

Departmental Calendar, Committee Assignments, and Other Information 2009—2010

DEPARTMENT OF COMPUTER SCIENCE
LOUISIANA STATE UNIVERSITY

Date: July 8, 2009

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LOUISIANA STATE UNIVERSITY

2009-2010 ACADEMIC CALENDAR

Fall Semester, 2009

<i>Final date to apply online to the Graduate School for the fall semester</i>	August 1	(Sat)
International Student Orientation	August 13 - 14	(Thu-F)
Freshman and Transfer Orientation	August 17 - 20	(M-Thu)
Classes begin, 7:30 a.m.	August 24	(M)
Final date for dropping courses without receiving a grade of "W"	August 31	(M)
Final date for adding courses for credit and making section changes	September 2	(W)
<i>Final date for adding thesis and dissertation research; final date for "degree only" registration</i>	September 3	(Thu)
<i>Final date for submitting to Graduate School applications for master's and doctoral degrees to be awarded at fall commencement</i>	September 4	(F)
Dr Parks Seminar	September 11	(F)
<i>Final date for departments to recommend to Graduate School appointment of examining committees (requests for final examinations) for degrees to be awarded at fall commencement. All final exam requests must be submitted 3 weeks prior to the date of the exam but not later than September 11.</i>	September 11	(F)
<i>Final date for submitting to Graduate School general examination reports for doctorates to be awarded at spring commencement</i>	September 11	(F)
Fall 2009 PhD. Written General Exams	September 21-25	(M-F)
Labor Day holiday	September 7	(M)
Classes resume, 7:30 a.m.	September 8	(Tue)
Departmental Faculty Retreat	September 18	(F)
Fall holiday begins, 10:00 p.m.	September 30	(W)
Tenured Faculty Meeting to discuss Promotion/Tenure	October 2	(F)
Classes resume, 7:30 a.m.	October 5	(M)
Mid-semester exams	October 12 - 17	(M-Sat)
<i>Final date for receipt of graduate admission applications for spring semester without paying \$25 late fee</i>	October 15	(Thu)
<i>Final date for international applicants residing outside the U.S. to apply to the Graduate School for the spring semester</i>	October 15	(Thu)
Mid-semester grades due, 9:00 a.m.	October 20	(Tue)
Course scheduling for spring semester, Spring Intersession and summer term begins, 5:00 p.m.	October 25	(Sun)

Final date for resigning from the University and/or dropping courses	November 6	(F)
Final date to request rescheduling a final examination when three examinations are scheduled in 24 hours	November 6	(F)
<i>Final date for submitting to Graduate School the "Program of Study" for the current semester to be counted toward the doctoral residence requirement</i>	November 6	(F)
<i>Final date for submitting to Graduate School committee examination reports and approved theses and dissertations, including the Graduate School corrections (noon deadline)</i>	November 13	(F)
Thanksgiving holiday begins, 12:30 p.m.		
Classes resume, 7:30 a.m.	November 25	(W)
	November 30	(M)
Concentrated Study Period--no meetings, social activities, athletic events, or other extracurricular activities requiring student participation will be scheduled; no major examinations will be given in academic courses other than labs	December 2 - 6	(W -Sun)
Classes end		
Final examinations	December 5	(Sat)
Final grades (degree candidate) due, 9:00 a.m.	December 7 - 12	(M-Sat)
Final grades (non-degree candidate) due, 9:00 a.m.	December 15	(Tue)
Commencement Day	December 16	(W)
<i>42 MWF Classes; 28 TTh Classes</i>	December 18	(F)

Wintersession, 2009

Classes begin, 7:30 a.m.		
Final date for dropping courses without receiving a grade of "W" Final	December 14	(M)
date for adding courses for credit and making section changes Final	December 14	(M)
date for resigning from the University and/or dropping courses Winter	December 15	(Tue)
holiday begins, 10:00 p.m.	December 22	(Tue)
Classes resume, 7:30 a.m.	December 23	(W)
Classes end	January 4	(M)
Final examinations	January 5	(Tue)
Final grades due, 9:00 a.m.	January 6	(W)
	January 8	(F)

