

**DOCTOR OF PHILOSOPHY
IN
INFORMATION STUDIES**

PROGRAM HANDBOOK

ACADEMIC YEAR 2009-2010

PALMER SCHOOL OF LIBRARY AND INFORMATION SCIENCE

C.W. POST CAMPUS

LONG ISLAND UNIVERSITY

**720 Northern Boulevard
Brookville, NY 11548-1300**

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CONTENTS

Page #

Welcome from the Director	3
I. GENERAL	4
1. Program Mission and Objectives	4
2. Handbook	4
3. Advising.....	4
4. Transfer of Credits	5
II. RESIDENCY AND REGISTRATION REQUIREMENTS	6
1. First Year Residency	6
2. Continuous Registration Requirement	6
3. Full-time Status	7
4. Full-time Status in Candidacy	7
5. Leave of Absence	7
6. Withdrawal From Program	7
III. PROGRAM STRUCTURE	7
1. Required Courses	8
2. Elective Courses	8
Doctoral level electives	
Electives from related master=s level courses	
Electives from co-related courses	
3. Comprehensive Examination	10
4. Dissertation Proposal and Defense	11
5. Advancement to Candidacy	11
6. Dissertation Research	11
7. Dissertation Defense	11
8. Graduation	11
IV. EVALUATION OF PROGRESS	11
1. Course Grades	11
2. Annual Evaluation	12
3. Academic Probation	12
V. ETHICAL ISSUES	13
1. Academic Conduct	13
2. Use of Human Subjects in Research	13
3. Sexual Harassment Policies and Procedures.....	13
4. Files, Records and Privacy	14
VI. APPEALS POLICIES AND PROCEDURES	14
1. Grade Review Policy	14
2. Appeal Process for Matters Other than Grades	15
VII. RESOURCES AND FACILITIES	16
1. Palmer School Office and Workroom Access	16
2. Photocopying	16
3. Library Resources at C.W. Post.....	16
4. Doctoral Students & Faculty Listserv.....	17

*Long Island University
C.W. Post Campus,
720 Northern Boulevard
Brookville, NY 11548-1300*

Dear Colleague,

Welcome to the Doctor of Philosophy in Information Studies program at the C.W. Post Campus of Long Island University. You are about to embark on a unique and exciting journey that will enable you to explore the boundaries of information in an interdisciplinary context.

Planning for the Ph.D. Program began in February, 1993. The faculty and staff of the Palmer School worked long and hard to achieve the goal of having the first, and still only, Ph.D. program at the C.W. Post Campus of Long Island University. The New York State Education Department approved the program in March, 1997 and we graduated our first Doctor of Information Studies in May, 2001. The program is now well established, and has become a truly global program. Eighteen doctorates have been completed, and there are over 50 students now in the program. The latter total is almost evenly divided between students in the coursework stage and students in candidacy (all coursework and comprehensive exams completed).

This handbook provides you with a description of the policies, procedures, and regulations necessary to navigate your way successfully from admission to graduation. It is important that you become familiar with program requirements, including revisions that may occur during your stay with us. While there may be changes in the program over time, you are responsible for meeting the requirements that are in place in the Fall of 2009.

The faculty and staff are here to help you and make this program as rewarding as possible for you.

We look forward to working with you, and we wish you much success in your Ph.D. studies.

Gregory S. Hunter, Ph.D.
Director, Doctoral Program

I. GENERAL

1. PROGRAM MISSION AND OBJECTIVES

The mission of the Palmer School is to contribute to knowledge in library and information studies through education and scholarship; and to instill in the information professions a commitment to the free flow of information, to service excellence, and to socially responsible uses of technology.

The specific mission of the doctoral program in Information Studies is to prepare individuals to assume leadership positions in research, teaching, and practice. Graduates of the program will contribute to theoretical and operational research in existing and new fields, and will be equipped to fill a documented need for researchers and faculty members in the broad field of information studies.

There is a strong inter-disciplinary component throughout the program of study, and at the research and dissertation phases. This is because solutions to the problems of organizing, storing, and retrieving vast amounts of information in databases and other formats require the combined knowledge of computer scientists, management specialists, educators, psychologists and librarians, and other disciplines.

2. HANDBOOK

This handbook contains information about the policies and procedures for the Palmer School's Ph.D. program. It provides information about program requirements, academic advisement and progress throughout the program. Students are expected to read the Handbook carefully and discuss any questions they have with their Major Advisor, the Director of the Doctoral Program or the Director of the Palmer School. The acknowledgment form included at the end of the Handbook should be signed and turned into Gerry Kopczynski in the Palmer School Office.

