



School of
Library & Information Science
University of South Carolina

**HANDBOOK OF POLICIES & PROCEDURES
FOR THE
SCHOOL OF LIBRARY AND INFORMATION SCIENCES
DOCTORAL PROGRAM**



**U N I V E R S I T Y O F
SOUTH CAROLINA**

SCHOOL OF LIBRARY AND INFORMATION SCIENCE
GENERAL INFORMATION

Address:

School of Library and Information Science
1501 Greene Street
University of South Carolina
Columbia, SC 29208
USA

Office of the Director:

Tel: +1 803 777-3858 or
Toll free: 800-277-2035
Fax: +1 803 777-7938
Email: delton@sc.edu

SLIS Website:

www.libsci.sc.edu

Student Services Office:

Tel: +1 803 777-3887 or
Toll free: 800 304-3153
Fax: +1 803 777-0457
Email: sliss@mailbox.sc.edu

Revised 3/17/2011

To all students:

WELCOME TO THE SCHOOL OF LIBRARY AND INFORMATION SCIENCE

This handbook contains basic information about the doctoral program at the University of South Carolina School of Library and Information Science (SLIS). Additional resources are available through the SLIS website at www.libsci.sc.edu. Specific details about individual courses can be obtained through the course instructors. If you need specific information, advice, or assistance about your program, please see your advisor.

We look forward to working with you and wish you well in your studies at SLIS!

Dr. Sam Hastings

Director

TABLE OF CONTENTS

School of Library and Information Science General Information.....	2
Welcome to the School of Library and Information Science	3
History of the School of Library and Information Science (SLIS)	7
SLIS Faculty.....	8
SLIS Administrative Staff.....	11
University Requirements for the Doctoral Degree	13
Course Enrollment Load.....	13
Special Enrollment (Z-Status or GA-Underenrolled)	13
Right to an Advisor.....	14
Doctoral Program Committees	14
Doctoral Program of Study	16
Concurrent and Dual Enrollment Programs of Study	17
Transfer Credit	17
Transient Enrollment Privilege.....	17
Revalidation of Out-of-Date Courses.....	18
Independent Study	18
Professional Development Course Work.....	18
Reduced Tuition Course Work	19
Admission to Doctoral Candidacy for Doctor of Philosophy and Other Doctoral Degrees	19
Residency Requirement	19
Foreign Language and/or Research Methods Requirement	20
Written and Oral Comprehensive Exam	20
Dissertation	21
Dissertation Submission.....	22
Dissertation Defense.....	22
Application for Graduation and Degree Audit.....	23
THE SCHOOL OF LIBRARY AND INFORMATION SCIENCE	25
Mission	25
Goals and Objectives.....	25

The SLIS Doctoral Pathway	26
FACULTY ADVISORS.....	27
New Doctoral Student Advisors.....	27
Major/Dissertation Advisor	27
REQUIRED COURSE WORK	28
Ph.D. EXAMINATIONS	30
Qualifying Examination	30
Admission to Candidacy for Doctor of Philosophy	30
Written and Oral Comprehensive Examination.....	30
Dissertation Proposal.....	32
ACADEMIC STANDARDS	33
DEGREE CONFERRAL	34
ACADEMIC REGALIA	34
GENERAL INFORMATION FOR SLIS STUDENTS	35
Academic Calendar	35
Access to the School	35
Computing Facilities.....	35
Conference Attendance	35
Emergency Preparedness	35
Library Facilities	36
Parking	38
Payroll, Tax and Other Information	39
Photocopying Facilities	39
Research Assistantships.....	39
Safety and Security on Campus	39
Smoking, Drinking, and Eating	40
Student Health Services.....	40
Student I.D.	40
Student Mail.....	40

The Writing Center.....	40
APPENDIX A: Doctoral Program Checklist.....	41

HISTORY OF THE SCHOOL OF LIBRARY AND INFORMATION SCIENCE (SLIS)

The School of Library and Information Science was formally established by approval of the SC Commission on Higher Education on July 6, 1972. The first name of the school was Graduate Library School but was soon changed to College of Librarianship. In the years immediately prior to 1972 there was considerable debate about whether the school would be focused on undergraduate or graduate education because it was seen by some as a continuation of the undergraduate program in Library Science that existed at USC from 1930 to 1961. The demand from the library community at the time, however, was clearly focused on graduate education. The first faculty arrived in 1971 and had an entire year to plan and prepare the new curriculum for the school. The first graduates received their M.L. degrees in August, 1973 and the school was first accredited by the American Library Association in 1974.

After considerable debate among the faculty, the name of the school was changed to College of Library and Information Science in 1983 and the degree changed from M.L. to M.L.I.S. in 1989. About the same time, the school began to offer courses via closed-circuit television (it had always offered some courses off-campus to major cities in the state) and soon expanded those beyond SC to other states, notably West Virginia, Georgia, and Maine. Today, the school continues to offer many courses to other states via innovative modes of instruction.

As the smallest college on the USC Columbia campus, the College of Library and Information Science was a separate college. This separate existence came to an end in 2001 during one of the many restructuring moves at USC and the decision was made to merge the College with the College of Journalism and Mass Communications to create a new College of Mass Communications and Information Studies. Shortly after this, by action of the faculty of the School of Library and Information Science, the decision was made to seek authorization for a new undergraduate major in Information Science and a new doctoral program in Library and Information Science. Obtaining permissions from the USC Board of Trustees and the SC Commission of Higher Education took another few years but both are now well established. The first doctoral students began classes in Fall, 2007 and the first undergraduate majors began classes in Fall, 2009.

SLIS FACULTY

Dr. Sam Hastings, Director and Professor

Email: hastings@sc.edu Tel: 803-777-3858 Office: 113 Davis College

B.A. (Arizona), M.L.S. (South Florida), Ph.D. (Florida State University)

Research interests: retrieval of digital images, telecommunications and evaluation of networked information services.

Dr. Kendra Albright, Associate Professor

Email: albright@sc.edu Tel: 803-777-0090 Office: 210 Davis College

B.S. (Tennessee), M.S.L.S. (Tennessee), Ph.D. (Tennessee)

Research Interests: strategic use of information in organizations; business information and open source intelligence; social justice issues in library and information science.

Dr. Jennifer Arns, Associate Professor

Email: jarns@mailbox.sc.edu Tel: 803-777-2319 Office: 202 Davis College

B.A. (Syracuse University), M.L.S. (University of California at Berkeley), M.P.A. (Harvard), Ph.D. (North Carolina).

