

Interdisciplinary Information Science (IIS) Ph.D. Program

HANDBOOK *for* DOCTORAL STUDENTS

Approved by IS Faculty-Student Council Meeting
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HANDBOOK FOR IIS Ph.D. PROGRAM DOCTORAL STUDENTS

010.00 GENERAL INFORMATION

- .05** This Handbook for Doctoral Students sets forth, in detail, requirements for the Doctor of Philosophy degree offered by the Department of Information Sciences (IS) of the University of North Texas. It is the student's responsibility to read and be familiar with the material presented in this handbook. Since the general requirements for Ph.D. program are established by the Toulouse Graduate School of the University of North Texas, a prospective student also should consult the *Graduate Catalog*. This handbook serves as a guide for the doctoral students in Interdisciplinary Information Science and as part of our continuous improvement effort, is subject to change.

020.00 MISSION, GOALS, AND OBJECTIVES

- .05** MISSION. The Doctor of Philosophy Program in Interdisciplinary Information Science provides a center of excellence in graduate education and research.
- .10** GOALS AND OBJECTIVES. A Doctor of Philosophy in Interdisciplinary Information Science responds to the varied and changing needs of an information age; to the increasing recognition of the central role of information and information technologies in individual, social, economic and cultural affairs. Graduates of the program are prepared to contribute to the advancement and evolution of the information society in a variety of roles and settings as administrators, researchers and educators.

030.00 ADMISSION

- .05** Admission to a doctoral program in Interdisciplinary Information Science is a two-step process that includes University and Departmental admission.
- .10** ADMISSION TO THE UNIVERSITY. Application for admission to the University of North Texas is accomplished by filing the following items:
1. Application for Admission: Go to applytexas.org and complete the graduate or international admission application. (see current UNT Graduate Catalog)
 2. Official transcripts showing all previous college or university level work.
 3. Demonstrated English Language Proficiency: If applicable, take the Test of English as a Foreign Language (official scores should be sent to UNT, or complete the non-credit course in English from the UNT Intensive English Language Institute.

The contact information for filing the items listed above:

*Toulouse Graduate School
Graduate Admissions Office
1155 Union Circle, #305459
Denton, TX 76203*

940-565-2636
gradschool@unt.edu
(Eagle Student Services Building 354)

.15 Admissions to the university does not guarantee admission to the Department of Information Science.

.20 ADMISSION TO THE DEPARTMENT OF INFORMATION SCIENCES: Program applicants must first be admitted to the Toulouse Graduate School at the University of North Texas. Since the IIS PhD Program has admission requirements in addition of those of the Graduate School, applicants must also submit:

1. The departmental application available at: http://informationscience.unt.edu/sites/default/files/IIS_PhD_Admission&Application_EFORM.pdf
2. Official GRE results: Both *U.S. citizens* and *international students* must request their official test results (the Electronic Testing Service's school code for the University of North Texas is 6481).
3. Three Doctoral Applicant Evaluation Forms and/or three letters of recommendation from college professors or professional colleagues who are familiar with applicant's academic record from three (3) different persons. (**FORM A: Doctoral Applicant Evaluation Form**)
4. Statement of purpose/Research Statement, not exceeding 5 single-spaced pages, setting forth applicant's reasons for pursuing doctoral study, personal objectives and career plans. You are required to propose a research topic/area of interest. Many factors are taken into consideration in the decision process, including the Research Statement that all applicants submit. The purpose of the Research Statement is to give applicants a chance to present a research problem or question that interests them and to propose how it might be investigated. The Program Admission Committee also uses the Research Statement to help it assess how well an applicant's interests coincide with those of the faculty and are likely to be accommodated within the program. Therefore, applicants should identify the faculty members who have similar research interests in the research statement.
5. Current vita.
6. Academic writing sample (applicant's published paper or a graduate term paper/thesis).

The documents listed above should be sent to:

University of North Texas
College of Information
Department of Information Science
Office of IIS Ph.D. Program
CI-IISPhD@unt.edu
Submit materials electronically

- .25** TRANSFER OF PROGRAMS. A student wishing to transfer into the IIS Ph.D. Program must go through the regular program admission process. Coursework transfer allowances will be determined per Graduate Catalog policies and program acceptability.
- .30** GENERAL ADMISSION. Applicants who meet all of the admission criteria and are selected in a competitive process by the Program Admission Committee, will be granted general admission.
- .35** CONDITIONAL ADMISSION. Conditional admission may be granted under certain circumstances to students not meeting the requirements for general admission. Conditional admission may be granted when an applicant's records contain evidence that an applicant has the ability to succeed in the Ph.D. program, even though an applicant does not meet the requirements for general admission. If an applicant is conditionally admitted, the conditions will be listed in detail, along with deadlines that must be met, in applicant's admission letter. A student failing to meet any of the specified conditions of conditional admission within the specified deadlines will be removed from the doctoral program.
- .45** FACULTY ACADEMIC ADVISOR. Admitted students will be assigned a faculty academic advisor / major professor upon their admission to the program. This assignment will be based on research interests indicated by applicant in application materials.
- .50** FELLOWSHIPS, SCHOLARSHIPS, TEACHING ASSISTANTSHPS, AND RESEARCH ASSISTANTSHPS. Financial aid in the form of teaching assistantships, teaching fellowships, scholarships and research project assistantships is available. Because of the limited availability of funds and the need to support both new and continuing students, students are encouraged throughout the program to develop alternative sources of funding through sponsored projects and programs of research. Any questions concerning financial aid should be directed to the Program Coordinator and/or UNT Financial Aid Office. The UNT Financial Aid Office website is located at <http://www.unt.edu/finaid/>. The following resources list fellowships/scholarships available through the University, and Information Science Department:
- <http://tsgs.unt.edu/future-students/funding-your-graduate-education>
 - <http://financialaid.unt.edu/>
 - <http://informationscience.unt.edu/financial-assistance>
 - UNT-ISDOC-L listserv
- .55** FELLOWSHIPS (TA/TF and GF) LOAD SPECIFICATIONS. Teaching fellows and teaching assistants must be enrolled in a minimum number of semester credit hours during the term they hold an appointment.
- Teaching fellows or research assistants who hold a half-time appointment (i.e., with assigned duties that require 20 hours of work per week) must be enrolled for 9 semester credit hours in long terms.
 - Teaching fellows and assistants who hold a quarter-time appointment (i.e., with assigned duties that require 10 hours of work each week) must enroll for 6 semester credit hours in long terms.