3. ADVISING

Each doctoral student will have a Major Advisor and an External Advisor. Students will be evaluated annually in writing by both of these advisors.

a. Major Advisor - When the School is notified of a student's acceptance of the offer of admission, the student will be assigned a Major Advisor. Normally this will be a faculty member whose interests closely match those specified by an applicant during the interview. A successful advisor-advisee relationship is critical. The Advisor is the student's link to the Doctoral Committee, assists with difficulties that may arise in the program, helps with the selection of a course of study and an area of research, and, ultimately, the constitution of the dissertation committee. It is strongly urged that students meet with their Major Advisors at least once a month. Students must initiate the meetings.

Students may request a specific person as Major Advisor. A change in Major Advisor must be approved by the Director of the Doctoral Program, with the advice and consent of the Doctoral

Committee. CHANGE OF ADVISOR forms are available in the School's office.

Upon notification of the name of the Major Advisor, students should contact this faculty member and set up an initial advisement session to begin planning their program of study. Once a minor, co-related area of study has been identified, a second External Advisor outside the field of Information Studies must be identified.

b. External Advisor -- Students are responsible for identifying and proposing an External Advisor to the Doctoral Committee. Normally a student will seek an External Advisor prior to elective courses being taken in the co-related area. The External Advisor must be from outside the Palmer School but may be from other schools and campuses of Long Island University. The External Advisor must hold an earned doctorate degree. The role of the External Advisor is to:

- " Advise students on external elective courses
- " Serve on a student's dissertation committee
- " Provide an annual written evaluation of the student

Once an External Advisor has been chosen, the student's Major Advisor will call a meeting of the student and both advisors. Students are responsible for expenses incurred by the External Advisor in connection with these activities outlined above.

4. TRANSFER OF CREDITS

Applicants who have taken master's or doctoral courses elsewhere may apply to have up to twelve (12) credits applied to the doctoral program. The courses cannot have been used to fulfill another degree's requirements and must have been in courses open to enrollment by doctoral level students. Normally, only graduate credits earned in the past five years with a grade of B or better will be considered for transfer credit.

Applications must be in writing, on the REQUEST FOR TRANSFER CREDIT FORM and accompanied by a copy all relevant transcripts, catalog descriptions, outlines, and syllabi for each course. This is submitted to the Major Advisor who will forward it, if approved, to the Director of the Doctoral Program, who, after consultation with the Doctoral Committee, will forward it to the Director of the Palmer School. Once a decision has been reached by all, a copy of the form will be given to the student and the Major Advisor and a copy will be placed in the student's file.

If there are graduate courses at other institutions that are relevant to a student's plan of study the student must obtain prior approval to apply the courses to the Ph.D. in Information Studies. A maximum of 12 credits may be taken on this basis. A PERMISSION TO TAKE COURSES AT ANOTHER INSTITUTION form must be submitted to the Major Advisor who forwards it to the Director of the Doctoral Program for review. Again, the form must be accompanied by supporting material such as the catalog description and a syllabus for the course. A separate form must be completed for each course if more than one is desired. Once all decisions have been made, the Director of the Palmer School will send a copy of the form to the student, his/her file, and the Major Advisor. After the course is completed at the other institution, the student must request that institution to send an official transcript to the Palmer School.

II. RESIDENCY AND REGISTRATION REQUIREMENTS

1. FIRST YEAR RESIDENCY

Students must take six credits of required courses in each of their first two semesters.

2. CONTINUOUS REGISTRATION REQUIREMENT

After the first academic year (Fall and Spring semesters), continuous registration must be maintained in the program. (Summer semesters are excluded from this continuous registration requirement.) The number of credits that are taken per semester after the first year may vary but may not be less than 3 until the 48 credits of course-work have been completed.

Students who are at the dissertation stage must maintain continuous registration by registering for DIS 880, Dissertation Research. Students must complete a minimum of 12 credits of DIS 880 prior to graduation. Students may register for between 1 and 6 credits of DIS 880 in any semester. Students must register for at least 1 credit of DIS 880 in each Fall and Spring semester in order to maintain continuous registration; students who fail to do so will be considered to have withdrawn from the Ph.D. program. Readmission to the program will be considered on a case-by-case basis.

Maintenance of Matriculation: In an effort to assist students who would like to maintain their matriculation without taking classes, Long Island University has instituted a “maintenance of matriculation” status. According to university policy, this status is available to those graduate students who have completed their class work. However, please be aware of the following university policy:

The maintenance of matriculation status is limited to two semesters. Beyond the two-semester time frame, a student must apply for readmission to his/her program. At this point, all rules regarding requests for readmission apply. Under extenuating circumstances, students may appeal to their dean for a [one semester] extension of the two-semester limit.