Research Interests:

Ms. Christyn Billinsky, Senior Instructor

Email: cbillinsky@sc.edu Tel: 803-777-3185 Office: 108 Davis College

A.B. (Brown), M.S.L.S. (Simmons)

Specializes in information technology applications in libraries, database management, and systems analysis and design.

Dr. Ron Brown, Assistant Professor

Email: ronbrown@mailbox.sc.edu Tel: 803-777-0446 Office: 205 Davis College

B.S. (North Carolina), M.S. (North Carolina), Ph.D. (North Carolina)

Research Interests: Information seeking and use of online video; social networking in virtual environments and designing information systems.

Dr. Patricia Feehan, Associate Professor

Email: pfeehan@mailbox.sc.edu Tel: 803-777-2381 Office: 202 Davis College

B.A. (Western Michigan University), M.L.S. (Western Michigan University), Ph.D. (North Carolina)

Research Interests: management of libraries, children's and young adult materials, public libraries, and public library services to youth, literacy, and storytelling.

Dr. Karen Gavigan, Assistant Professor

Email: kgavigan@mailbox.sc.edu Tel: 803-777-0197 Office: 217 Davis College

B.A. (North Carolina), M.S.L.S. (Tennessee), Ph.D. (North Carolina at Greensboro)

Research Interests: the use of graphic novels with struggling male adolescent readers, flexible versus fixed scheduling in school libraries, as well as the ways in which poverty affects school library services.

Dr. Jinmook Kim, Assistant Professor

Email: jinmook@mailbox.sc.edu Tel: 803-777-1136 Office: 214 Davis College

B.A. (Sungkyunkoan University), M.L.S. (Emporia State), Ph.D. (Maryland)

Research Interests: information retrieval with a focus on modeling user behavior. Speech retrieval, recommender systems, information architecture, and digital libraries.

Ms. Elise Lewis, Instructor

Email: elewis@mailbox.sc.edu Tel: 803-777-4688 Office: 212 Davis College

B.A. (North Texas), M.S.L.I.S. (North Texas), Ph.D. (in progress).

Research Interests: 3D images/interactive images; digital images and user behavior; image retrieval and image seeking behavior; digital libraries; technology literacy.

Dr. Jennifer Marshall, Assistant Professor

Email: jmarshall@sc.edu Tel: 803-777-2298 Office: 215 Davis College

B.S.L.A. (Georgetown), M.L.I.S. (Pittsburgh), Ph.D. (Pittsburgh)

Research Interests: archival and preservation administration.

Ms. Elizabeth Miller, Instructor

Email: emiller@sc.edu Tel: 704-364-4857 Office: Davis College

B.A. (Virginia), M.L.I.S. (South Carolina), Specialist (South Carolina)

Serves as the Coordinator of School Library Media Field Experiences.

Dr. Susan Rathbun-Grubb, Assistant Professor

Email: srathbun@mailbox.sc.edu Tel: 803-777-0485 Office: 208 Davis College

A.B. (Duke), M.A.T. (Duke), M.S.L.S. (North Carolina), Ph.D. (North Carolina)

Research Interests: career satisfaction, turnover, and retention in the library and information science field.

Dr. Donna Shannon, Associate Professor

Email: dshannon@sc.edu Tel: 803-777-1676 Office: 211 Davis College

B.A. (Florida), M.L.S. (South Florida), Ph.D. (North Carolina)

Research Interests: the impact of education reform and technology on school library media programs, children's responses to literature and the education of school library media specialists.

Ms. Gerry Solomon, Instructor

Email: gsolomon@mailbox.sc.edu Tel: 803-777-0224 Office: 206 Davis College

B. A. (Notre Dame), M.L.S. (Maryland)

Interests: school library media programs, K-12 information literacy standards and skills, inquiry method/research process, collaborative instruction, instructional technology.

Dr. Paul Solomon, Associate Professor

Email: psolomon@mailbox.sc.edu Tel: 803-777-5512 Office: 101 Davis College

B.S. (Pennsylvania State), M.B.A. (Washington), M.L.S. (Maryland), Ph.D. (Maryland).

Research Interests: social studies of information, which try to understand what information is to people as they engage in life and work tasks, in such contexts as schools, government agencies, and universities, and with such populations as children, managers, academic chemists/chemical engineers, and the elderly.

Dr. Feili Tu, Associate Professor

Email: feilitu@sc.edu Tel: 803-777-1026 Office: 203 Davis College

B.A. (Soochow University), M.L.I.S. (Louisiana), Ph.D. (Texas Woman's University).

Research Interests: medical informatics and health sciences librarianship; virtual reference.

Dr. Nancy Zimmerman, Associate Professor and Associate Dean of the Graduate School

Email: npz@sc.edu Tel: 803-777-4105 Office: 217 Davis College

B.A. (Carlow College), M.L.S. (Pittsburgh), M.S. Computer Education & Cognitive Systems (North Texas), Ph.D. (Texas Women's University).

Research Interests: education for librarianship, information ethics, and school library media centers.

SLIS ADMINISTRATIVE STAFF

Ms. Carolyn Delton, Administrative Coordinator

E-mail: delton@sc.edu

Tel: 803-777-3858

Davis 113

Ms. Jill Chappell-Fail, Information Resources Consultant

E-mail: jfail@mailbox.sc.edu

Tel: 803-777-1928

Davis 108

Ms. Helen Fellers, Coordinator- SCCCB

Email: helenfellers@sc.edu

Tel: 803-734-8207

South Carolina State Library

Dr. Sarah Keeling, Student Services Manager

Email: skeeling@sc.edu

Tel: 803-777-0270

Davis 102

Ms. Nonie Price, Alumni Relations and Continuing Education Coordinator

Email: nprice@sc.edu

Tel: 803-777-0513

Davis 113

Ms. Elizabeth Qunell, Information Resources Consultant

Email: equnell@sc.edu

Tel: 803-777-4949

Davis 106

Ms. Tilda Reeder, Graduate Admissions and Placement Coordinator

Email: tildareeder@sc.edu

Tel: 803-777-5067

Davis 102

Mr. George Shaw, Student Services Administrative Assistant

Email: gshaw@mailbox.sc.edu

Tel: 803-777-3887

Davis 102

Ms. Madonna Stoehr, Distance Education Coordinator

Email: madonna@sc.edu

Tel: 803-777-8068

Davis 113

Mr. Andy Thomas, Undergraduate Advisor

Email: athomas@sc.edu

Tel: 803-777-4028

Davis 105

Distinguished Dean Emeritus

Dr. Fred W. Roper

Distinguished Professors Emeritus

Dr. Daniel D. Barron

Dr. Charles C. Curran

Dr. Linda Lucas Walling

Dr. Robert V. Williams

UNIVERSITY REQUIREMENTS FOR THE DOCTORAL DEGREE

The Doctor of Philosophy degree is oriented toward research that will increase knowledge and make contributions to the advancement of the student's discipline. Study for a specified time and accumulation of graduate credit hours are not by themselves sufficient to earn the Ph.D. The student must demonstrate scholarly distinction and the ability to advance knowledge through independent research by achieving admission to candidacy and writing a dissertation.

