PhD

INFORMATION SCIENCE & LEARNING TECHNOLOGIES

The intersection of information and learning

School of Information Science
and Learning Technologies
University of Missouri

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PhD Handbook 2020
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PART 1: PROGRAM OVERVIEW

This handbook is intended for admitted students in University of Missouri’s Doctor of Philosophy (PhD) degree program, offered through the School of Information Science & Learning Technologies. Our PhD program offers a unique opportunity for you to study and conduct research in the intersection of learning and information sciences. The School of Information Science and Learning Technologies (SISLT) is proud to be an iSchool, dedicated to exploring the relationships between people, information, and technology. SISLT is located within a major R1 research university that is a member of the Association of American Universities. This provides our students with a wide range of resources and research possibilities, and our graduates with an enhanced set of credentials.

Graduate study is a world of inquiry. It can be one of the most intensive and exciting times of intellectual development that you will experience. You will learn the importance of asking questions, of cultivating your curiosity, and recognizing that the best answers are ones that often lead to new and even more interesting questions.

Your experiences as a graduate student can be both humbling and liberating. Cookie-cutter answers to complex questions will no longer suffice. You will discover that the field of information science and learning technologies is much more complicated than you had ever imagined. Such discoveries may make you uncertain of your own abilities and wisdom; that is, the more you learn, the more you will recognize that you know even less about the complex nature of information science and learning technology. You cannot possibly learn everything there is to know about our field before you leave. However, we hope that you will leave with the ability to continue to learn and grow after you graduate.

Your professors are life-long students who are always ready to share their questions and concerns with others who are interested in similar lines of inquiry. We look forward to learning with you and helping you become an independent scholar. You will see an improvement in the quality of your ideas, the extent of your knowledge, and your ability to pursue your ideas.

The following information includes some of the basic policies and procedures that are followed in the Graduate School and in this School. Use this booklet to help orient yourself, but always check with your advisor if you find yourself confused about anything.

1.1. STUDENT RESPONSIBILITY

Each student must meet all the requirements of the MU Graduate School pertaining to completion of a Ph.D. as published by the Graduate School (see http://gradschool.missouri.edu/). This includes making sure that all forms (see Part III) are submitted to the iSchool and to the Graduate School in a timely manner.
Please remember that it is your responsibility to be familiar with the information presented here and by the University of Missouri Graduate School (https://gradschool.missouri.edu/) and to know and observe all regulations and procedures relating to the Program. As stated by the MU Graduate School:

In no case will a regulation be waived or an exception be granted because students plead ignorance of, or contend that they were not informed of, the regulations and procedures. Responsibility for following all policies and meeting all requirements and deadlines for graduate programs rests with the student. (emphasis ours. See Student Responsibility to Know Academic Regulations at https://gradschool.missouri.edu/policy/student-responsibility-to-know-academic-regulations/)

1.2. YOU AND YOUR ADVISOR
When you begin your PhD, an advisor will agree to work with you. The name and contact information of your advisor will be communicated to you in your letter of acceptance. Unless you decide to change advisors, your initial advisor will become the chair of your Program of Study (POS) committee and will see you through the Program of Study phase of your doctoral career.

A change of advisor may occur when an advisor leaves, when an advising load needs readjustment, when a student changes an area of study or dissertation topic, or when personal or professional reasons inspire a realignment. Before you officially change advisors, be certain that you have talked with your intended new advisor about taking you on as a new advisee. You cannot switch from one faculty member to another without talking with both of those individuals and the Director of Graduate Studies (DGS) about such a change.

1.3. DOCTORAL ADVISORY COMMITTEES
Through your time in the Program, you will have two doctoral advisory committees: The Program of Study (POS) Committee and the Dissertation Committee.

During your first year, you will form your Program of Study Committee. This committee works with you to identify and approve a Program of Study (POS), ensuring that you meet all minimum requirements of the IS&LT doctoral program.

In addition, your POS Committee will:
- work with you to ensure that you meet residency and other requirements.
- helps you plan and execute other professional aspects of your degree program (e.g., identifying appropriate venues for presentations and publications).
- review and approve requests for transfer credit.

Your POS Committee will be in place upon submission of the D1 until your successful completion of the comprehensive examination process (D3) at the end of the Program of Study Phase.
1.3.1. PROGRAM OF STUDY (POS) COMMITTEE
As a doctoral student, in addition to your advisor, you will also have a committee to work with you. The Program of Study (POS) Committee convenes several times and will take an active role in:
   a. Evaluation and approval of your proposed Program of Study and Residency Plan
   b. Evaluation of your qualifying examination
   c. Evaluation of your portfolio
   d. Evaluation of the written portion of your comprehensive examination
   e. Participation in the defense (examination) of the oral portion of the comprehensive examination

1.3.2. DISSERTATION COMMITTEE
Once you have completed the POS phase of your studies and successfully defended your comprehensive examinations, you will become a doctoral candidate. As a candidate, you will convene a committee to serve as your Dissertation Committee. The members (including the advisor) may be the same as for the POS Committee, or may be different. The Dissertation Committee will convene and actively engage in the following:
   a. The defense (examination) of the dissertation proposal
   b. The evaluation of your dissertation
   c. Participation in the defense (examination) of the completed dissertation

1.3.3. ADVISORY COMMITTEES (i.e. POS AND DISSERTATION COMMITTEES)
   COMPOSITION
Both committees are comprised of a minimum of four members—your advisor (aka “chair” of your committee) and three others. At least three of the total members must come from within the School and at least one member must be a graduate faculty member from outside the School.

Graduate students often change direction in their course of study, and consequently the individual members of their committees may change. Students often change their committee members after completing the comprehensive exams, but before starting the dissertation phase. It is common courtesy to confirm participation of the new chair/members and to notify the current chair/members of your Program of Study (POS) Committee. Such decisions must be reported on the appropriate forms and submitted to the SISLT Student Services Office for any additional signatures and processing.
1.4. OVERVIEW OF DEGREE REQUIREMENTS

All SISLT doctoral degree requirements are in alignment with the MU Graduate School requirements for PhD degrees\(^1\) as well as the University Registrar’s published Doctoral Requirements.\(^2\) The SISLT PhD is designed to develop your competencies in the following three areas:

- Research and Writing
- System Design and Development
- Teaching

The following paragraphs will give you an overview of the phases and requirements of your program.

**Doctoral students in our program must have completed a Master’s degree.** The iSchool recognizes that students come to the PhD Program with diverse backgrounds. Your advisor and POS committee will work with you to determine which prerequisite coursework will be included in your program of study. Please note that any transfer credits must be approved by your POS committee AND the MU Graduate School.