It is important to note that maintenance of matriculation may affect financial aid status and does not extend the time limits specified in the academic bulletin for completion of degree requirements. Students preparing for comprehensive examinations may choose to register for Maintenance of Matriculation.

Students also may register for an independent study while preparing for the comprehensive exams, either in combination with maintenance of matriculation or instead of it.

Maintenance of matriculation also may be used when working on a dissertation. This can happen if the student needs to go beyond the 12 credits of dissertation research for which all students must register.

Finally, for students who have not completed their coursework, the Palmer School also uses maintenance of matriculation as a “placeholder” if you register for courses at another institution. When final grades are received and transfer credits are awarded, the “MM” is removed from the

student's transcript, enabling it to be used again for 2 semesters after the completion of coursework.

3. FULL-TIME STATUS

According to New York State Education Department regulations, students taking nine credits of graduate course-work in a semester are considered to be full-time graduate students. In order to establish full time status to fulfill requirements of immigration, loan agreements, etc., the student must be certified to be performing independent work in preparation for a dissertation, and that work must be sufficient to compensate for the reduction in credit load, as specified by the Commissioner of Education.

4. FULL-TIME STATUS IN CANDIDACY

When doctoral students have advanced to candidacy (i.e., passed the qualifying examination after 48 credits of course work, and successfully defended the dissertation proposal) they may be considered to have full-time registration status if they register for less than the nine credits that usually constitutes a full-time load.

The procedure for establishing full-time status is to complete the APPLICATION FOR CERTIFICATION OF FULL-TIME STATUS form. It must be signed by the Major Advisor, the Chair of the Doctoral Committee and the Director of the Palmer School, who will forward it to the Registrar. The form must be completed in every semester in which full-time status is sought as candidates register for 1 to 6 credits of DIS 880 - Dissertation Research.

5. LEAVE OF ABSENCE

Sometimes illness or other extenuating circumstances interfere with the planned program of study. In such instances, a leave of absence may be necessary. Students who need a leave of absence should discuss it with their Major Advisor, who will consult with the Doctoral Committee and the Director of the Palmer School.

6. WITHDRAWAL FROM PROGRAM

Should it be necessary to withdraw from the Ph.D. program, a letter should be sent to the Doctoral Committee indicating the intent to withdraw. Readmission to the program is not guaranteed and will be considered on a case-by-case basis.

III. PROGRAM STRUCTURE

The Doctor of Philosophy degree requires 48 credits beyond a master's degree, plus a minimum of 12 dissertation credits, plus successful completion of comprehensive examinations, defense of dissertation proposal and defense of a dissertation. Experience indicates that it takes 4-7 years to complete all requirements for the Ph.D. degree. The curriculum is subject to change at the discretion of the Doctoral Committee. Normal progression through the program will be as follows:

1. 48 Credits of Course Work (Minimum):
 - a. Required doctoral level courses (12 credits)
 - b. Elective course work (36 credits minimum)
 - i. Elective doctoral level courses (18 credits minimum)
 - ii. Elective related master's level courses or independent study (0-9 credits)
 - iii. Elective co-related courses (9 credits)
2. Comprehensive examination
3. Dissertation (12 credits minimum)
 - a. Proposal preparation
 - b. Dissertation proposal defense
 - c. Dissertation research and writing
 - d. Dissertation defense
4. Graduation

Additional information about the distribution of credits follows below.

1. REQUIRED DOCTORAL LEVEL COURSES (12credits)

There are:

- a. Two required area/content courses for a total of 6 credits:
 - DIS-801 – Knowledge Organization and Access (3 credits)
 - DIS-803 - Information Studies and Services (3 credits)
- b. Two required research methods courses for a total of 6 credits
 - DIS-805 - Research Methods I (3 credits)
 - DIS-807 - Research Methods II (3 credits)

These four courses must be taken in the first year of study with two courses being required in the first Fall Semester and two courses being required in the first Spring semester.