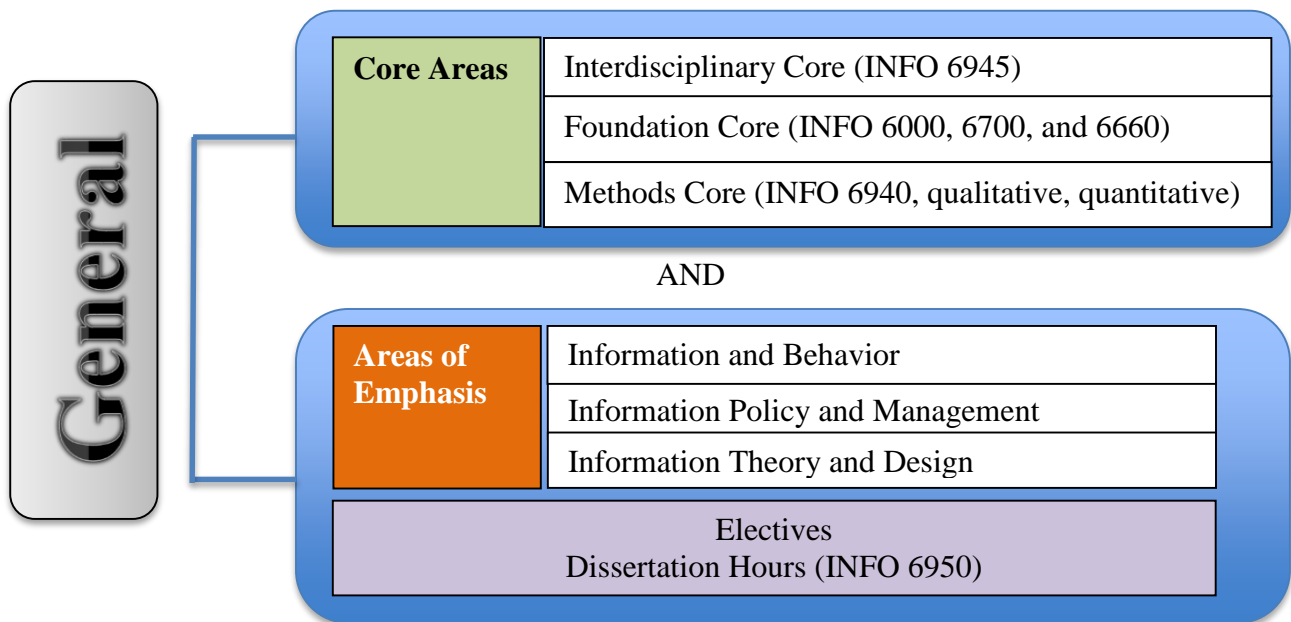
The total load of course enrollment and teaching assignment may not exceed 16 semester hours in any long semester. Approval of the Graduate Dean is required for loads in excess of this amount, but approval will not be granted for a combined load in excess of 18 semester hours.

With written approval from the Program Office and approval of the Dean of the Toulouse Graduate School, the minimum registration may be reduced to 3 semester hours for the long term for students who have filed an approved degree plan, have completed all course work, and are either ready to take the qualifying exam and/or registered for thesis or dissertation.

