Welcome!

On behalf of the faculty, staff, and students of the School of Informatics, Computing, and Engineering, we are delighted to welcome you to our M.S. program in Computer Science.

We are so happy that you have chosen Indiana University as your graduate institution and Bloomington as your home for the next few years. You’ve already impressed us with your achievements in your undergraduate work and elsewhere. You’re here because we believe that you have the potential to become an independent researcher and leader in the field, and that we have the faculty, staff, resources, and environment to help you undergo that transformation.

Our M.S. program in Computer Science is carefully designed to be flexible enough to accommodate your specific interests and goals, while being rigid enough to ensure that every student who graduates from our program has demonstrated a thorough and rigorous mastery of the field. Ensuring this balance means that IU, as with any university of its size and prestige, has rules and policies as you pursue your degree.

This handbook is your guide to navigating those rules, and we strongly urge you to read it carefully. You’ll find that some of our policies are quite flexible, such as the choice of your minor area and elective courses, while some are more rigid, such as rules for pursuing internships. And some of our policies are absolute and unwavering: our commitment to fairness, academic integrity, scientific rigor, and respect for all people. Understanding them now can save you much time and trouble later on.

The path towards a M.S. will not always be easy, and you may feel lost from time to time. When this happens, please be proactive and reach out so that we can help! The staff in the Computer Science Graduate Studies Office is your first point of contact. They can also help direct you to the countless other resources and offices across campus. And please feel free to contact either of us directly when you have concerns, questions, suggestions, or just want to chat. We want you to succeed -- we succeed when you succeed!

Welcome once again. We can’t wait to see what you’ll accomplish here!

Dr. David Crandall
Associate Professor
Director of Graduate Studies

Patty Reyes-Cooksey
Director of Graduate Administration
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1. About this Handbook

Computer Science offers the Ph.D. (Doctor of Philosophy) in Computer Science, the M.S. (Master of Science) in Bioinformatics, Computer Science, Security Computing, and the Graduate Certificate in Secure Computing. The purpose of this handbook is to provide students pursuing the M.S. in Computer Science (CS) with an overview of the rules governing the program. The policies and procedures contained within this handbook are subject to change or revision at any time. In any case where current university policy differs from the following statements, university policy takes precedence. Please contact the Computer Science Graduate Studies Office (CSGSO) for all student service needs.

Computer Science Graduate Studies Office
soiecsiu@indiana.edu

Director of Graduate Administration (DGA)
Patricia (Patty) Reyes-Cooksey

Associate Director of Graduate Student Services
Regina Helton

Graduate Records & Admission Coordinator
Rachael Keith

Graduate Admissions Services Coordinator
Shawn Linn Davenport

Graduate Admissions & Student Services Assistant
Sherrie Lynn Denney

Director of Graduate Studies (DGS)
Dr. David Crandall
2. M.S. in Computer Science Program Requirements

The M.S. in Computer Science program examines the many aspects of computing and their practical applications. The program includes a total of 30 credits in four categories: Foundations, Systems, Computer Science, and a Creativity Requirement.

2.1. Course Requirements

The Master of Science in Computer Science program includes a total of 30 credits in the following four categories:

1. Foundations (3 credits)
   Choose exactly one of the following courses:
   - CSCI B503: Algorithm Design and Analysis, or
   - CSCI B501: Theory of Computing
   - CSCI B505: Applied Algorithms

2. Systems (3 credits)
   - CSCI P536: Advanced Operating Systems
   - CSCI P538 Computer Networks

3. Computer Science Courses (15 credits)
   - Any CSCI 500+ level courses (not INFO, ILS, ENGR, etc.)
   - This may include a maximum of 3 credits of independent study (Y790, Y791, Y792, Y793).
   - This may not include CSCI-Y798 Professional Practicum/Internship.

