



Department of Information Science

College of Media, Communication and Information

Boulder, Colorado 80309

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Department of Information Science

Department of Information Science

College of Media, Communication and Information

Boulder, Colorado 80309

Table of Contents

1	<i>Introduction</i>	4
2	<i>Requirements for the Graduate School and Department</i>	4
2.1	<i>PhD Curriculum</i>	4
1.	<i>Core courses</i>	4
	<i>All PhD students must take the following three courses.</i>	4
2.	<i>Program of study</i>	5
2.2	<i>Requirements</i>	5
2.3	<i>Approval</i>	6
2.4	<i>Advising</i>	6
2.5	<i>Seminar</i>	6
2.6	<i>Exceptions</i>	6
2.7	<i>Program transition policy</i>	6
2.8	<i>Required credit hours</i>	6
2.9	<i>Grade point average</i>	7
2.10	<i>Full-time status and minimum registration requirements</i>	7
2.11	<i>Dissertation requirements</i>	8
2.12	<i>Dissertation credit hour requirements</i>	8
2.13	<i>Continuous registration requirement</i>	9
2.14	<i>Residency</i>	9
2.14.1	<i>Criteria to establish residence</i>	9
2.14.2	<i>Domicile</i>	10
2.14.3	<i>Evidence of Colorado Domicile</i>	10
3	<i>Milestones and Timelines</i>	11
3.1	<i>Year 1</i>	11
3.1.1	<i>Part 1: Student-Led Customized Planning</i>	11
3.1.2	<i>Part 2: Faculty Discussion</i>	11
3.2	<i>Year 2</i>	11
3.2.1	<i>Preliminary Exam- Proposal</i>	12
3.3	<i>Year 3: Comprehensive and dissertation proposal</i>	18
3.3.1	<i>Comprehensive exam committee</i>	18



Department of Information Science

College of Media, Communication and Information

Boulder, Colorado 80309

3.3.2	<i>Comprehensive exam preparation</i>	18
3.3.3	<i>Comprehensive exam evaluation</i>	19
3.4	<i>Year 4</i>	19
3.5	<i>Year 5</i>	19
3.5.1	<i>Year 5: Final Defense</i>	19
3.5.2	<i>Dissertation</i>	20
4	<i>Financial Aid and Employment</i>	20
4.1	<i>Financial Aid</i>	20
4.2	<i>Travel funding</i>	20
4.3	<i>Student faculty appointments (GA, GRA, TA, GPTI)</i>	21
4.4	<i>Fellowship Appointments (pre-doc trainees)</i>	22
5	<i>Faculty conduct</i>	22
6	<i>Student Resources</i>	22
7	<i>Leave of absence</i>	24
8	<i>Update policy</i>	24



Department of Information Science

College of Media, Communication and Information

Boulder, Colorado 80309

1 Introduction

The PhD in Information Science is for students who want to leverage a broad array of interdisciplinary approaches to address real world problems around the use, development, design, and impact of technology and information. Students in the PhD program will study a diversity of methods, theoretical frameworks, design practices, and computational techniques. Our scholarly practice is in a “lab model” of collaborative research on grant-driven projects. Our research program is particularly strong in the broad areas of human-computer interaction, social and collaborative computing, and data science. However, our faculty and students have expertise in a number of areas, including information policy, information visualization, data journalism, health informatics, diversity in IT, and learning science, among others.

PhD students are paired with a faculty advisor with the expertise in domain and methods to guide each student’s dissertation work and lay the foundations for a successful research career. Through coursework, students will also gain the disciplinary and methodological breadth to be the kind of interdisciplinary scholars that can span the multiple perspectives of information science.

2 Requirements for the Graduate School and Department

2.1 *PhD Curriculum*

Students seeking PhD in Information Science are required to complete the following course work:

- 3 Core courses (9 credits)
- 7 course Program of Study (21 credits)
- 4 semesters of Information Science Seminar

Additional coursework may be undertaken as necessary for and advisable to each individual student. This document specifies only minimum requirements applicable to all PhD students.

1. Core courses

All PhD students must take the following three courses.

INFO 7000 Intro to Doctoral Studies

Introduces students to practices associated with successful advancement in a doctoral program, rigorous scholarship in information science and more expert participation in their scholarly community of practice.

INFO 6101 Theories and Concepts

Surveys foundational theories and concepts in information science. Students will learn to read and reflect critically about seminal texts—tracing their intellectual genealogies from



Department of Information Science

College of Media, Communication and Information

Boulder, Colorado 80309

a variety of originating disciplines to their appropriation by the field of information science and analyzing their relevance to contemporary issues in the domain.

INFO 6201 Interdisciplinary Ways of Knowing

Introduces principles of research design and surveys the breadth of research methods appropriated by the field of information science. Students will explore the diversity of epistemological orientations that make up the field, that influence the types of often-mixed research methods applied and that shape the kinds of questions that are and are not explored.

2. Program of study

In conjunction with their advisor, each PhD student will propose a 7 course (or 21 credit) program of study intended to establish breadth in the key competency areas of information science listed in Section 2.1, as well as focused exploration important for their intended dissertation topic.

