Checklist for scheduling your Examination for the Depth Requirement
(Section 4.5.3(b) of the Ph.D. Program in CS.)

1. Provide the following information to the DCS Graduate Program Administrator (*), preferably in a single email:

   a. Your request to take this Examination, your name and RU ID, the number of semesters you have been in the Ph.D. program, whether this is your first or second try for this Examination, and how you have satisfied the Independent Study and the additional 12 credits for the Depth Requirement.

   b. The names of three CS faculty members who have agreed to serve as the Chair and members of your Examination Committee. The fourth member of your Committee will be selected by the Graduate Director based on the information you provide here.

   c. A 100-word statement of the syllabus of topics for the Examination you and the above three CS faculty members have agreed upon.

   d. A preliminary title and abstract of the article you will submit and publicly present in the Examination. Indicate the date by which you will make copies of this article available to the above three CS members of your Examination Committee, as well as to the fourth CS faculty member of your Committee when he/she has been selected (see below).

   e. Dates: Allow a minimum lead time of 20 working days that is, excluding all University recess periods and holidays, for scheduling this Examination. After consulting with the above three members of your Examination Committee, specify ten working days, subsequent to the minimum lead time, over which all three members expect to be generally available for your Examination, within the constraints of their commitments.

   For example, if you were to write to the DCS Graduate Administrator on Friday, February 29, 2008, the minimum lead time would be from Monday March 1 through Friday April 4 (allowing for Spring Recess) and you would ultimately schedule your Examination within the period April 7 through April 18. It is also a good idea to check with the DCS Graduate Administrator for any potential conflicts arising from unannounced department-wide commitments.

2. The DCS Graduate Administrator will review this information for consistency and forward it to the DCS Graduate Director (*). In consultation with the Chair of your Examination Committee, the DCS Graduate Director will select an appropriate fourth CS faculty member (as specified in Section 4.5.3(b) of the Ph.D. Program), whose time commitments are sufficiently flexible during your proposed time frames, and will so inform you of his selection as soon as an agreement from the fourth CS faculty member is received.

3. It will then be your responsibility to work out a schedule (date, time & place) convenient to all five of you for the Examination. The DCS Graduate Administrator and the DCS Office will assist you in reserving an appropriate room. Keep in mind that converging upon an exact time for the Examination may take more than one iteration since faculty commitments can change over time.

   Once you have an agreed-upon date, time & place for the Examination, send email to the DCS Graduate Program Administrator, with cc's to your entire Examination Committee and the DCS Graduate Director.

4. Your final task will be to provide announcement material (Title & abstract; time & place; membership of your Examination Committee) by emailing it to Komal Agarwal (*), in time so that your presentation can be advertised to the entire Department at least one week before your Examination.

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(*) e-mails:

DCS Office (Komal Agarwal) agarwal@cs.rutgers.edu
DCS Graduate Program Administrator (Carol DiFrancesco) caroldi@cs.rutgers.edu
DCS Graduate Director (Liviu Iftode) iftode@cs.rutgers.edu

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