**Students must take a minimum of 42 hours of coursework beyond the Master’s degree, including 9 doctoral seminar hours, 9 hours in the minor field, 9-12 hours of research**

\(^{1}\) [https://gradschool.missouri.edu/current-students/doctoral/](https://gradschool.missouri.edu/current-students/doctoral/)

\(^{2}\) [http://catalog.missouri.edu/academicdegreerequirements/doctoralrequirements/](http://catalog.missouri.edu/academicdegreerequirements/doctoralrequirements/)
methods coursework, and 12 dissertation hours. Students may be required to take additional course work if their Program of Study Committee recommends it. Students with a Master’s degree in another discipline may be required to complete additional course work.

Coursework consists of 30-36 hours within the School, including at least 15 hours of coursework at the 8000/9000 level. Although not required, doctoral students typically take the vast majority of their hours at the 8000/9000 level, focusing on research seminars in their areas of study.

**ISLT Doctoral Seminar Coursework (IS_LT 9411, offered in face to face mode) REQUIRED**

- 9 credit hours minimum. Includes:
  - Design and Analysis of Research in Information Science and Learning Technologies—(3 credit hours; fulfills College of Education school/department-specific inquiry course requirement)
  - Research and Theory Seminars on topics such as Human Computer Interaction, Human Information Behavior (3 credit hours each, see the SISLT web site for more information).

**Supporting Field Coursework REQUIRED**

- 9 credit hours minimum
- Your supporting field must be an area of emphasis outside of ISLT. Select this in consultation with your advisor and your POS committee.

In addition to courses within the School, students must take at least 9 hours in a collateral area outside the School that represents a coherent unit of study and relates to an area of research interest (e.g., psychology, sociology, political science, journalism, English, family studies, anthropology, management). Typically, these courses will be at the 8000 level, although it is possible that one of the courses may be a 7000-level course.

**Research Methodologies Coursework REQUIRED**

- 9 credit hours minimum. Includes:
  - At least one course in qualitative research design and one course in quantitative research design.
  - You should choose research methods courses that will support your dissertation. You may choose them from the College of Education’s

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3 See for a sample version including the 9 hours in an outside area: [https://sislt.missouri.edu/wp-content/uploads/2014/12/phd-pos-sample.pdf](https://sislt.missouri.edu/wp-content/uploads/2014/12/phd-pos-sample.pdf)
research method courses, or you may look outside the College of Education if your POS committee thinks it is appropriate. It is important to discuss this with your advisor and POS.

As part of their program, students must take at least 9 hours of courses in research methods. Nine of these hours may be taken outside the School. Typical courses include statistics, linguistics, critical theory, informational science, or historiography. This combination of courses is designed to help you further develop your research skills for completion of the dissertation.

**Elective ISLT Coursework**

- 18 credit hours minimum.

Beyond the required coursework, students are required to take 18 credit hours of electives in ISLT. If doctoral students enroll in a 7000-level class, they should indicate to their instructors that they are doctoral students and should plan to carry out additional work, at the doctoral level, to adapt the course experience to their research needs.

**Optional 9000 electives: Internships in ISLT**

- Teaching - Teaching internship credit may be granted when you independently teach a course or serve as a Teaching Assistant in a course.
- Research - Research internship credit may be granted when you work with a faculty member to produce one or more publications ready for submission to a journal or refereed conference presentation.

Students must successfully pass the School’s qualifying examination process (described below).

Students must successfully present their work in a portfolio and pass their comprehensive examinations (described below).

Students must enroll in dissertation hours after passing their comprehensive examinations and must maintain continuous enrollment until they complete the dissertation. Completing a dissertation includes a proposal meeting to approve conducting the study and a final defense of the dissertation (described below).

**1.4.1. ENROLLMENT STATUS AND TIMEFRAMES**

According to the MU Registrar, full time enrollment at the graduate level means enrollment in at least 9 credit hours in both fall and spring semesters. Graduate students who register for
fewer than nine hours during the fall or spring semesters are considered to be enrolled part
time.4

Both full time and part time doctoral students must finish their degrees in a timely manner. The MU Graduate School indicates that 5

A doctoral student must successfully complete the comprehensive examination within a period of five years beginning with the first semester of enrollment as a PhD student. In addition, the program for the doctoral degree must be completed within five years of passing the comprehensive examination. Individual departments or area programs may stipulate a shorter time period.

Full time students should plan to complete their coursework and the Program of Study phase in three years/6 semesters. Part time students must nonetheless complete the work in no more than five years.

If students take an Academic Leave of Absence, their timelines will need to be adjusted accordingly, but extensions on the overtime timeframe for completing the degree are not automatic. It is ultimately the student’s responsibility to move through the Program in a timely manner and to meet all requirements.6

4 https://registrar.missouri.edu/policies-procedures/full-part-enrollment.php
5 https://gradschool.missouri.edu/policy/doctoral-student-academic-progress/
6 Consult the Academic Leave of Absence policy: https://gradschool.missouri.edu/policy/leave-of-absence-from-graduate-studies/
1.4.2. SUGGESTED TIMELINES FOR COMPLETION OF COURSEWORK

Table 1. Recommended timeline for first year, full-time students

<table>
<thead>
<tr>
<th>Matriculation</th>
<th>Semester 1</th>
<th>Semester 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meet with advisor to assess your prior work; schedule ISLT 9411 Design &amp; Analysis of Research in ISLT; choose additional semester 1 classes; enroll</td>
<td>ISLT 9411 Design &amp; Analysis of Research in ISLT</td>
<td>Continue coursework</td>
</tr>
<tr>
<td>Begin identifying an outside area and possible coursework/committee members</td>
<td>One course in outside area</td>
<td>Schedule qualifying examination with advisor and program of study committee members; registering for coursework is contingent on successful completion of the qualifying examination</td>
</tr>
<tr>
<td></td>
<td>Begin assembling a program of study committee; identify and approach internal and external members</td>
<td></td>
</tr>
</tbody>
</table>

Table 2. Recommended timeline for the Plan of Study, professional immersion plan, and comprehensive exams, full time students

<table>
<thead>
<tr>
<th>Semesters 3-4</th>
<th>Semester 5-6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continue coursework.</td>
<td>Finish coursework.</td>
</tr>
<tr>
<td>Develop Plan of Study (D-2) and Residency Plan.</td>
<td>Develop Portfolio and have it approved.</td>
</tr>
<tr>
<td></td>
<td>Schedule comprehensive examination with advisor and doctoral program committee members. Inform SISLT Student Services Office of your intent to sit the examination.</td>
</tr>
</tbody>
</table>

N.B. Full time students are recommended to complete the Program of Study phase in three years. All students, including part time students, need to complete the Program of Study phase within five years, and will have to adjust their POS, with the support of their chair/committee, to ensure they meet these requirements.
1.5. OTHER CONSIDERATIONS

1.5.1. RESIDENCY REQUIREMENT
Typically, to meet the residency requirement students must complete at least two nine-hour semesters or three six-hour semesters at MU within an 18-month period. The iSchool requires students to submit a Residency Plan (see following pages).