2.2 *Requirements*

Taken collectively, courses in the program of study should provide graduate-level experience in all of the following breadth areas, noting that any given course may satisfy multiple areas. Where possible, we encourage students to take courses that are not cross-listed with undergraduate course numbers:

- Computation: The student should have developed facility in applying computational techniques to solve problems, as appropriate to their intended area of research.
- Design: The student should be able to apply design processes to develop and evaluate artifacts relevant to their intended area of research.
- Working with people: The student should have facility in applying research methodologies to design and execute research activities involving human subjects, as appropriate to their intended area of research.
- Working with data: The student should have facility in applying research methodologies to design and execute data-centric research activities, as appropriate to their intended area of research.

The program of study must meet the following additional requirements:

- INFO content: At least 2 of the courses in the program of study must be offered by the Information Science department or by one of its affiliated courtesy faculty members.
- Independent study: No more than 6 credits of independent study can be included in the program of study. Independent study courses may only count towards the program of study if the instructor of record is not the faculty advisor.

Department of Information Science

College of Media, Communication and Information

Boulder, Colorado 80309

2.3 Approval

The program of study must be approved by the Graduate Committee no later than the end of the student's second semester in the program. The application for program of study approval should list the courses to be taken, the intended semester, and provide a rationale for each.

With the approval of their advisor and the Graduate Committee, a student may modify an approved program of study at any time prior to the completion of their preliminary exams.

2.4 Advising

The graduate committee will maintain and distribute a list of courses in INFO and other departments that have been approved to satisfy the breadth areas in [Section 2.1](#).

Seminar

All PhD students are required to enroll in INFO 6500 for 4 semesters. The first two semesters must be during their first two semesters in the PhD program.

2.5 Exceptions

A student, with the written approval of their advisor, may request an exception to the requirements of this policy. The request must list the requirements that the student's intended program of study will not satisfy and provide a justification for the request. The Graduate Committee will make a final determination and report any such exception to the full faculty.

2.6 Program transition policy

When policies are changed it is because the department believes the new rules offer an improvement; any such changes will be communicated to the current graduate students. The students currently enrolled whose degree program is affected by a change in policy may choose to be governed by the older policy that was in place at the time of their matriculation. Students who were admitted to the program prior to the adoption of this curriculum may choose to switch to a new curriculum at any time by submitting a program of study application to the Graduate Committee. If a change in requirements means that certain courses are no longer offered, the department will try to find some compromise that allows students to satisfy the original requirements.

2.7 Required credit hours

Department of Information Science

College of Media, Communication and Information

Boulder, Colorado 80309

The PhD program in Information Science requires a minimum of 30 course credit hours and 30 thesis credit hours. Students are encouraged to take courses outside of the Department that assist in building the methodological and domain knowledge necessary for the student's dissertation work pending approval by their advisor and the Graduate Committee.

All courses taken at the 5000 level or above and/or taken for the master's degree at CU-Boulder may be applied toward the doctoral degree.

2.8 Grade point average

According to the Graduate School, students must maintain a 3.0 overall average to receive a graduate degree. Grades received in foreign language courses taken to fulfill the language requirement are not used by the Graduate School in calculating grade point average. Students whose cumulative grade point average falls below 3.0 at any time during their graduate career may be placed on probation or dismissed from their program.

A student who receives a grade of C, D, or F in a course may repeat that course once, upon written recommendation by the Department Chair or Program Director and approval by the Dean of the Graduate School, provided the course has not been previously applied toward a degree. The grade received in a repeated course substitutes for the original grade and only the later grade is used in the Graduate School's manual calculation of the grade point average. However, all grades received appear on the student's transcript and are calculated in the official GPA.

Courses in which grades below B- (2.7) are received are not accepted for doctoral programs.

Courses taken toward the fulfillment of requirements for graduate degrees may not be taken pass/fail.

Grades received in courses transferred from another institution and/or grades earned while a student was classified as a special student are not included in the calculation of grade point average.

Graduate students may not register for more than 15 credits during any one semester.

2.9 Full-time status and minimum registration requirements

A doctoral student must meet one of the following criteria:

- a minimum of 5 credits of graduate level course work prior to passing the comprehensive exam
- 8 credits of combined undergraduate and graduate course work prior to passing the comprehensive exam
- at least one doctoral dissertation credit prior to passing the comprehensive exam



Department of Information Science

College of Media, Communication and Information

Boulder, Colorado 80309

- a minimum of 5 dissertation hours after passing the comprehensive exam

Please see Section 3 for details on the timing of the comprehensive exam. One semester of credit toward the minimum registration requirements may be earned for full-time registration during the fall and spring semesters or two summer semesters.

The minimum registration requirement for doctoral students is full-time registration for six semesters of graduate degree credit beyond the attainment of an acceptable Bachelor's Degree. Two semesters of minimum registration credit may be allowed for a Master's Degree from another accredited institution; however, at least four semesters of minimum registration credit, two of which must be consecutive in one academic year, must be earned for work completed at CU-Boulder.

2.10 Dissertation requirements

A doctoral student writes a dissertation based upon original investigation and showing mature scholarship and critical judgment as well as familiarity with tools and methods of research. The subject must be approved by the student's major department. Every dissertation presented in partial fulfillment of the requirements for an advanced degree must represent the equivalent of at least 30 semester hours of work.

The student is responsible for notifying the Graduate School of the exact title of the dissertation on or before the posted deadlines during the semester in which the doctoral degree is to be conferred. The dissertation must comply in mechanical features with the specifications for theses and dissertations available in the Graduate School.

The final grade is withheld until the dissertation is completed. In progress (IP) grades are assigned during each semester until the defense is successfully completed and the final copy of the dissertation is accepted by the examination committee, at which time the final grade for all dissertation hours is submitted to the Graduate School.