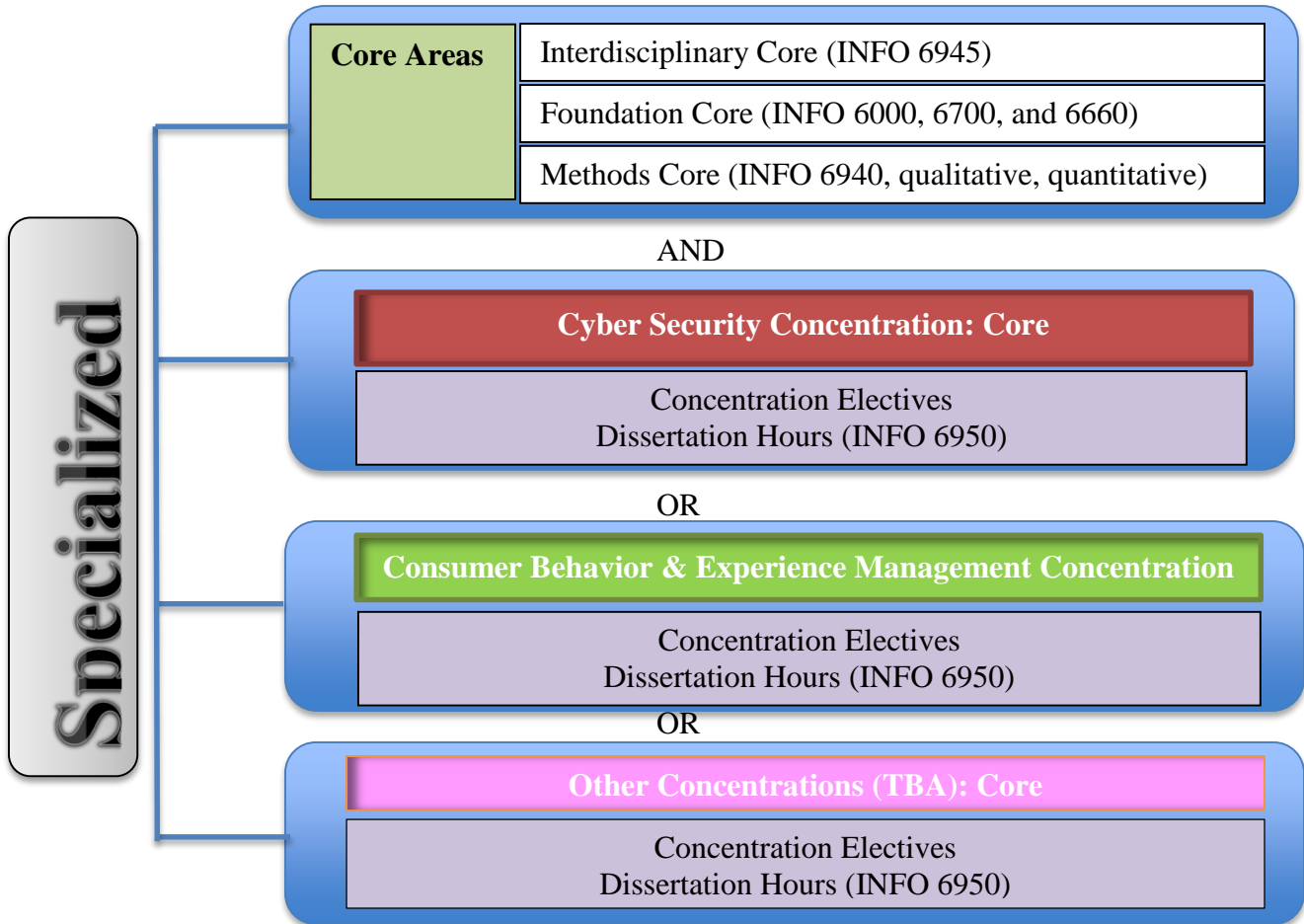
040.00 PROGRAM PLAN, CONCENTRATIONS, AND REQUIREMENTS

.05 The program requirements for the Doctoral Program in Information Science consist of course work, satisfactory performance on the qualifying examinations, and dissertation research. The total program requires a minimum of 60 hours of graduate credit beyond the Master's degree.

.10 PROGRAM PLAN.



OR



The preparation work conducted in Core Areas, Areas of Emphasis, Concentrations, and Electives should be planned with the IIS PhD Program Associate Director and the major professor. Independent studies are encouraged as a means of giving the student and advisor the broadest ability to customize the preparation. Please consult **FORM B: Program Plan** for details.

Students must maintain continuous enrollment in dissertation hours (INFO 6950) after admission to candidacy until the dissertation is complete for a minimum of 3 credit hours per semester.

- .15 AREAS OF EMPHASIS AND CONCENTRATION. The student, in consultation with academic advisor and Program Office, selects two (2) of the broad Areas of Emphasis or one (1) of the more specific official Concentrations.
- .20 SPECIAL CONCENTRATION. With permission of the Program Office, as well as the student's Doctoral Committee, a special concentration may be created to provide a framework of learning for a student with special research interests.

- .25** CREDIT TRANSFER. Up to as 12 hours of graduate course work earned in the 60 hour program and up to 24 hours in the 90 hour program, earned at another institution or academic unit, not used in a previous degree, may be accepted and credited to the degree plan approved by Program Office. Transfer credit must be in compliance with Graduate Catalog policies on transfer credit.
- .30** INTERDISCIPLINARY REQUIREMENT. An objective of the IIS Ph.D. Program is to integrate a variety of approaches to solving information problems and contributing to the theory base. Therefore, a substantial number of credit hours should be taken in each of two or more academic units.
- .35** LEVELING REQUIREMENTS. The IIS Ph.D. Program has a Subject Tool requirement and a Research Tool requirement. New students with no background in the subject area of organization of knowledge are required to complete the Subject Tool requirement by taking the introductory Master's-level INFO 5200 Information Organization course as a leveling course that would **not** count toward the 48 hours of doctoral coursework. New students with no previous graduate-level coursework in research methods to complete the Research Tool requirement by taking introductory Master's-level INFO 5080 Research Methods and Analysis course as a leveling course that would **not** count toward the 48 hours of post-Masters doctoral coursework.

Leveling courses should be completed in the first two long semesters in the IIS Ph.D. Program. As an alternative to taking these courses, a student can take online proficiency exams in the respective areas that are administered by the IIS Ph.D. Program Office. If the student successfully passes the proficiency exam in a given area, the leveling coursework requirement in this area is waived.

- .40** PROGRAM RESIDENCY REQUIREMENT. The minimum doctoral residence requirement consists of two consecutive long semesters of 10 graduate semester credit hours of enrollment at UNT or three consecutive semesters of 7 graduate semester credit hours.
- .45** DOCTORAL DEGREE PLAN. In consultation with his/her academic advisor, the student should fill a Doctoral Degree Plan (**FORM B**) and submit -- no later than by the end of the student's first semester of course work -- to Program Office for approval and transmittal to UNT Toulouse Graduate School.
- .50** CHANGES TO THE DOCTORAL DEGREE PLAN. Changes should be coordinated between the student and student's faculty academic advisor. Once agreed upon, degree plan changes should be submitted as an updated Doctoral Degree Plan (**FORM B**) to the Program Office for approval and transmittal to the UNT Toulouse Graduate School.
- .55** 99 HOUR RULE. The University of North Texas charges nonresident tuition to all graduate students who have attempted more than 99 hours in the doctoral program. This policy applies to all doctoral students who have taken more than 99 hours, regardless of whether they are Texas residents or nonresidents, and regardless of whether they hold scholarships or assistantships that would previously have qualified them to pay resident tuition.