1.5.2. MAXIMUM HOURS ALLOWED PER SEMESTER
Typical full-time enrollment for graduate students is nine hours in the fall and spring and four to six hours in the summer. Graduate School regulations forbid graduate students from pursuing more than 16 hours each semester or nine for the summer session.

1.5.3. TRANSFER CREDITS
Although the MU Graduate School will allow up to 30 graduate credit hours to be transferred from other universities, it is unlikely that all 30 hours will be accepted. Transfer credit is worked out on a case-by-case basis with a student’s advisor and POS Committee, and then is subject to approval by the Director of Graduate Studies and the MU Graduate School.

1.5.4. ASSISTANTSHIP STUDENTS
Students on assistantship or receiving federal funds should maintain full time status during their time at MU. This means that before you complete the compressive examinations (comps) you should take 9 hours during the fall and spring semesters and 4 hours in the summer. After you complete comps, you should maintain 2 hours in the fall and spring semesters and 1 hour in the summer.

1.5.5. INCOMPLETES
Per the Graduate School: An incomplete grade (I) may be recorded when the student’s work, for good reason, is incomplete but otherwise worthy of credit, or when the instructor is unable to assign a grade at the end of the semester. The student must finish this work within the next calendar year of residence (emphasis added).

Research (e.g., 8090/9090) courses should NOT receive an incomplete grade.

If the work is not completed after one calendar year, the request to change an I grade will require an accompanying letter of justification from the instructor. Although I grades do not automatically convert to an F if not completed, academic

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7 https://gradschool.missouri.edu/policy/grading-credit/
programs or the instructor may establish conditions or regulations pertaining to grades that are more stringent.

1.6. ACADEMIC HONESTY AND PROFESSIONAL ETHICS
The following excerpt is taken from the Graduate School (see Academic Honesty & Professional Ethics at http://gradschool.missouri.edu/academics/scholarly-integrity-ethics/scholarly-honesty-prof-ethics.php):

Academic honesty is essential to the intellectual life of the University. Students who pass off the answers, words, ideas or research findings of another person as their own are guilty of academic dishonesty. Self-plagiarism, occurring when an individual submits identical work for more than one assignment, is not allowed. In addition to such acts of cheating or plagiarism, any unauthorized possession of examinations, hiding of source materials, or tampering with grade records are acts of academic dishonesty specifically forbidden by university rules.

According to the MU Faculty handbook, faculty members are required to report to their School or Department chair and the Provost’s Office all acts of academic dishonesty committed by graduate and undergraduate students. In all such cases, the faculty member should discuss the matter with the student and then make an academic judgment about the student’s grade on the work affected by the dishonesty and if appropriate, the grade for the affected course. The Provost makes the decision as to whether disciplinary proceedings are instituted. Because of the importance of honesty to academic and professional life, acts of dishonesty by graduate students may result in dismissal from the University.
PART 2: BENCHMARKS OF SUCCESS & D-FORMS

2.1. BENCHMARKS OF SUCCESS

By the end of one’s *first year / summer* in the program, doctoral students should:
--Pass the Qualifying Examination by the conclusion of the spring semester (Form D1 filed with the Graduate School).
--Become involved in at least one research project working with a faculty member or research team.
--Become a member of one or more research-based associations (e.g., AECT, AERA, ASIST), submitting at least one or more posters or papers for conference presentation during or by the end of one’s first year of study.

By the end of one’s *second year / summer* in the program, doctoral students should:
--Form their POS Committee, in consultation with their Advisor, and have their Plan of Study approved by end of Spring semester (Form D2 filed with the Graduate School) – *ideally, this is completed either in the second or third semester.*
--Present research at one or more professional conferences, continuing to submit seminar papers and research for conference presentation.
--Continue to develop your research program, with both independent and collaborative research projects.
--Submit research for publication consideration.
--In consultation with Advisor, begin discussion of possible dissertation topic. Begin thinking about writing for the literature review or pre-proposal.

By the end of one’s *third year / summer* in the program, doctoral students should:
--Complete coursework (30+ hours).
--Complete comprehensive exams and required literature review or pre-proposal by end of the Fall term (Form D3 filed with the Graduate School)
--Defend the proposal (Dissertation Proposal Approval Form) by the end of the spring semester of one’s third year
--Continue to submit at least 1-3 proposals (solo and co-authored) and present papers at scholarly meetings
--Continue collaborative research with a faculty member or research team, and submit independently authored or co-authored research for publication consideration (the goal is to have one or more scholarly, peer-reviewed publications by the end of one’s third year / summer)

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8 These Benchmarks as stated apply to full time students. Students attending the PhD part time should scale these Benchmarks, with the help of their advisors.
In all cases, your advisor may have additional goals for you beyond these Benchmarks.
--Practice discussing research in late spring and over summer; ascertain best venues for presentation of research in the coming year in preparation for entering the job market.

By the end of one’s **fourth year / summer** in the program, doctoral students should:
--Conduct job search, prepare application packets, and prepare for interviews.
--Complete and defend dissertation typically no later than mid-April (form D4 filed with graduate studies).
--Continue to submit and present papers at scholarly meetings.
--Continue independent and collaborative research and submit independently authored or co-authored research for publication consideration.

**Annually**
In the spring of each year, in conjunction with their annual review, doctoral students will prepare an updated copy of their Curriculum Vitae. The approved CV will be uploaded to the School’s website.

**2.2. PARTTIME STUDENTS**
Students who attend part time are required to file a timeline for successful degree completion with the Program and the Graduate School and should work on this timeline from their first semester onward. This timeline should be endorsed by the Director of Graduate Studies and the advisor by the end of the first calendar year of admission into the Program.

Students switching to a part time status should revise their Program of Study timeline in conjunction with their advisors and follow the above protocol.

**2.3. SCHEDULING COMMITTEE MEETINGS**
There are generally four Advisory committee meetings during the doctoral process: the program of study meeting (POS Committee), the comprehensive examination defense (POS Committee), the dissertation proposal defense (Dissertation Committee), and the dissertation defense (Dissertation Committee). If students do not succeed their qualifying examinations, an additional meeting may be convened.