2.11 Dissertation credit hour requirements

To complete the requirements for the Ph.D. a student must register for a minimum of 30 dissertation credit hours. Distribution of those hours is as follows:

- a student may not register for more than 10 dissertation credit hours in any one semester, including summer
- not more than 10 credit hours taken in semesters prior to the semester in which the comprehensive examination is passed may be counted in the 30 dissertation hours required for the degree
- not more than 10 dissertation hours of credit taken the semester in which the comprehensive examination is passed may be included in the 30 credit hours required for the degree

Department of Information Science

College of Media, Communication and Information

Boulder, Colorado 80309

2.12 Continuous registration requirement

A Ph.D. student is required to register continuously as a full-time student, for a minimum of five dissertation hours in the fall and spring semesters of each year, beginning with the semester following the passing of the comprehensive examination and extending through the semester in which the dissertation is successfully defended (final examination).

A student not being required to maintain full-time status and not using campus facilities may claim off-campus status, which allows registration for three rather than the minimum of five dissertation credit hours. Off-campus status (3 credits of dissertation hours) is considered part-time. All University considerations for part-time status apply.

A student who fails to register continuously for after passing the comprehensive examination must retake and pass the examination, to regain status as a student in good standing in the Graduate School. The Department may require that the student validate course work more than five years old. At its discretion, the Department may petition the Dean of the Graduate School for a time limit for completion of all degree requirements of up to one year after the retaking of the comprehensive exam. The Department must petition the Dean of the Graduate School to waive the requirement to retake the comprehensive exam.

Ph.D. students must be registered for a minimum of five dissertation hours the semester (including summer semester) in which the final exam/dissertation defense is held.

2.13 Residency

Under many conditions, students may apply for Colorado Residency after the first year of their program. Information about residency, including eligibility and the processes for application are available at: <http://www.colorado.edu/registrar/students/state-residency/guidelines>.

2.13.1 Criteria to establish residence

The specific requirements for establishing residency for tuition classification purposes are prescribed by state law. No person may establish domicile in Colorado solely for the purpose of changing a student's classification for tuition purposes from out-of-state to in-state. An individual who seeks to establish domicile while a registered student is presumed to be seeking domicile solely for tuition purposes, which is an unlawful purpose, absent clear and convincing evidence to the contrary [Colorado Revised Statutes § 23-7-101-103(2)(e)].

Because Colorado law governs Colorado residency status, the fact that a student might not qualify for in-state status in any other state does not guarantee in-state status in Colorado. Moreover, it is presumed that a student classified as a nonresident at the time of matriculation who seeks to establish Colorado domicile while registered at CU seeks Colorado domicile solely

Department of Information Science

College of Media, Communication and Information

Boulder, Colorado 80309

for tuition purposes. The student can rebut this presumption and be deemed an in-state resident only by a showing of clear and convincing evidence of his or her eligibility for this status. You must be a qualified person for at least one year to be eligible to establish a Colorado domicile and begin the one-year domicile period necessary to qualify for in-state tuition. You are a qualified person and thus eligible to establish domicile and begin the one-year domicile period if you are at least 22 years old, are married, are a second-year graduate student or are emancipated from your parents, grandparents, other family and/or friends. Persons not so qualified assume the domicile of their parents or court-appointed legal guardian. Students who are considered a qualified person under any of the criteria above are not eligible for in-state tuition through their parents.

2.13.2 Domicile

In-state or resident status requires domicile in Colorado for one year or more immediately preceding the beginning of the semester for which in-state status is sought. "Domicile" is a person's true, fixed and permanent home and place of habitation. It is the place where the individual intends to remain and to which the individual intends to return when he or she leaves.

Establishment of a new domicile in Colorado occurs when an individual is physically present in Colorado and does not intend to return to the state from which he or she was formerly domiciled (or to acquire a domicile at some other place outside of Colorado). The domicile of a non-emancipated minor is the same as that of a parent or legal guardian. Students over the age of 22 years, second-year graduate students, married students and emancipated minors are qualified to determine their own domicile.

2.13.3 Evidence of Colorado Domicile

Pursuant to Colorado law, the following may be considered evidence of Colorado domicile:

- Payment of Colorado income tax.
- State of Colorado driver's license or state of Colorado ID.
- State of Colorado voter registration.
- Vehicle registration in Colorado.
- Graduation from a Colorado high school.
- Continued residence in the state of Colorado during periods when not enrolled as a student or during periods between academic sessions.
- Employment in Colorado (other than that normally provided to students on a temporary basis by CU or other temporary employment).
- Acceptance of future permanent employment in the state of Colorado.
- Ownership of residential real property in Colorado.
- Any other factor particular to the individual that tends to establish the necessary intent to make Colorado a permanent home.

Department of Information Science

College of Media, Communication and Information

Boulder, Colorado 80309

3 Milestones and Timelines

3.1 Year 1

Progress on coursework (see [Section 2.1](#) above).

End of Year 1: First Year Check-In (a Departmentally specified milestone).
The check-in consists of two parts:

3.1.1 Part 1: Student-Led Customized Planning

The student meets for one hour with the initial mentoring network for self- and mentor-evaluation of course plans and research goals for the next year.