2. ELECTIVE COURSES (36 credits minimum)

a. Doctoral level electives (a minimum of 18 credits) from the following:

DIS-810-Seminar in Knowledge Organization	DIS-816-Human-Computer Interaction
DIS-812-Information Retrieval	DIS-820-Information Policy and Services
DIS-815-Information Systems: Theories, Paradigms, and Methods	DIS-822-Information & Society
	DIS-826- Organizational Information Management

Prerequisite for all doctoral electives: DIS 801, 803, 805, and 807

There are no distribution requirements between these main areas of study. Doctoral students may

take any of the above as doctoral level electives but will be reminded by advisors that they must pass the qualifying examinations in all areas, since one of the objectives of the program is to produce individuals with a broad understanding of the field. It is expected that people will take electives that complement their own strengths and experience.

b. Electives from related master's level courses or Independent Study (0-9 credits)

The selection of additional electives is flexible and will be determined by students in conjunction with the Major Advisors and possibly the External Advisors. Prior education, experience and research plans will be considered in making decisions about what is to be taken in the field of information studies and in co-related areas. Students may choose additional electives from the doctoral courses above or take DIS-899-Independent Study. DIS-899 - Independent Study requires an application (see the REQUEST FOR INDEPENDENT STUDY form) that is approved by the Major Advisor, the faculty member who will supervise the independent study, the Doctoral Committee and the Director of the Palmer School. There is no limit on the number of credits that can be taken as Independent Study. Advanced master's courses at the 700 level in the Palmer School can also be used to satisfy the related electives requirements. Courses numbered LIS 901 may or may not be used as electives. Check with your Major Advisor about these.

c. Elective from co-related courses (9 credits)

Students must identify a co-related field of study outside of the field of Information Studies. Students will incorporate knowledge from their co-related fields of study in answers to questions on the comprehensive examinations and in the dissertation. These courses must be graduate courses at the doctoral level or master's courses approved as appropriate for doctoral level study. They may be taken at the C.W. Post Campus or at other institutions. The selection of courses in the co-related area must be approved by the Major Advisor prior to registration.

If the courses are taken outside of Long Island University after a student is admitted to the Information Studies doctoral program, the PERMISSION TO TAKE COURSES AT ANOTHER INSTITUTION form must be completed in advance of registering for the course. It is submitted to the Major Advisor who processes it through the required levels of approval. When a course is completed at another institution, the student must request that an official transcript be sent to the Palmer School.

Students have the opportunity to select co-related doctoral level from the other doctoral programs on the C.W. Post Campus (the clinical Psychology Doctoral Program and the Doctoral Program in Education), subject to the approval of the Major Advisor and the Director of the other doctoral program.

In addition, there are master's level courses available in the College of Arts and Science, School of Education, College of Management, School of Health Professions, and the School of Visual and Performing Arts that can be used as co-related electives by doctoral students in Information Studies. While some of these master's level courses have been reviewed by the Palmer School faculty in prior years, approval of actual courses as co-related electives will be done in the semester prior to these courses being taken. Current syllabi for these courses must be obtained and be reviewed by the student's Major Advisor before they can be approved as a co-related

course.

d. Colloquia

Attendance at all Colloquium sessions is encouraged. Students must demonstrate proof of attendance at 10 (ten) Colloquia in order to advance to candidacy.

3. COMPREHENSIVE EXAMINATION

Successful completion of 48 credits of course-work is necessary before the Comprehensive Examination can be taken, although students can sit for the examination in the semester in which they will be completing 48 credits. Students who wish to sit for the Comprehensive Examination must apply, in writing, to the Director of the Doctoral Program by October 1 (Fall Semester) or February 1 (Spring Semester),

The Comprehensive Examination will be a written examination administered approximately the third week before the end of each semester. Questions on the Examination will stress the integration across the disciplines and will be the major determinant about readiness of a student to progress to dissertation stage and candidacy. There will be questions in these areas:

1. Knowledge organization and access
2. Information studies and services
3. Systems analysis, design, and human computer interaction
4. Research methods

Students will answer questions from a set that covers areas 1, 2 and 3 (See Doctoral Level Electives). Research methods questions will focus on the application of methods in research design. The examinations will be anonymous, having only a student number, not a name.

Comprehensive examinations will be taken each day from 10:00 a.m. to 2:00 p.m., Monday, Tuesday, Thursday and Friday. The dates of the exam week will be announced at the beginning of each semester.

Students will be given each exam paper on the day of the examination. Answers must be word-processed and printed on standard paper. Students with special needs of any kind may apply to the Doctoral Committee for special consideration. Petitions for special consideration must be submitted to the Committee at least 60 days before the start of the exam week.

Questions for the examinations are set and graded by the Doctoral Committee. The Committee will give grades of "**P**" pass, or "**F**" fail." A student who fails in one or more areas of the Comprehensive Examination must retake the exam in the fall or spring semester following the failure(s). A student may retake any exam twice before dismissal from the program. Students who fail an exam twice may have the option of an oral exam. A third failure constitutes grounds for dismissal from the program.