It is your responsibility to schedule all of these meetings in consultation with your advisor. You should identify an appropriate block of time for your meetings by reviewing the semester’s course roster to determine the class schedule for the faculty members on your committee. Note your own class schedule. Eliminate all of those times as meeting options. Then you are responsible for checking with each individual faculty member to determine their availability for a set number of times. You should also check with your outside committee member very early in this process.
2.4. DOCTORAL PROGRAM FORMS (INCLUDING D-FORMS)
A number of forms are required of all doctoral students. Each form serves a specific purpose and most must be submitted to the Graduate School via SISLT Student Services Office in a timely manner. These forms are available in the School’s website (https://sislt.missouri.edu/resources/information-science-learning-technologies-doctoral-program-forms/). Generally, you are responsible for making sure the forms are completed and submitted. The following is a brief description of each.

2.4.1. D-1 FORM: QUALIFYING EXAMINATION RESULTS AND DOCTORAL COMMITTEE APPROVAL FORM
All doctoral students must fulfill a qualifying examination process. Once the Program of Study Committee has determined a student has met the requirements of the qualifying process, the student is responsible for submitting a D-1 form to SISLT Student Services office, for routing to the SISLT Director of Graduate Studies and the MU Graduate School. This form declares that the student has successfully completed the School’s qualifying examination requirement.

This form normally should be submitted at the same time you submit your D-2 Form, but no later than by the end of your first year of coursework. For students who have not yet taken a course from a faculty member outside of the iSchool, the selection of the outside committee member can be problematic. You are urged to seek counsel from your advisor on this matter.

2.4.2. D-2 FORM: PLAN OF STUDY FOR THE DOCTORAL DEGREE FORM
This form must have the signatures of all committee members. The D-2 form is submitted only after your program of study has been approved, following a committee meeting in which at least four members should be present. The committee will meet to determine, in consultation with you, which courses will be appropriate for your program of study. The proposed program of study must accompany the D-2 form. The program of study may be revised and/or updated by using the Program of Study Substitution Form.

The D-2 form should be submitted to the Graduate School prior to the beginning of the student’s third regular semester of course work. If the D-2 form is not submitted in a timely manner, the student could be placed on probationary status.
2.4.3. PHD PROFESSIONAL IMMERSION RESIDENCY PLANNING FORM – SISLT/iSchool FORM

The Professional Immersion Residency Plan, referred to as the “Residency Plan” or “Residency Requirement,” is designed to help you articulate skills or competencies that you must exhibit prior to completing your comprehensive examination. This is a form is required by our Program and must be submitted to SISLT Student Services Offices with the D-2.

Prior to your POS committee meeting, you should collaborate with your advisor on the construction of your Professional Immersion Residency Plan. Your POS Committee will review your program and negotiate alternative or additional activities that you should complete prior to the Comprehensive Examination.

Residency is an opportunity to:
- Perform concentrated, uninterrupted work on your academic preparation through intense attention to coursework, projects, research, and active participation in academic life
- Become socialized in the values and norms of the profession
- Increase your levels of professional independence and responsibility
- Foster your transition from student to colleague
- Involve yourself in out-of-class interaction with fellow students and faculty on substantive issues
- Become involved in professional activities of various kinds
- Become familiar with professional resources and learn how to access and use them

The requirement has two components: a duration of time of being “resident” on the MU Columbia campus, and activities that you will engage in (generally outside of coursework) to help you demonstrate your development as an engaged researcher in the field.

Time Requirement
Residency includes a time period when you are predominantly a full-time student on the MU Columbia campus, and is designed to immerse you in both coursework and academic culture. This period of time will allow you to more fully engage with your fellow doctoral students and faculty and participate in campus-wide activities that are helpful to doctoral students.

Specifically, we require you to enroll for six graduate credits applicable to your POS for two terms within a 12-month period. During this period, you will also engage in activities that will enhance your research, teaching, and professional profile. Some examples are provided below. The specific combination of activities for your Residency Requirements will be determined in consultation with your POS Committee.
Residency Activities
A description of the professional activities you will perform to meet residency (your Residency Plan) is a required part of your Program of Study. This plan should include activities in each of the following categories:

- Research and Writing
- Professional Service
- Teaching
- System Design and Development
- Professional Participation

Evaluation of Residency Plan
Your Program of Study Committee will evaluate the Residency Plan. The following criteria will be used to evaluate the plan:

- Relevance to your professional goals
- Quality of participation
- Quantity of participation
- Variety of participation activities
- Demonstration of initiative
- Demonstration of collaboration
- Demonstration of independence
- Opportunity for written, oral, and electronic communication

IMPORTANT RESOURCE:
Use the Ph.D. Professional Immersion Residency Planning Form (on the website) to guide your Residency Plan development. Examples / suggestions for how to address each of the categories is provided on the form.

2.4.4. D-3 FORM: REPORT OF THE RESULT OF THE COMPREHENSIVE EXAMINATION
After the successful completion of the written and oral portions of your comprehensive exams, this form must be submitted, signed by all members of the committee, and the Director of Graduate Studies. The comprehensive examination must be completed at least seven months before the final defense of the dissertation. The two sections of the exam must be completed within four weeks.

2.4.5. ACCEPTANCE OF DISSERTATION PROSPECTUS – SISLT/iSchool FORM
This form is not submitted to the graduate school, but is submitted to SISLT Student Services Office and placed in your file. It is a formal record of your dissertation proposal defense and of the committee’s recommendation. With this form, you will need to submit a 3 to 5 page summary of your approved research proposal.
2.4.6. **D-4 FORM: REPORT OF THE DOCTORAL DISSERTATION DEFENSE**

This is the final form that must be signed by all members of your Doctoral Program Committee. You must also submit the Approval Page, which goes with the completed dissertation. The Approval page must have the signatures of your committee members. The dissertation must be accompanied by a brief title of no more than 50 letters and spaces, an abstract of not more than 350 words and a brief biographical sketch in paragraph form. The typescript must include a suitable indication that it is a dissertation submitted to the graduate faculty of MU in partial fulfillment of the requirements for the degree of doctor of philosophy. Consult the Graduate School’s Guidelines for Preparing Thesis and Dissertations for specific information concerning the submission of the final copy of your dissertation.