3.1.2 Part 2: Faculty Discussion

As part of the annual review of all doctoral students, extra time will be taken to review each of the first-year students. The student will not be present. The discussion will be led by the student's advisor and comments will be solicited from the information science faculty who had the student in class or who are participating with the student on a research project. Matters for discussion include:

- How the student is doing with respect to coursework, especially the foundation courses in information science
- How well the student is progressing in research readiness going into Y2

In the Spring of every year, the faculty meets to review the progress of each doctoral student. The review is not as elaborate in subsequent years as it is in the first year, but it typically involves the student submitting some materials to the graduate director and either his or her mentoring network (in YR1) or advisor (in subsequent years) for review by the entire faculty. The graduate director will communicate comments back to the student from the faculty's annual evaluation and it is expected that the student and the advisor will meet to discuss the feedback and any appropriate steps that should be taken.

3.2 Year 2

The student will continue with coursework, typically completing the required foundations courses in Information Science and continuing to build up background skills and knowledge that prepares him or her for the dissertation. The student will also continue to build up his or her readiness for independent research in Information Science by pursuing the research goals set out in the student-led customized planning at the end of the first year.

Department of Information Science

College of Media, Communication and Information

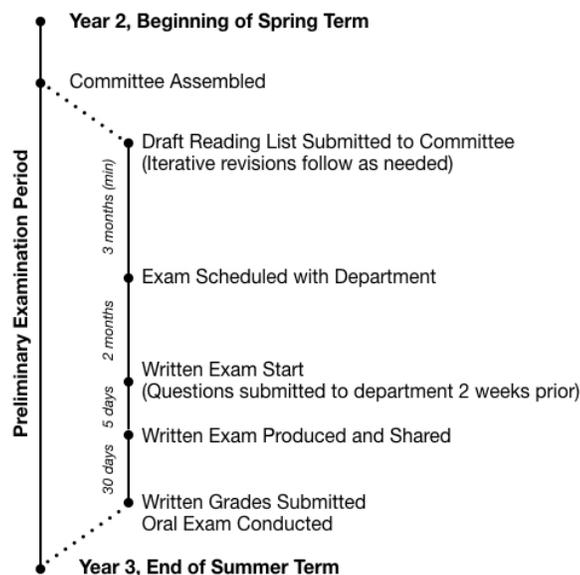
Boulder, Colorado 80309

3.2.1 Preliminary Exam- Proposal

Students admitted to the program prior to Fall 2019 may opt to complete the exam as specified in the original prelim documentation (available at <https://goo.gl/px22yd>). However, any student wishing to do so must notify the department committee appointed to oversee preliminary exams prior to the end of their second year in order to allow sufficient time to accommodate this request.

The preliminary exam should be completed between Summer Semester of a student's second year and Summer of the student's third year. Students should work in consultation with their advisor and committee to determine appropriate timing based on the student's current preparedness to advance to the next phase of their research career including coursework, research obligations, and any additional factors that may influence the timeliness of completion. Should circumstances require the prelim to be completed after Summer of the student's third year, the student should file a formal petition with the department committee appointed to oversee preliminary exams by no later than April of their third year. Petitions will be reviewed on a case-by-case basis.

The overall timeline for the exam is as follows:



Please note that the Preliminary Exam is only one criterion for maintaining satisfactory progress in the Ph.D. program. Student progress towards completing this exam will be discussed as part of both the Year Two and Year Three Annual Reviews, at which time the faculty will consider the holistic progress of the student through the program including their preparedness to engage in this exam. As such, it is expected that students will have demonstrated preliminary steps

Department of Information Science

College of Media, Communication and Information

Boulder, Colorado 80309

towards completing this phase of the program, including assembling a Committee and having taken substantive steps towards assembling a reading list.

Pre-Exam Administration:

3.2.1.1 Components and Deadlines:

- **Committee Assembly:** To be completed by the student in consultation with their advisor. It is recommended that a committee be assembled as soon as the end of Fall Semester of Year 2. A committee must be assembled prior to the creation of reading lists.
- **Reading Lists:** Students should work with their committee to iteratively assemble their reading list. This iteration consists of the following stages:
 - An annotated bibliography produced and shared with the Committee at least 3 months in advance of the exam date.
 - One to two iterations on the list based on Committee feedback.

A final reading list should be produced no later than one month prior to the Written Exam.

- **Scheduling the Written and Oral Exam:** Students should work with their committee to schedule both components of the exam. The schedule for both the written and oral exam should be submitted to the department 2 months in advance of the start of the written exam.

3.2.1.2 Preliminary Exam Committee Assembly

The preliminary exam will be overseen by a committee of three faculty members. Two committee members must be drawn from the set of primary and courtesy faculty members in Information Science. The third member can optionally be an external faculty member from another department. In the case that more than one external member is needed, a fourth committee member may be added to the committee. These members should be selected by the student in consultation with their advisor. We encourage students and advisors to consider committee members who both can provide feedback as to the methodological, application, theoretical, and/or subject depth of their intended research as well as the breadth of the Department to encourage diverse interdisciplinary perspectives on their exam materials. Committee members may be added from outside of the Department but must be added in addition to the three internal members.

Committees should be assembled after the student's engagement with their preliminary mentoring committee ends. It is recommended that this occurs during Fall or early Spring semester of Year 2. Note that students may elect to change their committees between this date and the completion of the exam.

Department of Information Science

College of Media, Communication and Information

Boulder, Colorado 80309

3.2.1.3 Part 1: Reading Lists:

Students will work with the preliminary exam committee to assemble a reading list reflecting core literature relevant to the breadth of literature to which the student has been exposed to date, including foundation readings relevant to the student's research area and readings from coursework.