4. Creativity Requirement (9 cr.)
   - Any SICE or STATS 500+ level courses (Includes CSCI, INFO, ILS and ENGR).
   - This may include a maximum of 3 credits of Y798 Professional Practicum/Internship (see below).
   - This may include a maximum of 6 credits of independent study (Y790, Y791, Y792, Y793).

2.2. Course credits for internships

One credit is awarded for each approved internship (internship minimum is 160 hours of work). The internship must be academically related to the program of study. Internships in the Fall, Spring, and final term are limited to remote offers or local offers only because students must be physically present in Bloomington.

2.3. Master’s thesis option

The M.S. program thesis option gives students the opportunity to conduct a research project and report it in a formal Master’s Thesis. This option may be a good choice for students interested in eventually pursuing a Ph.D. or a research-oriented career trajectory. Students interested in this option should begin by identifying a C.S. faculty member who is willing to supervise their thesis, typically near the end of the first year in the program. Once a faculty member has agreed to supervise, students should contact the Computer Science Graduate Studies Office to seek approval of the Director of Graduate Studies, and then take 6 credits of Y792, typically three credits in Fall and three credits in Spring of the second year in the M.S. program. Course permission is provided by the CSGSO after CS MS Director approval is granted. The student should identify another faculty member to serve as the second member of their Masters thesis committee. The completed Master’s Thesis must be approved by the committee and submitted to the Computer Science Graduate Studies Office before the 15th day of the month in which the student plans to graduate. Exact requirements for the thesis, including the requirement for an oral defense, will vary depending on the supervisor and the committee.

Revised – 8/1/2018
## Requirements summary

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<th>Core Requirements</th>
<th>Course</th>
<th>Term</th>
<th>Credits</th>
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<td>1. <strong>Foundations</strong> - B501, B503, B505</td>
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<td>2. <strong>Computer Systems</strong> – P536, P538</td>
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<td>3. Any CSCI-500+ course</td>
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<td>6. Any CSCI-500+ course</td>
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<td>7. Any CSCI-500+ course or Y790, Y791, Y792, Y793</td>
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<td>8. Any SICE 500+ course (i.e. CSCI, INFO, ILS, ENGR, STAT) or Y798</td>
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<td>9. Any SICE 500+ course (i.e. CSCI, INFO, ILS, ENGR, STAT) or Y790, Y791, Y792, Y793</td>
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<td>30 Credits</td>
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### 2.5. Recommended Prerequisites

The courses listed below are recommended for students that have not completed an undergraduate degree in Computer Science. Students must at least take or know the material covered in C241, A592 (C212), and A594 (C343). It is desirable to have taken or be familiar with the material in the basic five core undergraduate courses: C241 (Discrete Structures for CSCI), A591 (C211: Intro to Computer Science), A592 (C212: Intro to Software Systems), A593 (C335: Computer Structures), and A594 (C343: Data Structures); the sixth core course, A596 (C311: Programming Languages), is also highly recommended unless the student plans to take the graduate course, B521 (Programming Language Principles), instead.
3. Accelerated M.S. Program Requirements

The **Accelerated Master's Program** combines the Computer Science B.S. and M.S. degrees to enable highly focused and motivated students to organize their studies so as to earn the two degrees in a total of five years. This program is available for qualified Indiana University Computer Science students. The program’s overall course requirements save as many as nine credit hours compared to the sum total of the B.S. and M.S. taken individually. Students in the Accelerated Master’s Program must complete at least 15 hours of coursework while registered in graduate status. Normally, this would encompass no fewer than two semesters.

Students need to begin graduate-level courses in the senior year, while in undergraduate status, in order to complete the program in five years. Students should consult with the CSGSO regarding appropriate graduate-level courses. Permission to enroll in graduate-level courses must be obtained from the course instructor and the CSGSO.

The B.S. and M.S. degrees may be taken either sequentially or simultaneously. To be taken sequentially, the student must apply to graduate with the Undergraduate Recorder for the B.S. while still in undergraduate status. Students should be aware that the requirements for the Bachelor's degree must be completed to be eligible for the Master's degree.