050.00 SATISFACTORY PROGRESS

- .05** Each student is expected to make satisfactory progress towards the completion of his/her doctoral program. A student who fails to make satisfactory progress, as determined by the Graduate Faculty, will be removed from the doctoral program. At the request of the department, the student will be notified in writing by the IIS Ph.D. Program Office of his/her removal from the program, at the last address filed with the University. Such notification will cite the reason(s) for removal.
- .10** ANNUAL REVIEW. Throughout a student's career in the IIS Program, every student must submit annual review (**FORM C: Annual Review**). Enrollment in the following academic year is contingent upon submission of the annual review documentation. In addition, students are required to submit a current electronic vita to be retained in the student's file (see **FORM K** for vita format guidelines). Students can get help to develop their written credentials and CV's and Letter of Interest attending Graduate School workshop or visiting the following links:
<http://tsgs.unt.edu/developing-your-written-credentials-cv's-and-letter-interest-0>
<http://careercenter.unt.edu/grad/resume>
- .15** The following is a statement of policy for determining satisfactory progress toward the IIS Ph.D. degree. Satisfactory progress is determined, in part, by the following timelines and criteria:
- | | | |
|----|---------------------------------|---|
| 1. | Degree plan design and approval | Prior to the end of 1 st long semester |
| 2. | Course work completed | 5 to 6 long semesters |
| 3. | Qualifying examination | Oral qualifying exams within one long semester after completion of course work |
| 4. | Dissertation proposal defense | 2 long semesters after qualifying exams (This time frame may be extended to 3 long semesters by major professor) |
| 5. | Publication Requirements | Minimum of 2 articles (at least 1 journal and 1 conference), published or accepted prior to dissertation defense (applies to all students who started in the program in Fall 2014 or later) |
| 6. | Dissertation defense | 3 years from qualifying exams |
- .20** Probation: Upon receipt of a grade of "C" or below, the student is placed on probation for the remainder of the course work phase of his/her program. The IIS Ph.D. Program Office will notify the student of his/her probationary status (**FORM D: Student Counseling**

Form). After receipt of notice of probationary status, the student is required to seek formal counseling with the Program Office to discuss his/her doctoral program. Probationary student may not withdraw from any future courses without the consent of his/her advisor.

Removal: Receipt of a second grade of “C” or below will result in the student's removal from the doctoral program. The Program Office will notify the student of his/her removal from the program and notify the Toulouse School of Graduate Studies of this action.

In addition, it is expected that the student will exhibit high standards of professional behavior, fulfilling all responsibilities of a Ph.D. student, understanding and demonstrating collegiate behavior toward faculty, peers, and students while continuing to use effective teaching skills. Students are expected to meet all University expectations as presented in guidelines provided by the Dean of the Toulouse Graduate School and this Handbook.

- .25 A student wishing to appeal his/her removal from the doctoral program may petition the Program Office. This written appeal must be received within 30 days of the notification or attempted notification of the student's removal.
- .30 If during any long (Fall or Spring) semester -- except a semester when a student takes doctoral qualifying examination -- a Ph.D. student does not enroll in any approved course work, he/she must file a **FORM E: Ph.D. Leave of Absence Approval Form**. Otherwise, the student will be placed on inactive status. After two long semesters in sequence in inactive status, the student will be removed from the Ph.D. Program.
- .35 STUDENT-INITIATED WITHDRAWALS. A student that intends to withdraw from the IIS Ph.D. Program should submit a letter indicating the intent to withdraw to the Program Office.

060.00 DOCTORAL COMMITTEE

- .05 During the first year of study, students with the help of their major professor will designate their Doctoral Committee. Students should submit **FORM F: Designation of Doctoral Committee** with their degree plan (**FORM B: Doctor of Philosophy Degree Plan**). The student may make changes to the Doctoral Committee by using **FORM G: Change in Doctoral Committee Form**.
- .10 COMMITTEE MAKE-UP. A Doctoral Committee will consist of a minimum of three members who hold terminal degrees. It is expected that at least one Doctoral Committee member be a member of the home department and at least one committee member is from another academic unit of UNT or outside of UNT.

070.00 QUALIFYING EXAMINATION

- .05 Upon completion of 48 graduate semester credit hours of coursework in the Program, each student must pass a written and oral qualifying examination. After completion of all

coursework in the degree plan, students will apply using the Qualifying Examination Sign Up Form with the Program Office to take their Qualifying Examination.

