



Information Science (IS) Ph.D. Program

HANDBOOK for DOCTORAL STUDENTS

Approved by IS Faculty- Student Council Meeting
(May 6, 2014)

**Effective September 2014
Updated February 2018**

Table of Contents

TABLE OF CONTENTS	2
SECTION 1. GENERAL INFORMATION	5
1.1 GENERAL INFORMATION	5
1.2 MISSION, GOALS AND OBJECTIVES	5
1.2.1 <i>Mission</i>	5
1.2.2 <i>Goals and Objectives</i>	5
SECTION 2. ADMISSIONS PROCESS	5
2.1 UNT AND INFORMATION SCIENCE ADMISSIONS	5
2.1.1 <i>UNT Toulouse Graduate School Admissions</i>	5
2.2 ADMISSIONS DECISIONS	6
2.2.1 <i>General/Unconditional Admission</i>	7
2.2.2 <i>Conditional Admission</i>	7
2.3 FACULTY ACADEMIC ADVISOR	7
2.4 FELLOWSHIPS, SCHOLARSHIPS, TEACHING ASSISTANTSHIPS AND RESEARCH ASSISTANTSHIPS	7
2.4.1 <i>Fellowships (TA/TF/RA and GSA) Load Specifications</i>	7
SECTION 3: PROGRAM PLAN AND CONCENTRATIONS	8
3.1 PROGRAM PLAN STRUCTURE	8
3.2 PROGRAM PLAN OVERVIEW	8
3.3 AREAS OF EMPHASIS, CONCENTRATIONS AND SPECIAL PROBLEMS COURSES	9
3.3.1 <i>Areas of Emphasis or Concentrations</i>	9
3.3.2 <i>Concentration</i>	9
3.3.3 <i>Special Problems Courses (Independent Study Courses)</i>	9
SECTION 4: PROGRAM REQUIREMENTS AND DEGREE PLANS	10
4.1 INTERDISCIPLINARY REQUIREMENT	10
4.2 PREREQUISITE REQUIREMENTS	10
4.3 PROGRAM RESIDENCY REQUIREMENT	10
4.4 DEGREE PLAN	10
4.5 CHANGES TO DOCTORAL DEGREE PLAN	10
4.6 99-HOUR RULE	10
4.7 CREDIT HOUR TRANSFER	11
4.8 TIME LIMIT	11
SECTION 5: STUDENT PROGRESS	11
5.1 PROGRAM EXPECTATIONS FOR STUDENT PROGRESS	11
5.2 ANNUAL REVIEW	11
5.3 PROGRAM STAGE AND TIMING	12
5.4 PROBATION	12
5.5 REMOVAL FROM THE PROGRAM	12
5.6 STUDENT REMOVAL APPEAL PROCESS	13
5.7 LEAVE OF ABSENCE	13
5.8 STUDENT INITIATED WITHDRAWAL	13

SECTION 6: DOCTORAL COMMITTEE	13
6.1 COMMITTEE DESIGNATION	13
6.1.1 <i>Committee Designation Process</i>	13
6.1.2 <i>Committee Change Process</i>	13
6.2 COMMITTEE MAKE-UP	13
SECTION 7: INFO 6660 AND THE QUALIFYING EXAMINATION	13
7.1 QUALIFYING EXAMINATION	13
7.2 QUALIFYING EXAMINATION STRUCTURE	14
7.2.1 <i>Written Qualifying Examination</i>	14
7.2.2 <i>Oral Qualifying Examination</i>	15
7.3 QUALIFYING EXAM RESULTS	15
7.4 RETAKING THE QUALIFYING EXAMINATION	15
SECTION 8: CANDIDACY	15
8.1 REQUIREMENTS FOR CANDIDACY	15
8.2 CONTINUOUS ENROLLMENT	15
SECTION 9: DISSERTATION PROPOSAL	16
9.1 GENERAL REQUIREMENTS	16
9.2 REQUIRED WRITTEN DISSERTATION PROPOSAL CONTENTS	16
9.3 DISSERTATION PROPOSAL DEFENSE	16
9.4 DISSERTATION PROPOSAL ABSTRACT	16
9.5 DISSERTATION PROPOSAL GRADING	16
9.6 DISSERTATION PROPOSAL DEFENSE DOCUMENTATION	17
9.7 DISSERTATION RESULTS NOTIFICATION	17
SECTION 10: DISSERTATION	17
10.1 DISSERTATION PROCESS	17
10.2 DISSERTATION REVIEW AND DEFENSE	17
10.2.1 <i>Dissertation Review</i>	17
10.2.2 <i>Dissertation Defense</i>	17
10.2.3 <i>Scheduling Dissertation Defense</i>	17
10.3 DISSERTATION SUBMISSION	17
10.4 DISSERTATION GRADING	18
10.5 FINAL SUBMISSIONS	18
10.5.1 <i>Submission to the IS Ph.D. Program Office</i>	18
10.5.2 <i>Submission to the Toulouse Graduate School</i>	18
FORM A. DOCTORAL APPLICANT EVALUATION FORM	19
FORM B. DOCTOR OF PHILOSOPHY IN INFORMATION SCIENCE (IS) DEGREE PROGRAM/PLAN	20
FORM C. SPECIAL PROBLEMS (INFO 6900 / INFO 6910) REQUEST FORM	22
FORM D. DESIGNATION OF DOCTORAL COMMITTEE	23
FORM E. CHANGE IN DOCTORAL COMMITTEE	24