Spring Semester, 2010

<i>Final date to apply <u>online</u> to the Graduate School for the spring semester</i>	January 1	(F)
International Student Orientation	January 11	(M)
Freshman and Transfer Orientation	January 12 - 14	(Tue-Thu)
Martin Luther King holiday	January 18	(M)
Classes begin, 7:30 a.m.	January 19	(Tue)
Final date for dropping courses without receiving a grade of "W"	January 26	(Tue)
Final date for adding courses for credit and making section changes	January 28	(Thu)
<i>Final date for adding thesis and dissertation research; final date for "degree only" registration</i>	January 28	(Thu)
<i>Final date for submitting to Graduate School applications for master's and doctoral degrees to be awarded at spring commencement</i>	January 29	(Fri)
<i>Final date for departments to recommend to Graduate School appointment of examining committees (requests for final examinations) for degrees to be awarded at spring commencement. All final exam requests must be submitted 3 weeks prior to the date of the exam but not later than February 5.</i>	February 5	(F)
<i>Final date for submitting to Graduate School general examination reports for doctorates to be awarded at summer commencement</i>	February 5	(F)
Ph. D. General Exam	February 8-12	(M-F)
Mardi Gras holiday begins	February 14	(Sun)
Classes resume, 12:30 p.m.	February 17	(W)
Mid-semester exams	March 8 - 13	(M-Sat)
Mid-semester grades due, 9:00 a.m.	March 16	(Tue)
Final date for resigning from the University and/or dropping courses	April 1	(Thu)
Final date to request rescheduling a final examination when three examinations are scheduled in 24 hours	April 1	(Thu)
<i>Final date for submitting to Graduate School the "Program of Study" for the current semester to be counted toward the doctoral residence requirement</i>	April 1	(Thu)
Spring break	April 2 - 11	(F-Sun)
Course scheduling for fall semester, Summer Intersession and Wintersession begins, 5:00 p.m.	April 11	(Sun)
Classes resume, 7:30 a.m.	April 12	(M)
<i>Final date for submitting to Graduate School committee examination reports and approved theses and dissertations, including the Graduate School corrections (noon deadline)</i>	April 23	(F)

Concentrated Study Period--no meetings, social activities, athletic events, or other extracurricular activities requiring student participation will be scheduled; no major examinations will be given in academic courses other than labs	May 5 - 9	(W -Sun)
Classes end	May 8	(Sat)
Final examinations	May 10 - 15	(M-Sat)
<i>Final date for receipt of graduate admission applications for summer term or fall semester without paying \$25 late fee</i>	May 15	(Sat)
<i>Final date to apply <u>online</u> to the Graduate School for the summer term and fall semester</i>	May 15	(Sat)
<i>Final date for international applicants residing outside the U.S. to apply to the Graduate School for the summer term and fall semester</i>	May 15	(Sat)
Final grades (degree candidate) due, 9:00 a.m.	May 18	(Tue)
Final grades (non-degree candidate) due, 9:00 a.m.	May 19	(W)
Commencement Day	May 21	(F)

42 MWF Classes; 29 TTh Classes

Spring Intersession, 2010

Classes begin, 7:30 a.m.	May 20	(Thu)
Final date for dropping courses without receiving a grade of "W"	May 20	(Thu)
Final date for adding courses for credit and making section changes	May 21	(F)
Final date for resigning from the University and/or dropping courses	May 28	(F)
Classes end	June 1	(Tue)
Final examinations	June 2	(W)
Final grades due, 9:00 a.m.	June 4	(F)

11 Classes

Summer Term, 2010

Session A

International Student Orientation	May 31	(M)
Freshman and Transfer Orientation	June 1 - 3	(Tue-Thu)
Classes begin, 7:30 a.m.	June 7	(M)

Final date for dropping courses without receiving a grade of "W"	June 9	(W)
Final date for adding courses for credit and making section changes	June 10	(Thu)
<i>Final date for adding thesis and dissertation research; final date for "degree only" registration</i>	June 10	(Thu)
<i>Final date for submitting to Graduate School applications for master's and doctoral degrees to be awarded at summer commencement</i>	June 11	(F)
<i>Final date for departments to recommend to Graduate School appointment of examining committees (requests for final examinations) for degrees to be awarded at summer commencement. All final exam requests must be submitted 3 weeks prior to the date of the exam but not later than June 11.</i>	June 11	(F)
<i>Final date for submitting to Graduate School general examination reports for doctorates to be awarded at fall commencement</i>	June 11	(F)
Mid-term exams	June 28 - 30	(M-W)
Independence Day holiday	July 5	(M)
Classes resume, 7:30 a.m.	July 6	(Tue)
Mid-term grades due, 9:00 a.m.	July 6	(Tue)
<i>Final date for submitting to Graduate School committee examination reports and approved theses and dissertations, including the Graduate School corrections (noon deadline)</i>	July 9	(F)
Final date for resigning from the University and/or dropping courses	July 13	(Tue)
Classes end	July 26	(M)
Concentrated Study Day	July 27	(Tue)
Final examinations	July 28 - 29	(W -Thu)
Final grades (degree candidate) due, 9:00 a.m.	August 3	(Tue)
Final grades (non-degree candidate) due, 9:00 a.m.	August 4	(W)
Commencement, 9:00 a.m.	August 6	(F)
<i>35 Classes</i>		
<u>Session B</u>		
International Student Orientation	May 31	(M)
Freshman and Transfer Orientation	June 1 - 3	(Tue-Thu)
Classes begin, 7:30 a.m.	June 7	(M)
Final date for dropping courses without receiving a grade of "W"	June 9	(W)