![Diagram of SISLT Forms and Residency Plan]

*Figure 1. Forms to be submitted to the SISLT Student Services Office, by year (for full-time students).*
PART 3: EXAMINATIONS

As a student in the PhD Program, you will engage in two phases of study, each with its own examinations and milestones:

1. Program of Study Phase
   a. Demonstrate your ability as a researcher (Qualifying Examination)
   b. Demonstrate specialization (Comprehensive Examinations)

2. Dissertation Phase
   a. Demonstrate your ability to conceptualize and create a research project (Dissertation Proposal)
   b. Demonstrate your ability to create new knowledge (Dissertation)

For each of these phases, you will work with a committee who will support and guide you.

3.1. PROGRAM OF STUDY PHASE
3.1.1. DEMONSTRATE YOUR ABILITY AS A RESEARCHER (QUALIFYING EXAMINATION)

The purpose of the Qualifying Examination is to assess your ability to succeed in doctoral studies, and to allow you to demonstrate your command of the theoretical, conceptual, and empirical bases of research.

Students must have successfully taken ISLT 9411 Design & Analysis of Research in ISLT and have enrolled in at least 12 hours of 9000-level coursework (you can be enrolled in the coursework concurrent with taking the exam).

Two options are available that satisfy the Qualifying Exam requirement: a 5-hour proctored exam and a one-week take-home exam. Your POS Committee will decide which option you will take, and you will schedule the exam accordingly. For the exam, the student will be given a published article to read and analyze. The evaluation process for each is identical. In both cases:

- You will be asked to adhere to the Office of Academic Integrity’s Honor Pledge, to do your own work, and not be in contact with others regarding the exam.
- Your qualifying exam will be evaluated by your POS committee to determine your readiness to continue completing your POS and Residency Plans.
- Use APA 7th for all aspects relating to style, references and citations, etc.
- When the review is complete, you will send it via email to the members of your POS committee.
- After your submission, your POS committee will have between one to two weeks to evaluate your qualifying examination and determine your readiness to file your
Program of Study (D-2 Form) and Residency Plans.
• Your Advisor will notify you by email of your POS Committee’s determination.

Qualifying Examination Procedure – 1 Week Take Home
• Your advisor will provide you with expectations for the scholarly and critical review you are to complete, as well as the published document you will review.
  o You will be asked to focus on aspects including 1) originality and significance, 2) literature consulted, 3) the research questions, 4) the methodology, 5) the results and discussion.
  o You will have one calendar week (7 days) to complete your review.
  o The review should be between 5-10 pages, single spaced, not including bibliography or citations.

Qualifying Examination Procedure – 5-Hour Proctored
• Your POS committee will provide you with the task.
• This will be a proctored activity (in a room with your computer) of maximum length of 5 hours. You will have Internet access. You may bring in books you think you will need.

Qualifying Examination Evaluation
• You will receive either a pass or a fail grade.
  o If you pass, you will continue work toward the degree through continued coursework selected with the assistance of your advisor and with the input of the doctoral program committee.
    ▪ You will complete the D-1 form and turn the completed form into the SISLT Student Services office.
  o If you fail, you will be allowed one retake before the conclusion of your second semester.
    ▪ You will not be allowed to enroll in a third semester of courses at the doctoral level until you have completed a successful retake.
    ▪ If you do not retake a failed qualifying exam during your second semester, you will be dismissed from the Program.
  o If you fail a second time, you will be dismissed from the SISLT PhD program.
    ▪ You may apply coursework successfully completed toward a SISLT Master’s degree or SISLT certificate; for this option to be in effect, you will need to revise your enrollment and work with your advisor to fill out the appropriate Master’s or certificate Program of Study forms. You must meet the admission requirements of the Master’s degree program.
You have the right to appeal dismissal from the degree program. The Graduate School policy is here: [https://gradschool.missouri.edu/policy/probation-termination-and-appeals/](https://gradschool.missouri.edu/policy/probation-termination-and-appeals/).

Per COE Policy 04-05.II.F.1, if you have completed a Masters or specialist degree at MU within a period of 5 years prior to the date of initial enrollment in the doctoral program, you may request that your doctoral program committee waive the qualifying examination.

### 3.1.2. DEMONSTRATE SPECIALIZATION IN ISLT (COMPREHENSIVE EXAMINATIONS)

Students will demonstrate their ability in their chosen emphasis area within ISLT by taking the comprehensive examinations; prior to the examination, they will prepare a portfolio of work for the committee to review.

The comprehensive examination consists of three parts:

- **Portfolio**
  - Written component
    - Week 1: Research Question
    - Week 2: Systems Question
  - Oral Defense

### 3.1.3. BUILDING YOUR PRE-COMPREHENSIVE EXAM PORTFOLIO

Academics are required to document their work regularly. Shortly after you enter the Program, and throughout your residency and professional immersion period, you will begin constructing your online academic portfolio. Your portfolio must demonstrate to SISLT faculty, and future colleagues and employers, who you are professionally and what you study.

- Preparation of portfolio is ongoing. Review occurs immediately prior to comprehensive exams.
- Your portfolio provides evidence that you have met the main competencies of the PhD program (research and writing, system design and development, and teaching) and completed your residency plan.
- **Successful completion and review of the portfolio by your POS committee will indicate that you are eligible to take your Comprehensive Examinations.**

Your portfolio will demonstrate skills and knowledge in the following areas:

- Research and Writing
- Teaching
- System Development
- Professional Service
- Professional Participation
Your advisor can provide you with feedback on your portfolio. Once you receive your advisor’s approval, your entire POS committee will review the portfolio. They must judge that it sufficiently demonstrates your abilities in the above areas BEFORE you will be allowed to proceed with your comprehensive examinations.

Note as well that your POS committee may question you regarding the contents of your portfolio at your comprehensive examination orals.

The design of your portfolio website is important! Look to other students’ portfolios as examples.

3.1.4. COMPREHENSIVE EXAMINATIONS
The comprehensive examinations are an assessment of your comprehensive knowledge of information science and learning technologies. It is your responsibility to inform your committee members of your intent to complete your comprehensive exam prior to the beginning of the semester in which you plan to complete the exam.

Additionally, the comprehensive exam includes an assessment of your knowledge of your supporting field. This information describes the comprehensive examination process related to your major (ISLT); the support field examination process varies from field to field.

**Written Component**
Your advisor and members of your Program of Study Committee will create two questions for you, one with a research focus and one with a systems focus. These questions will build from your portfolio and previous work, with the goal of assessing your knowledge of the field and determining your preparedness to pursue a dissertation.

The *Research Question* will ask you to design a research proposal, including consideration of research questions, methods for data collection, and data analysis. The specific topic will be assigned by your Program of Study Committee.

The *Systems Question* will ask you to create and/or evaluate a system, including consideration of system goals, conceptual framework supporting that system, and system design. The specific topic will be assigned by your Program of Study Committee.