Reading lists should reflect the foundational knowledge necessary to broadly engage in a student's chosen research field as well as literature specific to the student's current research trajectory. Likewise, interdisciplinarity is highly valued. Students are encouraged to have a conversation with their advisor and committee members about what that should look like for their course of study. The Committee will explicitly assist with ensuring appropriate breadth and depth in each student's reading list. Students should annotate their reading list with explanation, reflections, or justifications for the included set of readings.

Reading lists should be submitted to the Committee at least three months prior to the Written exam. While the length of this list may vary between students and the nature of the items (e.g., articles, books, etc.), lists have historically included somewhere in the range of 50–60 scholarly works. Students should include steps towards completing this reading list as well as an explicit plan for iterating on this list as part of their second (and when applicable, third) year review.

Scheduling the Written and Oral Exam: Students should work with their committee to schedule both components of the exam. The dates for both the written and oral exam should be decided simultaneously and submitted to the department two months in advance of the start of the written exam.

3.2.1.4 Part 2: Written Exam:

Components and Deadlines:

- Exam Questions: To be drafted by the Committee and submitted to the Department two weeks prior to the exam window.
- Exam Administration: To be scheduled by the student in consultation with the Committee and completed over a 5-day window (typically during year 3).
- Exam Grading: To be completed by the Committee within 7-30 days of the exam submission. Must be completed prior to the Oral Exam.

Composition: The student's committee will prepare a four-question written exam to be completed over a five-day period. The exam period shall be specified by the student in consultation with the committee. The content of the exam should be as follows, with each question tailored to the individual research needs of the student.

1. Research Design:

Department of Information Science

College of Media, Communication and Information

Boulder, Colorado 80309

The student will be asked to design a research project that is on the topic of his or her dissertation (if that topic has already been chosen) or on a topic this is likely to be similar to the eventual dissertation topic (if the dissertation topic has not yet been chosen). This topic should identify appropriate theories, methods, and techniques, citing relevant literature. It should allow the student to demonstrate their abilities to scope and plan a concrete project targeting a reasonable timeframe and set of constraints.

2. Paper Reaction:

Students will be provided with a paper selected by the Committee and asked to react to this paper in the form of either a review or editorial reaction. The question addresses the student's ability to read other scholars' research publications critically.

3 & 4. Breadth & Depth Questions:

Students should be provided with two questions that allow them to directly demonstrate their competencies in their chosen field(s). These questions should elucidate the student's mastery of the core concepts, theories, frames, methods, and aims of the research they are gearing toward, but also speak to the foundational breadth of knowledge required of a scholar in their field. Typically, one question should cover the student's breadth (as defined by the committee), while the other should focus on content central to the student's specific area of scholarship.

Each member of the committee should write at least one of the four questions, with the advisor overseeing the assembly and revision of the exam. We encourage exams that balance breadth and depth as well as assist the student in scaffolding their transition to the next phases of their research careers. Exam questions should be sufficiently open-ended to allow the student to demonstrate sufficient mastery of the materials but should be sufficiently well-scoped to be addressed in a 2000-2500 word response. The exam should be registered with the Department at least two weeks in advance of its completion.

The exam will be released to students by 8am on the first day of the exam window. Responses should be submitted to the members of the committee and the Department as a PDF document by 5pm on the final day of the 5-day window. The student's document should include a cover sheet enumerating the exam window, student's contact information, and contact information for the student's Committee.

Student responses should be authored without consulting any other individuals, but students are allowed to use their own notes as well as the reference materials provided in the reading list in preparing their responses. During the exam, students may write their committee with clarifying questions; however, these questions and responses should be sent to all members of the committee.

Grading:



Department of Information Science

College of Media, Communication and Information

Boulder, Colorado 80309

The student's Committee will grade the Written Exam, with the advisor overseeing any discussion or disagreement with respect to specific questions. Grades consist of the following possible outcomes:

1. Pass: The response demonstrates sufficient mastery of the material that no further elaboration is necessary.
2. Conditional Pass: The response demonstrates some mastery, but additional clarifications or revisions are needed before the committee can recommend a passing grade.
3. Fail: The response fails to demonstrate sufficient mastery of the intended materials, and the committee cannot recommend a passing grade.

Each Committee member should come to the Oral Exam with formal feedback prepared, including a tentative grade for each question on the Written Exam, and any recommended revisions. Prior to the start of the exam, the Committee should meet to decide on tentative grades and clarifications to be addressed during the Oral Exam. Upon conclusion of the Oral Exam, the Committee should revise the grades, collate feedback, and specify recommended revisions and provide these recommendations to the student and Department within two business days.

3.2.1.5 Part 3: Oral Exam:

Components and Deadlines:

- Oral Presentation: To be completed by the student within 7-30 days of the submission of the Written Exam.
- Exam Grading: To be completed by the Committee at the conclusion of the Oral Exam and registered with the Department within two business days of the completion of the Exam.

Composition: The Oral Exam should consist of three components (to be completed in the order determined by the Committee):

1. A reflection on the written exam, including what they learned in the process of completing the exam, where they feel their knowledge gaps lie, and any additions or clarifications they would like to make to their responses.
2. A brief synopsis of the student's work and near-term research plans.
3. An exchange of verbal questions between the student and Committee.

