

**THE GRADUATE SCHOOL OF LIBRARY AND INFORMATION SCIENCE
THE UNIVERSITY OF TEXAS AT AUSTIN**

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Checklist for the Doctoral Program

This checklist is intended as help for students and faculty members. Information on University regulations concerning the standard of work and administrative procedures required for continuance in the graduate School is available in publications of the University, the Graduate School, and the Graduate School of Library and Information Science, and from the offices of these schools. The *Graduate School Catalog* is the official catalog for all graduate students. Nothing in this checklist removes from the student the final responsibility for ensuring the satisfactory fulfillment of all requirements of the Graduate School of Library and Information Science, the Graduate School, and The University of Texas at Austin.

A. Program of Work and Monitoring of Progress

1. (STUDENT) Retain your initial adviser or choose an adviser from among the GSILS faculty to function in an advisory role to develop a program of study. A program of study constitutes an agreement between the GSC and the student concerning course work and tool subjects to be completed before the student takes the qualifying examination. The Doctoral Studies Coordinator (DSC), the Dean, and the Graduate Adviser can help.
2. (STUDENT) File with the DSC a proposed program of study, developed in consultation with the faculty adviser, by the **earlier** of (1) the middle of the second semester of enrollment in the program or (2) the end of the semester in which the student completed a total of at least 12 semester hours of coursework in the program.
3. (GSC CHAIR) With the advise of the DSC and the faculty adviser, name a subcommittee to evaluate the proposed program of study and bring suggestions to the Graduate Study Committee (GSC). Schedule considerations and approval of the program of study for a meeting of the GSC at the end of the first semester or the beginning of the second semester of the student's enrollment in the program.
4. (GSC) Review and approve the proposed program of study. (With the consent of the student's adviser, the student may request the addition or substitution of courses if circumstances require.)
5. (GSC CHAIR) Notify the student in writing and place a copy in the student's personnel file.
6. (GSC) Evaluate progress and advise the student on his or her continuance in the doctoral program at the end of the first year (or upon completion of eighteen semester hours of course work applicable to the degree, if the student is not studying full-time during the first two semesters in the program). Continue regular annual evaluations along with other doctoral students.

B. Comprehensive Doctoral Examination

7. (ADVISER) When satisfied that the student has completed the program of study, including the research-tool requirement, notify the DSC **at least four weeks prior** to the date of the announced Comprehensive Doctoral Examination. Consult with the DSC and the student about the committee member and arrange for the student to get the consent of the one chosen to represent the appropriate extra-GSLIS areas in which the examination questions will be needed.
8. (STUDENT) Petition the GSC to approve (1) the proposed extra-GSLIS committee member, (2) the proposed chair of the oral examination committee, and (3) the proposed date for the oral examination.
9. (GSC) Review and approve the oral examination committee, chair, and date.
10. (GSC CHAIR) Notify the student in writing and place a copy in the student's personnel file.
11. (DSC) Send a notification letter to the GSLIS faculty members and oral examination committee soliciting questions and providing details on the written and oral examination.
12. (DSC) Arrange for duplication of questions and place for written examination. Supervise the written examination and communicate the results to the student and the committee.
13. (ORAL EXAMINATION COMMITTEE CHAIR) Chair the oral examination. Notify the student, the DSC, and the chair of the GSC of the result in writing. Place a copy in the student's personnel file.

C. Dissertation Topic Approval and Advancement to Candidacy

14. (STUDENT) Identify an acceptable dissertation topic and a proposed dissertation committee of five members (one of whom will be the supervising professor) and two alternates. Do so by discussing the matter with the probable supervising professor, the Graduate Adviser, the DSC, and other appropriate persons. Submit both the proposed committee and the proposed topic (the latter written in a form suitable for inclusion on the Application to Candidacy form) to the Graduate Adviser.
15. (GRADUATE ADVISER) Obtain the consent of the GSC to the proposed topic and the proposed dissertation committee. Transmit any suggested changes to the student.
16. (STUDENT) Ascertain the willingness of the proposed chair and proposed members of the dissertation committee to serve if appointed.
17. (STUDENT) Complete the Application to Candidacy for the Doctoral Degree. (Obtain the form from the Graduate School, but get more than one copy of it in case errors are made when filling it out.) Submit the required number of copies of the Application to Candidacy to the Graduate Advisor at least 2 weeks before of the beginning of the semester in which you expect to register for an LIS x99 course.

18. (GRADUATE ADVISER) Review the complete Application to Candidacy and transmit it to the Dean of Graduate Studies.
19. (DEAN OF GRADUATE STUDIES) Send an official notification of admission to candidacy to the approved dissertation committee with copies to the student and the Graduate Adviser. (Expected turnaround time is 14 days.)
20. (GRADUATE ADVISER) Place a copy of the Admission to Candidacy document in the student's file.
21. (STUDENT) Register for LIS x99R at the beginning of the new semester.
22. (STUDENT) Develop a formal dissertation proposal and with the supervision professor, determine a proposed date for presentation of the dissertation proposal before the GSC.
23. (SUPERVISING PROFESSOR) Confirm with the chair of the GSC the proposed date of the dissertation proposal presentation meeting.
24. (STUDENT) Distribute copies of the dissertation proposal to the members of the GSC **at least two weeks prior** to the presentation meeting.
25. (GSC CHAIR) Call a special meeting of the GSC for the student's presentation of the dissertation proposal. In addition, invite all members of the GSLIS faculty as well as all members of the proposed dissertation committee outside of the GSLIS.
26. (GSC CHAIR) Chair the dissertation proposal presentation meeting. Report the GSC's decision on the proposal to the student in writing. Place a copy in the student's official file.
27. (STUDENT) Maintain contact with the supervision professor and other members of the dissertation committee during the writing of the dissertation. When asking the committee members to review working drafts for the dissertation (or parts thereon), provide copies of the written work to the committee members at least two weeks ahead of the time when the student expects to meet with them. Register for LIS x399R (Dissertation research) or LIS x99W (Dissertation writing) as appropriate.
28. (GSC) Monitor the student's progress during the period of at most three years following the student's admission to candidacy during which the student must complete the dissertation.

D. Final Examination

29. (STUDENT) File the appropriate forms within the deadlines of the Graduate Office in the final semester of residence (Degree Candidate Card, Dissertation Data Sheet, etc.).
30. (STUDENT) Notify the supervising professor of the expected completion date of the dissertation about six weeks prior to the proposed final examination date.

31. (SUPERVISING PROFESSOR) Consult other dissertation committee members, the DSC, and the student about the satisfactory status of the dissertation and the availability of the penultimate draft of the dissertation.

32. (STUDENT) Provide reading copies of the dissertation to the dissertation committee **not less than four weeks prior** to the proposed examination date. Distribute copies of the abstract to all GSLIS faculty members.

33. (SUPERVISING PROFESSOR) Set time and place for the final examination and reserve the room. Secure the approval of the dissertation committee.

34. (STUDENT) Complete and forward to the Graduate School Student Office the Request for Final Oral Examination form **at least two weeks prior** to the examination date.

35. (DEAN OF GRADUIATE STUDIES) Send an official call for final examination to the dissertation committee members with copies to the Graduate Advisor and the student.

36. (SUPERVISING PROFESSOR) Chair the final examination, reporting results to the student. Complete and secure signatures for Report of Dissertation Defense and forward to the Dean of Graduate Studies. Place a copy in the student's personnel file. Assist the student to obtain signatures on the dissertation title page. Complete, **within two weeks**, along with other dissertation committee members, the Report on Doctoral Dissertation for the Offices of Graduate Studies.

37. (STUDENT) See to the final typing and submission of the dissertation and approval according to Graduate School standards. Send one copy to the Graduate Student Office, two courtesy copies to the Dean of GSLIS, and one to the supervising professor. (It is suggested that, as a courtesy, the candidate give a copy to each member of his or her dissertation committee.) Check with the Doctoral Degree Evaluation on the Office of Graduate Studies to determine that all requirements have been met.