You will have a week to answer each question. Typically, your advisor will send you one of the two questions on Monday morning, and you will have a full week to write your response and send it to your committee on Sunday afternoon. Your advisor will then send you the second question on the following Monday, and you will have until the next Sunday afternoon to submit your response.
Oral Defense
The oral defense of the comprehensive examination is a public meeting and may cover any or all of the following:

- Any part of your portfolio
- Any part of your written component of the comprehensive examination
- Your defense of a particular point of view or philosophy
- An evaluation of your experience and professional growth as a result of graduate work to date

Your Program of Study Committee will need at least one week to review each question, so your Oral Defense should be scheduled for at least one week after you turn in your second question. Schedule at least two hours for your oral defense.

During the oral defense, you will typically begin by making a short presentation of your response to your first question, followed by a period for questions from your committee and audience members. Then you will make another short presentation of your response to your second question, again followed by a question period. Finally, you and the audience members will be dismissed from the room so the Program of Study Committee can deliberate about your performance.

Results of the Comprehensive Exam
Your Program of Study Committee will evaluate the comprehensive examination and then render one of the following judgments:

- Pass, indicating that you are ready to begin the dissertation;
- Pass with Distinction, indicating excellence in preparation and that you are ready to begin the dissertation;
- Failure, indicating you have not demonstrated to the Committee adequate comprehensive knowledge of the field. This could apply to one or both of the written comps questions and/or the portfolio content and/or oral defense.

Student Procedure after a Failure of the Comprehensive Exam
A student may fail the whole comprehensive exam, performance on one or more of the written questions, or oral defense. If a student fails a portion of the comprehensive exam, the POS Committee has the option to allow the student to retake only that portion of the exam.

If you fail the whole comprehensive exam, you may request to attempt the examination a second time. If the POS Committee approves, the Committee will prescribe an additional course of study intended to better prepare you.
The second administration of the comprehensive examination must occur at least six months after the first attempt, and you must provide evidence of extensive efforts to prepare for the examination. If you fail the second attempt, you will be dismissed from the program. You must pass both portions of the written comprehensive exam in order to move on to the dissertation phase.

**Important:**
Refer to the Doctoral Comprehensive Examination D-3 Checklist on the SISLT PhD Resource Page to ensure that you follow the process!

### 3.2. DISSERTATION PHASE

#### 3.2.1. DEMONSTRATE YOUR ABILITY TO CREATE NEW KNOWLEDGE (DISSERTATION)

Begin by forming your Dissertation Committee. Often this committee is similar to your POS Committee. With your Committee’s input, decide on the format for your dissertation: Traditional or three-article study.

#### 3.2.2. CONTINUOUS ENROLLMENT

During your entire dissertation phase, you must maintain continuous enrollment at MU, including summer session enrollment.

#### 3.2.3. DISSERTATION PROPOSAL (PROSPECTUS) DEFENSE

Schedule and conduct your dissertation proposal defense for one of the two kinds of dissertations described below. The defense must be scheduled during the fall or spring semester, and it must take place in a private room. Schedule two hours for your dissertation proposal defense. Your committee must have an electronic version of your dissertation proposal emailed to them two weeks prior to the defense.

#### 3.2.4. TRADITIONAL DISSERTATION

A traditional dissertation is a book-length project that investigates one or more specific research projects and presents that investigation as a unified, whole work.

Your dissertation **proposal** is intended to demonstrate to your committee that you are prepared to conduct research and write the dissertation. Your dissertation committee must approve your conceptualization, argument, and methodology before you begin data collection.
Traditional Dissertation Proposal

The dissertation proposal should include the first three chapters of your dissertation (Chapter 1: Rationale for the Study, Chapter 2: Literature Review, Chapter 3: Description of Methodology).

Your advisor is your primary guide for putting together a solid proposal. While other members of your committee may provide advice in their areas of expertise, it is generally expected that you will work most closely with your advisor to make sure your proposal is ready for committee review. In particular, the quality of your research question’s motivation and identification of a gap in present research should be articulated early in Chapter 1. Chapter 2 should contain a literature review that builds on the motivation in Chapter 1 and reviews other research pertinent to your question. Chapter 3 should define a research plan, methodology and data collection approach appropriately suited to your area of inquiry.

During the meeting, you will make a short presentation. The Committee will then discuss the relevance and efficacy of the arguments and methods stated. The Committee may approve the proposal for continuation or recommend revisions to be completed prior to approval. You may be required to significantly revise the proposal and even hold a second proposal meeting before proceeding with data collection.

When the Dissertation Committee has accepted your proposal, you are then expected to complete your study according to the three chapters written and approved in your proposal meeting. Changes to the study must be approved by your advisor and committee.

Note:
After successfully defending your proposal, submit the SISLT Dissertation Proposal Prospectus Form (available on the SISLT PhD Resource page) and a 3- to 5-page summary of your proposal to the SISLT Student Services Office.
**Traditional Dissertation: Overall Contents**
The final dissertation should include these first 3 chapters from your proposal plus – at a minimum – a Chapter 4 (Results) and Chapter 5 (Discussion).

### 3.2.5. THREE-ARTICLE DISSERTATION –PROPOSAL AND OVERALL CONTENTS
A three-article dissertation is based on three publishable studies that represent a cohesive body of research on a single or closely related topics. As with the traditional dissertation, the three-article dissertation demonstrates your ability to create new knowledge in your field. It also demonstrates your mastery of the literature in a well-defined area, your ability to ask and answer research questions and to use appropriate methodologies and theories. It also demonstrates your ability to adhere to scholarly communication conventions for the publication of high-quality peer-reviewed journal articles (or, if approved by your committee as being more relevant to your area of study, high-quality peer-reviewed conference proceedings).

**Three-Article Dissertation -- Proposal**
The written proposal for the three-article dissertation should contain the following:

- Chapter 1 - Rationale for the overarching problem your work addresses.
  - The research questions that will be studied in the three articles.
- Chapter 2 - A review of the literature addressing the overarching problem.
- Chapter 3 - An outline of each of the three articles, including the research question addressed, the methodology you plan to employ, the journal (or conference) in which you will seek publication, and any other relevant information, such as the source of the data, the names and positions of co-authors, etc.