Final date for adding courses for credit and making section changes	June 10	(Thu)
Final date for resigning from the University and/or dropping courses	June 29	(Tue)
Independence Day holiday	July 5	(M)
Classes resume, 7:30 a.m.	July 6	(Tue)
Classes end	July 9	(F)
Final examinations	July 10	(Sat)
Final grades due, 9:00 a.m.	July 14	(W)
Commencement, 9:00 a.m.	August 6	(F)

24 Classes

Summer Intersession, 2010

Classes begin, 7:30 a.m.	August 2	(M)
Final date for dropping courses without receiving a grade of "W"	August 2	(M)
Final date for adding courses for credit and making section changes	August 3	(Tue)
Final date for resigning from the University and/or dropping courses	August 10	(Tue)
Classes end	August 13	(F)
Final examinations	August 14	(Sat)
Final grades due, 9:00 a.m.	August 17	(Tue)

11 Classes

Computer Science Departmental Faculty Meetings

Faculty Meeting	August 28	(F)
Faculty Meeting	September 25	(F)
Faculty Meeting	October 23	(F)
Faculty Meeting	November 20	(F)
Faculty Meeting	December 4	(F)
Faculty Meeting	January 22	(F)
Faculty Meeting	February 19	(F)
Faculty Meeting	March 19	(F)
Faculty Meeting	April 23	(F)

Louisiana State University Fighting Tigers

*Department of Computer Science
Campus Correspondence*

Date: August 1, 2009

*From: S. S. Iyengar
Professor & Chairman*

To: Faculty

Re: Travel Allocation for 2009 - 2010

The travel allocation for Computer Science faculty is as follows:

Tenure Track Faculty:

Assistant Professors (To present papers at a conference) \$600.00

Instructors:

Faculty Enhancement travel for instructors \$1000.00

Graduate Assistant Travel (First come first serve) \$500.00

Note: The money can be used in anyway you want as long as you are presenting papers in a professional conference.

Please note following websites for travel information:

University travel regulations (PM13) —

www.fas.lsu.edu/AcctServices/forms/ap/PM13.pdf

University travel forms —

www.fas.lsu.edu/AcctServices/travel/forms/default.htm

GRADUATE PROGRAM ADVISOR/DIRECTOR

Dr. Jianhua Chen

- Coordination of all activities with respect to the graduate program.

Inquiry can be addressed to:

E-mail: Jianhua@csc.lsu.edu

Tel: (225) 578-4340

Office: 282 Coates Hall

GRADUATE ADMISSION/ASSISTANTSHIP COMMITTEE

Dr. Peter Chen, Chair

Dr. G. Allen

Dr. B. Karki

Dr. J. Chen

Dr. R. Kannan

Dr. T. Kosar

Dr. S. Kundu

Dr. R. Shah

Dr. E. Triantaphyllou

Inquiry can be addressed to:

E-mail: chen@csc.lsu.edu

Tel: (225) 578-2483

Office: 257 Coates

Guidelines:

1. Meet periodically starting from August 2008.
2. Admission/Assistantship Committee should be convened as often as needed and give notification to prospective candidates by February 1st for Fall semester and October 1st for Spring semester.

RULES FOR ADMISSION TO GRADUATE COMPUTER SCIENCE PROGRAMS AT LSU

Students Who Are NOT Already Enrolled In LSU's Graduate School

Students must apply to LSU Graduate School for admission. This requires transcripts from ALL colleges attended, GRE examination scores (the Department does NOT require any specialized tests), and TOEFL scores when applicable (only if the student is a native of a non-English speaking country and has not attended an English-speaking university). In addition, at least three letters of recommendation, preferably from former professors and/or employers, are required.