3.1. Accelerated M.S. Requirements

The Accelerated M.S. requires:

- A minimum of 143 credit hours
- Major GPA of at least (B) 3.0.
- Cumulative GPA for graduate courses of at least (B) 3.0
- All Computer Science B.S. requirements
- At least 21 Computer Science credit hours beyond the requirements for the B.S., at the 500 level or above. At most 6 credit hours may be CSCI-Y 790.
- M.S. Creativity Requirement may include courses from above
4. M.S. CS Program Expectations

4.1. Student Responsibilities & Professional Ethics

All students are expected to adhere to university, college, and departmental policy and procedures. Many of these policies are described in the IU Code of Student Rights, Responsibilities and Conduct, the Academic Guide, and the University Graduate School Bulletin.

Students should also recognize that they are part of a larger profession of computing professionals. Ethical codes and ethical standards as they relate to professional associations and standards are of great importance. As a program, we closely monitor the overarching professional codes outlined in the ACM Code of Ethics and Professional Conduct.

4.2. Commitment to Diversity & Inclusion

The School of Informatics, Computing, and Engineering is a community of diverse faculty, students, and staff from a wide range of cultures, nationalities, races, and social backgrounds. We are committed to maintaining an environment of inclusiveness and respect. SICE will respond vigorously to protect against any behavior from or towards members of its community that fosters intolerance or marginalization of other people.

Indiana University pledges itself to continue its commitment to the achievement of equal opportunity within the university and throughout American society as a whole. In this regard, Indiana University will recruit, hire, promote, educate, and provide services to persons based upon their individual qualifications. Indiana University prohibits discrimination on the basis of age, color, disability, ethnicity, sex, gender identity, gender expression, genetic information, marital status, national origin, race, religion, sexual orientation, or veteran status.

4.3. Academic Performance

Graduate students must remain in good standing throughout their graduate studies. This means that students are making satisfactory progress towards the completion of their graduate degree. All CS MS students must maintain an average of 3.0 (B) or above. All grades lower than a (C) will not be counted for credit towards the degree.

4.4. Academic Probation

A CS MS student may be placed on academic probation for the following reasons:

- The GPA falls below 3.0.
- Satisfactory progress is not being made towards the degree as determined by the CS faculty or the CS Director of Graduate Studies, in the evaluation of the student’s work.
- Failure to fulfill requirements which were stipulated at the time of admission, including English exams or required language training for international students.

When a student is put on Academic Probation, a recommendation will be given to the student to improve his/her academic standing with deadlines set. The student's performance is evaluated again at those deadlines to determine if improvements have been made and goals have been met. If performance does not improve, the student may not be allowed to continue in the program.

4.5. Academic Integrity

The Computer Science Department takes the issue of academic integrity very seriously. The University, in its pursuit of the advancement of knowledge, has two intertwined missions: research, the development of new ideas, and teaching,
the communication and refinement of these ideas. These missions require an atmosphere of mutual trust and respect. This document explains how the University's policy on academic integrity (Indiana University Code of Student Rights, Responsibilities, and Conduct) applies to computer science courses. Additional considerations which apply to graduate research activities are detailed in the document Integrity in Graduate Study.

In the university research environment, the most productive work is rarely created by single individuals working alone. Rather, collaboration has been found to be the most productive mode of operation for all kinds of scholarly activities. However, appropriate credit is to be given to all the participants in collaborative work. Furthermore, new research work rarely stands without foundation; it is usually derived from previously reported research. In these cases, the original work is to be cited.

In the university teaching environment, students are partners in the educational enterprise. The same deference is shown for other students' ideas as is shown for researchers' ideas. Collaborative work may be encouraged; many students find that their learning is enhanced during discussions with other students. However, when such collaboration occurs, all of the participants are to be acknowledged (i.e. their names written on the resulting work). Similarly, in a paper that uses ideas developed by another person, the original author is to be cited (e.g. in a footnote). When ideas that were invented by another individual are used in a program, the original inventor is to be cited (i.e. in the program documentation).