**Three-Article Dissertation: Overall Contents**
A completed three-article dissertation contains:

- Chapter 1. Introduction and background to the topic, which should include: A definition or statement of the problem, the importance, theoretical foundations, an overview of the most important literature (literature review), the research questions, and methodology.
  - N.B. At the discretion of the Dissertation Committee, chapter 1’s contents may instead be presented as a series of chapters
- Chapter 2. Results (major findings from the 3 articles, also linking to it), conclusions and implications for policy/practitioners and/or further research, limitations, links between the articles. Summary of how the research questions were addressed through the studies and discussion. The final chapter should tie everything together, supporting the idea that the whole of the body of research is greater than the sum of its parts (i.e., the three articles form a coherent body of work – be sure to explain that in this chapter).
- Appendixes (Chapter 3 from the proposal will become the published versions of the
articles (or submitted versions, if not accepted by the time of final submission))

a. First article
b. Second article
c. Third article

Students are encouraged to develop Chapter 1 and Chapter 2 as a standalone framework paper. The framework paper will potentially be publishable, and will provide the following overview of the work:

- Intro - Literature Review - Methods - Results (use results from all 3 published papers as data source) - Discussion (implications, limitations) - Conclusions - References

N.B. Either the framework paper or a specially prepared version of the literature review (as a systematic review, as a metareview, etc.) may be provided as a fourth published article.

**Note:**

Students and their committees should keep in mind that the students may have to collect the data after the proposal defense!

Quality criteria for the three papers addressing the research questions:

- Minimum of 2 of 3 articles accepted or published (1 can be submitted/under review with the expectation that the student does everything to get it published).
- Minimum 2 of 3 in peer-reviewed, scholarly journals, 1 can be a book chapter or conference proceedings full paper, but the full version of the piece must be peer-reviewed!
- Journal quality: the committee will approve high-quality journals prior to submission, and will work with the student to prioritize ambitious placement for the articles.
- All articles will need to be thoroughly reviewed in standard double blind (or single-blind, per the venue) review.
- “Short articles” for conferences or special issues of journals will not be permitted, nor will pieces that do not meet other minimum standards for length in the field, as agreed upon by the committee.

For this three-article dissertation, **publishable** means 1) submitted to peer-reviewed journals, or peer-reviewed conference proceedings where the entire article is peer reviewed, not simply the abstract AND 2) that the committee has agreed that the article in question is of “publishable” quality. Disagreements among committee members concerning whether the student's work is of publishable quality will be decided by majority vote.
**Authorship requirement:** It is recommended that one of your papers be sole-authored; all must be lead-authored. You and your committee must agree on this at the time of the proposal meeting.

**Corresponding author requirement:** Because the three-article dissertation demonstrates your capacity to carry out publishable research as you create new knowledge in your field, you will need to be corresponding author on at least two, if not all, of your research articles.

**Copyright:** Given that several chapters of your final dissertation will be *post-print* version of published articles, you must obtain copyright permission to include the article in your dissertation (this is the law). Students must notify the journal / proceedings editor that the dissertation will be made available online; all MU dissertations are uploaded to the iSchool’s *collection* in the MU institutional repository (MOspace). This should be considered early in the dissertation process, when selecting the journal. Look at the journal’s open access policies and any funding required to republish the piece.

**Time of Writing/Publication:** The three-article dissertation can only include work accepted and published after the proposal has been defended. This ensures the Dissertation Committee agrees about the topic, approach, and venue of the article.

**Rejection and Submission to a New Venue:** If an article is rejected during the dissertation process, the committee must approve the choice of a new venue before the piece is submitted.

**Prior to the Defense:** Three-article dissertations may be defended only after all the chapters are written, after two of the required articles addressing the research questions have been accepted, and after a third of the required articles is under review. Ideally, all of the three required articles will be accepted by the time of the defense.

### 3.2.6. DISSERTATION DEFENSE

After you have completed your dissertation draft (either format) and received your Dissertation Committee Chair’s approval, you may schedule your dissertation defense. Coordinate with the SISLT Student Services Office to advertise the defense. A copy of your draft dissertation must be sent to each committee member at least two weeks prior to the defense meeting.

Schedule at least two hours for your dissertation defense. During the meeting, you will make a presentation of your dissertation research. The Dissertation Committee, other faculty, staff, and students may attend your dissertation defense and ask questions of you regarding your dissertation and your research.
Audience members will be excused while the Dissertation Committee evaluates the dissertation and defense.

The Committee may approve the dissertation, approve the dissertation pending revisions, or fail the dissertation. For the dissertation to be successfully defended, the Dissertation Committee must vote to pass the dissertation, with no more than one dissenting or abstaining vote.

When you have successfully defended your dissertation and your committee has signed the D-4 Dissertation Form, return the form to the SISLT Student Services Office.

You must follow the dissertation formatting guidelines specified by the MU Graduate School. Consult the Thesis/Dissertation Submission Checklist as you prepare your final dissertation submission.

3.2.7. SUBMITTING THE FINAL DISSERTATION

After successful completion of the dissertation defense, and after making any edits or amendments required by your committee, you must submit your dissertation to the MU Graduate School. For more information, see the MU Graduate School’s submission requirements for theses and dissertations.³

Information about your dissertation will be uploaded to the iSchool’s “collection” in our institutional repository, MOspace at the following page: https://mospace.umsystem.edu/xmlui/handle/10355/5240

³ As of this writing, https://gradschool.missouri.edu/formcategory/thesis-dissertations/
PART 4: POLICIES

4.1. ENTERING DOCTORAL STUDENT IN-PERSON ORIENTATION
Held each August in Columbia, Missouri, USA, before beginning of fall semester.

- Requirement communicated with admissions materials.
- Roughly one and half days long.
- Required the first semester you enter the doctoral Program.
- Generally begins directly after College of Education graduate orientation.
- Provides you with tools to begin your doctoral work successfully; meet faculty and other students; learn and practice what is expected of doctoral students.

Incoming students are required to attend the Doctoral Student Orientation. Students unable to attend must contact 1) SISLT Student Services and 2) their advisor for advanced permission and remediation.

4.2. ONLINE ORIENTATION
Additional materials to orient students new to doctoral studies in ISLT are available through Canvas. An invitation to join the group will be sent to your MU email.

4.3. SATISFACTORY PROGRESS\(^{10}\) AND PROGRESS TOWARD DEGREE
Per the MU Graduate School:\(^{11}\)

The progress of each graduate student is evaluated annually by the student’s advisor and/or director of graduate studies.

4.3.1. PROGRESS TOWARD DEGREE
Per the MU Graduate School:\(^{12}\)

Full-time students (those taking 9 hours or more per semester) should follow the time frames associated with degree programs discussed in the graduate catalog under doctoral degrees. They must submit required forms on time and maintain a grade point average of 3.0 or better. Furthermore, they must successfully undergo their school’s or department’s annual review processes.