ALL required application materials must have been received in the Department of Computer Science Office BEFORE the appropriate deadline in order for a candidate to be considered in the associated time period. (see next page)

Students Who Are Already Enrolled In LSU's Graduate School But NOT In Computer Science - *Dual Degree*

Students should first visit with the Graduate Advisor in the Department of Computer Science to see if you meet our prerequisite course work requirements (a necessary but **not** sufficient condition for admission) and to determine if we would consider you as a potential graduate student. You should then discuss your desire to pursue a dual degree with your home department to see what effects, if any, this second degree would have on your current degree program. You **must** then pick up a Request for Dual Degree (available in either your home department or in the Department of Computer Science office), fill out the part to be completed by the student, get your home department to fill out and sign the part to be completed by the home department, and turn it in to the Department of Computer Science office. The Department of Computer Science will request copies of your credentials (e.g., transcripts from LSU and prior schools, original letters of recommendation, GRE and TOEFL scores). Note that records will **not** be released to you. Note also that the Department of Computer Science also requires *at least two additional* letters of recommendation from LSU faculty members (preferably at least one will be in Computer Science). You will also need to fill out a Proof of Entrance Requirements form. Note as well that notice of the change will be forwarded to the Graduate School *only if you are accepted* by the Department of Computer Science. **ALL required application materials must have been received in the Department of Computer Science Office BEFORE the appropriate deadline in order for a candidate to be considered in the associated time period.** (see next page)

Students Who Are Already Enrolled In LSU's Graduate School But NOT In Computer Science - *Change of Degree*

You should first visit with the Graduate Advisor in the Department of Computer Science to see if you meet our prerequisite course work requirements (a necessary but **not** sufficient condition for admission) and to determine if they would

consider you as a potential graduate student. You might also discuss your desire to change departments with your current department. You **must** then pick up a Request for Change of Department (available in either your home department or in the Department of Computer Science office), fill out the part to be completed by the student, and turn it in to the Department of Computer Science office. The Department of Computer Science will request copies of your credentials (e.g., transcripts from LSU and prior schools, original letters of recommendation, GRE and TOEFL scores). Note that records will **not** be released to you. Note also that the Department of Computer Science requires *at least two additional* letters of recommendation from LSU faculty members (preferably at least one will be in Computer Science). You will also need to fill out a Proof of Entrance Requirements form. Note as well that notice of the change will be forwarded to the Graduate School *only if you are accepted* by the Department of Computer Science. **ALL required application materials must have been received in the Department of Computer Science Office BEFORE the appropriate deadline in order for a candidate to be considered in the associated time period.**(see below)

Students Who Are Already Enrolled In LSU's Graduate School And In Computer Science

If you are enrolled in our Masters Degree Program in Systems Science, but you want to enroll in our Doctoral Degree Program in Computer Science, you need to write a letter to the Department of Computer Science announcing your intent. You will need to obtain *at least two* letters of recommendation from LSU faculty (*at least one must* be from a Computer Science faculty member). **ALL required application materials must have been received in the Department of Computer Science Office BEFORE the appropriate deadline in order for a candidate to be considered in the associated time period.**(see below)

If you are enrolled in our Doctoral Degree Program in Computer Science, but you want to enroll in our Masters Degree in Systems Science along the way, you *need not do anything* in terms of admissions, since it becomes automatic when you file for the masters degree.

Deadlines for ALL Admissions

Perhaps most importantly, there are *fixed* deadlines for applying to our graduate degree programs in Computer Science. The Graduate Admissions Committee for the Department of Computer Science at LSU meets but two times a year. Thus, students who wish to enter must have *ALL* their application materials ready **BEFORE October 1st** to be considered for admission in the following spring or fall. Students must have *ALL* their application materials ready **BEFORE February 1st** to be considered for admission in the following fall or spring.

Students who have been admitted but need to delay their starting time in one of the programs can extend their admission one year without reapplying.

Guidelines for Admission

Admissions Criteria - MSYSC*

1. GRE Scores - 700+ quantitative, 1100+ (quantitative + verbal)
2. TOEFL Score (when applicable) - 600+ desired
3. GPA - reasonable, especially in technical courses, especially in computing courses
4. Prerequisites (see below) - must show proof (very exceptional students can be admitted provisionally if all they lack is CSC 3102 Advanced Data Structures and Algorithms and/or statistics).

Admissions Criteria - PCSC*

1. GRE scores - 700++ quantitative, 1300++ (quantitative + verbal)
2. TOEFL Score (when applicable) - 600++ desired
3. GPA - good, especially in technical courses, especially in computing courses
4. Prerequisites (see below) - must show proof (very exceptional students can be admitted provisionally, for example, if all they lack is CSC 4101 Programming Languages).

* Please note that these are “guidelines” for admissions. Meeting these criteria does not necessarily imply a guaranteed admission. On the other hand, if an applicant who does not meet all of these criteria but has strengths in other dimensions, he/she may be admitted.

FINANCIAL AID AND ASSISTANTSHIP INFORMATION

The Department of Computer Science does not have an application form to apply for financial aid. The guidelines for awarding assistantships are listed below. When applying for admission in Computer Science, you may include a letter requesting consideration for an assistantship.

