

**UF- COMPUTER & INFORMATION SCIENCE & ENGINEERING
PROGRAM PRACTICES**

Questions 1A, 1B - Communication with Potential Doctoral Students

Questions 2A, 2B – Admission

Questions 3A, 3B, 3C, 3D – Orientation and Advisement

Questions 4A, 4B – Social Interactions

Questions		Answers
1A	When potential graduate students contact your department for information, who handles the inquiries? (Please provide the title rather than names)	1. Graduate Coordinator: Jih-Kwon Peir 2. Admission Secretary: Nathan Williams Graduate Coordinator
1B	What type of information is usually sent in response to such inquiries?	1. General information about the department and admission procedure. A URL is provided to access the information online. 2. Other admission related questions.
2A	Who in your department makes the decision about which applicants to admit (or to recommend for admission)? (Please provide the title rather than names).	Admission committee (8-10 professors)
2B	What criteria are used in making this decision?	1. GPA, GRE, TOEFL (for international students) 2. Prior university 3. Recommendation letters 4. Research statement 5. Papers and other awards
3A	How does your department orient new students to graduate study?	1. The graduate school provides a university-wide orientation for new graduate students before the start of each semester. 2. The department institutes a full day orientation to introduce the graduate program, requirement and other necessary information.
3B	Who handles initial course advisement for new doctoral students, and how is that person selected?	1. Graduate coordinator (assigned by the chair of the department) 2. Graduate faculty 3. Department Student Services Center (3 staff)
3C	Describe the process by which a	We leave it to the individual student and

	student selects or is assigned a dissertation chair.	faculty member. No department policy enforces such assignments.
3D	Can students in your department change dissertation chairs? If so, how is that change accomplished?	Yes. Both old and new chair must sign a form.
4A	Other than formal coursework, does your department offer, sponsor, or support activities designed to foster social support and/or collaborative learning among doctoral students? (E.g., study groups, student organizations, student-student mentoring programs) If so, please describe.	<ol style="list-style-type: none"> 1. We have a departmental graduate student organization 2. All graduate students are invited to the pizza party at new graduate student orientation. 3. ACM student organization sponsor regular meetings and social events.
4B	Does your department hold regular social activities in which students can interact informally with faculty members and other students? If so, please describe	<ol style="list-style-type: none"> 1. Twice a year, the department holds the new student orientation for all faculty and graduate students. 2. Yearly Christmas party.