The doctoral degree requires a minimum of 60 graduate credit hours, including 12-30 hours of dissertation preparation (899), beyond the baccalaureate degree or a minimum of 30 graduate hours, including 12-30 hours of dissertation preparation (899), beyond the Master's degree. A student may use no more than 30 hours combined of thesis preparation (799) and dissertation preparation (899) on the doctoral program of study. Doctoral degree students must complete at least half of the hours on the Program of Study (D-POS) in courses numbered 700 or higher. A dissertation of original research is required for most doctoral programs. A period of residency, a foreign language or research methods proficiency, a comprehensive examination, and a dissertation defense or examination are also required. The specific curriculum for the doctoral degree varies with the discipline and some programs require additional credit hours. Students enrolled in a doctoral program have eight years from the first term of enrollment in which to complete the degree. Students must be enrolled for at least 1 credit during the term of graduation.

Course Enrollment Load

A graduate student may enroll for a term load not to exceed 15 graduate hours. Some programs limit their students to a 9 or 12 hour maximum term course load. A student with a term course load of 9 or more hours during a fall or spring term is classified as full-time for academic purposes. The maximum course load in each of the two summer sessions is 6 hours. May session enrollment is part of the 6-hour limit for Summer 1 term. A student must be enrolled for at least 1 credit during any semester in which dissertation progress is made and such University resources as the library, computer facilities, or faculty time are used.

Special Enrollment (Z-Status or GA-Underenrolled)

The dean of The Graduate School, under certain circumstances, may certify that a student's full time enrollment is less than the normal requirement of 9 hours for graduate students or 6 hours for students serving as graduate assistants. Students seeking an exception to minimum enrollment requirements should submit a written request to the dean of The Graduate School with acceptable justification from the student's academic advisor or the graduate director of

the academic program. International students must also submit the approved Exemption from Full-time Enrollment form from International Programs for Students.

For a student whose need for under-enrollment results from an internship, practicum, or field experience required by the graduate program, a justification indicating the term requested and the nature of the experience should be submitted to the dean of the Graduate School by the student's academic advisor or the program's graduate director.

Students nearing completion of a doctoral degree requiring a dissertation may be granted special enrollment status and certified as half-time or full-time if the student has completed course work required for the degree except dissertation preparation (899). Eligibility requires verification by the student's academic advisor or program graduate director that:

- All course work on the program of study has been completed except for dissertation preparation (899);
- The student is working on the dissertation full- or at least half-time; and
- The student is not employed more than half-time excluding graduate assistantships.

Students who request exemption from full-time enrollment for financial aid purposes must submit the Special Academic Enrollment Release form (F 6.2) available from the Office of Financial Aid.

Right to an Advisor

Every graduate student admitted to a degree program is entitled to an advisor. The academic program graduate director is the default academic advisor for graduate students until another academic advisor is assigned or an advisory committee is formed. Students are urged to consult with an advisor prior to enrollment. Doctoral students should have an Advisory Committee appointed by the program by the end of the first term of enrollment.

Doctoral Program Committees

Each doctoral student will have three academic committees during the course of doctoral study, the Advisory Committee, the Written and Oral Comprehensive Examination Committee, and the Dissertation and Dissertation Defense Committee. Each of the three committees has an assigned function and must conform to policies of The Graduate School on doctoral committee membership. Membership on doctoral committees, excluding the outside member, is limited to regular members of the graduate faculty and those who hold special term appointments with approval to serve as a regular member of a doctoral committee. Each doctoral committee must have no more than one outside member. The three committees may or may not have the same members.

As defined in The Faculty Manual, regular members of the graduate faculty on the Columbia campus shall include the president; provost; dean of The Graduate School; associate dean of The Graduate School; and chairs of academic departments offering degrees conferred by The Graduate School. Faculty members holding the Ph.D. or other terminal degree in their respective field of study are considered to become regular members of the graduate faculty upon appointment to a tenured or tenure-track position at the University's Columbia campus.

Faculty members and scholars not otherwise eligible for regular membership on the graduate faculty may be appointed to term appointments. Term appointments are appropriate for USC faculty in the School of Law and the School of Medicine, emeriti USC professors, clinical faculty, research professors, faculty members at other institutions (including other campuses of the USC system), and others holding an appropriate terminal degree or other credentials. Persons with term appointments to the graduate faculty may serve on, but may not chair, doctoral committees.

Note: Major points that should be noted with regard to committee membership:

- A majority of the committee composition must be regular members of the Graduate School faculty.
- A doctoral committee member whose Graduate School faculty eligibility expires (e.g., emeritus faculty) while a student is still pursuing the degree may continue to serve until the student completes the program or the committee is dissolved.

To continue to serve in the capacity as chair or regular member is a special exception. This request (with a valid academic justification) must have the endorsements of the academic program faculty, chair of the department, graduate director, and academic dean. Once these approvals are affirmed, the petition is presented to the dean of The Graduate School for final approval. Otherwise, a change in the committee composition must be presented to the dean of The Graduate School replacing the now ineligible member.

The outside member may be a regular member of the graduate faculty in another department/program at USC, a faculty member from another institution, or a qualified professional from the private or governmental sectors. The outside member is nominated by the academic unit to the dean of The Graduate School. Approval is based on the nominee's qualifications provided on a resume or curriculum vitae and relevance to the student's major field or research as explained in the justification submitted by the graduate director of the program with the nomination. Outside members do not need to have term appointments to serve on the committee.

The Advisory Committee is appointed by the program by the end of the first term of enrollment and should include two or three faculty from the student's academic program. This purpose of the Advisory Committee is to provide initial advisement of the student, guide academic planning and research efforts, and construct the program of study to file with The Graduate School. Often the Advisory Committee also oversees the qualifying examination. The graduate director of the program notifies the dean of The Graduate School when the student has passed the qualifying examination, has been fully admitted to the doctoral program, has an approved doctoral program of study on file, and has been nominated to doctoral candidacy by the program. The Advisory Committee roster does not need to be submitted to the dean of The Graduate School for approval.