FORM F. QUALIFYING EXAMINATION SIGN-UP25

FORM G. QUALIFYING EXAMINATION RESULTS26

FORM H. DISSERTATION PROPOSAL DEFENSE27

FORM I. DISSERTATION DEFENSE.....28

FORM J. STUDENT COUNSELING FORM.....29

FORM K. PH.D. LEAVE OF ABSENCE REQUEST.....30

Section 1. General Information

1.1 General Information

This [Handbook for Doctoral Students](#) sets forth, in detail, the requirements for the Doctor of Philosophy degree offered by the Department of Information Science (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. As the Toulouse Graduate School of the University of North Texas establishes the general requirements for Ph.D. program, a prospective student also should consult the [UNT Graduate Catalog](#). This handbook serves as a guide for doctoral students in Information Science and as part of our continuous improvement effort, is subject to change.

1.2 Mission, Goals and Objectives

1.2.1 Mission

The Doctor of Philosophy program in Information Science provides a center of excellence in graduate education and research.

1.2.2 Goals and Objectives

A Doctor of Philosophy in Information Science responds to the varied and changing needs of the 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.

Section 2. Admissions Process

2.1 UNT and Information Science Admissions

Admission to the doctoral program in Information Science is a two-step process that includes University and Departmental admission. Visit both the [Toulouse Graduate School](#) and [Department of Information Science](#) websites for more information about the admissions process. Please note: Acceptance into the Toulouse Graduate School does not guarantee admission to the Department of Information Science.

2.1.1 UNT Toulouse Graduate School Admissions

An application for admission to the University of North Texas is accomplished by submitting the following items to the Toulouse Graduate School:

1. **Application for Admission:** Submit the [ApplyTexas](#) application and complete the graduate or international admission application. (see current [UNT Graduate Catalog](#))
2. **Official transcripts:** Submit 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 must be to UNT, or complete the non- credit course in English from the UNT Intensive English Language Institute. Please visit the [UNT Intensive English Language Institute Website](#) for more information.

Submit above application materials to:

Toulouse Graduate School
Graduate Admissions Office (Eagle Student Services Building 354)
1155 Union Circle, #305459
Denton, TX 76203-5459
(940) 565-2383
gradadmission@unt.edu

2.1.2 Admission to the Department of Information Science

IS Ph.D. Program applicants must first submit the [ApplyTexas](#) application to the Toulouse Graduate School at the University of North Texas before submitting the IS Ph.D. Program Departmental application. The IS Ph.D. Program has admission requirements in addition of those of the Graduate School. Applicants must submit the following items to CI-IISPh.D.@unt.edu:

1. [IS Ph.D. Program Departmental Application](#)
2. [Official Graduate Record Examination \(GRE\) Results](#): Both US citizens and international students must submit their official test results. The Electronic Testing Service's school code for the University of North Texas is 6481. The GRE is required for every applicant. There are no exceptions.
3. [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. A combination of [Doctoral Applicant Evaluation Forms](#) and letters of recommendation can be submitted.
4. [Personal Statement](#) that does not exceed 500 words, setting forth and applicant's reasons for pursuing doctoral study, personal objectives and career plans. Applicants are required to propose a research topic/area of interest. Multiple factors are considered in the decision process, including the personal statement that all applicants submit. The purpose of the personal statement is to give applicants a chance to present a research problem or question that interests them and to propose how it will be investigated. The IS Ph.D. Program Admission Committee also uses the personal statement to help assess how well an applicant's interests coincide with those of the faculty and can be accommodated within the program. Therefore, applicants should identify the faculty members who have similar research interests in the research statement.
5. [Current Curriculum Vita or Resume](#)
6. [Academic Writing Sample](#): The sample must be an applicant's published paper or a graduate term paper/thesis where applicant is the sole author.

2.2 Admissions Decisions

The IS Ph.D. Program reviews admissions applications holistically. This means that each applicant is reviewed by the IS Ph.D. Program Admission Committee on whether or not the applicant's application materials reflect readiness for Ph.D. level work as well as research interests that align with our program.

2.2.1 General/Unconditional Admission

Applicants, whose materials indicate readiness for Ph.D. level work, research interests align with the department and meet all of the admission criteria and are selected in a competitive process by the Program Admission Committee, will be granted general admission.

2.2.2 Conditional 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/unconditional admission. If an applicant is conditionally admitted, the conditions will be listed in detail, along with the deadlines by which they must be met, in the 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.

