

Request Form for CS 4980, CS 2698, CS 2699, CS 4698, CS 4699, or CS 4903

Instructions: Complete this form in consultation with the CS faculty member who will be responsible for assigning your grade, and then bring it to the CoC Student Services office. The permit will be entered within twenty-four hours.

Student Name: _____

Student ID Number: _____

Course Requested: CS 4980 _____ CS 2698 _____ CS 4698 _____

CS 4903 _____ CS 2699 _____ CS 4699 _____

(Please see back of form for definition of courses)

Academic Semester: _____ Number of Hours: _____

(Each credit hour must represent AT LEAST 50-60 hours of work by the student)

For CS 4980:

Project Title: _____

Please list all CS specialization courses completed: _____

Faculty Advisor Checklist (initial each box) – Does proposal contain:

Statement of Research Problem or Question

Student's Work Plan

Bibliography with at least two references

For CS 4903, CS 2698, CS 2699, CS 4698, CS 4699:

Description of work to be performed:

IMPORTANT: It is the student's responsibility to register for the course after the permit has been placed on the registration system. The act of being permitted to the course does not register the student for the course. Variable hour course default is one hour. You must change hours to proper credit total at the time you register.

Student Signature: _____ Date: _____

Faculty Advisor Name (please print): _____ Date: _____

Faculty Advisor Signature: _____ Date: _____

Instructions for Students

Before you sign up for any independent course, you have to answer three questions (perhaps with help from your faculty advisor):

- ✓ Is this a research project or a development project?
- ✓ Is this a capstone project or just an independent study?
- ✓ Are you doing this for pay or for credit?

Here are the course numbers to sign up for, depending on those answers:

	Research	Development									
Capstone Project	Sign up for CS 4980 (use this form)	Sign up for CS 4911 (don't need this form)									
Independent Study	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;"></th> <th style="width: 40%; text-align: center;"><i>Paid</i></th> <th style="width: 40%; text-align: center;"><i>Unpaid</i></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Lower Division</td> <td style="text-align: center;">CS 2698 (audit)</td> <td style="text-align: center;">CS 2699</td> </tr> <tr> <td style="text-align: center;">Upper Division</td> <td style="text-align: center;">CS 4698 (audit)</td> <td style="text-align: center;">CS 4699</td> </tr> </tbody> </table>		<i>Paid</i>	<i>Unpaid</i>	Lower Division	CS 2698 (audit)	CS 2699	Upper Division	CS 4698 (audit)	CS 4699	Sign up for CS 4903 (use this form)
	<i>Paid</i>	<i>Unpaid</i>									
Lower Division	CS 2698 (audit)	CS 2699									
Upper Division	CS 4698 (audit)	CS 4699									

Requirements for CS 4980

Signing up – Proposal Requirement: If you want to do a Research Capstone Project (CS 4980), you must (a) have taken at least one of your specialization courses, (b) write a proposal document, (c) fill out the form on the other side of this page, (d) submit both the proposal document and form to your faculty advisor for review and signature, and (e) after the form is signed, submit the proposal document and signed form to Student Services in order to be able to register in the semester prior to your research. **Proposals and permit forms for CS 4980 projects must be submitted no later than finals week of the semester prior to your research. This deadline is strictly enforced.**

The proposal document (aim for two pages) must include:

- ✓ A statement of the research problem or question with at least two references. You should read at least two papers on the research problem or question – consider research papers by your advisor or, if the work you're doing is externally funded, the proposal written for that funding.
- ✓ A description of the work to be completed.
- ✓ A bibliography with at least the two papers cited.

Finishing up – Presentation Requirement

When finished with your research project, you must submit your work for review. You may either (a) present a poster at the Spring UROC Symposium (<http://www.cc.gatech.edu/program/uroc>) or (b) submit a paper to the on-line Georgia Tech College of Computing Undergraduate Research Journal.

To submit a paper to the Research Journal, go to <http://swiki.cc.gatech.edu/ugresearch> and follow the instructions to upload your paper.