The Written and Oral Comprehensive Examination Committee administers the oral and written portions of the comprehensive examination. The committee for the comprehensive examination must include no fewer than four members, at least one of whom must be from outside the student's program. The roster of the Written and Oral Comprehensive Examination Committee is submitted to the dean of The Graduate School for approval on the Doctoral Committee Appointment Request (G-DCA) form. The graduate director of the program provides written notification to the dean of The Graduate School that the student has passed the comprehensive examination.

The Dissertation and Dissertation Defense Committee directs the research and preparation of the student's dissertation, examines the student on the content of the dissertation, directs the student to complete documents required for graduation, and signs forms required for graduation. The Dissertation and Dissertation Defense Committee requires no fewer than four members, at least one of whom must be from outside the student's program. The chair of the Dissertation and Dissertation Defense Committee must be a regular member of the graduate faculty. The roster of the Dissertation and Dissertation Defense Committee is submitted to the dean of The Graduate School for approval on the Doctoral Committee Appointment Request (G-DCA) form. The Dissertation Signature and Approval (G-DSF) form is signed by all members of the Dissertation and Dissertation Defense Committee and sent to the graduate director of the program for signature.

Doctoral Program of Study

Every doctoral degree student must file a doctoral program of study (D-POS) in The Graduate School for approval by the dean of The Graduate School. A program of study is a list of courses that satisfy degree requirements and is one of the degree audit documents. It allows the student and the advisor to engage in early planning of course work, explore research interests, and discuss requirements for progress toward degree; facilitates subsequent advisement; and protects the student in the event of unexpected curriculum or faculty changes. The doctoral

student must file a completed Program of Study (D-POS) form within the first 24 months of course work, but earlier if possible. The D-POS must be signed by the chair of the student's Advisory Committee, the graduate director of the program, and the dean of The Graduate School. If necessary, an approved program of study can be modified with a Request for Program Adjustment form.

All doctoral candidates are required to successfully complete a minimum of 12 hours of dissertation preparation (899), but up to 30 hours of dissertation preparation (899) or 30 hours of a combination of dissertation (899) and thesis (799) preparation are allowed on a doctoral program of study.

Concurrent and Dual Enrollment Programs of Study

For dual degree and concurrent degree enrollment, students are required to submit an individual program of study for each degree program. With approval of the program and the dean of The Graduate School, students concurrently enrolled may use no more than 9 credit hours that are common to all programs of study. Programs may permit fewer than 9 shared hours.

Transfer Credit

A limited amount of course work may be transferred from another institution for credit toward a doctoral degree. The exact number of transfer hours varies by program, but may not constitute more than 50 percent of the hours listed on a program of study, not including dissertation preparation (899) or the equivalent.

The transfer course work must be relevant to the program and have course content and a level of instruction equivalent to that offered by the University's own graduate programs. Approval for acceptance of transfer credit to a student's program of study must be approved and justified by the student's academic program and submitted to the dean of The Graduate School for final approval on the Request for Transfer of Academic Credit (G-RTC) form. Only credits with grades of B or better may be transferred from another institution into a doctoral degree program. Course work transferred for credit toward a doctoral degree must be from an accredited institution and must be no more than eight years old at the time of graduation. Transfer credit will not be posted to a student's official academic transcript until the term of graduation.

Transient Enrollment Privilege

A USC graduate student in a doctoral program seeking transient enrollment privilege at another institution should complete and submit the Special Enrollment Request (AS-30) form available

on the Office of the University Registrar's Web site to dean of The Graduate School for approval. Before enrolling in graduate courses at another institution, permission to enroll should be obtained from the chair of the doctoral student's Advisory Committee and the program graduate director to ensure that the credits from the other institution will be approved for inclusion in the student's USC program of study.

Revalidation of Out-of-Date Courses

Students enrolled in a doctoral program at the University of South Carolina may, with permission of the academic program, request revalidation of USC graduate courses over eight years old for inclusion on the doctoral program of study. Each academic unit will determine whether a course is appropriate for revalidation. The Permit for Revalidation Examination (PRE) form must be completed and submitted to the dean of the Graduate School for approval prior to revalidation. Proof of payment of required fees must be submitted with the Permit for Revalidation Examination form. Complete revalidation instructions available:

<http://gradschool.sc.edu/DocLibrary/documents/pre.pdf>.

Note: Coursework taken at other institutions may not be revalidated.

Independent Study

The purpose of an independent study is to allow the student to pursue an area of academic interest not adequately covered by the regular course structure. Therefore, an independent study course cannot be used to fulfill a core requirement.

Prior to enrolling in an independent study course, a student must complete a graduate Independent Study Contract form (G-ISC):

<http://gradschool.sc.edu/DocLibrary/documents/G-ISC.independent.study.contract.GS50.pdf>.

The approval of the course instructor, the chair of the student's doctoral Advisory Committee, and the graduate director of the academic program is required. Students send an approved copy of the G-ISC to the Office of the University Registrar before registering for the course.

Note: Not more than 9 hours of independent study may be used on a doctoral program of study.

Professional Development Course Work

Professional development course work is designated on the academic record by a professional development designator. A maximum of 6 hours of professional development graduate course work may be included on a doctoral program of study. The academic program and the dean of The Graduate School must approve the inclusion of professional development graduate course work on a program of study.

Reduced Tuition Course Work

Course work taken with reduced tuition (usually a contract course) is designated on the academic record by a reduced tuition designation. A maximum of 6 hours of reduced tuition rate course work may be included on a doctoral program of study. The academic program and the dean of The Graduate School must approve the inclusion of reduced tuition graduate course work on a program of study.

Admission to Doctoral Candidacy for Doctor of Philosophy and Other Doctoral Degrees

Upon nomination from the doctoral program, the dean of The Graduate School considers students for admission to doctoral candidacy only after the student is fully admitted to the doctoral degree program by the academic unit, passes the qualifying examination, and submits an approved doctoral program of study to the dean of The Graduate School. No student is admitted to candidacy by the dean of The Graduate School until after completion of all three conditions and written nomination is received from the academic program. The Graduate School will notify the student and the graduate director of the student's program when the student has been admitted to candidacy.

Note: Admission to candidacy must be granted at least one full academic year before the awarding of the degree.

Residency Requirement

The intent of a residency requirement is to ensure that doctoral students benefit from and contribute to the full spectrum of educational and professional opportunities provided by the graduate faculty of a research university. When establishing residency, the student should interact with faculty and peers by regularly attending courses, conferences, and seminars and using the library, library services, and other resources that support excellence in graduate education.

After admission to the doctoral program, the doctoral residency requirement is satisfied with 18 hours of course work taken in 3 consecutive major semesters. Enrollment in a summer term is not required to maintain continuity, but credits earned during summer terms (including May Session) will count toward the 18 hours required for residency. Dissertation preparation (899) may not be used to satisfy the residency requirement.

Each graduate program may establish residency requirements that exceed these minimum standards. In doing so, the program may exclude certain courses and credit hours from meeting the residency requirement. The student's advisory committee certifies on the doctoral program

of study (D-POS) form the term dates and the courses that satisfy the student's residency requirement.

Foreign Language and/or Research Methods Requirement

Language and research methods requirements for the doctoral degree vary from program to program. Satisfying the requirement may entail one or more of the following: successful completion of an intensive reading course in a language approved by The Graduate School (e.g., SPAN 615), successful completion of a course at the intermediate level of language proficiency within eight years previous of the award of the degree, or a passing grade on a language reading proficiency examination administered by the USC Department of Languages, Literatures, and Cultures (DLLC). Students should contact DLLC for language course and testing information. Programs which directly involve language study may have additional language requirements.

Students have three opportunities to pass the language course or satisfy the reading proficiency examination. The Graduate School must be notified by the graduate director of the student's academic program of successful completion of the language requirement.

In some programs a student is allowed to substitute competency in computer science, statistics, or another research method or competency for a reading knowledge of a foreign language. The requirement may be satisfied by the appropriate course work or examination. Permission for substitution must be approved by the dean of The Graduate School. As with successful completion of the language requirement, The Graduate School must also be notified of a student's successful completion of a substitution for the language requirement.

With approval of the academic program and the dean of The Graduate School, English may be accepted as a foreign language for students whose native language is not English and such students should submit the Certification of English as a Foreign Language (G-CIE) form. In cases where it is relevant to a student's research, American Sign Language may be used to satisfy the language requirement.

The student should make arrangements to complete the foreign language and/or research methods requirements at the earliest opportunity. Certification of foreign language and/or research methods competency for doctoral students remains valid for eight years, after which it must be revalidated.

Written and Oral Comprehensive Exam

Candidates must pass a written and oral comprehensive examination conducted by the student's academic program under the direction of the Written and Oral Comprehensive

Examination Committee. This Committee must be comprised of no fewer than four members, at least one of whom must be from outside the candidate's major department. Normally, the comprehensive examination is given after the candidate has completed all course work on the program of study except for courses in which the student may be currently registered. The comprehensive examination may not be given less than 60 days before the student receives the degree.

Note: Certification of the comprehensive examination for doctoral students remains valid for five years from the academic term taken, after which it must be revalidated.

Dissertation

Students enrolled in a doctoral degree program are required to submit an approved dissertation to satisfy part of the requirements for the degree. The dissertation is the ultimate requirement of the doctoral program and becomes a permanent record of the student's independent research or creative effort. The best academic tradition and professional practice require The Graduate School to preserve and share graduate student work with other scholars. To do that successfully means maintaining high standards concerning the form and appearance of the dissertation. The dissertation is based on original research and is completed under the direction of the Dissertation and Dissertation Defense Committee. Dissertation formatting and organization guidelines are available on the website of The Graduate School. No later than five years after passing the comprehensive examination, the student must present a dissertation that has been approved by the student's Dissertation and Dissertation Defense Committee.

Courses numbered 899 in all departments are restricted to dissertation preparation. All doctoral candidates are required to successfully complete a minimum of 12 hours of dissertation preparation (899), but up to 30 hours of dissertation preparation (899) or 30 hours of a combination of dissertation (899) and thesis (799) preparation are allowed on a doctoral program of study. Any student who uses University facilities or confers with faculty on dissertation work in any semester must be officially enrolled for at least one hour of dissertation preparation (899) credit.

On the student's academic transcript completion or satisfactory progress in dissertation preparation will be indicated by the grade of T; unsatisfactory progress in dissertation preparation will be indicated by the grade of U. These grades will not be used to calculate the student's grade point average. Programs may establish policies regarding progress to degree and eligibility for continued enrollment that are more stringent than the policies of The Graduate School.

Dissertation Submission

The dissertation is submitted to The Graduate School through the electronic thesis and dissertation (ETD) submission process. The preliminary dissertation document will need to be submitted electronically to The Graduate School for a format check not later than five weeks before graduation through the ProQuest/UMI ETD portal in PDF format. Submission instructions are available: <http://gradschool.sc.edu/thesisdissertation/formatcheck.asp>. The Graduate School coordinator for the academic program will respond with any needed corrections. At least 20 days prior to graduation, the candidate must submit the final revision of the dissertation through the ETD process. Students will receive notification of receipt of the final dissertation submission from The Graduate School program coordinator.

The dissertation must be reproduced by ProQuest/UMI for archival purposes as per the laws of the State of South Carolina. The dissertation abstract will be published in the dissertation database. Additional information on publication and copyright options is available on the website of The Graduate School. Students using previously published articles as dissertation content must submit a copyright release from the publisher of the articles.

No paper copies of the dissertation are required by the Graduate School. If the academic program requires students to submit a bound copy of the dissertation, the department and student are responsible for obtaining the copy. The website of The Graduate School provides several options for dissertation binding.

Dissertation Defense

A dissertation must be successfully defended before the Dissertation and Dissertation Defense Committee. The dissertation defense should be no fewer than 30 days before the date of graduation.

Please consult the graduate director of the academic program for departmental, school, or college specific defense requirements, including scheduling procedures. The Graduate School requires that the dissertation defense be publicly announced. The Dissertation Defense Announcement (G-DDA) form must be submitted at least 14 days prior to the defense.

When the defense has been approved by the Dissertation and Dissertation Defense Committee, the signatures of the committee members must be obtained on the Dissertation Signature and Approval (G-DSF) form. The electronic submission of the dissertation will not have title page signatures; this is to prevent theft and unauthorized use of signatures that otherwise might occur. The graduate director of the academic program will also be asked to sign the G-DSF form to affirm that the dissertation follows The Chicago Manual of Style or another style manual endorsed by the program.

In addition, the student must complete the Survey of Earned Doctorates (SED) available on the website of The Graduate School. The G-DSF with signatures and the SED must be delivered to The Graduate School program coordinator who oversees the degree program. The G-DSF is to be submitted to the program coordinator in an envelope marked "Confidential." The student may hand-deliver the completed SED and G-DSF to The Graduate School program coordinator or may send it through the mail.

The G-DSF and SED must be received by the final submission deadline in order for the student to be cleared for graduation.

Application for Graduation and Degree Audit

All students enrolled in a doctoral degree program must file the application for degree/graduation available on the website of the Office of the University Registrar with The Graduate School within the first 15 class days of the fall or spring semester in which the degree is to be awarded, or within the first 10 class days of Summer Session I if the degree is to be awarded at the end of the summer (even if the student does not plan to take courses until the second summer session). Although some departments do not require students to provide the academic program with copies of the application for graduation, The Graduate School recommends that students do provide a copy to the academic program to facilitate assessment of degree requirements. Applicants are encouraged to consult with the academic program to confirm that all requirements for graduation have been met.

Applications for graduation submitted after the announced filing deadline will be accepted if supported by a letter from the graduate director of the student's program and accompanied by a late fee of \$25, which increases by \$25 every thirty days after the deadline. Deadlines are posted for each term on the official academic calendar of the University found on the website of the Office of the University Registrar. Any late application that lacks the supporting letter or late fee will be processed for the following term.

The Graduate School forwards the Application for Graduation form to the Office of the University Registrar to start the degree audit process. In VIP, students should view their Graduation Degree Application to confirm the accuracy of the information submitted and to correct any errors so the diploma is printed correctly. It is also important to inspect the VIP graduation degree application information to determine if there are any holds that will prevent issue of an official transcript or mailing of the diploma. At the end of the semester, the degree program and The Graduate School both assess for degree audit whether all requirements have been completed, and then forward a recommendation to the Registrar to approve or disapprove award of the degree.

At the time of graduation, the student's cumulative grade point average (GPA) must be at least 3.00. Additionally, the student's average on all grades recorded on the program of study for courses numbered 700 or above must be at least 3.00 and all courses listed on the program of study must be at least 3.00.

THE SCHOOL OF LIBRARY AND INFORMATION SCIENCE

Each discipline defines foundational precepts concerning the elements that constitute robust doctoral studies. Concurrently, institutions set administrative guidelines and establish constraints that guide their doctoral programs. The result ensures that society is provided with highly capable scholars and that each person pursuing doctoral studies has the opportunities and resources required to flourish and successfully complete their doctoral studies.

The Doctoral Program in Library and Information Science is located administratively under the School of Library and Information Science in the College of Mass Communication and Information Studies. Related academic units include (among others):

- Anthropology
- Business
- Geography
- Communication Studies
- Computer Science
- Museum Studies
- Public Health
- Political Science
- Public History
- Public Administration
- Visual Arts
- Education
- Journalism and Mass Communication

Mission

The mission of the School of Library and Information Science doctoral program is to provide doctoral-trained teacher-scholars for library and information science programs across the nation, and to promote the research-based foundation for these areas within the profession.

Goals and Objectives

This research-intensive degree is intended to prepare graduates for faculty and administrative careers in universities, research centers, and the public sector. It is awarded to students who demonstrate excellence in the advancement and dissemination of new knowledge related to the creation and use of information by individuals, organizations, educational institutions, and communities. Within this framework, it pursues the following programmatic goals:

- Nurturing critical and reflective thinking on the fundamental issues and elements of problems related to the utilization of information
- Fostering an environment of substantive and productive mentoring and apprenticeship
- Preparing scholars who are passionate about the role of information in human affairs
- Fostering cross-disciplinary thinking and research and academic expectations
- Mastering the literature and practice of the broad interdisciplinary field of Information Science
- Developing in-depth knowledge of areas of concentration
- Developing profound skills of synthesis and analysis and research design
- Developing appropriate expository skills

The SLIS Doctoral Pathway

The Ph.D. is concerned with the generation of new knowledge. Learning is not limited to the acquisition of certain facts, but also includes the use of synthesis, analysis, and imagination to form questions, think about issues, and communicate new ideas. The minimal requirements for programs often vary, and of necessity, each person's doctoral journey is different; but it is possible to divide the traditional pathway into four general phases: **application, preparation, qualifying examination, the written and oral comprehensive examination, and dissertation.**

Application to the program begins with a review of the material describing the doctoral pathway that can be found on the School of Library and Information Science website (<http://www.libsci.sc.edu/phd/index.htm>). As you read this material, you will want to determine whether the program meets your professional goals and whether there are faculty whose expertise and research are of particular interest to you and match your objectives in terms of graduate study.

Preparation, in the form of course work, independent study, reading, writing, and the collegial mentoring relationships with faculty enables exploration and focuses expertise in information science. Note that preparation is **not** simply an extensive set of courses; rather, it is a holistic process of study, socialization, contemplation, and production. Preparation, thus, cannot be merely accumulation of course credits. Doctoral students need to aim for a whole that is greater than the sum of individual courses. A program of study is best designed and refined in close collaboration with faculty mentors and the Chair of the Doctoral Committee.

The Qualifying examination and the Comprehensive Written and Oral Examination provide the opportunity to demonstrate readiness to enter the research phase of scholarly life. The responsibility of the doctorate requires that there be milestones where the readiness of the doctoral student to proceed to the next stage is assessed. The exams are designed to

demonstrate understanding of basic concepts, ability to synthesize and analyze, and desire to pursue a significant new question as a foundation for the dissertation.

The dissertation is the primary project that demonstrates preparation to conduct independent research and make the outcomes of research accessible to the broader community. It is also likely to present the anticipated research agenda of the writer. As such, it demonstrates the capacity to conduct independent research. A successful defense of the dissertation is the culminating event, which leads to granting of the Doctorate by the University.

In summary, the preparation phase develops individual abilities and insights; the qualifying phase focuses these abilities and insights on a research topic and demonstrates depth of understanding and competence to the faculty; and the dissertation phase demonstrates the ability to conduct independent research, which generates new knowledge, and clearly and cogently presents this new knowledge to the broader scholarly community.

FACULTY ADVISORS

New Doctoral Student Advisors

An initial advisor, whose expertise fits with the student's initial research interests, will be assigned on admission by the Doctoral Committee. The advisor will assist the student with:

1. Planning a tentative program of preparatory work.
2. Suggesting possible mentors, student contacts, and activities.
3. Orienting him or her to the pursuit of the Ph.D. at the University.

Major/Dissertation Advisor

This Advisor must be a full member of the graduate faculty as listed in the most recent edition of the Graduate Catalog, and he or she will serve as the primary intermediary between the University and the doctoral student. The choice of a major Advisor should be determined in large measure by the student's academic preparation and areas of research interest.

The functions of the major Advisor include assisting the student in:

- Planning a program of doctoral study and filing a formal degree plan for approval by the Graduate Dean.
- Guiding the student in preparing for the Qualifying Examination.
- Selecting and confirming Doctoral Dissertation Committee members.
- Choosing a dissertation topic.

- Writing a formal dissertation proposal.
- Researching and writing the dissertation.
- Planning and implementing a program of research, professional work, and teaching experiences.
- Dealing with other issues related to his or her academic program.

REQUIRED COURSE WORK

Foundation Courses (15 credits):

SLIS 801: Research Issues in Library and Information Science examines a range of issues, theories, and research questions that currently shape academic thinking and discourse in library and information science.

SLIS 802: Theory and Research Methods in Library and Information Science explores problems and issues in theory formulation and research methods, including quantitative, qualitative, and multi-method approaches.

SLIS 803: Information and Society examines the historical foundations of library and information science and provides a basis for exploring more recent theoretical and experimental developments.

SLIS 804: Preparation for Academic Careers in Library and Information Science introduces doctoral students to a variety of presentation strategies and to critical aspects of scholarly life.

SLIS 805: Information Policy and Ethics explores the way in which information technologies are currently transforming society and the social, political and ethical issues that accompany these developments at both the individual and societal levels.

SLIS 806: Communication Processes and Information-Seeking Behavior is a seminar examining the characteristics of communication, human information interaction, and information-seeking behavior, with emphasis on social network models, and the relationship between information-seeking behaviors and the design of communication and information systems and services. Not auditable. Prerequisites: permission of instructor

SLIS 809: Planning and Evaluating Colloquia In Library and Information Science (1 credit only) Involves students in planning, managing, and evaluating colloquia, including recruiting speakers, scheduling venues, attracting audiences, conducting the sessions, and evaluating the results. May be repeated up to three times for credit.

Research Methods Courses (6 credits). Doctoral students will be expected to develop an in-depth knowledge of the models and research methods that are used within Library and Information Science and related disciplines to provide insight into the ways that knowledge and information are created, sought, and employed within the lives of individuals and communities. In order to do so, they will be required to take at least two additional research methods courses, one of which focuses on qualitative methods and one of which focuses on quantitative techniques.

Cognate Courses (9 credits minimum). Doctoral students will also be required to complete coursework in a second discipline that broadens their perspectives and deepens their understanding of library and information science issues. The choice of cognate area will depend on the student's interests and may be chosen, with the help of his or her Advisor, from a wide range of subject areas, including sociology, education, anthropology, computer science, English, geography, history, marketing, museum studies, philosophy, political science, psychology, and public administration.

LIS Electives (12 credits minimum). Student will choose appropriate graduate courses, such as SLIS 806 Seminar on Communication Processes and Information Seeking Behavior, from those listed in the SLIS catalog and the University Graduate School's catalog. All courses offered for credit toward the degree must be at the graduate level. As a general rule, not more than 9 hours of independent study may be used on a doctoral program of study, unless justified by the department and approved by the Dean of The Graduate School. Decisions related to independent studies will be made in consultation with the student's Advisor.

In the case of SLIS 700 courses taken for doctoral credit, the instructor of record will determine with the doctoral student the activities and products that will fulfill course requirements.

PH.D. EXAMINATIONS

Qualifying Examination

Decisions concerning formal admission to Ph.D. Candidacy are made on the basis of each student's record and a qualifying examination. Students will meet the requirements of this qualifying examination at or near the completion of the 18th hour of course work. A student is allowed only two attempts to pass this examination. The Qualifying Examination is intended to ensure that the student is making appropriate progress toward development of an independent research agenda. The student, in consultation with his or her Advisor, will assemble evidence of the progress to date in the doctoral program. The evidence will consist of one or more of the following:

- a presentation at a major professional conference
- an article submitted to a refereed journal articulating background concepts and novel research as well as other scholarly products
- other scholarly products as prescribed by the Advisory Committee.

The Advisory Committee, in consultation with the Advisor, will determine whether the student's progress is sufficient to satisfy the requirements of the qualifying examination. In some cases the Doctoral Committee will constitute the Advisory Committee.

Admission to Candidacy for Doctor of Philosophy

Upon nomination from the doctoral program, the dean of The Graduate School considers students for admission to doctoral candidacy only after 1) the student is fully admitted to the doctoral degree program by the academic unit, 2) passes the qualifying examination, and 3) submits an approved doctoral program of study to the dean of The Graduate School. No student is admitted to candidacy by the dean of The Graduate School until after completion of all three conditions and written nomination is received from the academic program. The Graduate School will notify the student and the graduate director of the student's program when the student has been admitted to candidacy.

Note: Admission to candidacy must be granted at least one full academic year before the awarding of the degree.

Written and Oral Comprehensive Examination

The comprehensive examination normally is given after the student has completed all course work listed on the program of study except for courses in which the student may be currently

registered. The comprehensive examination may not be given less than 60 days before the student receives the degree. Successful completion of the written and oral parts of the comprehensive examination is required before admission to doctoral candidacy.

The written and oral comprehensive examination committee prepares the questions for the written portion of the comprehensive examination and conducts the examination. This Committee is comprised of no fewer than four members, at least one of whom is from outside the candidate's major department.

The written part of the exam is individualized. The written part consists of a total of 5 questions. Questions will ask the student to relate general theories and research paradigms to the student's particular research area. The remaining questions will focus specifically on the doctoral student's research interests.

Examination question categories will include:

1. Foundations: History, Information Policy & Ethics, and Education
2. Information Organization, Representation, and Retrieval
3. Information Behavior
4. Research Design
5. Outside cognate area

The student will be given one question per day over 5 (not necessarily contiguous) days and have up to 5 hours to prepare the written response to the given question. The exam will be closed book. The names of people whose ideas are referred to in an answer may be given; complete references are NOT expected.

The oral part of the comprehensive examination will typically be employed to follow up on the student's responses to the written examination questions. The oral examination may also address concerns raised by follow-up to questions on the written responses or related to preliminary dissertation plans. The oral portion of the comprehensive examination will not exceed two hours.

The student's performance will be assessed using the following criteria:

- Demonstrated grasp of the literature, including the ability to point to specific sources and to link people or groups with ideas.
- Demonstrated ability to place ideas in proper historical sequence.
- Ability to synthesize and draw out concepts from the literature.
- Ability to develop a point of view with respect to the issues discussed, and to defend it by reference to relevant literature.

- Ability to organize the material presented.

A simple majority of the Committee must pass the student on each part of the Comprehensive examination. If the student does not pass all portions of the examination, the Committee may reschedule the portion of the examination that was failed at a future date.

Certification of the comprehensive examination for doctoral students remains valid for five years (term specific), after which it must be revalidated.