4.5.1. What is to be encouraged:

- Turning in work that is done alone or with the help of the course staff.
- Turning in one assignment for a group of students, when group work is permitted.
- Discussion of coursework with other students, unless explicitly disallowed, and then separately writing up or implementing the details of solutions with acknowledgment of the other students involved in the discussion.

The work of others that is submitted and appropriately acknowledged is never, of itself, cheating; but it may not earn you any credit for the assignment.

4.5.2. What is considered academic dishonesty

Academic dishonesty and serious breaches of trust include, but are not limited to:

- Cheating: Turning in someone else's work as your own, even with the permission of the original author.
- Cheating: Facilitating someone else to turn in your work as his or her own.
- Plagiarism: Turning in work without proper acknowledgment of the sources of the content contained within the work.
- Stealing an exam paper or other course material
- Altering or interfering with grading
- Submit work with false or forged information/data
- Damaging other's work
- Deceiving an instructor or university official, for example, by claiming illness or family emergency
- Forging signature on document
- Offering bribes to gain academic advantage

4.5.3. What are the consequences of academic dishonesty?

The ordinary departmental level penalty for cheating is failure in the course and notification of the department chair, with copies to the student, dean of the School of Informatics and Computing, dean of the student's school,
and Dean of Students. University may enforce additional sanctions, especially for repeated offenses. Besides facing the sanction at the university and school level, the student will no longer be eligible for the guaranteed financial aid provided by the CS program. In all cases, the penalty will be more severe than not turning in the assignment. For more information, consult the Indiana University Code of Student Rights, Responsibilities, and Conduct, which is the final authority on matters involving academic misconduct.

The Computer Science Department holds the need for academic integrity and the proper respect for ideas and authorship in the highest regard. As partners in the enterprise of scholarship, students are similarly to practice such respect.

The Department also recognizes that issues of integrity and professional responsibility are life-long and calls your attention to the ACM Code of Ethics and Professional Conduct.

### 4.6. Professional Development

Students are expected to be active members of the CS department and SICE community, engaging in activities that help them recognize potential career paths, set professional development goals, and build skills vital to entry into the professoriate and/or other professions. Examples of active participation include: actively engaging in class discussions, attending colloquia and seminars, participating in school and department social activities, presenting at conferences and workshops, volunteering for school service responsibilities, etc.

### 4.7. Career and Recruiting Services

The School of Informatics, Computing, and Engineering’s Office of Career Services offers a variety of programs and services to help students find and succeed in internships and full-time jobs. However, the recruiting programs require participants to conduct themselves professionally and act in good faith during the application, interview, and employment offer processes. Participation in Career Services is a privilege, and is revocable without written notification if, for example, a student does not abide by these professional standards (for example, by accepting an offer but then continuing to interview for other jobs, or accepting an offer and later rescinding it). Information on SICE Career Services policies and professional standards can be found on the SICE website.

### 4.8. Student Organizations

CS encourages students to expand their social and educational experience by becoming involved in student organizations. IU and SICE have a wide range of opportunities for students to get connected. Students can find information on student organizations by visiting the IU and SICE websites.
5. Academic Policies & Procedures

5.1. Email
At Indiana University, each student is expected to set up a University email account for use during the time in which a student is admitted and enrolled at the University. Students are expected to check their email frequently and consistently to stay current with university-related communications.

5.2. Student Services
The CSGSO is the point of contact for graduate student services. Please email soiccsiu@indiana.edu for assistance. Make sure to include your full name, program, and admit year in the body of the email.

5.3. Course Permissions
Some courses require course permission prior to enrollment. Please follow the instructions listed on the Indiana University Schedule of Classes for permission. If the course is listed as requiring permission from the instructor, please contact the instructor listed for the course, via email, to obtain permission. Some courses require department permission for enrollment. Please contact the CSGSO for department permission via email at soiccsiu@indiana.edu. (Note: The course should be approved as part of your approved Plan of Study prior to requesting CSGSO permission).