- .10** QUALIFYING EXAMINATION PREPARATION. The student is expected to take the initiative in reading and studying for the examination. However, the student is encouraged to seek advice and guidance from his or her major professor and course instructors in the area of specialization. As a part of preparation, in the **last semester of coursework**, students will take INFO 6660 with major professor who will serve as examination committee chair. Honest appraisal of readiness is a primary goal of discussions between the student and mentors at this time. The Program Office will attempt to notify individual students of upcoming deadlines and requirements in a timely manner; yet, it is the responsibility of the student to know deadlines and ensure all requirements are satisfied.
- .15** QUALIFYING EXAMINATION SCHEDULING. The time period for the qualifying examination is established and announced by the Program Office. All students will take the Qualifying Examination in a given semester at the same time.
- .20** WRITTEN QUALIFYING EXAMINATION. The Qualifying Examination is designed by the Doctoral Committee in collaboration with Program Office to ensure that the student is appropriately prepared for embarking on individual independent research. The written examination is an open book and take home exam that is administered over one week (7 days).
- .25** GRADING OF WRITTEN QUALIFYING EXAMINATION. The Doctoral Committee will determine if the student passed the written qualifying examination. The Program Office will notify the student of the result of the written qualifying examination. If the student does not pass the written qualifying examination, he/she will have failed the qualifying examination and will be notified by letter. The chair of the student's Doctoral Committee will arrange for distribution of a reading version of the examination to the Committee. The Doctoral Committee reads the material in a timely fashion. The criteria for grading will include:
- Demonstrated grasp of the literature, including the ability to point to specific sources and to link people or groups with ideas.
 - Demonstrated ability to place ideas in proper historical sequence.
 - Ability to synthesize and draw out concepts from the literature.
 - Ability to develop a point of view with respect to the issues discussed and to defend it by reference to relevant literature.
 - Ability to organize material presented.
 - Understanding of research approaches and methodology and ability to design a research study

A simple majority of the student's Doctoral Committee must pass the student on each question of the Written Qualifying Examination. A Doctoral Committee must consist of at least three and up to five members. If the student does not pass all questions of the written segment of the examination, the student may be asked to rewrite some portions or to retake the exam entirely.

- .30** ORAL QUALIFYING EXAMINATION. Each student is required to pass an oral defense of their qualifying examination by the end of the semester in which a written qualifying examination is successfully completed. The oral defense will be scheduled and administered by the Doctoral Committee within the guidelines established by the Program Office.
- .35** EXAMINATION RESULTS. The student can **PASS**, or **FAIL** the oral and/or written qualifying examination(s). Only if the student passes both examinations may he/she be admitted to doctoral candidacy. The Program Office advises the student to consult his or her major professor as to the reasons for the result, and on the options for re-doing the Qualifying Examination, if appropriate, and of the right of appeal or of withdrawing from the program.
- .40** If a student fails the qualifying examination(s) on the first attempt, the Program Office will inform the student of the reasons for the failure. The student's Doctoral Committee will then meet with the student to formulate and document a program of study designed to prepare the student to re-take the failed examination(s). (**FORM D: Student Counseling Form**) and supporting documentation will be filed with the Program Office. Upon satisfactory completion of his/her remedial program of study, the student's Doctoral Committee will certify to the Program Office that the student is ready to re-take the failed examination(s).
- .45** **Re-Doing the Qualifying Examination:** A student will be permitted to re-do the Qualifying Examination only once except under extraordinary circumstances when the Program Committee may grant permission for an additional re-doing.
- .50** In the event that the student fails the oral and/or written qualifying examination(s) a second time or fails to re-take the exam(s) within twelve months, the Program Office, after notifying the Doctoral Committee, will recommend to the Dean of the Toulouse Graduate School that the student be withdrawn from the Doctoral Program in Information Science.
- .55** The final results of the Qualifying Examination will be reported to the Graduate Dean via the Program Office no later than one month from the date of the oral Qualifying Examination (**FORM H: Qualifying Examination Results Form**).

080.00 CANDIDACY

- .05** The student is admitted to candidacy when all coursework other than the dissertation research has been completed and the written and oral Qualifying Examinations have been passed.
- .10** Doctoral candidates must maintain continuous enrollment subsequent to passing the Qualifying Examination for admission to candidacy. To maintain continuous enrollment, the candidate must register in 3 to 6 credit hours of INFO 6950 Doctoral Dissertation every long semester (Fall and Spring) after passing the Qualifying Examination.

090.00 DISSERTATION PROPOSAL

- .05** One of the requirements of the IIS Ph.D. Program is the preparation and successful defense of a dissertation proposal. The Dissertation Proposal must be defended within two long semesters after the Qualifying Examination has been successfully completed, excluding the semester in which the Qualifying Examination was taken.
- .10** The dissertation proposal **must** contain:
1. Problem statement.
 2. Introduction to the problem being studied and the subject area.
 3. Literature review.
 4. Methodology and proposed instruments.
- .15** It is the responsibility of the major professor to make sure the Dissertation Proposal satisfactorily addresses all of the elements stated in section 090.10. This could be achieved by having the student complete the first three chapters of a traditional dissertation; or require some other format appropriate to the student's area of study. In the event of deviating from traditional dissertation format, it is the responsibility of the major professor to communicate such rationale to the Doctoral Committee and Program Office.
- .20** The Dissertation Proposal must be reviewed and formally accepted at a proposal defense by the student's Doctoral Committee. Other faculty members and students are encouraged to attend and participate in the proposal defense meeting.
- .25** The student, in consultation with student's major professor, requests that the Program Office schedules a proposal defense. (Program Office will send **FORM I: Dissertation Proposal Defense Form** to student to complete and return). The members of the Doctoral Committee should have copies of the Dissertation Proposal at least three weeks prior to scheduling a defense. Electronic copies of the Abstract and the Dissertation Proposal must be given to the Program Office in a timely manner so the defense can be announced two weeks in advance.
- .30** The Abstract must include a statement of the problem and a description of the research methodology. The Abstract will conform to the standard format approved by the Program Office and UNT Toulouse Graduate School. The most current format can be found at <https://tsgs.unt.edu/sites/default/files/u63/abstracttemplate.docx>
- .35** The Doctoral Committee must unanimously decide whether:
- The proposal as written is accepted.
 - The proposal with revisions is accepted.
 - The proposal is not accepted.
- .40** After the defense, if the student passes the Dissertation Proposal defense, then **FORM I** must be completed and returned to the Program Office. If the student does not pass the defense or a major revision is required then the student must revise the Dissertation

Proposal to address suggestions made by the Doctoral Committee. The committee, together with the major professor, upon assessing the revision of the dissertation proposal will decide whether the student should reschedule another defense. In both cases, **FORM I: Dissertation Proposal Defense Form** needs to be completed and returned to the Program Office.