Guidelines for Awarding Assistantships:

1. First priority to Ph.D. students.
2. Criteria:
 - GRE Scores
 - Length and success in Computer Science program –
Computer Science background
 - References
 - Requests by faculty members
 - Louisiana/American/International students (this priority will be used).
3. Automatically renew an awarded assistantship unless unsatisfactory performance.
4. Require all eligible Ph.D. students to teach at least one semester - thus assistantship support must be given to students that teach.
5. Do not require any student to teach more than two semesters.
6. Award assistantships for Fall semester by mid-March or early April, unless delayed by budget.
7. Masters in Systems Science students get second priority and dual degree students get third priority.
8. Award assistantships for Spring semester by mid-November.

Ph.D. GENERAL EXAMINATION

PhD. Written general exam (New Format effective from Fall 2008)

The Dept of Computer Science is changing the format of the Ph.D. general exam. The new proposal would allow a student to choose 3 from 5 core areas and the choose one area outside of the core. One of the goals of this new format is to encourage interdisciplinary study. The 5 core areas are:

Dr. Iyengar, Coordinator

Area Subcommittees

Area 1: Operating Systems: Dr. R. Kannan, Coordinator, Dr. B. Karki, Dr. B. Ullmer, Dr. T. Kosar

Area 2: Computer Architectures: Dr. B. Karki, Coordinator, Dr. J. Park, Dr. T. Sterling, Dr. K. Bush

Area 3: Algorithms: Dr. S.S. Iyengar, Coordinator, Dr. Kundu, Dr. Karki, Dr. Shah, Dr. Zhang

Area 4: Theory of Computation: Dr. E. Triantaphyllou, Coordinator, Dr. R. Kannan, Dr. J. Park, Dr. Busch

Area 5: Programming Languages: Dr. G. Baumgartner, Coordinator, Dr. D. Carver, Dr. T. Kosar

The following is the general Examination Policy

~ A student must pass 4 general exams with at least 3 of the exams being from one of the 5 core areas. The 4th exam can also be in a core area or in another of specialization.

~ A student will take only 4 exams and will have 2 opportunities per exam. ~

All exams will be closed book.

~ To request approval of an area other than the core areas, a student submits a petition to the General Examination Area Committee. The area must be approved by Unanimous vote. The Committee consists of:

- i. student's major professor
- ii. Graduate advisor
- iii. Chair of department general exam committee

The scheduled dates for the Ph.D. Written General Examinations are:

Fall 2008

Spring 2009

For details contact Dr. Iyengar:

E-mail: iyengar@csc.lsu.edu

Tel: (225) 578-1495

Office: 298 Coates

**MENTORING COMMITTEES FOR ASSISTANT PROFESSORS
IN CSC DEPARTMENT FOR 2008-09**

Assistant Professors	Mentoring Committee
Dr. Gerald Baumgartner	Dr. Doris Carver, Chair Dr. Jianhua Chen Dr. Gabrielle Allen
Dr. Konstantin Busch	Dr. S. Kundu, Chair Dr. Evangelos Triantaphyllou Dr. Jianhua Chen
Dr. Jian Zhang	Dr. Evangelos Triantaphyllou, Chair Dr. Jianhua Chen Dr. Rajgopal Kannan
Dr. Tevfik Kosar	Dr. Gabrielle Allen, Chair Dr. Thomas Sterling, Dr. S. Kundu
Dr. Seung-Jong Park	Dr. Rajgopal Kanna, Chair Dr. Thomas Sterling Dr. Iyengar
Dr. Rahul Shah	Dr. Kannan, Chair Dr. Peter Chen Dr. Gabrielle Allen
Dr. Brygg Ullmer	Dr. Thomas Sterling, Chair Dr. Peter Chen Dr. Bijaya Karki
Dr. Supratik Mukhopadhyay	Dr. Doris Carver Dr. Gabrielle Allen Dr. Jianhua Chen

Introduction & Intention:

The mentoring program is intended to be a useful process to assist new (and continuing) faculty members (usually, Assistant Professors) in various ways to ensure that the junior faculty members are fully aware of their work, expectations of the College of Basic Sciences and of their peers. The mentors would also assist them in learning and contributing to the various administrative processes. This knowledge would not only be helpful to them for their reappointment and tenure, but also, would benefit them in having a successful and satisfying career in the department. Furthermore, this process is aimed at fostering an environment of open communication and effective collaboration among faculty/researchers from within and outside the department. Finally, this process also enables the senior faculty to identify and award deserving junior faculty and senior faculty for excellence in mentoring.

Process:

Usually, this process begins within six months of starting employment where each Assistant Professor is assigned a mentoring committee by the Dept. Chair. Typically, the

intramural grants, department services, research, teaching and other activities and it is expected that the mentoring committee provide an annual report to the Chair about their mentoring activities.