Department of Information Science

College of Media, Communication and Information

Boulder, Colorado 80309

The committee should advise the student as to the preferred structure (e.g., length, order, etc.) and format (i.g., written, slide deck, discussion) for each component based on what they determine is most beneficial for the student's scholarship.

To allow for sufficient time to complete the examination, the student should schedule a continuous two-hour block of time to complete this phase of the examination, with the entire Committee physically present (or virtually present if co-location is not possible) for the duration of the exam. Students should schedule this exam simultaneously with scheduling their Written Exam. Students may elect to invite a colleague to serve as a silent note-taker to observe and take notes on feedback and questions during the exam. Any notes should be shared with both the student and Committee at the conclusion of the exam period.

Grading:

The Committee should use the final 15 minutes of the Oral Exam block to collectively arrive at a grade for the Oral Exam, revise grades, feedback, and conditions for each question on the Written Exam, and decide on any necessary conditions should a Conditional Pass be recommended. At the conclusion of the exam period, the Committee should inform the student of their grade on the Oral Exam.

Any Conditional Pass for either the Written or Oral Exam should include a specific written list of necessary conditions as well as a concrete timeline for completing these conditions. The Committee should review all conditions, determine a Pass or Fail grade on the question, and notify the Department of the grade changes within 7 days of the condition deadline. All conditional passes should have clear action items for remedy. For the written exam, conditions may include (but are not limited to) revision of one or more components of the response and additions to the current response. Conditions on the Oral Exam may include, but are not limited to, rewriting a question, writing to a new question, creating a bibliography on an area where a person has a weakness, committing to delivering a workshop on a particular topic, or committing to completing a course with a certain grade to fill in knowledge gaps.

While we anticipate disagreement in grading and in acceptable conditions among Committee members, a single grade and set of recommendations should be provided to the Department for each question to be relayed to the student. The Committee has full power to resolve such disagreement internally in whatever way the Committee sees fit; however, in the event that disagreements between Committee members cannot be resolved, the Committee should consult with the department committee appointed to oversee preliminary exams to determine the most appropriate course of action.

3.2.1.6 Criteria for Advancement:

Students must pass all four questions in the Written Exam and the Oral Exam in order to pass the Preliminary Exam. Students are allowed two attempts to complete the Preliminary Exam.

Department of Information Science

College of Media, Communication and Information

Boulder, Colorado 80309

After a second failed attempt, the student and Advisor should work with the Graduate Chair to determine an appropriate course of exit from the Program.

3.3 Year 3: Comprehensive and dissertation proposal

3.3.1 Comprehensive exam committee

Within three months of having completed the preliminary exam, the student must select and get approval from at least five people to serve as the examiners on the comprehensive exam. It is typical for these people to serve as the doctoral committee, which advises the student while the student is doing the research and writing associated with the dissertation, and which will typically serve as the dissertation defense committee.

The Graduate School regulations governing the comprehensive exam stipulate that the examining board “shall consist of the major advisor and additional members as necessary to a minimum of five. The chair must have a regular or tenured Graduate Faculty appointment. Successful candidates must receive affirmative votes from a majority of the members of their examination board. A candidate who fails the examination may attempt it once more after a period of time determined by the examination board.” Moreover, “the examination, which may be oral, written, or both, tests mastery of a broad field of knowledge, not merely formal course work.” It is customary that the examiners for the comprehensive exam continue to support the student through the completion of the degree; as such, they typically transition into becoming members of the doctoral committee. As such, it is strongly recommended that the five faculty members selected to serve as the examining board for the comprehensive exam also fulfill the requirements set forth by the Graduate School that more stringently govern the composition of the doctoral committee.

In addition to these requirements, at least three of the examiners must be members of the Information Science graduate faculty and at least one must be someone whose primary appointment is not in the Department.

3.3.2 Comprehensive exam preparation

At the end of Year 3, each student will complete their comprehensive exam with a dissertation proposal. Since the graduate school does not require a formal dissertation proposal process, information science follows the practice adopted in many Departments across the university to have the comprehensive exam serve in place of a formal dissertation proposal process. As part of the comprehensive exam, the student will prepare a document to be distributed to his or her examiners no less than two weeks prior to the date of an oral examination. This document must include the following:

- A literature review of the general area in which he or she intends to conduct dissertation research
- A statement of a research problem to be pursued in the dissertation



Department of Information Science

College of Media, Communication and Information

Boulder, Colorado 80309

- Initial thoughts about intellectual framing and methods of this dissertation research

The student will present a summary of the material in his or her written document to the examiners in an oral presentation.

In addition, the student must formally apply for Admission to Candidacy for the doctoral degree on forms supplied by the Graduate School at least two weeks before attempting the comprehensive examination. Before being admitted to candidacy a student must earn at least three semesters of residence, and pass the comprehensive examination.

3.3.3 Comprehensive exam evaluation

Students will pass/conditionally pass/not pass based on their performance in the oral exams. If the grade is pass, the students and examiners have entered into a social contract that the content of the comprehensive exam document (also sometimes referred to as a proposal) will inform the direction of the student's dissertation research. Any substantive deviations from the document must be approved by the dissertation committee. If the grade is conditional pass, the examiners will make recommendations about revisions to the document that better capture a shared understanding of the direction that the dissertation research should take. Any revisions should be completed within two months of the oral comprehensive exam date.

For further details about the Information Science comprehensive exam, see the separate document about the three exams – prelims, comprehensives, and dissertation defense - required of doctoral students.