- .45 The Program Office will notify the candidate in writing of the outcome of the Dissertation Proposal defense. The candidate should retain a final approved copy of the Dissertation Proposal in his/her personal records and is required to submit an electronic copy of it to Program Office.

100.00 DISSERTATION THESIS

- .10 The candidate should work closely with his or her major professor while doing dissertation research and writing the Dissertation Thesis and consult with members of his or her Doctoral Committee.
- .15 The Dissertation Thesis must be reviewed by the major professor and formally accepted by the student's Doctoral Committee. All members of the Doctoral Committee, including the candidate's major professor, vote on acceptance of the Dissertation Thesis.
- .20 The candidate must defend the Dissertation Thesis in an open forum. This should be done in face-to-face meeting and open to all interested parties. Final decision will be made by the Doctoral Committee in a closed session, immediately after the presentation and question/answer session.
- .25 The candidate, in consultation with the major professor, requests that the Program Office schedules an oral Dissertation Thesis defense (Program Office will send **FORM J** to the student to complete and return). The members of the Doctoral Committee should have copies of the Dissertation Thesis at least three (3) weeks prior to scheduling a defense. Electronic copies of the Abstract and Dissertation must be given to the Program Office in a timely manner so the defense can be announced two (2) weeks in advance.
- .30 The reading copies of Dissertation Thesis provided to the candidate's Doctoral Committee and the Program Office should be in the format required by the Toulouse Graduate School as explained in the manual, "*Preparation and Submission of Dissertations, Theses, and Problems in Lieu of Thesis by Graduate Students of the University of North Texas.*" It is the candidate's responsibility to acquire information pertaining to dissertation preparation and distribution from the Toulouse Graduate School. This manual is to be used in conjunction with the latest edition of the *Publication Manual of the American Psychological Association*. The dissertation must be complete in all substantive ways, including chapters, appendices, bibliography, title, footnotes, table of contents, etc. Only acknowledgments may be omitted.
- .35 The Doctoral Committee must decide by majority vote whether:

- The Dissertation Thesis as written is accepted.
 - The Dissertation Thesis with modifications is accepted.
 - The Dissertation Thesis is not accepted.
- .40** If the candidate does not pass the defense or a major revision is required then the candidate must revise the Dissertation Thesis to reflect suggestions made by the Doctoral Committee. The Doctoral Committee, together with the major professor, upon assessing the revision of the Dissertation Thesis, will decide whether another oral defense should be scheduled for a candidate.
- .45** If/when the Dissertation Thesis is accepted, the candidate should provide the Program Office with an electronic copy of the complete Dissertation Thesis after all of the changes and corrections have been made.
- .50** After the candidate successfully defends the Dissertation Thesis, the Doctoral Committee chairperson should complete and file the **Final Approval Form (this form is generated and sent to major professor by the Toulouse Graduate School)**. The dissertation is not completed until it has both been approved by the candidate's Doctoral Committee and accepted by the UNT Toulouse Graduate School.

FORM A. Doctoral Applicant Evaluation Form

Applicant's Name (print or type) _____
Last
First
Middle

In order to encourage the evaluator to provide an objective and candid impression, the applicant is encouraged to sign the following statement. Please be assured, however, that the signing of this statement is optional. Under law, refusal to sign the statement cannot be used negatively in the selection process.

I hereby waive my right of access, under the Family Educational Rights and Privacy Act of 1974, to this letter of recommendation.

Signature: _____ Date: _____

Evaluator: _____
(Print Name)

How long have you known the applicant? _____

In what capacity have you known the applicant? _____

What reference group are you using in these comparisons? _____

For each criterion below, please check the appropriate box.

	Exceptional	Above Average	Average	Below Average	No Information
Intellectual Ability					
Writing Ability					
Speaking Ability					
Academic Preparation					
Motivation					
Maturity					
Leadership Ability					
Classroom Presentation Skills					
Quantitative/Research Skills					

Please provide comments that can assist in forming an overall evaluation of the candidate's abilities, potential and character: _____

Signature: _____ Date: _____

Title: _____

Organization or Institution: _____

Country: _____ Phone/email address: _____

Please forward the completed form directly to: CI-IISPhD@unt.edu

FORM B. Doctor of Philosophy in Information Science (IIS) Degree Program/Plan

STUDENT ID:		NAME:		DATE:	
EMAIL:		PHONE:		ADDRESS:	
DEGREES HELD: BA / BS	Field:		Institution:		Year received:
DEGREES HELD: MA /MS	Field:		Institution:		Year received:
RESIDENCE REQUIREMENT MET:		DATE FIRST PhD COURSE TAKEN:		PhD PROGRAM EXPIRATION:	PhD PROGRAM GPA:

PROGRAM STAGES:

Category:	Course Number	Course Title	Faculty Name	Year	Semester	Credit Hours	Grade
Leveling course: Research Tool (if no previous grad. research coursework)	INFO 5080 or proficiency exam	Research Methods and Analysis			1 st Fall or before (if applicable)	3	
Leveling course: Subject Tool (if no previous library / info degree)	INFO 5200 or proficiency exam	Information Organization			1 st Fall or before (if applicable)	3	
INTERDISCIPLINARY CORE (required courses):	INFO 6945	Doctoral Seminar in Info Issues			1 st Fall	3	
FOUNDATION CORE (required courses):	INFO 6000	Seminar in Info Science			1 st Fall	3	
	INFO 6700	Seminar in Comm & Use of Info			1 st Spring	3	
	INFO 6660	Readings in Info Science	Doctoral Committee chair		Last sem. before exam	3	
METHODS CORE (required courses):	INFO 6940	Seminar in Research & Methodology			1 st Fall	3	
		qualitative res. methods course			1 st year	3	
		quantitative res. methods course 1			1 st year	3	
Concentrations only		quantitative res. methods course 2				3	
GENERAL Area of Emphasis 1:		Course 1				3	
		Course 2				3	
		Course 3				3	
GENERAL Area of Emphasis 2:		Course 1				3	
		Course 2				3	
		Course 3				3	
GENERAL ELECTIVES: do not use for concentrations		Course 1				3	
		Course 2				3	
		Course 3				3	

CONCENTRATION CORE: See concentration degree requirements		ConcCoreCourse 1				3	
		ConcCoreCourse 2				3	
		ConcCoreCourse 3				3	
		ConcCoreCourse 4				3	
		ConcCoreCourse 5				3	
		ConcCoreCourse 6				3	
CONCENTRATION ELECTIVES: See concentration degree requirements		ConcElectCourse 1				3	
		ConcElectCourse 2				3	
		ConcElectCourse 3				3	
		ConcElectCourse 4				3	
QUALIFYING EXAMINATION:	n/a	n/a	Doctoral Committee			n/a	
DISSERTATION PROPOSAL:	INFO 6950	Doctoral Dissertation	Doctoral Committee chair			3	
	INFO 6950	Doctoral Dissertation	Doctoral Committee chair			3	
DISSERTATION THESIS:	INFO 6950	Doctoral Dissertation	Doctoral Committee chair			3	
	INFO 6950	Doctoral Dissertation	Doctoral Committee chair			3	
TOTAL NO. OF COMPLETED CREDIT HOURS FOR DEGREE:						Hours	
	NAME		SIGNATURE		DATE		
Committee chair:							
Committee member:							
Committee member:							
Committee member:							
Committee member:							
Program Director / Assoc. Director:							
Vice Provost , Graduate School:							

Student Signature _____

FORM C. IIS Ph.D. Program Student Annual Review Form

Name (last, first): _____ UNT ID# (8 digit): _____ Date: _____

1 Progress self-rating: (a) Within your program stage only, type **Yes**, **No**, or **N/A** in each cell in columns **4** and **6**.

1	2	3	4	5	6
Program stage	Criterion (UNT and/or IIS Ph.D. Program requirement or standard)	Good progress ¹	Met minimum for good progress?	Satisfactory progress	Met minimum for satisfactory progress?
Coursework	Communication with academic advisor	Minimum once per long semester		Minimum once per long semester	
	Enrollment: credit hours counted toward degree ²	Minimum 9 hours per long semester		Minimum 6 hours per long semester	
	Residence requirement	Met within 1st year		Met within 2nd year	
	Tool requirements	Met prior to Ph.D. or within 1st long semester		Met within 1st year	
	Required courses taken	INFO 6000, 6700, 6940 and 6945 in the 1st year		INFO 6000, 6700, 6940 and 6945 in the 1st 2 years	
	Required courses passed	Grade of A or B in all of the above courses on 1st attempt		Grade of A or B in some of the above courses on 2nd (and last) attempt	
	GPA ³	Minimum 3.50		Minimum 3.00	
	Grade of Incomplete	Maximum 1 overall		Maximum 2 overall	
	Incomplete(s) cleared ^{4,5}	Within 1 semester		Within 1 year	
	Withdrawal (W or WF)	None		Maximum 3 (W only)	
	Advisory committee chosen ⁵	Within 1st year		Within 2nd year	
	Degree plan filed ⁵	Within 1st year		Within 2nd year	
	Coursework completed	Within 3rd year		Within 4th year	
	Communication with advisory committee chair	Minimum once per long semester		Minimum once per long semester	
Refereed scholarly publications & presentations	Minimum 2 publications prior to completing program		Minimum 1 presentation prior to completing program		
Qualifying	Qualifying exam attempted	Within 3rd year		Within 4th year	
	Qualifying exam passed	On 1st attempt		On 2nd (i.e. last) attempt	
Dissertation	Continuous enrollment in dissertation hours	Required every long semester		Required every long semester	
	Communication with the Doctoral Committee	Minimum once per long semester		Minimum once per long semester	
	Dissertation proposal successfully defended	Within 2 long semesters after qualifying passed		Within 3 long semesters after qualifying passed	
	Dissertation successfully defended	Within 1 year after proposal passed		Within 2 years after proposal passed	
	Program completed	Within 5th year		Within 7th year	

2 Progress review: For any of the following items, attach a separate sheet if necessary.

(a) **Summarize your progress since joining the doctoral program, such as knowledge and skills gained, milestones, and activities.** (Next year, you will update for only one previous year.)

[Box will expand as you type.]

1 "Year" refers to calendar year. "Long semesters" are fall and spring. At UNT, program timeline begins with oldest course counted toward PhD.

2 One year of non-enrollment automatically generates UNT inactive status and requires re-admission to Graduate School and to IIS Ph.D. program.

3 GPA below 3.00 results in UNT academic probation. Failure to raise GPA to 3.00 in one semester results in UNT one-year suspension.

4 An Incomplete not cleared (replaced with a regular grade) within 1 year may be changed to a grade of F.

5 Must be done prior to qualifying exam.

(b) **State your doctoral goals for the coming year.** When do you anticipate completing the next stage (qualifying, dissertation proposal, dissertation) in your program?

(c) **Describe any problems you have or help that you need related to your progress in the program.**

③ Dissertation progress review (applicable for doctoral candidates only): Summarize your progress in dissertation research.