The past results of our mentoring have provided good results in terms of faculty enhancements. Our junior faculty have been very successful in terms of getting grants/publishing papers/teaching etc. This process have also led to Career Awards and we expect more along these lines.

FACULTY HIRING COMMITTEE

TBD

DEPARTMENTAL EQUIPMENT COMMITTEE

Dr. S.S. Iyengar—Chair
Mr. David Trammell
Dr. R. Kannan
Dr. R. Shah
Dr. T. Kosar

DEPARTMENTAL SEMINAR

Dr. Supratik

It is expected that all professional faculty at all ranks will give at least one seminar on their research each year and that their graduate students will be strongly encouraged to give a seminar based upon their research.

Faculty who is interested in giving a seminar or has a guest, contact Dr. Shah:

E-mail: TBA
Tel: (225) 578-
Office: Coates

DEPARTMENTAL NEWSLETTER

Dr. K. Bush, Editor(busch@csc.lsu.edu, Ph:(225)578-7510, 286 Coates)
Dr. S. Park
Mukhopadhyay, Supratik

SPACE COMMITTEE

Mr. David Trammell
Dr. Jian Zhang
Dr. S. S. Iyengar

UNDERGRADUATE CURRICULUM COMMITTEE

Dr. G. Baumgartner, Co-chair
Dr. C. Douglas, Co-chair
Dr. K. Busch
Dr. B. Karki
Dr. T. Kosar
Dr. B. Ullmer
Dr. C. Branton, Industry Representative

GRADUATE CURRICULUM COMMITTEE

Dr. J. Chen, Chair
Dr. G. Allen
Dr. K. Busch
Dr. S. Jha
Dr. R. Kannan
Dr. S. Kundu
Dr. R. Shah

HIGH SCHOOL PROGRAMMING CONTEST COMMITTEE

Dr. C. Douglas, Chair
Ms. B. Guillott
Dr. S. Iyengar
+ Student members

UNDERGRADUATE ACM STUDENT PROGRAMMING CONTEST COMMITTEE

Dr. K. Busch, Chair
Dr. S. Jha

ACM STUDENT ADVISOR

Dr. G. Baumgartner, Co-chair
Dr. C. Douglas, Co-chair
Mr. L. Blanks
Mrs. K. Traxler, CCT

MULTIMEDIA DEVELOPMENT PROGRAMS

Dr. C. Douglas, Chair
Dr. N. Brener

ALLOCATION OF TA'S AND EVALUATION OF THEIR PERFORMANCE

Dr. C. Douglas
Dr. Baumgartner
Dr. J. Chen

UNDERGRADUATE AWARDS SCHOLARSHIP AND HONORS COMMITTEE (ASH)

Dr. J. Chen, Chair
Dr. G. Baumgartner
Dr. C. Douglas
Dr. Kosar

DEPARTMENTAL POLICIES

POLY-1: M.S. and Ph.D. Defense Examinations

1. M.S. project report/thesis must be submitted to the committee members one week prior to final presentation examination date.
2. Ph.D. Dissertation must be submitted to committee members at least two weeks prior to final examination date.

Failure to follow (1-2) is sufficient cause for postponement of that date if any committee members so desires.

POLY-2: Announcement of your exams to the departmental faculty and students.

1. The room, time, and date of your presentation examination must be announced in advance by both e-mail to cscworld and by posting on the bulletin board (at least three business days before the exam.)
2. Failure to do so is sufficient cause for postponement of that date if any computer or systems science faculty raises a complaint.

POLY-3: Graduate Teaching Assistants are awarded to graduate students for a maximum period of four/five years, except special circumstances, to be justified by the students' major professor and the department chair. In general, the assistantship will be automatically terminated at the end of the fourth/fifth year.

POLY-4: A student who fails any part of the written portion of the General examination must pass all parts in the next regular semester. A student has only two chances to take the exam. If the student fails both times, he/she will be **dropped** from the program.

POLY-5: A student's major professor for the Ph.D. degree **must** be from the Computer Science department. The student may elect to have 2 major professors (co-major professors) in which case only one need to be from the CS Department.

DEPARTMENTAL PROMOTION/TENURE COMMITTEE

Dr. P Chen, Chair
Dr. G. Allen
Dr. D. Carver
Dr. J. Chen
Dr. R. Kannan
Dr. S. Kundu
Dr. T. Sterling
Dr. E. Triantaphyllou
Dr. B Karki

For details please refer to College of Basic Sciences Promotion and Tenure guidelines located at <http://science.lsu.edu/PromotionTenureMan.htm>.

Appendix

**Department of Computer Science, Louisiana State University
Admission/Assistantship Committee Recommendation Form**

Name: _____ SS# _____

/ ID #:

U.S. Citizen: _____ Yes _____ No

Program: M.S. _____ Ph.D. _____ Dual _____

GRE:

Verbal _____ Quantitative _____ Analytical _____ Writing _____ Total(V+Q) _____

GRE (Subject):

TOEFL:

Transcripts Received: _____ Yes _____ No

Admission Committee Chairman: _____

Committee Members' Names:

Decision: Regular _____ Provisional _____ Probation _____ Denied _____

Comments: _____

Assistantship

Areas of Interest: _____

Research Publications: _____

Teaching Abilities: _____

Any other information: _____

Recommendation for Assistantship: _____ Yes _____ No

Comments: _____

For office use only

Documents & Date Received:

Dept Info Sheet _____, Stmt of Purpose _____, Proof of Entrance _____

Transcripts _____, Rec Ltr 1 _____, Rec Ltr 2 _____, Rec Ltr 3 _____, Dual App _____,
Change App _____, Copy of file _____

Correspondence from Graduate School & Date Received:

Missing Docs _____, CA _____, Evaluated CA _____, Admission Letter _____

Departmental Action: _____

Proof of Entrance Requirements

For the chosen degree program, indicate below which course(s), connecting the prerequisites to specific course(s) on your transcript, and/or experience(s), you have had and/or specific things you have done as indicated on your application, in order to demonstrate that you satisfy the entrance requirements for your chosen degree program. For each item, list courses and/or activities, and indicate what specific topics you covered in those courses and/or activities. Moreover, for each item, provide a course description from the university catalog or a course syllabus and outline, along with a list of textbooks used in the courses indicated.

Master's Degree Program in Systems Science

Differential and Integral Calculus

A High-Level Programming Language

Assembly Language Programming **or** Linear Algebra

Numerical Methods **or** A Second High-Level Programming Language

Statistics

Data Structures

Other Computing Skills and Knowledge

Doctoral Degree Program in Computer Science

Calculus

Several High-Level Computer Programming Languages

Assembly Language Programming

Data Structures

Operating Systems

Programming Languages (Survey)

Other Computing Skills and Knowledge

REQUEST FOR CHANGE OF DEPARTMENT

General directions:

1. Visit the department/school to which you wish to transfer to see if you meet their requirements and to determine if they would consider you as a potential graduate student.
2. The admitting department should request your credentials from your current department or request in writing from the Graduate School. **Records will not be released to the student.**
3. If the new department approves your admission into their program, you and the chair of the new department should sign this form in the appropriate spaces below and forward to the Records Office of the Graduate School (room 114 David Boyd Hall) for approval. Requests must be submitted during a regular semester or summer term (not between semesters) in order to be effective for the next semester of enrollment. (Example: A request received in the Graduate School before fall commencement will be effective for the spring semester.)
4. The Graduate School will inform your former department of the change. As a matter of courtesy, it is suggested that the student discuss this change with their former department chair or advisor.
5. The Graduate School will process only one Request for Change of Department for a student per semester.

*

To be completed by STUDENT:

I, _____
Student's Name SSN# / ID#

wish to change my department from the department of _____
current department

to the department of _____ to obtain a _____
Request department MS, MA, PhD, ect.

Student's signature

Date

*

To be completed by REQUESTED DEPARTMENT:

The department of _____ approves the admission of
_____ into the _____ (_____) program.
student's name MS, MA, PhD, etc curriculum code

signature of chair or graduate advisor date

signature of dean, Graduate School

For Graduate School Use Only:

Updated by _____ Date _____ Sent copies to departments: _____

REQUEST FOR DUAL DEGREE

General directions:

1. Discuss with your home department your desire to pursue a dual degree and any effect this may have on your current degree program. Complete the Student and Home Department portions of this form.
2. Visit the department in which you wish to obtain the second degree to see if you meet their requirements and to determine if they would consider you as a potential graduate student.
3. If the second department wishes to see your credentials, they should request copies from your home department. Records will not be released to the student.
4. If the second department agrees to the dual degree program, complete the Second Department portion of the form and forward to the Records Office of the Graduate School (room 114 David Boyd Hall) for approval. Requests must be submitted during a regular semester or summer term (not between semesters) in order to be effective for the next semester of enrollment. (Example: A request received in the Graduate School before fall commencement will be effective for the spring semester.)
5. Copies of this completed form will be sent to both departments.