In particular, research and independent study courses such as CSCI-Y790 typically require permission.

5.4. CSCI-Y790
For CSCI-Y790 you can locate the faculty member through the Indiana University Course Browser and register up to the allowed amount of credits per the outlined program requirements. If you require assistance with enrollment please contact the CSGSO at soiccsiu@indiana.edu. It is important to note that students are required to register via One.IU for all classes during the registration period. Please refer to the Office of the Registrar website for all registration timelines. If you have difficulties registering for CSCI-Y790, email the CSGSO: soiccsiu@indiana.edu.

5.4.1. Y790 Checklist
To enroll in an independent study course:

- Formulate Independent Study plans
- Identify and contact the faculty member with whom you would like to work
- Discuss your Independent Study with faculty
- Obtain approval from faculty to register for CSCI-Y790 under their supervision
- Register for CSCI-Y790 via One.IU
- Successfully complete CSCI-Y790

5.4.2. Y790 with Supervision Outside CS
If the Independent Study supervisor is outside of the CS faculty, you will need to find a CS faculty member to co-supervise the project. The faculty member must assess the student's work at the end of the semester and submit the grade for the course. Please be sure that all needed information is provided to the faculty at the end of the semester in time for the grade submission deadline. You will need to contact the CSGSO for assistance with department registration if the co-supervisor is not listed in the Indiana University Schedule of Classes.
6. Enrollment Requirements and Policies

6.1. Full-time Status
To be considered a full-time student, a student must register for at least 8 credit hours, according to IU policy. Typically a student does this by choosing three 3-credit courses (totaling 9 credits) that count towards the intended degree. Students must enroll in three courses even if they are making up Incompletes from a previous semester; students must maintain full-time enrollment as they make up incompletes.

Tip: “Add and drop” instead of “drop and add.” When replacing courses, be sure to add the new course first and then drop the old, in order to always be above the minimum number of credits for status.

6.2. Waitlist
If a course is full, a student may add themselves to the waitlist – the “queue” of students wanting to add the course. If students who are enrolled in the course drop, or if the enrollment capacity is increased, students on the waitlist are automatically admitted into the course in the order in which they were added. This waitlist process is controlled and conducted by the University Registrar; to ensure fairness, the Registrar does not permit faculty or departments to add or prioritize students outside of this first-come-first-served process. The waitlists expire on the fourth day of the semester; after that, students must submit an eAdd request via One.IU, which are considered and approved by the instructor of the course (and assuming that the course is no longer full).

6.3. Drop and Refunds
Students should finalize their schedule promptly; failing to do so may have significant financial implications. For course drops in the first week, IU refunds the full tuition for the course. After that, IU refunds 75%, 50%, and 25% when a course is dropped in the second, third, or fourth week, respectively. Later drops receive no refunds. We strongly encourage you to become familiar with the Office of the Bursar policies and fee payment information. It is the student’s responsibility to know the policy and deadlines governed by the IU Office of the Bursar and Office of the Registrar.

6.4. Withdrawals from courses
During the automatic withdrawal period, students who withdraw will be assigned an automatic grade of W; see the Registrar’s official calendar for exact dates. After that period, withdrawals are only possible with approval from the Dean, which is normally given only for urgent reasons such as illness. Note that CS students must successfully complete at least 9 credits of courses towards their degrees each semester to be considered making satisfactory progress.

6.5. Registration, Adding and Dropping Courses
Newly admitted students will receive information about course registration during orientation. The timetable for course registration, as well as for adding and dropping courses, is set by the University and published in the Official Academic Calendar. All students are responsible for becoming familiar with the policies, procedures, and deadlines of the Office the Registrar and the Office of the Bursar.