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\(^{10}\) Financial Aid Satisfactory Academic Progress (SAP) standards are not the same as the academic standards of the University or of any academic department. To learn more about financial aid SAP: https://financialaid.missouri.edu/eligibility/satisfactory-academic-progress.php

\(^{11}\) https://gradschool.missouri.edu/policy/requests-for-extension-and-appeals-in-graduate-student-progress/

\(^{12}\) https://gradschool.missouri.edu/policy/requests-for-extension-and-appeals-in-graduate-student-progress/
Part-time students should file a timeline for successful degree completion with their departments and the Graduate School. This timeline should be endorsed by the director of graduate studies and the advisor by the end of the first calendar year of admission into the department/program. When these timelines conflict with time to degree guidelines laid out in the University Catalog’s policies related to master’s and doctoral degrees, they must receive the endorsement of the dean of the Graduate School.

In addition, doctoral students must comply with policies related to the number of years a student can take in order to complete a degree.

Continuous registration is required of all doctoral degree candidates.

**4.3.2. CORRECTIVE STEPS**

A student who fails to maintain satisfactory progress will be advised of corrective steps to take, and apprised of the consequences of failing to take those steps. A student who fails to maintain satisfactory progress may have their candidacy terminated. In cases of evident failure to achieve progress, a student may be dismissed from the degree program without a probationary period.

**4.4. PROBATION**

Per the MU Graduate School:  

In addition to dismissal for failure to meet the usual examination and grade requirements, departments and graduate-degree-granting area programs have the right to place a student on departmental probation.

After at least 30 days of probation, the degree-granting program can dismiss any graduate student who is deemed to be making insufficient academic progress or whose work is not of the quality required from the program. The faculty advisor or academic program chair must inform the Graduate School as soon as the student has been notified and the probationary period has begun.

When a department/program determines that a student is not making satisfactory progress, the Director of Graduate Studies (DGS) in the program and/or faculty advisor will recommend a face-to-face meeting between the student and the faculty advisor. If after this meeting the department/program and the student can agree on a plan to remedy the situation, the faculty advisor (or DGS) and the student will jointly sign a document enumerating steps to take. If, on the other hand, the department/program

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13 [https://gradschool.missouri.edu/policy/probation-termination-and-appeals/]
and the student disagree on issues of progress, the DGS or chair may send the student a letter placing the student on probation.

The letter placing a student on probation must include an explicit statement of what must be accomplished and by what date in order for the student to be removed from probation and returned to good standing in the department/program.

4.5. DISMISSING A STUDENT
Per the MU Graduate School:14

If the student does not comply with the conditions of probation, a letter (signed by the DGS) will be sent to the student with notification of dismissal from the degree program.

Termination letters must inform the student of the right to appeal, first, to the department/program, and second, to the Graduate Faculty Senate. A copy of a termination letter must be sent to the Dean of the Graduate School at the same time it is sent to the student.

4.6. APPEAL PROCESS
Per the MU Graduate School:15

Students have the right to appeal dismissal from their degree programs.

A student’s first appeal of dismissal must be made to the department/program within 2 weeks. If the student does not appeal, the Graduate School will send the student an official notice of dismissal from the program.

Students should notify their DGS in writing that they are appealing dismissal. A copy of the appeal letter addressed to the DGS should be sent to the Dean of the Graduate School. Departments and programs organize their own appeals processes and all students must be made aware of those processes as they start their graduate program. If the department/program does not reverse its decision, the DGS will notify the Graduate School that the student has completed the probationary period and the appeal process and has been dismissed.

While an appeal of a dismissal is pending before the student’s department or program or, as described below, the Graduate Faculty Senate, the student may, at their option, elect to maintain enrollment and continue working on degree program requirements.

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14 https://gradschool.missouri.edu/policy/probation-termination-and-appeals/
15 https://gradschool.missouri.edu/policy/probation-termination-and-appeals/
If the student elects to maintain enrollment, the student is expected to continue active work toward completing degree requirements. In that case, the department or program shall continue to support fully the student’s ongoing work on degree program requirements. However, the department or program may limit the student’s ongoing work to exclude activities that, in the judgment of the department or program, ongoing performance by the student could have an irreparable adverse impact on the university, other members of the university community, or the public. The department or program shall notify the student of any limitation within 10 days of delivery of the student’s appeal letter. (N.B., Activities within the context of an assistantship are governed by a separate policy.)

Current policies require that doctoral candidates maintain continuous enrollment. Under those policies, a student who:

(i) successfully appeals; and

(ii) did not maintain enrollment while the appeal was pending

will be required to comply with the requirements for reestablishing candidacy after time off. That requires payment of tuition for the period when the student was not enrolled. For that reason, students in doctoral programs are encouraged to elect to maintain enrollment while an appeal is pending and thereby avoid the possibility of paying fees to the university in respect of a time when the student was not actively working on a degree program.

If there are reasons why maintaining enrollment is a hardship and the student wishes to receive an accommodation, the student should immediately contact the Dean of the Graduate School.
PART 5: ADDITIONAL RESOURCES

5.1. THE ISLT COMMUNITY
The community of scholars that we form is collegial and social. We hope you will enjoy your time with us, and become involved. Opportunities for student service to the iSchool are plentiful, and will enrich your academic experience.

5.1.1. SERVICE OPPORTUNITIES
A number of service opportunities are available, including at the school, college, and university level.

One doctoral candidate shall be invited by the Director of Graduate Studies on behalf of the Doctoral Coordination Committee to serve on the Committee to Interview Prospective Doctoral Students. As a member of the Committee, the doctoral student will participate in interviews of prospective students, will represent the student body, and will provide feedback to the faculty about perceived goodness of fit of interviewees.

5.1.2. STUDENT ASSOCIATIONS
The graduate students in the iSchool are involved in a number of scholarly organizations, including the MU student chapter of ASIST, SAA, ALA, LT, and others. We hope you will plan to attend meetings and get involved.

5.2. TRAVEL AND DATA COLLECTION FUNDS
Traveling to conferences to present papers or posters is an important part of your professional development. The iSchool does have a fund for supporting graduate student travel. Check the website to see how to apply for these funds.

Funding is also available to assist in offsetting costs you may have associated with your dissertation data collection or analysis (e.g., participant incentives). Again, check the website for application details.

These funds are for your use – so apply for them! Contact your advisor with any questions about these funds.

5.3. SISLT STUDENT SERVICES OFFICE
304 Townsend Hall
Columbia, MO 65211
573-884-4546 (Toll-free: 877-747-5868)
Fax: 573-884-0122
sislt@missouri.edu