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, online CIS graduate course 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 approval**: contact Dr. Shelley Zhang (x2zhang@umassd.edu)

Information Required: your name, ID, current transcript, the online course number and title.

**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 to Ms. E. Sheryl Sears at CIS department office.