3.4 Year 4

The doctoral committee will meet at the end of the fourth year (and perhaps additional times during the year) to assess the student's progress and offer guidance. Although there are bound to be divergences from the dissertation research plan set out in the comprehensive exam as the student begins to carry out his or her research, successful completion of the comprehensive exam binds the student and the student's committee to a social contract that this line of research is an acceptable dissertation direction and that the student will inform the committee and seek permission if there is substantial change in the direction of the research.

3.5 Year 5

3.5.1 Year 5: Final Defense

This is the initial target for completion. It is adjusted as appropriate by advisor, student and committee.

Department of Information Science

College of Media, Communication and Information

Boulder, Colorado 80309

3.5.2 Dissertation

The dissertation consists of a document that makes a significant contribution to the student's field, as well as an oral defense of that document. See Year 3 discussion for more detail about the dissertation committee and process.

4 Financial Aid and Employment

4.1 *Financial Aid*

Students accepted into the Information Science doctoral program hold funding as outlined at the time of admission. This funding comes in the form of an assistantship that provides both a monthly stipend and a waiver of tuition costs. This funding is generally guaranteed for the first four academic years, based on the student making adequate progress toward the degree and being enrolled full-time. In the unlikely event of a shortfall of funding within the University, this intent to provide support is not, however, legally binding. Doctoral students receiving financial support are expected to make satisfactory progress through the program and perform assistantship duties in a satisfactory manner, both to be determined by the graduate faculty.

Support may take the form of a teaching assistantship, research assistantship or fellowship, depending on the needs of the Department and conditions of student's individual circumstances. Teaching and research assistantships consist of a 50% appointment (approximately 20 hours per week). This support includes tuition remission for a maximum of 15 hours per semester. If students elect to enroll in the CU Student Gold Health Insurance, a portion of the plan's cost will be covered as part of the appointment compensation. Summer support and funding beyond four years may be available but is not guaranteed.

In addition to assistantships, doctoral students are eligible for fellowship awards offered by the Graduate School and outside organizations. Doctoral students also may receive need-based awards granted by the Graduate School. To be eligible for these awards, a doctoral student must submit financial need information to the campus Financial Aid Office prior to April 1.

The Information Science Director of Graduate Studies, in consultation with the Graduate Faculty, may consider exceptions to this general policy when required by an individual student's extraordinary circumstances.

4.2 *Travel funding*

PhD students who have their research or creative work accepted for presentation at a conference or comparable venue may request up to \$500 in CMCI travel funds during an academic year, which begins July 1 and ends the following June 30. Requests should be

Department of Information Science

College of Media, Communication and Information

Boulder, Colorado 80309

submitted to the Director of Graduate Studies. Once travel is approved, students will work with the CMCI finance office to prepare for the trip and to receive reimbursement after returning to campus. Before booking any flights, students must first get a quote from Christopherson Business Travel. For further instructions, please see the Procurement Service Center website and the Finance & Travel section of the CMCI intranet. Additional travel funding is available through the graduate school and UGGS.

4.3 *Student faculty appointments (GA, GRA, TA, GPTI)*

These positions are reserved for CU Boulder full-time enrolled, regular degree-seeking students. Compensation for these appointments consists of salary, tuition coverage (often referred to as a tuition waiver or tuition remission), and a contribution towards the student gold insurance premium. Students must work at least 12 weeks in an academic year semester and a minimum of 5 weeks during the summer term to receive tuition remission (exception for students teaching during maymester). Students are not required to be registered in the summer to hold an appointment; however, if they are registered, they are entitled to tuition remission.

Funding for instructional positions comes from a Department's home college, while GRA positions are typically funded from projects. Salary for these positions is set by the Graduate School and salary rates are typically announced in April after the Regents' vote on merit increases. Numerous Departments also have specially approved rates for their GRA appointments. The employer also pays the cost of the resident portion of tuition for their student employees. If the student is a non-resident and eligible for tuition remission, the differential portion is covered by the Office of the Provost. The insurance contribution is paid for out of the university's benefits pool. It is important to remember that the term tuition "waiver" is actually a misnomer and someone always pays for the tuition.

All domestic non-resident graduate students (including permanent residents) must obtain Colorado in-state tuition classification prior to the start of their second year of employment as a graduate student. Failure to do so will result in ineligibility for tuition coverage, starting with the following semester.

During the academic year, graduate students' work hours are limited to 50% time, 20 hours a week. Any exceptions to this limit must be approved by the Graduate School by submitting the petition for graduate student overload appointment form prior to the start of work. Please note that due to extended restrictions as a result of the ACA, no exceptions can be made for hourly appointments that would result in a student working over 25 hours a week, and for monthly salaried employees over 28 hours a week/70% time. Students in either type of position may work up to 100% time during the summer.

Additional information regarding student appointments may be found in the funding administration area of our website: <http://www.colorado.edu/GraduateSchool/funding/admin.html>

Department of Information Science

College of Media, Communication and Information

Boulder, Colorado 80309

4.4 Fellowship Appointments (pre-doc trainees)

Graduate fellowships and traineeships are recognized as a means to acknowledge and support graduate students in pursuit of their advanced degree objectives. Graduate fellowships provide financial support to graduate students without a commensurate service requirement. These stipends are paid to students to engage in training or pursue individual research projects. This payment is not a salary. It is made primarily to defray general living expenses. Individuals paid on stipends are not required to complete time/effort documentation (unless required by a sponsoring agency) and do not have an employer-employee relationship with the university.

It is important that these job codes are used appropriately to ensure that compensation is paid in compliance with Internal Revenue Service (IRS) regulations. When these job codes are used inappropriately, the Department will be held fiscally responsible for any retroactive corrections (i.e., FICA, Medicare taxes, and other benefit costs).

5 Faculty conduct

Faculty should perform their responsibilities to students with a high degree of professionalism. In the event of issues between students and faculty, whenever reasonable, students should begin by working with the individual faculty person or advisor to discuss and resolve the problem together. If this fails, a student should contact the faculty member's Department Chair. If the decision the Chair makes is judged by the student as unacceptable, the student may contact the CMCI Dean's office.

6 Student Resources

The Graduate School has compiled a set of resources available to graduate students. One set of resources concern connecting with other graduate students on campus, nationally, and internationally. These include a peer mentoring program, ten graduate student groups, eight campus and local organizations, five national graduate student organizations, and one international student organization. Links to these organizations can be found at <http://www.colorado.edu/graduateschool/campus-resources/connections>.

Information about the Graduate School Advising Services, which range from financial awards to academic counseling, can be found at <http://www.colorado.edu/graduateschool/campus-resources/graduate-school-advising-services>.

Campus alerts are available for real-time information concerning campus closures, extreme weather, and other emergencies. You can set the system up so that alerts go directly to your cell phone or email. See <http://alerts.colorado.edu>. For general assistance and questions about available resources, there is a CU Boulder Hotline that you can call at 303-492-1000.

Department of Information Science

College of Media, Communication and Information

Boulder, Colorado 80309

The University runs a free nighttime transportation both on and off campus through CU NightRide by calling 303-492-7233 (SAFE) or by downloading the app you can find at <http://www.colorado.edu/umc/cunightride>.

The university provides various services for students in distress. These include campus services including After-Hours Crisis Service, After Hours Victim Assistance, Alcohol and Substance Abuse Resources, Report Discrimination or Harassment, Counseling and Psychological Services (CAPS), Office of Institutional Equity and Compliance, Safety Resources (such as emergency assistance and campus resource centers), Student Legal Services, Office of Victim Assistance, and Wardenberg Health Center. There are also links to off-campus resources: Alcoholics Anonymous, Domestic Violence Crisis Services, Moving to End Sexual Assault (MESA), the National Graduate Student Crisis Line, and Safehouse. There are links to all of these resources at <http://www.colorado.edu/graduateschool/campus-resources/assistance-students-distress>.

If you observe abusive behavior, harassment, or research misconduct, you can report it to the Office of Institutional Equity and Compliance at 303 492 2127 or see the webpage at <http://www.colorado.edu/dontignoreit/>.

For general grievances, the Graduate School grievance policy can be found here: <http://www.colorado.edu/GraduateSchool/policies/>. Students may file a grievance through the Graduate School only after exhausting all formal grievance opportunities at the Department level. Each Department should have a formal grievance process in place for Departmental level grievances. Please note that grade appeals and appeals of purely academic decisions may not be considered by the Graduate School. Also, allegations of discrimination or sexual harassment will not be considered and must be filed with OIEC: <http://www.colorado.edu/institutionalequity/reporting-options>.

Issues of academic honesty should be reported to the Honor Code promptly for investigation. Detailed information can be found on the Honor Code website: <http://honorcode.colorado.edu/>.

Student Support and Case management, which falls under the division of Student Affairs, supports students throughout their career. Offered services including, but not limited to, navigating campus and community resources, referrals to community providers, exploration of or referral for behavioral health concerns, coordination and follow-up during and after hospitalization and/or medical leave of absence, health and safety referrals, problem resolution, help managing multiple or complex medical needs, and crisis management. Faculty, staff, or students can make a referral to the Student of Concern Team through an online report form, at 2-7348 or scot@colorado.edu. <http://www.colorado.edu/studentaffairs/sscm>.

Another great resource for graduate students is the Ombuds office, willing to help with a variety of issues, including administrative concerns and interpersonal concerns or conflicts. Specific information on their website relates to graduate students: <http://www.colorado.edu/ombuds/graduate-students>.

Department of Information Science

College of Media, Communication and Information

Boulder, Colorado 80309

7 Leave of absence

Graduate students must apply for a leave of absence if they withdraw from or do not enroll in classes for a fall or spring semester. Graduate students who do not apply for a leave of absence will be discontinued and must reapply to the university in order to return to CU Boulder.

A student not being required to maintain full-time status and not using campus facilities may claim off-campus status, which allows registration for three rather than the minimum of five dissertation credit hours. Off-campus status (3 credits of dissertation hours) is considered part-time. All University considerations for part-time status apply.

Students who need to leave the University for a period of time may apply to the Time Out Program for up to one year. Doctoral students who are required to maintain continuous registration may petition for an exception in order to participate in the Time Out Program for parental leave or other extenuating circumstances. Participation in the Time Out Program does not extend the student's time limit, but may be used as a reason when applying for an extension, should that become necessary.

8 Update policy

University policies and resources are constantly changing. We will update the handbook every several years, but it is the student's responsibility to double-check on whether changes have occurred if there is some particular item of concern stated in this handbook.

Students will be expected to follow the policies listed in the handbook that was in effect at the time of the student's first semester on campus as an information science doctoral student. However, if it is acceptable to both the student and the Department, conflicting policies that appear in later versions of the graduate handbook can be followed for individual student.