To be completed by STUDENT:

I, _____
student's name

LSUID#

wish to apply for a dual degree. I wish to be admitted to the _____
MS, MA, PhD, etc
program in _____
second department

student's signature

date

To be completed by HOME DEPARTMENT:

The department of _____ has been informed that the above named student wishes to pursue a dual degree program.

signature of chair or graduate advisor

date

To be completed by: the SECOND DEPARTMENT

The department of _____ approves _____
student's name

to be in a dual degree program to obtain a _____ degree in _____
MS, MA, PhD, etc

(_____)
curriculum code

signature of chair or graduate advisor

date

signature of dean, Graduate School

For Graduate School Use Only:

Updated by _____ Date Sent _____ copies to departments: _____



REQUEST FOR AUTHORIZATION TO TRAVEL

AS292

Traveler		LSU ID	
Title		<input type="checkbox"/> Employee <input type="checkbox"/> Student	
Department		Contact Name	
Contact Phone	Fax	E-mail	
Account #	Destination		
Departure Date	Return Date		
Purpose of Travel			

Travel Estimate (See PM-13 for Allowed Rates)

Estimate	Expense	Qty	Initial	Special Approval Requested and/or Justification for Request
	Air Fare		N/A	
	Registration		N/A	
	Mileage	(# miles)	N/A	
	Meals – Per Diem	(# days)	N/A	
	Meals - Conference	(# meals)		Actual expense reimbursement for meals designated as integral part of conference (Copy of conference brochure must be attached)
	Vehicle Rental*	(# days)		Justification: _____
	Lodging-Routine	(# days)		Reimbursement up to 50% in excess of maximum otherwise allowed Justification: _____
	Lodging-Conference	(# days)		Actual reimbursement for conference lodging requested (Copy of conference brochure must be attached)
	Other Allowable			* The cost of Collision Damage Waiver (DCW) and Personal Accident Insurance (PAI) are not reimbursable expenses. In the event of an accident, the traveler should pay the deductible and claim reimbursement on an AS300, "Travel Expense Reimbursement Request".

TOTAL Estimated Cost

Other Special Approvals Requested:

- Extension of Temporary Assignment beyond 30 days
- Foreign Travel (all travel outside the 50 U.S. states, District of Columbia, Puerto Rico, and the U.S. Virgin Islands).
Were U.S. Department of State rates requested? Yes No

APPROVALS	Signature	Printed Name	Date
Traveler			
Department Head			
Dean/Director			
Vice Chancellor ¹			
Provost ²			
Associate Vice Chancellor ³			
Chancellor ⁴			

Notes: The Traveler cannot approve this form. This approved document must be attached to the AS300 when submitting for reimbursement.

- ¹ Optional, at the discretion of the administrator unless approving travel as immediate supervisor, when signature would be required.
- ² Required only for foreign travel.
- ³ Required for travel greater than 30 days (applies to meals and/or lodging reimbursements).
- ⁴ Required only for direct reports of chancellor



Louisiana State University
 Office of Accounting Services
 Accounts Payable & Travel
 217 Thomas Boyd Hall

TRAVEL RESERVATION REQUEST TO LA TRAVEL SERVICES

AS519

REQUESTER'S INFORMATION

Request Date _____ Time _____ Fax (225) 930-6666
 E-mail: information@latravel.com

Department		
Contact		
Phone	Fax	E-mail

TRAVELER'S PROFILE INFORMATION (Complete only once to be maintained on file with La Travel Services)

Name (Last, First, MI)		
Contact Information		
Home	Work	Cell
Ticket Delivery Address _____		
City	State	Zip

Frequent Flyer Information	Continental	Traveler's Preferences	Hotel
	Delta		Vehicle Rental
	Other		

TRAVEL REQUEST INFORMATION

Domestic International
 One Way Round Trip

Departure City Baton Rouge New Orleans
 Other _____

Destination _____

Departure Date _____ Return Date _____

Earliest Time	am / pm
Latest Time	am / pm

Earliest Time	am / pm
Latest Time	am / pm

Hotel Reservation Requested? Yes No

If Yes, Hotel Name	
Address _____	
Phone _____	
Arrival Date	# Nights

Vehicle Rental Requested? Yes No

If Yes, Rental Company	
Type of Vehicle	
Pick-up Date	Time
Drop-off Date	Time
Comments	

August 2009

Sun	Mo	Tue	Wed	Thu	Fri	Sat
30	31					1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

October 2009

Sun	Mo	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

December 2009

Sun	Mo	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2010

Sun	Mo	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

September 2009

Sun	Mo	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

November 2009

Sun	Mo	Tue	Wed	Thu	Fri	Sat
29	30					
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

January 2010

Sun	Mo	Tue	Wed	Thu	Fri	Sat
31					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

March 2010

Sun	Mo	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2010

Sun	Mo	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

June 2010

Sun	Mo	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29				

August 2010

Sun	Mo	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

May 2010

Sun	Mo	Tue	Wed	Thu	Fri	Sat
30	31					1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

July 2010

Sun	Mo	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
