WWW Guide for CIS Graduate Students

What request, Who to ask, and What information to provide

In order to earning credits towards CIS MS degree, you must get approval for taking any 400-level technical elective courses and graduate course from other department (only in exceptional situations). Otherwise such courses may NOT be counted towards your CIS-MS degree; hence any tuition waiver benefit will NOT be applied towards such courses. Detailed policy regarding these courses may be found in Graduate Student Handbook.

Below are the contact person and information required for each approval request.

**400-level course pre-approval**: contact Dr. Haiping Xu (hxu@umassd.edu)

**Information Required**: your name, ID, the course number and title, a statement of “I have not taken such courses (or courses with similar coverage) previously”, your undergraduate and graduate transcripts.

**500/600-level course outside CIS Department**: contact Dr. Haiping Xu (hxu@umassd.edu)

**Information Required**: your name, ID, current transcript, and a request from your MS project adviser if your adviser recommended the course for you.

**Pre-requisite verification**: contact Dr. Haiping Xu (hxu@umassd.edu)

If you are admitted into MS program with some pre-requisite courses required and you believe that you had such courses taken before, then provide the following information: your name, ID, the syllabus of the course you took and consider equivalent to the pre-requisite course required, your transcript with this course and its grade shown.

**Online CIS graduate course enrollment**: contact University Enrollment Center (UEC), Foster Administration First floor. Be aware: Students in on-site MS program may take one UMass Dartmouth CIS graduate-level (500 and above) on-line course (maximum of three credits) out of the entire MS program duration, with additional provisions and constrained by Course Combination Policy (See Graduate Student Handbook and CIS MS Degree Graduation Requirement Checkoff Sheet for detail). It is solely your responsibility to ensure all the specified policies are observed in order to count the online course credited towards your CIS-MS degree.

**Transfer course approval**: contact Dr. Shelley Zhang (x2zhang@umassd.edu)

**Information Required**: the course number, title, description, syllabus, and your transcript with such course and its grade shown.

**Other requests** (reduce course load, CPT/OPT application, MS project continuation, etc.) Use the appropriate form and obtain signature from your academic adviser first and then submit the form and your current UMassD transcript to Ms. E. Sheryl Sears at CIS department office.