2.3 Faculty Academic Advisor

Admitted students will be assigned to the Associate Director of the IS Ph.D. Program as academic advisor, unless otherwise requested. Students have to designate their major professor by the time they complete 18 credit hours of the program. Other committee designations can be made later in the program, but prior to the Qualifying Examination.

2.4 Fellowships, Scholarships, Teaching Assistantships and Research Assistantships

Financial aid in the form of teaching assistantships, teaching fellowships, scholarships and research assistantships are available, but subject to availability of funding. Any questions concerning financial aid should be directed to the [UNT Financial Aid Office](#). The following resources list fellowships/scholarships available through the University and Information Science Department:

- [Toulouse Graduate School Funding](#)
- [UNT Funding Options](#)
- [IS Ph.D. Program Listserv](#)
- [Department of Information Science Financial Assistance](#)

2.4.1 Fellowships (TA/TF/RA and GSA) Load Specifications

Teaching fellows, teaching assistants, research assistants and graduate student assistants must be enrolled in a minimum number of semester credit hours during the term they hold an appointment.

- Teaching fellows, teaching assistants, research assistants and graduate student 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.

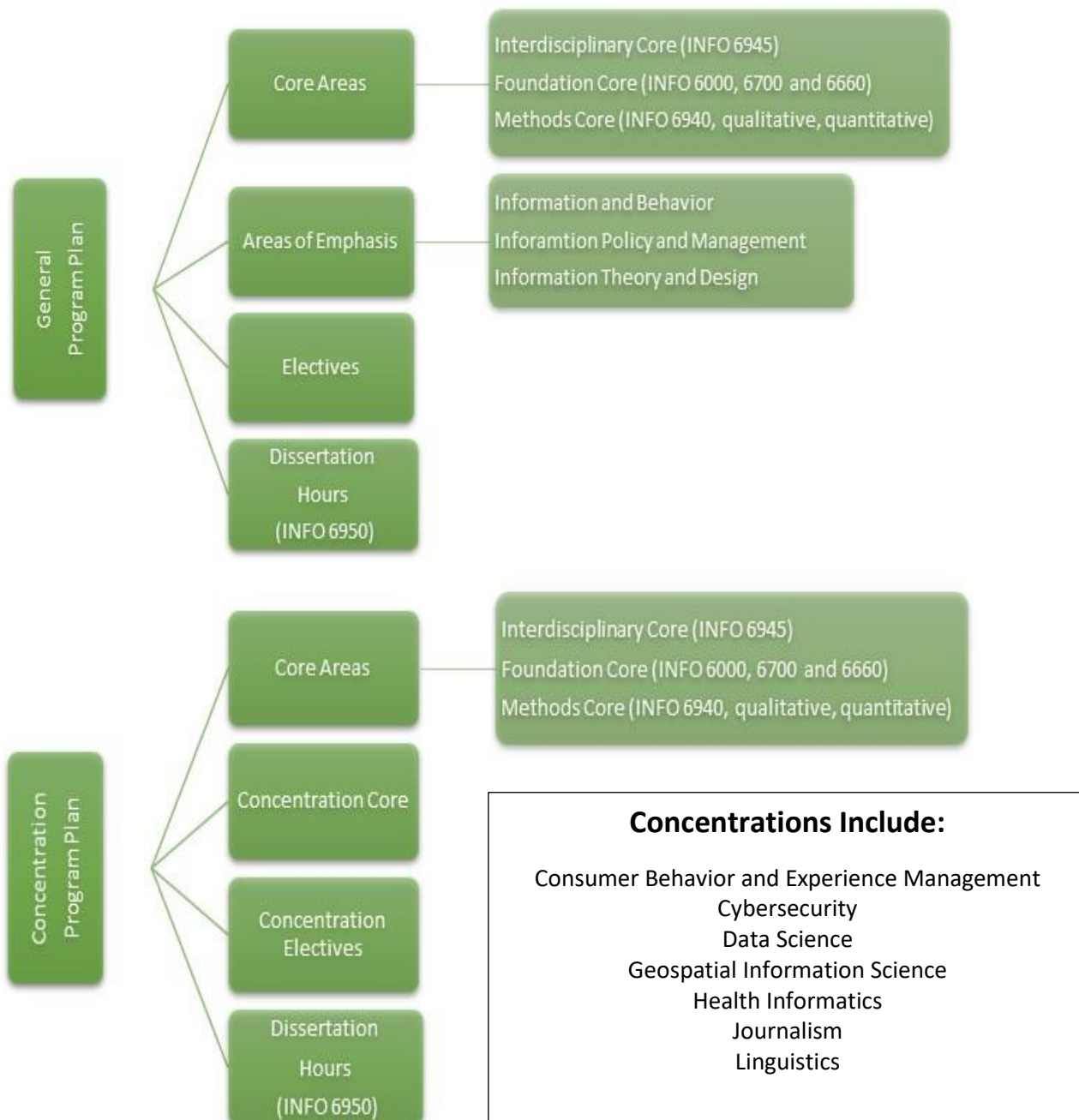
The total load of course enrollment and teaching assignment may not exceed 16 semester hours in any long semester. Approval of the Toulouse Graduate School Dean is required for loads in excess of this amount, but approval will not be granted for a combined load in excess of 18 semester hours. With written approval from the IS Ph.D. Program Office and approval of the Toulouse Graduate School Dean, 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.

Section 3: Program Plan and Concentrations

3.1 Program Plan Structure

The program requirements for the Doctoral Program in Information Science consist of coursework, satisfactory performance on the qualifying examination, and dissertation research. The total program requires a minimum of 60 hours of graduate credit beyond the Master's degree. Total program requires a minimum of 72 hours of graduate credit beyond the Bachelor's degree.

3.2 Program Plan Overview



The preparation work conducted in Core Areas, Areas of Emphasis, Concentrations, and Electives should be planned with the IS Ph.D. 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 the [degree plan](#) for details.

Students must maintain continuous enrollment in dissertation hours (INFO 6950) after admission to candidacy until the dissertation is complete. Students who wish to enroll in more than 3 credit hours (and up to 6 credit hours) must submit a request to the IS Department Chair for approval.

3.3 Areas of Emphasis, Concentrations and Special Problems Courses

3.3.1 *Areas of Emphasis or Concentrations*

The student, in consultation with academic advisor and Program Office, selects two (2) of the broad Areas of Emphasis or one (1) specific concentration. Areas of emphasis include:

- Information Theory and Design-
This area explores ways to structure information and knowledge for a multitude of information systems and uses, including measures and methods for the evaluation and study of information systems, related communication processes, and subsequent systems application and design or redesign. Courses are selected with approval of major advisor.
- Information Behavior-
Studies relate to Human Information and Communication Behavior and the systematic response to these behaviors by using information technologies to advance communication and learning. Courses are selected with approval of major advisor
- Information Policy and Management-
Inquiries focus on Organizational Behavior, in respect to information and the management of information, and of the organizations and systems that handle information. Courses are selected with approval of major advisor

3.3.2 *Concentration*

Concentrations offered include:

- Consumer Behavior and Experience Management
- Cybersecurity
- Data Science
- Geospatial Information Science
- Health Informatics
- Journalism
- Linguistics

3.3.3 *Special Problems Courses (Independent Study Courses)*

The special problems courses can also be taken in the specific area of student's interests if there are no organized courses offered by the department (excludes program core courses), assuming the faculty who are experts in the specific area are available. A student who wishes to take a special problems course should meet with the faculty member who will be teaching or supervising the course, complete and submit to IS Ph.D. Program Office (at least one week prior to the beginning of the semester) the Special Problems Course Request Form ([FORM J: Special Problems Request Form](#)). All fields in this form are required.

Section 4: Program Requirements and Degree Plans

4.1 Interdisciplinary Requirement

An objective of the IS 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.

4.2 Prerequisite Requirements

The IS Ph.D. Program has a Subject Tool requirement and a Research Tool requirement. New students with no background in the subject area of information organization are required to complete the Subject Tool requirement by taking the introductory Master's-level INFO 5200 Information Organization course as a prerequisite course that would not count toward the 48 hours of doctoral coursework. New students with no previous graduate-level coursework in research methods are required to complete the Research Tool requirement by taking introductory Master's-level INFO 5080 Research Methods and Analysis course as a prerequisite course that would not count toward the 48 hours of doctoral coursework.

Prerequisite courses should be completed within the first year of enrollment in the IS Ph.D. Program. Enrollment at the first course listed on the degree plan. As an alternative to taking these courses, a student can take online proficiency exams in the respective areas that are administered by the IS Ph.D. Program Office. If the student successfully passes the proficiency exam in a given area, the prerequisite coursework requirement in this area is waived.

4.3 Program Residency Requirement

The minimum doctoral residence requirement consists of two consecutive long semesters of 9 graduate semester credit hours of enrollment at UNT or three consecutive semesters of 6 graduate semester credit hours at UNT.

4.4 Degree Plan

In consultation with his/her academic advisor, the student should complete a [Doctoral Degree Plan](#) and submit -- no later than by the end of the student's first semester of course work -- to IS Ph.D. Program Office for approval and transmittal to UNT Toulouse Graduate School. Students must meet with their academic advisor at least on a year to update their degree plan.

4.5 Changes to 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.

4.6 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.

4.7 Credit Hour Transfer

Depending on the student's previous preparation and needs, as many as 24 hours of advanced study beyond the master's degree or its equivalent completed at another institution may be accepted and credited toward the doctorate, provided the student's advisor/ major professor recommends acceptance of transfer credit to the graduate school. Transfer credit must be in compliance with UNT Graduate Catalog policies on transfer credit.

4.8 Time Limit

All work to be credited toward the doctoral degree beyond the master's degree must be completed within a period of 8 years from the date doctoral credit is first earned. No course credit beyond the master's degree that is more than 10 years old at the time the doctoral program is completed will be counted toward the doctorate.

Time limits are strictly enforced. Students exceeding the time limit may be required to repeat the qualifying exam, replace out-of-date credits with up-to-date work, and/or show other evidence of being up-to-date in their major and minor fields. Students anticipating they will exceed the time limit should apply for an extension of time before their seventh year of study. For information, please see the [Request for Time Extension Form](#) on the Toulouse Graduate School Website. Holding a full-time job is not considered in itself sufficient grounds for granting a time extension.

Section 5: Student Progress

5.1 Program Expectations for Student Progress

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 via email and in writing by the IS 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.

5.2 Annual Review

Throughout a student's career in the IS Program, every student must submit the Annual Review survey. 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 CV as an attachment on the Annual Review survey. Students are given the opportunity to develop their written credentials, CVs and letters of interest by attending a Toulouse Graduate School workshop or visiting the [Division of Student Affairs](#) website.

5.3 Program Stage and Timing

The following is a statement of policy for determining satisfactory progress toward the IS Ph.D. degree. Satisfactory progress is determined, in part, by the following timelines and criteria:

Program Stage	Program Timing
Degree plan design and approval	Degree plans should be drafted prior to the end of 1st long semester.
Designate Major Professor/Committee	Major Professor must be designated upon completion of 18 credit hours in the program. The remainder of the committee must be designated prior to the Qualifying Examination. Please submit the Committee Designation Form to the IS Ph.D. Program Office.
Course work completed	Coursework should be completed within 5 to 6 long semesters.
Qualifying examination	Oral qualifying exams should be taken one long semester after completion of course work.
Dissertation proposal defense	Proposal should be defended within 2 long semesters after the qualifying exam. This period may be extended to 3 long semesters by major professor.
Publication Requirements	A minimum of 2 peer-reviewed papers (at least 1 journal and 1 conference) are required and must be published or accepted prior to dissertation defense (applies to all students who started in the program in Fall 2014 or later).
Dissertation defense	Dissertation should be defended within 3 years of the qualifying exam.

5.4 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 IS Ph.D. Program Office will notify the student of his/her probationary status.

After receipt of notice of probationary status, the student is required to seek formal counseling with the IS Ph.D. Program Office to discuss his/her doctoral program. Probationary student may not withdraw from any future courses without the consent of his/her advisor. The student will be given a copy of the [Student Counseling Form](#) to use as a guideline in how to proceed.

5.5 Removal from the Program

Receipt of a second grade of “C” or below will result in the student's removal from the doctoral program. The IS Ph.D. Program Office will notify the student of his/her removal from the program via email and mailed letter to latest address on file. The IS Ph.D. Program will also notify the Toulouse Graduate School 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.

5.6 Student Removal Appeal Process

A student wishing to appeal his/her removal from the doctoral program may petition the IS Ph.D. Program Office. This written appeal must be received within 30 days of the notification or attempted notification of the student's removal.

5.7 Leave of Absence

If during any long (Fall or Spring) , a Ph.D. student does not enroll in any approved course work, he/she must file a [Ph.D. Leave of Absence Request 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 IS Ph.D. Program.

5.8 Student Initiated Withdrawal

A student that intends to withdraw from the IS Ph.D. Program should submit a letter indicating the intent to withdraw to the IS Ph.D. Program Office at CI-IISPh.D.@unt.edu. The student must also notify the Toulouse Graduate School by submitting a [Withdraw from UNT](#) web form.

Section 6: Doctoral Committee

6.1 Committee Designation

6.1.1 Committee Designation Process

During the first year of study, students with the help of their advisor will designate their Doctoral Committee. Students should submit [Designation of Doctoral Committee](#) with their degree plan ([Doctor of Philosophy Degree Plan](#)).

6.1.2 Committee Change Process

The student may make changes to the Doctoral Committee by using the [Change in Doctoral Committee Form](#).

6.2 Committee Make-up

A Doctoral Committee will consist of a minimum of three members who hold terminal degrees. At least one Doctoral Committee member must be a member of the Department of Information Science and at least one committee member is from another academic unit of UNT or outside of UNT.

Section 7: INFO 6660 and the Qualifying Examination

7.1 Qualifying Examination

INFO 6660 is intended for Information Science (IS) Ph.D. Program students and is to be taken in conjunction with the Qualifying Examination in the last semester of coursework with the student's major professor.

Prior to registering for INFO 6660, a student must have:

- Completed all other required core and methods courses with grades of A or B.
- Successfully completed a total of at least 42 credit hours of the IS Ph.D. Program (at least 54 graduate credit hours of the 72 hour program option)
- Officially designated a dissertation committee by competing and submitting the signed [Committee Designation Form](#) to the IS Ph.D. Program Office.

7.2 Qualifying Examination Structure

7.2.1 Written Qualifying Examination

The Qualifying Examination is designed by the Doctoral Committee to ensure that the student is appropriately prepared for embarking on individual independent research. Each student will identify a research topic relevant to student's specialization, and prepare a written report to be submitted to instructor and committee members via the UNT course management system. The report should include the following:

- a research topic, a problem statement and research question(s)
- an in-depth literature review of the relevant literature grounded in Information Science, which should include review of the following kinds of resources:
 - those discussing the problem(s)
 - those discussing methodology for the study of the problem(s)
 - those reporting the results of research into the problem(s): identify top 5 relevant research papers
- a discussion of existing model(s), theory(-ies), and/or framework(s) applicable to the study
- theoretical justification and description of a theory or model, description of methods appropriate for researching the topic and answering the research questions, including:
 - selection and justification of research approach
 - proposed data collection, sampling, and data analysis technique(s),
 - discussion of validity and reliability of proposed methodology and its limitations
 - Discussion of significance of the proposed study.

7.2.1.1 Grading of the Written Qualifying Examination

Each student will meet with entire dissertation committee to present and discuss the topic and methodology and to provide critique to the 5 top most relevant research papers on the topic. 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.

7.2.2 Oral Qualifying Examination

Students are 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 ID Ph.D. Program Office.

7.3 Qualifying Exam Results

Earning a grade of A or B will indicate that a student has passed the Qualifying Examination. Earning a grade of C, D or F will indicate that the student has failed the Qualifying Examination. 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.

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). The [Student Counseling Form](#) and supporting documentation will be filed with the IS Ph.D. Program Office. Upon satisfactory completion of his/her remedial program of study, the student's Doctoral Committee will certify to the IS Ph.D. Program Office that the student is ready to re-take the failed examination.

7.4 Retaking the Qualifying Examination

A student will be permitted to re-do INFO 6660 and Qualifying Examination only once except under extraordinary circumstances when the Program Committee may grant permission for an additional attempts at the exam.

In the event that the student fails the oral and/or written qualifying examination(s) a second time or fails to re-take INFO 6660 and the Qualifying Examination the following semester, 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.

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.

Section 8: Candidacy

8.1 Requirements for Candidacy

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.

8.2 Continuous Enrollment

Doctoral candidates must maintain continuous enrollment in dissertation hours subsequent to passing the Qualifying Examination for admission to candidacy. To maintain continuous enrollment, the candidate must register in 3 credit hours of INFO 6950 Doctoral Dissertation every long semester (Fall and Spring) after passing the Qualifying Examination. Should a doctoral candidate submit a [Leave of Absence Request](#)

[Form](#), due to extenuating circumstances, the IS Ph.D. Program Office (at its discretion), may support the filing of a Continuous Enrollment Waiver Request for the student. A Continuous Enrollment Waiver Request cannot be submitted by the student to the Toulouse Graduate School.

Section 9: Dissertation Proposal

9.1 General Requirements

One of the requirements of the IS 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.

9.2 Required Written Dissertation Proposal Contents

The dissertation proposal **must** contain:

- Problem statement
- Introduction to the problem and subject area
- Literature review
- Methodology and proposed instruments

It is the responsibility of the major professor to make sure the Dissertation Proposal satisfactorily addresses all of the required elements stated in section 9.2.

9.3 Dissertation Proposal Defense

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.

The student, in consultation with student's major professor, requests that the IS Ph.D. Program Office schedule a proposal defense. 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 IS Ph.D. Program Office in a timely manner so the defense can be announced two weeks in advance.

9.4 Dissertation Proposal Abstract

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 IS Ph.D. Program Office and UNT Toulouse Graduate School.

9.5 Dissertation Proposal Grading

The Doctoral Committee must unanimously decide whether:

- The proposal as written is accepted.
- The proposal with revisions is accepted.
- The proposal is not accepted.

9.6 Dissertation Proposal Defense Documentation

After the defense, if the student passes the Dissertation Proposal defense, the [Dissertation Proposal Defense Form](#) must be completed by the student's doctoral committee and returned to the IS Ph.D. 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, [Dissertation Proposal Defense Form](#) needs to be completed and returned to the IS Ph.D. Program Office.

9.7 Dissertation Results Notification

The IS Ph.D. 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 IS Ph.D. Program Office.

Section 10: Dissertation

10.1 Dissertation Process

The candidate should work closely with his or her major professor while doing dissertation research and writing the Dissertation and consult with members of his or her Doctoral Committee.

10.2 Dissertation Review and Defense

10.2.1 Dissertation Review

The Dissertation 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.

10.2.2 Dissertation Defense

The candidate must defend the Dissertation 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.

10.2.3 Scheduling Dissertation Defense

The candidate, in consultation with the major professor, requests that the IS Ph.D. Program Office schedules an oral Dissertation defense (Program Office will send the [Dissertation Defense Form](#) to the student to complete and return). The members of the Doctoral Committee should have copies of the Dissertation 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. The student must also notify the Toulouse Graduate School of the defense 2 weeks prior by submitting the [Oral Defense Notification](#) web form.

10.3 Dissertation Submission

Reading copies of the Dissertation provided to the candidate's Doctoral Committee and the IS Ph.D. 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.

10.4 Dissertation Grading

The Doctoral Committee must decide by majority vote whether:

- The Dissertation as written is accepted (or with minor revisions).
- The Dissertation with major modifications is accepted.
- The Dissertation is not accepted.

If the candidate does not pass the defense or a major revision is required then the candidate must revise the dissertation to reflect suggestions made by the Doctoral Committee. The Doctoral Committee, together with the major professor, upon assessing the revision of the Dissertation, will decide whether another oral defense should be scheduled for a candidate.

10.5 Final Submissions

10.5.1 Submission to the IS Ph.D. Program Office

If/when the Dissertation is accepted, the candidate should provide the IS Ph.D. Program Office with an electronic copy of the complete Dissertation after all of the changes and corrections have been made.

10.5.2 Submission to the Toulouse Graduate School

After the candidate successfully defends the Dissertation, the student must make all revisions suggested by the committee during the defense and submit it to the doctoral committee chair for review. Then the doctoral committee chair 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. Please use the Toulouse Graduate School's [Dissertation Submission Guide](#) to submit the finalized dissertation.

FORM A. Doctoral Applicant Evaluation Form

Applicant's Name: _____

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					
Quantitative/Research					

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-IISPh.D.@unt.edu

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

STUDENT ID:		NAME:		DATE:	
EMAIL:		PHONE:			
ADDRESS:					
DEGREES: BA/BS	Field:		Institution:		Year
DEGREES: MA/MS	Field:		Institution:		Year:
RESIDENCE REQUIREMENT MET:		DATE FIRST Ph.D. COURSE		Ph.D. PROGRAM EXPIRATION:	Ph.D. PROGRAM GPA:

PROGRAM STAGES:

Category:	Course Number	Course Title	Faculty Name	Year	Semester	Credit Hours	Grade
Prerequisite 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	
Prerequisite Course: Subject Tool (if no previous info degree)	INFO 5200 or proficiency exam	Information Organization			1 st Fall or before (if applicable)	3	
INFORMATION SCIENCE FOUNDATION CORE (required courses):	INFO 6945	Doctoral Seminar in Info Issues			1 st Fall	3	
	INFO 6000	Seminar in Info Science			1 st Fall	3	
	INFO 6700	Sem in Comm & Use of Info			1 st Spring	3	
METHODS CORE (required courses):	INFO 6940	Seminar in Research & Methodology			1 st Fall	3	
		qualitative res. methods			1 st year	3	
		quantitative res. methods			1 st year	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:		Course 1				3	
		Course 2				3	

(do not use for concentrations)		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:	INFO 6660	Readings in Information Science	Committee Chair			3	
DISSERTATION PROPOSAL:	INFO 6950	Doctoral Dissertation	Committee chair			3	
	INFO 6950	Doctoral Dissertation	Committee chair			3	
DISSERTATION:	INFO 6950	Doctoral Dissertation	Committee chair			3	
	INFO 6950	Doctoral Dissertation	Committee chair			3	
TOTAL NO. OF COMPLETED CREDIT HOURS FOR DEGREE:							
	NAME		SIGNATURE		DATE		
Committee chair:							
Committee member:							
Committee member:							
Committee member:							
Committee member:							
Assoc. Director:							
Program Director:							
Dean, Toulouse Graduate School:							
Student Signature:							
PLEASE NOTE: Students must consult the most recent signed degree plan when registering for courses. See section 4.5 on how to make changes to the degree plan.							

FORM C. Special Problems (INFO 6900 / INFO 6910) Request Form

Discuss the proposed course topic, course objectives, and concrete course requirements (a.k.a. deliverables) together with the faculty member who you would like serve as a supervisor for your special problems course. Please note that faculty may not agree to supervise special problems courses outside of their expertise or when an organized course would be more appropriate.

You and your special problems course faculty supervisor should complete all areas of this form together. After the form is completed and signed by your faculty supervisor and yourself, submit it for approval to:

1. Your academic advisor (either the IS Ph.D. Program Associate Director or the major professor – IS Department faculty member –who serves as advisor for the purposes of your dissertation research).
2. IS Ph.D. Program Director / IS Department Chair.

When the form is submitted to IS Ph.D. Program Office (CI-ISPh.D.@unt.edu) and the proposed special problems course is approved for your degree plan, you will receive via email from IS Ph.D. Program Office a registration code to register for the course.

Student Name: _____ Student ID: _____

Faculty Supervisor Name: _____

Semester: _____ Year: _____

Course Number: _____ Course Credit Hours: _____

Proposed Course Topic:

Proposed Course Objectives:

Proposed Course Requirements:

Student's Signature: _____

Faculty Supervisor's Signature: _____

Academic Advisor's Signature: _____

IS Department Chair: _____

FORM D. Designation of Doctoral Committee

Student _____ ID# _____ Date _____

Tentative title or short description of area of research:

Doctoral Committee Structure:

Chair/Major Professor: _____

Member: _____

Member: _____

Member: _____

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

Member: _____

Name

Institution

Position

Area of expertise

Signature

Date

Member: _____

Name

Institution

Position

Area of expertise

Signature

Date

IS Ph.D. Program Associate Director

IS Ph.D. Program Director

Dean, Toulouse Graduate School

FORM E. Change in Doctoral Committee

Student _____ ID# _____ Date _____

Add to Committee: Name 1 _____ Signature: _____

Name 2 _____ Signature: _____

Drop from Committee: Name 1 _____ Signature: _____

Name 2 _____ Signature: _____

Change in Role: Name 1 _____ Signature: _____

Name 2 _____ Signature: _____

New Structure of Doctoral Committee:

Chair/Major Professor: _____

Member: _____

Member: _____

Member: _____

Member: _____

Approvals:

Major Professor

IS Ph.D. Program Associate Director

IS Ph.D. Program Director, IS Department Chair

Dean, Toulouse Graduate School

FORM F. Qualifying Examination Sign-Up

Please complete and submit the form as soon as possible but no later one week before of the semester in which you are planning to take Qualifying Examination.

Name: _____ Student ID: _____

When do you plan to take the Qualifying Examination? Semester: _____ Year: _____

Have you completed the Program coursework? Yes _____ No _____

(If NOT, you are not eligible to take qualifying exam yet)

Have you cleared all grades of Incomplete? Yes _____ No _____

(If NOT, you are not eligible to take qualifying exam yet)

Have you submitted the annual review form for the year preceding the qualifying exam? Yes _____ No _____

Have you assembled a Committee and designated a Chair and/or Co-Chairs? Yes _____ No _____

(If NOT, please make sure to designate your Committee by completing and submitting a [Committee Designation Form](#) before submitting the Qualifying Examination Signup Form)

Please list your Committee Chair and Members and their email addresses in the space provided below:

Chair: _____ Email: _____

Co-Chair: _____ Email: _____

Member: _____ Email: _____

Member: _____ Email: _____

Member: _____ Email: _____

Please return completed form to:

IS Ph.D. Program Office
UNT Discovery Park, Office E297C
CI-IISPh.D.@unt.edu

FORM G. Qualifying Examination Results

Student _____ **ID#** _____ **Date** _____

The Doctoral Committee concludes that this student has:

- _____ Passed both written and oral qualifying examination
- _____ Failed the written qualifying examination
- _____ Failed the oral qualifying examination
- _____ Passed conditionally the written qualifying examination (deficiencies and conditions specified below)
- _____ Passed conditionally the oral qualifying examination (deficiencies and conditions specified below)

Deficiencies and conditions

Signatures of Doctoral Committee:

- Doctoral Committee Chair _____
- Committee Member _____
- Committee Member _____
- Committee Member _____
- Associate Director _____
- Department Chair _____

FORM H. Dissertation Proposal Defense

Student Name _____ ID# _____ Date _____

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. Will this research use human subjects as a source of data? Yes _____ No _____

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.

2. Has a copy of the dissertation proposal submitted to Program Office? Yes _____ No _____

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

Signatures of Doctoral Committee:

Doctoral Committee Chair _____ Date _____

Committee Member _____ Date _____

Committee Member _____ Date _____

Committee Member _____ Date _____

Associate Director _____ Date _____

Department Chair _____ Date _____

FORM I. Dissertation Defense

(To be completed at the time student's dissertation has been orally defended and accepted by the Doctoral Committee).

Student _____ ID# _____ Date _____

Title of Dissertation

Dissertation Defense Results _____ (Pass, Pass with Major Revisions or Fail)

Please specify any major revisions:

Has a copy of the dissertation been submitted to Program Office?

Yes (Date) _____ No _____

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

Signatures of Doctoral Committee

Doctoral Committee Chair _____ Date _____

Committee Member _____ Date _____

Committee Member _____ Date _____

Committee Member _____ Date _____

Associate Director _____ Date _____

Program Director _____ Date _____

Department Chair _____ Date _____

FORM J. Student Counseling Form

On _____, a counseling session was held with the student below concerning the difficulty he/she has encountered in the program:

Student's Name

Student ID Number

Difficulty:

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

Signatures:

Student Date

Committee Chair 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 K. Ph.D. Leave of Absence Request

TO: Dean, Toulouse Graduate School

CC: Student's Doctoral Committee Chair

Student's Name

Student ID Number

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

Reason:

Approved:

Associate Director

Date

Program Director

Date

Department Chair

Date