you (or your parent).

It is possible you will owe a repayment of **unearned** financial aid funds to the university if you cease attendance prior to the 60 percent completion point of any payment period for which you received

financial aid funds. The completion point is based on the total number of class days in a payment period. If it is determined that you owe a repayment of funds, you will receive notification from SFAS.

Withdrawing from classes will affect your future eligibility for financial aid and possibly affect future scholarship disbursements. You must meet Satisfactory Academic Progress requirements to maintain eligibility for financial aid.

Unofficial Withdrawal from UNT-Unofficial withdrawals encompass all other withdrawals where official notification is not provided to UNT. If a student does not officially withdraw and subsequently fails to earn a passing grade in at least one course offered over an entire period, the institution must assume, for Title IV, HEA purposes, the student has unofficially withdrawn, unless the institution can document that the student completed the enrollment period.

Travel Grant Opportunities

The College of Engineering provides funding to support student travel to attend and present at national or international conferences. These travel funds are supported through the College of Engineering Graduate Student Fees.

The Toulouse Graduate School offers a limited number of *competitive* awards to selected graduate students who are in good academic standing. The Travel Grants will support the cost of conference registration to professional meetings that are relevant to their degree.

Link: [Travel Grants | Toulouse Graduate School \(unt.edu\)](#)

The Department of Computer Science and Engineering will fund up to \$500 to an applicant presenting at a conference.

Travel Grant Request: [Grad.Travel.Grant .Request.pdf \(unt.edu\)](#)

Campus/Department Contacts

| | | |
|---------------------------------------|--------------|--|
| Computer Science and Engineering Main | 940-565-2767 | cse@unt.edu |
| CSE Grad School Info | 940-565-2767 | csegrad@unt.edu |
| College of Engineering IT Support | 940-369-7250 | ceng.support@unt.edu |
| UNT Help Desk | 940-565-2324 | helpdesk@unt.edu |
| UNT Police | 940-565-3000 | unt.police@unt.edu |
| Toulouse Graduate School | 940-565-2383 | tgswebmaster@unt.edu |
| UNT International Office | 940-565-2197 | internationaladvising@unt.edu |
| CSE Grade Appeal | 940-565-2803 | CSEgradeappeal@unt.edu |
| UNT Dean of Students | 940-565-2648 | deanofstudents@unt.edu |

Forms/Links

All curriculum and requirement breakdowns: [Future Graduate Students | Computer Science and Engineering \(unt.edu\)](#)

General Graduate Forms: [Graduate Forms | Computer Science and Engineering \(unt.edu\)](#)

Requirement Information: [Microsoft Word - Requirements for Admission.docx \(unt.edu\)](#)

College of Engineering Travel Grant: [Grad Travel Grant Request 2020.pdf \(unt.edu\)](#)

Department Travel Grant request: [Grad.Travel.Grant_.Request.pdf \(unt.edu\)](#)

Department Financial Assistance Page: [Graduate Financial Assistance | Computer Science and Engineering \(unt.edu\)](#)

Assistantship Application: [Assistantship Application | Computer Science and Engineering \(unt.edu\)](#)

Deficiency Wavier/ Course Transfer Document: [KM_C654e-20160420120338 \(unt.edu\)](#)

Course Equivalency Form: [Microsoft Word - Course Equivalency Request Form.docx \(unt.edu\)](#)

Change of Major Form: [Change of Major | Toulouse Graduate School \(unt.edu\)](#)

Reduced Course Load request: [Reduced Course Load Request | Toulouse Graduate School \(unt.edu\)](#)

Thesis and Dissertation Manual: [Thesis Manual | Toulouse Graduate School \(unt.edu\)](#)