4. DISSERTATION PROPOSAL AND DEFENSE

In ensuing semesters following passing of the Comprehensive Examination, candidates work with the members of the student's Dissertation Committee to formulate the proposal for the research they will undertake. The amount of time this takes will depend upon an individual's project and expertise. When the proposal is ready, it is submitted to the Director of the Doctoral Program for purposes of scheduling a date for the proposal defense.

See Dissertation Manual for complete instructions.

5. ADVANCEMENT TO CANDIDACY

Students are advanced to candidacy after successful defense of their dissertation proposal.

6. DISSERTATION RESEARCH

While they are working under the guidance of the Dissertation Committee, students must maintain their candidacy status by registering for DIS-880 - Dissertation Research for at least one credit in each fall and spring semester. Candidates are required to take a minimum of 12 credits of DIS-880.

7. DISSERTATION DEFENSE

Once the Committee has tentatively agreed that the entire dissertation is ready to defend, the candidate must defend the dissertation in an oral and public session.

See Dissertation Manual for details.

8. GRADUATION

The Doctoral Committee will review the files of all applications for graduation and formally vote to recommend to the University that each candidate be awarded the Doctor of Philosophy in Information Studies degree. Students will be instructed to file the necessary copies with the administration and other required agencies. Applications for graduation must be filed by the posted deadlines. Application forms are available in the Palmer School's Office.

IV. EVALUATION OF PROGRESS

Evaluations are an essential part of the experience throughout the program. They provide doctoral students with information about their strengths and weaknesses and give them an opportunity to make changes accordingly.

1. COURSE GRADES

Grades in individual courses are key to evaluations. Each professor specifies the assignments and values of each in arriving at a final grade. If the syllabi do not contain this information, students

should ask for it.

A grade of **INC** is used to record work which, as far as it has progressed, is of **B** or higher quality but is incomplete because of illness, accident, pregnancy, or other extenuating circumstances. All incompletes must be resolved before the end of the next semester or the grade will automatically be changed to **F** and brought before the Doctoral Committee.

The Doctoral Committee strongly discourages use of **INC** for doctoral students unless there are truly extenuating circumstances.

Students must maintain a GPA of 3.0 or better. Anyone with a GPA of less than 3.0 will immediately be reviewed by the Doctoral Committee for dismissal from the program.

2. ANNUAL EVALUATION

All students will complete an annual review of their progress.

The Doctoral Committee completes an evaluation of all students and their work once a year. The purpose is to provide an overall review of progress in the program and to assist the faculty in reviewing the effectiveness of the curriculum. The evaluation is shared by the Major Advisor with the doctoral student and is placed in his/her file.

The Doctoral Committee may recommend remedial work, or enact probationary status or dismissal from the program. Such actions obviously stem from serious academic deficiencies, as follows:

1. Plagiarism or cheating
2. One or more grades of F results in review by the Doctoral Committee for possible dismissal from the program
3. Two grades of C+ or lower, or a GPA of less than 3.0 will result in probation or dismissal
4. Any combination of two or more C's or C+'s or INC will result in probation or dismissal
5. Failure to pass the Comprehensive Examination on the third try.

3. ACADEMIC PROBATION AND DISMISSAL

Any student receiving a "C" in any course may be placed on academic probation. The student's progress will be reviewed at the end of the semester following the receipt of the grade of "C."

Probationary status normally is reserved for individuals whose GPA difficulty has been created by clearly extenuating circumstances. If probationary status is given to anyone, the Director of the Doctoral Program will send a letter that (a) identifies the specific areas that are of concern, (b) provides specific ways in which the deficiencies can be remediated (e.g., workshops, readings) identifies the length of the probationary period after which performance will be reviewed again, (c) states the due process procedures available to challenge the Committee's decision.

It is possible that someone will be dismissed without a probation period. In this case, a letter is sent that identifies the reasons for the dismissal and states the due process procedures available to challenge the Committee's decision. The student is given an opportunity to appeal (see page 14 in this *Handbook* for the appeal process.)

V. ETHICAL ISSUES

1. ACADEMIC CONDUCT

Academic irregularities or dishonesty may result in dismissal from the program. Severe infractions such as plagiarism and cheating will result in immediate dismissal from the program.

2. USE OF HUMAN SUBJECTS IN RESEARCH

All students undertaking research that involves human subjects (this includes interviews) must adhere to Long Island University's policies and procedures governing treatment of human subjects in research. The Institutional Review Board for the C.W. Post Campus is responsible for giving written approval of dissertation proposals or other research that involve human subjects prior to any data collection being done.