Signature _____

Submit completed self-report form and CV to IIS Ph.D. Program Office (via email to ci-iisphd@unt.edu).

Thank you!

FORM D. Student Counseling Form

On _____ a counseling session was held with
Date

Student's Name

Student ID Number

concerning the difficulty he/she has encountered in the program:

The student has been informed of the consequences of this problem and acknowledges that further difficulty could result in the following:

SIGNATURES:

Student

Date

Associate Director

Date

Department Chair

Date

Additional comments: _____

Action taken (if necessary): _____ Probation _____ Removal

(Submission of this form from the department may be used as authorization to write removal letter from program).

Request for Exceptions: _____

FORM E. Ph.D. Leave of Absence Approval

TO: Graduate Dean
Toulouse Graduate School

CC: Student's Doctoral Committee Chair

Student's Name

Student ID Number

has been approved for a leave of absence from the doctoral program for the following semester(s)

Reason:

Approved:

Associate Director Date

Department Chair Date

FORM F. Designation of Doctoral Committee

Student _____ ID# _____ Date _____

Tentative title or short description of area of research: _____

Doctoral Committee Structure:

Chair/Major Professor: _____
(name) (signature) (date)

Member: _____
(name) (signature) (date)

Member: _____
(name) (signature) (date)

Member: _____
(name) (signature) (date)

Committee member(s) from outside the IIS Ph.D. Program Faculty, incl. outside UNT (attach CVs)

Member: _____
(name) (institution) (position)

(area of expertise) (signature) (date)

Member: _____
(name) (institution) (position)

(area of expertise) (signature) (date)

IIS Ph.D. Program Associate Director

IIS Ph.D. Program Director, LIS Department Chair

Toulouse Graduate School Vice Provost

FORM G. Change in Doctoral Committee

Student _____ ID# _____ Date _____

Add to committee: Name 1 _____

Name 2 _____

Drop from committee: Name 1 _____

Name 2 _____

Change in role: Name 1 _____

Name 2 _____

New Structure of Doctoral Committee:

Chair/Major Professor: _____

Member: _____

Member: _____

Member: _____

APPROVALS:

Major Professor (date)

IIS PhD Program Associate Director (date)

IIS PhD Program Director, LIS Department Chair (date)

FORM H. Qualifying Examination Results

Student's Name _____ Student ID Number _____

Date _____

The Doctoral Committee recommends that this student

_____ has passed both written and oral qualifying examination

_____ has failed the written qualifying examination

_____ has failed the oral qualifying examination

_____ has passed conditionally the written qualifying examination (deficiencies and conditions specified below)

_____ has passed conditionally the oral qualifying examination (deficiencies and conditions specified below)

Deficiencies and conditions _____

Doctoral Committee Chair _____

Committee Member _____

Committee Member _____

Committee Member _____

Associate Director _____

Department Chair _____

FORM I. Dissertation Proposal Defense

(To be completed at the time student's proposal has been accepted by the Doctoral Committee. Please send to the Graduate Dean's Office immediately upon signature).

Student's Name _____ Student ID Number _____

Tentative Title of Dissertation _____

All students undertaking a dissertation involving the use of human subjects in any way as a source of data must first receive clearance from the Institutional Review Board on Human Subjects (IRB). The proper form for requesting clearance can be obtained from the Office of Research and Academic Grants (Administration Building Room 310). The student should not proceed to collect data until clearance is received.

The dissertation chair should answer the applicable statements below:

1. This research will use human subjects as a source of data?
Yes _____ No _____
2. If yes to #1, the student has filed the "Use of Human Subjects" request form in the Office of Research and Academic Grants?
Yes _____ No _____
Note: If no to #2, the student should not proceed to collect data until the form is filed and the IRB grants clearance.
3. A copy of dissertation proposal submitted to Program Office?
Yes_(Date)_____ No _____

This student has presented to the undersigned a proposal for a dissertation. We have examined it and certify that it appears to represent acceptable significance, design, and quality so that the student may proceed to develop it into a dissertation. T this certifies also that the student passed the proposal defense.

Signatures of Doctoral Committee

Dissertation Chair	Date	Committee Member	Date
Committee Member	Date	Committee Member	Date
Committee Member	Date	Committee Member	Date
Program Associate Director			Date
LIS Department Chair			Date

FORM K. PhD Student Vita Guidelines

Name

IIS Ph.D. Program Department of Information Science

College of Information

University of North Texas Denton, Texas 76203

Mailing Address

(for public disclosure)

Office Phone:

Fax:

Email:

Education: (Highest Degree First):

Year	Degree	Major	Institution
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Academic Experience: (List Classes Taught in Each Position)

Beginning Date- Ending Date	Position	Organization	Location
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Professional/Student Activities: (List in Reverse Chronological Order)

Membership in Professional/Student Organizations:

Professional Experience:

Student Activities:

Offices and Committee Assignments in Professional/Student Organizations:

Additional Responsibilities and Other Activities:

Consulting:

IIS Ph.D. Program

Doctoral Student Handbook

Honors:

Areas of Expertise:

Grants & Contracts:

Beginning Date- Ending Date	Title	Agency	Amount
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Publications & Creative Activities (List in chronological order):

List publications, recitals, performances art shows, productions, displays, etc. Separate by heading. Separate refereed/juried etc., from non-referred or non-juried under each heading. Separate books, chapters, articles, proceedings, other publications. Use accepted bibliographic style of your discipline. Multiple authored works should be listed as they appear in the publications.

Abstracts, Proceedings & Papers Presented: (Include presenters, title, meeting, place, and date. In parentheses, indicate if referred/invited.)

Working Papers and Work in Progress:

Other: