

**DOCTOR OF PHILOSOPHY IN
INFORMATION STUDIES**

PROGRAM HANDBOOK

ACADEMIC YEAR 2014-2015

*Palmer School of Library and Information Science
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WELCOME FROM THE DIRECTOR

Dear Colleague,

Welcome to the Doctor of Philosophy in Information Studies program at LIU Post. 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 LIU Post. 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. Over thirty PhD.s have been awarded 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 2014.

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, Ph.D. in Information Studies

1. GENERAL

1.1. 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 Ph.D. 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. This is because solutions to the problems of organizing, storing, and retrieving vast amounts of information require the combined knowledge of computer scientists, management specialists, educators, psychologists, librarians, and scholars from other disciplines.

1.2. 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 Ph.D. Program or the Director of the Palmer School. The acknowledgment form included at the end of the Handbook should be signed and returned to the Palmer School Office.

1.3. Advising

Each Ph.D. student will have a Major Advisor and an External Advisor.

1.3.1. 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 regularly. Students must initiate the meetings.

Students may request a specific faculty member as Major Advisor. A change in Major Advisor must be approved by the Director of the Ph.D. Program. CHANGE OF ADVISOR forms are available in the School's office.

Upon notification of the name of the Major Advisor, the student should contact this faculty member and set up an initial advisement session to begin planning the 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.

1.3.2. 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 doctoral degree. The role of the External Advisor is to:

- Advise students on external elective courses
- Serve on a student's dissertation committee

Students are responsible for expenses incurred by the External Advisor in connection with these activities.

1.4. 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 Ph.D. in Information Studies. The courses cannot have been used to fulfill another degree's requirements and must have been completed prior to matriculation in the Ph.D. in Information Studies. 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 Ph.D. 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.

1.5. Taking Courses at Another Institution

If there are graduate courses at other institutions that are relevant to the plan of study of a student matriculated in the Ph.D. program, 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 Ph.D. 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.

2. RESIDENCY AND REGISTRATION REQUIREMENTS

2.1. First Year Residency

Students must take 6 credits of required courses in each of their first 2 semesters.

2.2. 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 the continuous registration requirement. The number of credits that are taken per semester after the first year can 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.

Doctoral students who would like to maintain their matriculation without taking classes may register for Maintenance of Matriculation. There are two types of maintenance:

- **"MM1: Maintenance of Matriculation, Graduate."** Students not yet at the Dissertation Research stage may register for "MM1: Maintenance of Matriculation, Graduate." For example, students may register for MM1 in a semester in which they are studying for the comprehensive examination. Students may register for MM1 a maximum of 3 times. The Palmer School also uses MM1 as a "placeholder" if a student registers for courses at another institution. When final grades are received and transfer credits are awarded, the "MM1" is removed from the student's transcript, enabling it to be used again.
- **"MM1D: Maintenance of Matriculation, Ph.D."** is only for students who already have registered for 12 credits of Dissertation Research. MM1D may be taken up to 12 times.

Maintenance of Matriculation permits students to continue under the requirements in effect when admitted and prevents the need to reactivate through Admissions. Students should be aware that their financial aid status may be affected by Maintenance of Matriculation.

2.3. 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.

2.4. 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 9 credits that usually constitute 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 Director of the Ph.D. Program, 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.

2.5. International Student Requirements

In order for students to maintain their F-1 immigration status in the U.S., they must meet the following academic requirements issued by the International Student Services (ISS) Office. Failure to do so may result in the termination of their F-1 immigration status.

1. All international F-1 visa students must maintain full time status each semester.
2. All students must complete their co-related elective courses at LIU Post, unless no courses are offered at LIU Post that meet these requirements. In this case, students will be permitted to co-enroll at LIU Post and another institution of their choice, pending departmental approval. If this is the case, in the given semester, a student must enroll at LIU Post for 3 credits and take any additional credits at another institution.
3. Students are expected to be full time each semester. If students enroll for MM1 during their comprehensive exam period of the program or at any point in their degree program, they must meet weekly on campus with a faculty advisor to fulfill their full time requirements. Failure to maintain these meetings is a violation of the student's immigration status and may result in the termination of the student's I-20.
4. Students may register for 1-6 credits of dissertation research based on the recommendation of their advisor. Students are required to submit full time status paperwork from their department to the ISS Office by the drop/add deadline.
5. If a student is registered for MM1 during his or her dissertation research, he or she must meet weekly on campus with a faculty advisor in order to fulfill full time status

2.6. 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 Director of the Ph.D. Program and the Director of the Palmer School.

2.7. Withdrawal from Program

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

3. PROGRAM STRUCTURE

The Ph.D. program requires 48 credits of course work beyond a master's degree, plus a minimum of 12 credits of dissertation research. In addition, students must successfully pass a comprehensive examination, a dissertation proposal defense and a dissertation defense. 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:
 - a. Required first-year doctoral-level courses (12 credits)
 - b. Elective course work (36 credits)
 - 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 research (12 credits minimum)
 - a. Dissertation proposal preparation
 - b. Dissertation proposal defense
 - c. Dissertation research and writing
 - d. Dissertation defense

Additional information about the distribution of credits follows below.

3.1. Required First-year Doctoral Level Courses (12 credits)

There are two required area/content courses:

- DIS 801: Knowledge Organization and Access (3 credits)
- DIS 803: Information Studies and Services (3 credits)

There also are two required research methods courses:

- 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 Fall Semester and two courses being required in the Spring semester.

3.2. Elective Courses (36 credits)

Students will choose elective courses in consultation with the Major Advisor and possibly the External Advisor. 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.

3.2.1. Doctoral-Level Electives (Minimum of 18 Credits)

Students must complete a minimum of 18 credits from the following courses:

- DIS 810: Knowledge Organization
- DIS 812: Information Retrieval
- DIS 815: Information Systems: Theories, Paradigms, and Methods
- DIS 816: Human-Computer Interaction
- DIS 820: Information Policy and Services
- DIS 822: Information and Society
- DIS 824: Information Services
- DIS 826: Organization Information Management

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

There are no distribution requirements between the two major areas of study (Knowledge Organization and Access; Information Studies and Services). Doctoral students may take any of the above as doctoral-level electives but students must pass the comprehensive examinations in both major areas, since one of the objectives of the program is to produce individuals with a broad understanding of the field. It is expected that students will take electives that complement their own strengths and experience.

3.2.2. Electives from Related Master's-Level Courses or Independent Study (0-9 Credits)

Advanced master's courses at the 700 level in the Palmer School may be used as electives. Courses numbered LIS 901 may or may not be used as electives in the Ph.D. Program, depending upon the subject of the course. LIS 901 courses require the prior approval of the Director of the Ph.D. Program.

DIS 899 (Independent Study) requires an application that is approved by the Major Advisor, the faculty member who will supervise the independent study, the Director of the Ph.D. Program, and the Director of the Palmer School. DIS 899 may only be applied to this area of the curriculum.

3.2.3. Electives from Co-related Field of Study (9 credits)

Students must identify a co-related field of study outside 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 LIU Post 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, 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 courses from the other doctoral programs on LIU Post (Clinical Psychology and 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 may 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 by the student and reviewed by the student's Major Advisor before they can be approved as co-related courses.

3.3. Comprehensive Examination

Successful completion of 48 credits of course-work is necessary before the Comprehensive Examination may be taken, although students may sit for the examination in the semester in which they will be completing 48 credits.

The Doctoral Committee reserves the right to change the structure and administration of the Comprehensive Examination. Any changes will be communicated to students the semester before the changes take effect.

The Comprehensive Examination will be a three-day written examination administered approximately three weeks before the end of each semester. The dates of the exam week will be announced at the beginning of each semester. The examination will be administered Monday, Wednesday and Friday from 10:00 a.m. to 4:00 p.m.

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).

Questions on the Examination will stress integration across the disciplines and will be the major determinant of a student's readiness to proceed to the dissertation stage.

Days 1 and 2 mirror the structure of the curriculum as follows:

Day 1: Information Access and Systems

- Knowledge Organization
- Information Retrieval
- Information Systems
- Human-Computer Interaction

Day 2: Information Studies and Services

- Information and Society
- Information Policy
- Information Services
- Organization Information Management

Day 1 and Day 2 include four questions, one from each area. Students must answer three out of the four questions. (This aligns with the requirement in the curriculum that students take a minimum of six advanced DIS seminars after the first year.)

Day 3 covers Research Methods. Students must answer one question out of two.

Students will be given each exam paper on the day of the examination. The examinations will be anonymous, having only a student number, not a name. Answers must be word-processed and printed on standard paper. Students with special needs must apply to the Office of Disability Services prior to registering for the comprehensive examination.

Questions for the examinations are set and graded by the Doctoral Committee. The Committee will give grades of “P” (pass), or “F” (fail) for each day. A student who fails one or more days of the Comprehensive Examination must retake the exam in the Fall or Spring semester following the failure(s). Students who fail an exam twice may be given the option of an oral exam. A third failure constitutes grounds for dismissal from the program.

3.4. Dissertation Proposal and Defense

Following passage of the Comprehensive Examination, students work with a Dissertation Committee to formulate the proposal for the original 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 the *Dissertation Manual* for complete instructions.

3.5. Advancement to Candidacy

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

3.6. 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 1 credit in each Fall and Spring semester. Candidates are required to take a minimum of 12 credits of DIS 880. After registering for 12 credits of DIS 880, students may register for MM1D (Maintenance of Matriculation, Ph.D.) for a maximum of 12 semesters.

3.7. Dissertation Defense

Once the Dissertation Committee has agreed that the entire dissertation is ready to defend, it is submitted to the Director of the Doctoral Program for purposes of scheduling a date for the proposal defense. The candidate must defend the dissertation in an oral and public session.

See the *Dissertation Manual* for details.

3.8. 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 degree of Doctor of Philosophy in Information Studies. Students must file the necessary copies of the dissertation 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 Office.

4. ASSESSMENT OF PROGRESS

Assessments 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.

4.1. Course Grades

Grades in individual courses are key to assessment. Each professor specifies assignments and their values in arriving at a final grade.

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, 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.

4.2. Annual Evaluation

Each student must complete an annual review of progress for submission to the Doctoral Committee.

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 Doctoral Committee may recommend remedial work, enact probationary status, or dismiss a student from the program. Such actions obviously stem from serious academic situations, such as:

- Violation of the LIU Post Academic Conduct Policy Standards¹
- One grade of “F”
- Two grades of “C+” or lower
- Any combination of two or more grades of “C”, “C+”, or “INC”
- Grade Point Average (GPA) of less than 3.0
- Failure to pass the Comprehensive Examination on the third try.

4.3. Academic Probation and Dismissal from the Program

Academic Probation normally is reserved for individuals whose academic difficulties have been created by clearly extenuating circumstances. If the Doctoral Committee places a student on

¹ Available at: <http://www.liu.edu/CWPost/StudentLife/Services/Counseling/AcadPolicies/Conduct/Standards>

Academic Probationary, the Director of the Ph.D. Program will send a letter to the student that

- Identifies the specific areas that are of concern
- 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
- States the due process procedures available to challenge the Committee's decision.

It is possible for the Doctoral Committee to dismiss a student from the program without a probationary period. In this case, the Director of the Ph.D. Program will send a letter to the student that identifies the reasons for the dismissal and states the due process procedures available to challenge the Committee's decision (see Section VI of this *Handbook* for the appeal process.)

5. ETHICAL ISSUES

5.1. Academic Conduct Policy Standards

The following LIU Post standards, or set of responsibilities, of academic conduct are designed to foster the highest ideals of academic integrity and are intended to clarify expectations. Listed after each one is a description of activities that violate the standard.²

5.1.1. Academic Respect for the Work of Others

Plagiarism: representing in any academic activity the words or ideas of another as one's own (whether knowingly or in ignorance) without proper acknowledgement. This principle applies to texts published in print or on-line, to manuscripts, to your own work, and to the work of other students. Acts of plagiarism include but are not limited to:

1. Paraphrasing ideas, data, or writing (for instance, from web or online databases, books, periodicals, monographs, maps, charts, pamphlets, and other electronic sources), even if it makes up only part of your written assignment, without properly acknowledging the source; or
2. Using someone's words or phrases and embedding them in your own writing without using quotation marks and citing the source; or
3. Quoting material directly from a source, citing the source on the bibliography page, but failing to mark properly the author's text or materials with quotation marks and a citation; or
4. Submitting as your own part of or an entire work produced by someone else; or
5. Transferring and using another person's computer file as your own; or
6. Obtaining papers, tests, and other assessment material from organizations or individuals who make a practice of collecting papers for resubmission; or
7. Using visual images, dance performances, musical compositions, theatrical performances, and other digital resources (PowerPoint presentations, etc.) as your own without proper acknowledgement.

5.1.2. Academic Self-Respect

Facilitating Academic Dishonesty: assisting another to cheat, fabricate, or plagiarize, including but not limited to:

1. Allowing another student to copy from you; or
2. Providing material or other information to another student with knowledge that such assistance could be used in any of the violations stated above (e.g., giving test information to students in other sections of the same course); or
3. Taking a quiz, exam, or similar evaluation in place of another person; or
4. Signing on the attendance sheet the name of a student who is not present.

² Available at: <http://www.liu.edu/CWPost/StudentLife/Services/Counseling/AcadPolicies/Conduct/Standards>

5.1.3. Academic Honesty

Cheating: Improper application of unauthorized materials, information, or study aids, including but not limited to:

1. Obtaining unauthorized prior knowledge of an examination or part of an examination; or
2. Using resources or instruments on academic tasks not explicitly permitted by the supervising instructor (e.g., textbook, notes, formula list, calculator, etc.); or
3. Using any electronic device in an academic exercise or examination that is not explicitly authorized by the supervising faculty. This includes but is not limited to the Internet, cell phones, beepers, iPods, headphones, PDAs, and other wireless handheld devices; or
4. Altering a graded exam or assignment and then requesting that it be regraded; or
5. Collaborating by sharing information or requesting assistance, when such collaboration has been explicitly prohibited by the instructor; or
6. Making use of another person's data or work without proper citation in an assignment; or
7. Allowing another person to take a quiz, exam, or similar evaluation for you; or
8. Submitting work with identical or similar content in concurrent courses without permission of the instructors; or
9. Resubmitting a work that has already received credit with identical or substantially similar content in another course without consent of the present instructor.

5.1.4. Academic Originality

Fabrication: falsification or invention of any information or citation in an academic activity, including but not limited to:

1. Crediting source material that was not used for research; or
2. Presenting results from research that was not performed; or
3. Altering data to support research; or
4. Inventing excuses for missed assignments, exams, or classes; or
5. Altering or falsifying University documents or records related to academic matters.

5.1.5. Academic Fairness

Sabotage: this is understood as stealing, concealing, destroying or inappropriately modifying classroom or other instructional material, such as posted exams, library materials, laboratory supplies, or computer programs.

5.2. Use of Human Subjects in Research

It is University policy to ensure that the rights and welfare of human subjects are adequately protected in research conducted under its auspices. In order for the University to fulfill its responsibility, all human subjects' research conducted under University auspices must receive appropriate review and approval by the Institutional Review Board (IRB). Such research review applies to all University faculty, staff and students using University facilities, the facilities of another institution, or any other off-campus site. Your Professor may have received a "class exemption" for the assignments s/he has given you to carry out. It is your responsibility to determine that your project falls within the parameters of such an exemption or to obtain the required IRB approval.

5.3. Sexual Harrasment Policies and Procedures

The Palmer School adheres to the University's policy and procedures which are 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)³ 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 sexual harassment shall be subject, as an individual, not only to any penalties attached thereto, but also, to appropriate University-imposed sanctions.⁴

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.

³ The University Officers deem it necessary to include the [student] and his/her [academic] experience within the guidelines set forth by the EEOC

⁴ Any such sanctions will be subject to the terms of any applicable collective agreement.

5.4. 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.

6. APPEAL POLICIES AND PROCEDURES

6.1. 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

The student must first seek a resolution to the disagreement with the instructor. Every effort should be made to resolve the disagreement at Level I. 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

If the student is not satisfied with the outcome of the Level I resolution and can demonstrate 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 LIU Post.

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.

6.2. APPEAL PROCESS FOR MATTERS OTHER THAN GRADES

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 1: 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 Ph.D. 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 decision.

Level II: Formal Appeal

If a common understanding is not reached and the student wishes 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 Ph.D. Program, and make a final determination.

Final Campus Appeal

LIU Post 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.

7. RESOURCES AND FACILITIES

7.1. Palmer School Office Access

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 entered the office.

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.

7.2. Photocopying

Duplication of materials for distribution to fellow doctoral students and faculty is free of charge if it is sent to Office Services per instructions in the Palmer School office. 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.

7.3. Library Resources at LIU Post

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.

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.

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 Library Resources Council (LILRC) 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 available at the Reference Desk.

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.

7.4. Doctoral Student and Faculty Listserv

To facilitate communication with and among doctoral students and faculty, a listserv has been established. Go to: <https://lists-1.liu.edu/mailman/listinfo/cwp-discuss> to subscribe.

APPENDIX: Doctoral Program Forms

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

CHANGE OF ADVISOR REQUEST

Student Name: _____

Date: _____

Signature: _____

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

Reason(s):

Agreed: _____

(Signature of New Advisor)

APPROVALS:

Director, Ph.D. Program: _____
Name and Signature Date

Director, Palmer School: _____
Name and Signature Date

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

Palmer School of Library and Information Science
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:

Director, Ph.D. Program: _____
Signature Print Name Date

Director, Palmer School: _____
Signature Print Name Date

Distribution: Bursar
Records
Financial Aid
Student
File Copy

Palmer School of Library and Information Science
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? Yes/No
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

If the transcript is not in your file in the Palmer School, please have an official transcript sent to the Director 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 _____

DIRECTOR, PH.D. PROGRAM:

_____ DATE _____

DIRECTOR, PALMER SCHOOL:

_____ DATE _____

Distribution: Student File
Student

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

ACKNOWLEDGMENT OF 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 THE PALMER SCHOOL OFFICE