3. SEXUAL HARASSMENT POLICIES AND PROCEDURES

The Palmer School adheres to the University's policy and procedures which is given in full below:

The University Officers share the universally held belief that a proper academic/employment environment cannot be maintained when members of our community are subject to sexual harassment. Thus, the Officers reaffirm the University's policy which strictly and absolutely forbids the sexual harassment of any student or employee. The Officers adopt the Equal Employment Opportunity Commission's (EEOC)¹ definition of sexual harassment.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or experience as a student, (2) submission to or rejection of such conduct by an individual is used as the basis for employment [or academic] decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work [academic] performance or of creating an intimidating, hostile or offensive working [academic] environment.

The sexual harassment of students is unlawful pursuant to Title IX of the Education Act of 1972, similarly, sexual harassment of employees is unlawful pursuant to Title VII of the Civil Rights Act of 1964. The sexual harassment of either group is also unlawful pursuant to New York State law. Persons who violate these governmental prohibitions regarding

¹The University Officers deem it necessary to include the [student] and his/her [academic] experience within the guidelines set forth by the EEOC.

sexual harassment shall be subject, as an individual, not only to any penalties attached thereto, but also, to appropriate University-imposed sanctions.²

General questions about the University's policy should be addressed to the University Director of Personnel, University Center.

Students who wish to file a complaint alleging sexual harassment may do so by contacting: the Provost of the campus, the Dean of Student Affairs, other student affairs directors or the academic dean of the discipline in which the student has his/her primary academic affiliation. The choice of the appropriate avenue of complaint is at the discretion of the student.

Employees who wish to file a complaint alleging sexual harassment may do so by contacting: the University Director of Personnel, University Center, the Provost of the campus or the campus personnel officer. Members of the faculty may lodge such a complaint with the dean or any of the above contact persons. The choice of the appropriate avenue of complaint is at the discretion of the employee.

The Officers urge any person who believes he/she is subject to sexual harassment to use the procedure set forth above. All allegations of sexual harassment will be received and treated with utmost discretion.

4. FILES, RECORDS AND PRIVACY

Unless applicants waive the right of access to letters of reference, the Family Education Rights and Privacy Act ensures that all students have access to their file maintained by the School. Such access is restricted to viewing only in the School office. Files may not be removed from the School office.

VI. APPEAL POLICIES AND PROCEDURES

1. GRADE REVIEW POLICY

Students who wish to challenge a final grade may do so by following the procedures below.

Level I: Resolution with the Instructor

Every effort should be made to resolve the disagreement at Level I. The student must first seek a resolution to the disagreement with the instructor. If the student is not satisfied with the results of informal resolution efforts, the student may appeal to the Director of the Palmer School.

Level II: Appeal to the Director of the Palmer School

Process: If the student is not satisfied with the outcome of the Level I resolution and can

² Any such sanctions will be subject to the terms of any applicable collective agreement.

demonstrate to the Director of the Palmer School that there is evidence of discrimination, harassment or capriciousness, he or she may appeal the decision to the Director of the Palmer School. The Director of the Palmer School will consult with the Doctoral Committee in determining the appeal decision. The Director's decision is based on professional judgment and is final within the Palmer School. The student may have additional levels of appeal through the C.W. Post Campus.

Procedure to Process Appeal

The student will be expected to submit written documentation of his/her complaint and the faculty member will be expected to submit in writing the course grading procedure and any other pertinent information. Appeals based on discrimination or harassment will be reviewed according to current university and program standards and policies. Appeals based on capriciousness will be reviewed in light of the faculty member's announced evaluation and grading system. The Director of the Palmer School will review the materials and testimony by all parties to deny or confirm the appeal. Within ten (10) working days of the Director's review, the student and faculty member will be notified of the findings.

In cases where the Director of the Palmer School is the instructor in question, the Doctoral Committee will make all decisions.

2. APPEAL PROCESS FOR MATTERS OTHER THAN GRADES

Appeal Procedures

Doctoral students have the right to appeal decisions of the Doctoral Committee including decisions to recommend a specific action (i.e., dismissal, probation, delay of candidacy, remedial action, etc.). The appeal process involves several possible steps.

Level I: Resolution

The first step is to present a written notice of an appeal to the Director of the Palmer School within two weeks of notification of the decision. A meeting between the student, the Director of the Palmer School, the student's Major Advisor, and Director of the Doctoral Program will be set. The purpose of this meeting is to clarify the basis for the decision to the student, and to give the student an opportunity to respond to the Committee's recommendations.