The Office of the Registrar assists students with a variety of services relating to registration, immunization, residency and more. Students should become familiar with calendars, schedules, policies, and other student-related information that the Registrar maintains.
6.5.1. Registration Requirements during Program of Studies

Unless permission has been granted through the Leave of Absence policy below, any student who does not enroll in classes for a period of one year is considered to have left the program, and must apply for re-admission if they wish to continue the program. They must meet current admission criteria, and if re-admitted, fulfill current program requirements.

6.6. Leave of Absence

The CS program realizes that some life circumstances may interfere with a student’s ability to make progress in the program, such as a serious long-term illness, care of a newborn child, death of a close family member, or long-term illness of a close family member requiring the student’s care. To request a Leave of Absence from the CS M.S. program, a student should discuss the nature and length of the leave with the Director of Graduate Administration and/or Director of Graduate Studies. The student will then need to complete a Leave of Absence Form signed by the Director of Graduate Studies. Students should then submit the form to the CSGSO for review.

6.7. Transfer Credits

Some graduate coursework completed at other accredited universities may be transferred into the CS M.S. program. All coursework transferred must be from an accredited college or university and no transfer credit will be given for any courses with a grade lower than a 3.0 (B). A course may not be counted toward degree requirements if it has been completed more than five years prior to the awarding of the degree for master’s students. Transferred courses must be relevant to the student’s program of studies and must be submitted to the CSGSO using the Transfer of Graduate Credit form for final approval by the Director of Graduate Studies.

To transfer credits, the student should identify the course at IU that may be considered equivalent to the course to be transferred, contact a faculty member who teaches the course, provide documents, such as course description, course syllabus, sample homework assignments, projects and/or exams, as required by the instructor. The student should discuss the Course Transfer with the Director of Graduate Studies for approval. The student should then submit the completed and signed form to the CSGSO. Transfer of Credit forms are located on the SICE website.

6.7.1. Transfer Credit Checklist

- Identify the course at IU that may be considered equivalent to the course to be transferred;
- Contact a faculty member who teaches the equivalent course at IU;
- Provide the faculty member with the course description, syllabus, sample homework assignments, projects, and exams, and/or other documentation requested by the faculty member;
- Complete the Transfer Credit form for the faculty member to sign;
- Submit the completed form to the CSGSO for review and final approval; and
- Allow 3-5 business days for credit(s) to be reflected on the transcript.

6.8. Graduation

Graduation instructions are sent out prior to the end of the students last term. Students will need to follow the directions provided via email by the CSGSO. Students will be asked to submit their Program of Study listing all courses that have been completed, including grades for each course, and the overall GPA. This information should be submitted to the CSGSO via email at soiccsiu@indiana.edu for review.
7. Information for International Students

7.1. The Office of International Services (OIS)

OIS is your comprehensive resource for all matters related to international study. OIS offers services including advising on and facilitating compliance with U.S. visa and immigration regulations, assisting with financial matters and planning, and offering ongoing orientation and other educational, cultural, and social programming. Students can find detailed information about OIS and their services on their website.

Many OIS services and approvals, including OPT and CPT requests and I-20 extensions, are requested through an online system called iStart. When the system asks for contact information for your department or advisor, please use soiccsiu@indiana.edu.

7.2. Full-time Status

International students should note that SEVIS regulations are stringent about having a full course load, and that it is essential to check with International Services well in advance of any event that might affect visa status (e.g., dropping a course) to avoid the risk of deportation for being out of status. Check OIS for links to information on staying in status, to be sure that you are aware of the current policies.

7.3. Completion dates for Visa Purposes

International students are considered to have completed their degrees as soon as they have completed the degree requirements, regardless of whether they have filed for the degree. Consequently, it is essential to make sure that post-graduation visa arrangements are in place before completing the requirements. Please contact International Services for details; they are experts on these rules.

7.4. Optional Practical Training (OPT)

Optional Practical Training (OPT) is employment related to a student’s major field of study prior to or shortly after graduating. The date of graduation is normally the end of the semester in which they take the last courses needed for the degree, regardless of whether the student will receive a grade of Incomplete in one of these courses. Even if the student has an Incomplete that prevents receiving the degree, they should expect the OPT to be processed using the normal completion date for their last courses (the last day of finals). Refer to the OIS website for detailed information regarding OPT. When asked for department or advisor contact information, please use soiccsiu@indiana.edu.
8. Internship and Curricular Practical Training (CPT)

Curricular Practical Training (CPT) is a work authorization that allows students with an F-1 visa to engage in an off-campus academic internship that is an integral part of their academic curriculum. CPT requirements can be found on the Office of International Services website.

8.1. About CPT

CPT is work authorization that allows F-1 international students to participate in paid off-campus academic internships during a student’s degree program. The work must be integral to the degree program. Approval must be granted prior to completion of the student’s academic program, and is approved or denied by the Office of International Services (OIS) and the Computer Science Graduate Studies Office (CSGSO).

Employment must not begin until the date authorized in the I-20 issued by OIS. A student must have been in full-time, F-1 status for at least one full academic year to be eligible for CPT.

8.2. CPT Application Process

The CPT application begins after you have received offer(s) from employer(s) and have decided to accept one of them. Then following the following steps:

1. **Review and follow the SICE Career Services guidelines**, All students are required to review the guidelines from SICE Career Services: [http://www.soic.indiana.edu/career/students/recruiting-guidelines.html](http://www.soic.indiana.edu/career/students/recruiting-guidelines.html)

2. **Accept only one offer from one employer.** Withdraw all pending applications, cancel all scheduled interviews, and cease seeking employment or internships elsewhere.

3. **Obtain an offer letter** listing the following details:
   - Name of Company
   - Physical address – No P.O. box
   - Contact phone number
   - Email of employer/supervisor
   - Your job title
   - A full job description, with job duties listed
   - Start date and end date of employment
   - Total hours you will be working

4. **Submit the offer letter to the CS Graduate Studies Office**, [soicsiu@indiana.edu](mailto:soicsiu@indiana.edu), with the following information:
   - Your full name
   - Your program
   - Student ID number
   - A PDF copy of the offer letter from your employer
   - A description of the nature of the employment and how this employment directly relates to your coursework and program.
5. **Wait for CSGSO to review** your email, offer letter, and required information. You will need to enroll in an IU course during the CPT period. We will advise you which course to enroll in, depending on your particular circumstances.

6. **Upload Offer Letter in iStart.** Follow the instructions carefully and upload your offer letter into iStart for OIS Approval. When OIS approves the offer letter they will notify you by email with instructions for completing the Academic Advisor Form.

7. **Complete the Academic Advisor Form.** Indicate Regina Helton as the Academic Advisor (Regina is the point of contact for this process). Use soiccsiu@indiana.edu as the email address on the Academic Advisor form (and on any other OIS-related communication).

8. **Watch for and complete surveys from Career Services** about your internship. These surveys are important because they help IU attract top employers, including helping to find future internships and full-time positions for you.

9. **Upon completion of the Internship, provide the CSGSO with an Exit Letter,** a formal letter from the employer stating that the terms of employment or internship were satisfactorily completed, as well as a **Summary Report** by the student, detailing the internship experience in relation to their program of studies. This letter and report are used to assign a grade for the IU course. The Summary Report and the Exit Letter should be emailed to the CSGSO (soiccsiu@indiana.edu) and the CS Director of Graduate Studies for review. If an exit letter and report are not both submitted, a grade of Incomplete will be posted. If an Exit Letter and Summary Report are not provided within one year after course registration, the Incompletes automatically turns to F’s.

### 8.3. CPT Points to Remember

- The approval process cannot be rushed or completed out of order.
- It is important that you give the address soiccsiu@indiana.edu on any OIS forms that ask for an advisor or department contact.
- Use ois@iu.edu to contact OIS directly.
- Employment must **not** begin until the date authorized in the I-20 issued by OIS.