Level II: Formal Appeal

If a common understanding is not reached and the student wants to pursue a formal appeal, evidence must be presented to the Director of the Palmer School that the initial Doctoral Committee decision was based on one or more of the following factors:

1. discrimination (e.g., sex, race, religion, or personal beliefs) or harassment
2. unsubstantiated claims (e.g., substandard academic performance or unethical behavior)

The Director of the Palmer School will review all relevant evidence, provide the student with all due process, consult with the Director of the Doctoral Program and make a final determination.

Final Campus Appeal

The C.W. Post Campus Student/Faculty Appeal Board is a standing faculty committee whose primary responsibility is to serve as the final appeals board in academic matters. For information and procedures contact the Student Affairs Office.

VII. RESOURCES AND FACILITIES

1. PALMER SCHOOL OFFICE & WORKROOM ACCESS

All doctoral students will be given a key that will enable them to enter the School's office, conference room and the doctoral program workroom. This key must not be duplicated. A list of doctoral student names will be given to Campus Security each semester. Since all doors are alarmed, please adhere to the following procedures:

1. If you are the first one to enter the Office, you **must** call Campus Security at ext. 2222. Give them your name and let them know you have opened the office.
2. If you are the last to leave, make sure the windows are locked and the lights are turned off. Call Security at **ext. 2222** from the reception desk to let them know you are leaving the Palmer School Office. As you leave, make sure the double doors to the Office are locked.

2. PHOTOCOPYING

Duplication of materials for distribution to fellow students and faculty is free of charge if it is sent to Office Services per instructions in the doctoral workroom. Except for the beginning of the semester, turn-around time is usually two to three days. Just fill in the requisite form and hand it, along with the materials to be copied, to staff in the Palmer School Office. **The copier in the Palmer School Office is not available to doctoral students.** Copies can be made on the library copiers, located throughout the building.

3. LIBRARY RESOURCES AT C.W. POST

- a. Library Cards: Once students have registered for courses they can take their LIU card to the circulation desk to be activated for library and database use. The LIU card must be updated after the Spring semester for Summer privileges, and again for the Fall term.
- b. Borrowing Privileges: The current loan period is 28 days with a seven-day grace period. To borrow materials required for dissertation work when the student is not enrolled in a class, a Thesis Card may be obtained from Circulation.
- c. Interlibrary Loans: Doctoral students have the same privileges as faculty for interlibrary loans. Any loan that the Library is able to obtain through the Long Island Regional Library Council is free. For loans obtained outside this system, the Library will absorb up to \$100.00 in interlibrary loan charges for each student per year. The Interlibrary Loan Office is on the main floor of the library. Book and journal request forms are located at the following URL:
<http://www.cwpost.liu.edu/cwis/cwp/library/ill.htm> are available at the Reference Desk.

d. Database Searches: The Library offers many online networked databases which can be searched free of charge. The barcode used to activate your LIU card for library use also allows you remote access to many of these databases. Additional fee-based databases are available through librarian-mediated searches. These fees vary by database and students are responsible for these charges.

4. DOCTORAL STUDENT & FACULTY LISTSERV

To facilitate communication with and among doctoral students and faculty, a listserv has been established for their exclusive use. To subscribe to it, go to:

<https://lists.liu.edu/mailman/listinfo/cwp-discuss>

Follow the directions to subscribe.

APPENDIX

Doctoral Program Forms

Palmer School of Library and Information Science
DOCTOR OF PHILOSOPHY IN INFORMATION STUDIES

REQUEST FOR INDEPENDENT STUDY

< Attach a proposal for the topic to be covered, the nature of the work to be undertaken, a schedule for the work, and the product/end result of the DIS 899 - Independent Study. Students cannot register for DIS 899 without all requisite approvals having been granted in advance.

NAME _____ (Print) ID # _____

REASON FOR NEEDING DIS 899 - INDEPENDENT STUDY

NO. OF CREDITS REQUESTED _____ SEMESTER _____ YEAR _____

PROPOSED INDEPENDENT STUDY SUPERVISOR _____
(Print Name)

Approvals

.....
INDEPENDENT STUDY INSTRUCTOR=S

Name	Signature	Date
------	-----------	------

MAJOR ADVISOR

Name	Signature	Date
------	-----------	------

DOCTORAL PROGRAM DIRECTOR

Name	Signature	Date
------	-----------	------

DIRECTOR OF THE PALMER SCHOOL

Name	Signature	Date
------	-----------	------

Distribution: Student (original)
 Student File
 Independent Study Supervisor for DIS 899
doc6-6/5/2002 Major Advisor



Palmer School of Library and Information Science

DOCTOR OF PHILOSOPHY IN INFORMATION STUDIES

CHANGE OF ADVISOR REQUEST

My current Major Advisor is : _____(please print). I am applying to have
_____ become my Major Advisor.

Signed: _____

(New Advisor)

Student Name: _____

Date: _____

Reason(s):

Submit this form to the Director of the Doctoral Program

APPROVALS:

Doctoral Program Director: _____
Name Signature Date

Director of the Palmer School: _____
Name Signature Date

- Distribution:
1. Student file
 2. Applicant
 3. Director Doctoral Program

Palmer School of Library and Information Science
Long Island University/C.W. Post Campus - 720 Northern Blvd. - Brookville, New York 11548

DOCTOR OF PHILOSOPHY IN INFORMATION STUDIES

**APPLICATION FOR CERTIFICATION OF FULL-TIME STATUS
AT THE DISSERTATION RESEARCH LEVEL**

I _____ (ID# _____)
PRINT NAME

verify that I am undertaking independent work in preparation for my dissertation that is equal to at least twelve credits of course work during the _____, 20____ semester.

Anticipated graduation date _____
(month/year)

Signed _____
Doctoral Candidate Date

I _____, Major Advisor for the above student, verify that
PRINT NAME

the work load stated above is an accurate estimation of the extent of the independent work being undertaken.

Signed _____
Major Advisor Date

APPROVALS:

Doctoral Program Director: _____
Signature Print Name Date

Director, Palmer School: _____
Signature Print Name Date

Distribution: Bursar
Records
Financial Aid
Student
File Copy

doc3-6/06/02

DOCTOR OF PHILOSOPHY IN INFORMATION STUDIES

REQUEST FOR TRANSFER CREDIT FORM

NAME: _____ (PRINT) ID# _____

I request transfer of _____ credits of graduate courses from _____ to be applied to the Ph.D. in Information Studies at Long Island University. (If transfer credits are being requested from more than one institution, complete a separate form for each institution.)

	Course No.	Course Title	Syllabus Attached? / if YES
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

If the transcript is not in your file in the Palmer School, please have an official transcript sent to the Dean of the Palmer School. This application will be processed when it is received.

I verify that the above courses have not been used to earn a degree and were taken within the past five years.

SIGNED _____ DATE _____

.....
APPROVALS:

MAJOR ADVISOR: _____ DATE _____

DOCTORAL PROGRAM DIRECTOR: _____ DATE _____

DIRECTOR, PALMER SCHOOL _____ DATE _____

Distribution: Student File
doc4 Student

DOCTOR OF PHILOSOPHY IN INFORMATION STUDIES

PERMISSION TO TAKE COURSES AT ANOTHER INSTITUTION

< One course per form only. Attach the syllabus and bulletin description for the course you propose to take. Submit this to your Major Advisor for processing.

NAME: _____(Print) ID# _____

I wish to take the following course at _____

Course No. _____ Course Title _____

Semester _____ Year _____ Number of Credits _____

.....

Approved by:

Major Advisor _____
Print Name Signature Date

External Advisor _____
Print Name Signature Date

Doctoral Program Director, :

Print Name Signature Date

Director, Palmer School _____
Print Name Signature Date

Distribution: Student (Original)
Student file (Copy)
Registrar (Copy)

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Palmer School of Library and Information Science

DOCTOR OF PHILOSOPHY IN INFORMATION STUDIES

EXTERNAL ADVISOR REQUEST

< Attach the curriculum vitae for the person you are requesting be approved as your External Advisor. Submit this form to your Major Advisor who will forward it to the Chair of the Doctoral Committee for the Committee=s review and approval.

NAME _____ (Print) ID# _____
(student name)

I request that _____ be approved as my External Advisor.

My External Area is: _____

School/University Department Phone Number

Approvals

.....
MAJOR ADVISOR

Name Signature Date

DOCTORAL PROGRAM DIRECTOR

Name Signature Date

DIRECTOR, PALMER SCHOOL:

Name Signature Date

Distribution: Student (original)
Student File
Major & External Advisors

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DOCTOR OF PHILOSOPHY IN INFORMATION STUDIES

PROGRAM HANDBOOK

This is to verify that I _____(please print) have received and read the PROGRAM HANDBOOK for the Doctor of Philosophy in Information Studies and the *Palmer School Graduate Bulletin*.

Signed: _____

Date: _____

NOTE: PLEASE COMPLETE THIS FORM AND RETURN IT TO GERRY
KOPCZYNSKI, PALMER SCHOOL

doc1