Dissertation Proposal

Once admitted to candidacy, the student will select a Dissertation Advisor and, in consultation with this Advisor, form a Dissertation and Dissertation Defense Committee and begin to prepare a dissertation proposal to present to this Committee. The committee usually includes three SLIS faculty and at least one outside member. The proposal typically includes: an introduction; extensive literature reviews; a discussion of related theory; proposed research questions; and a detailed methodology. Although the specific format will typically be determined by the student with his or her advisor, it will be expected to make a credible case for the dissertation research proposed.

Students are encouraged to start work on a proposal while still in the preparation phase of their doctoral work. Once it is written, it must be presented and formally accepted at a proposal defense meeting attended by the student's Dissertation Advisor and Dissertation and Dissertation Defense Committee. Other faculty members and students are also encouraged to attend and participate in the proposal meeting.

Note: The proposal must be accepted within two years after admission to candidacy.

In order to facilitate review and defense of the proposal, students will be responsible for the following actions at least two weeks in advance of their proposal defense:

- Schedule a proposal meeting with his or her Dissertation Advisor and Dissertation Committee and announce the meeting by posting notices in the department offices of the participating academic units or posting notices on the Doctoral and faculty listservs.
- Distribute copies of the proposal to all Program faculty members and file a copy in the Director's Office. The Dissertation Committee must unanimously decide whether:
 - The proposal as written is accepted.
 - The proposal will be accepted with modifications.
 - The proposal is not accepted.
 - If a proposal is not accepted, the student may submit another proposal.

- The Dissertation and Dissertation Defense Committee should notify the Chair of the Doctoral Committee of the outcome.

ACADEMIC STANDARDS

For purposes of academic standards, cumulative GPA is defined as the grade point average of all graduate-credit courses recorded on the official USC transcript. In-date courses are less than eight years old for doctoral students and less than six years old for master's, specialist, graduate certificate, and nondegree students. Revalidated courses are also included in the cumulative GPA calculation. Grades earned on graduate credits transferred from other universities are not included in the grade point average. Graduate courses may be passed for degree credit with a grade as low as C, but a degree-seeking student's cumulative grade point average must be at least B (3.00 on a 4.00 scale).

Academic Suspension Policy ("3.00 Rule")

Graduate degree-seeking students whose cumulative grade point average drops below 3.00 (B) will be placed on academic probation and allowed one calendar year in which to raise the grade point average to at least 3.00. Students who do not reach a cumulative 3.00 grade point average during the probationary period will not be permitted to enroll for further graduate course work as a degree or non-degree student.

Academic Forgiveness Policy for Former USC Graduate Students with Less than a 3.00 Cumulative GPA

The Academic Forgiveness Policy applies to any former USC graduate student who has not been enrolled in The Graduate School at the University for at least 24 consecutive months. Academic forgiveness provides an opportunity for graduate students to complete a degree program by setting aside all former grades earned as a USC graduate student so that they will not be calculated into the student's graduate GPA. With notification from the dean of The Graduate School, the registrar's office will segment the student's academic record showing all courses and grades to be included in academic forgiveness and recalculate the USC graduate GPA accordingly. The courses and grades will remain a part of the student's academic record. A notation will appear on the transcript indicating the student was approved for academic forgiveness. Once academic forgiveness is granted, courses taken during and prior to the term elected cannot be revalidated or count toward the completion of a graduate degree.

Appeals for Extension of Probation, Reinstatement after Suspension, or Academic Forgiveness

Appeals should be reviewed first by the department and/or college and then forwarded to the

Dean of the Graduate School. Appeals may be referred to the Petitions and Appeals Committee of Graduate Council.

Guidelines for Appeals are posted on the following webpage:

<http://gradschool.sc.edu/current/asgp.asp>.

The interim grade of I (incomplete) is assigned at the discretion of the instructor when, in his/her judgment, a student is prevented from completing some portion of the assigned work in a course because of an unanticipated work-related responsibility, family hardship, illness, accident, or verified disability. This grade must be converted to a satisfactory grade prior to advancement to candidacy.

DEGREE CONFERRAL

Upon confirmation of a clear degree audit, the degree will be posted by the Office of the University Registrar to the student's official academic record. The degree award is posted to the student's transcript within 6 weeks after the commencement ceremony. Degree candidates may wish to check periodically the Academics tab of VIP, Record of Academic Work for Advisement Only section, to see if the degree is posted. Diplomas will be mailed to the address recorded on the application for graduation via first class mail to U.S. addresses and via registered airmail to international addresses. Graduates may expect to receive the diploma within three months after the commencement exercises. Degrees cannot be awarded retroactively.

Note: To pursue further graduate study after completion of a graduate degree, a student must submit a new application to The Graduate School.

ACADEMIC REGALIA

A special doctoral hooding ceremony and commencement is held three times a year for graduating doctoral students. Attendance at graduation ceremonies is optional. Information on commencement exercises is posted to The Graduate School webpage.

Academic regalia worn for the commencement ceremony is sold by the University Bookstore in the Russell House located on Greene Street in Columbia. To place an order for academic regalia to wear for graduation, please telephone the University Bookstore at 803-777-4160 or visit the

website at <http://sc.bkstore.com>. You may also order academic regalia from the Bookstore via a downloadable form. The completed form may be hand-carried or faxed to the University Bookstore at 803-777-4018.

GENERAL INFORMATION FOR SLIS STUDENTS

Academic Calendar

To see the academic calendar for this semester and upcoming semesters, please visit <http://registrar.sc.edu/html/calendar5yr/5YrCalendar3.stm>.

Access to the School

Normal hours of working are 8:30 a.m.-5:00 p.m. Monday to Friday.

You may obtain a key to the doctoral office from the Director's Office in Davis 113. You are responsible for the safekeeping of keys and you are required to return them when you leave.

The Director's Office can also provide you with the security code to alarm and disarm the security system in the classroom in which you will be teaching.

Computing Facilities

There are two computer labs in Davis College. Room 110 is the computer lab for all SLIS students; the pass code for entry is available from the Director's Office.

Conference Attendance

Doctoral students are encouraged to submit and present their research at conferences during their academic study at SLIS. Financial support for conference travel is dependent upon budgetary considerations and is left to the discretion of the Director. If you have a paper submitted to a conference, you should develop a budget for your travel and submit the request for funding to the Director for consideration. Additional travel support may be available from the Graduate School.

Emergency Preparedness

By registering your cell phone number on VIP, students, faculty, and staff can receive emergency text messages alerting them to a current or imminent threat. To register or update your emergency contact information, visit VIP, log in, click the "Personal tab", and then select "Emergency Notification." After entering your information in VIP, you will need to then send

the following: JOIN USCSMS to the phone number 34292. It is only after you receive a confirmation that your text number is registered in the system.

Carolina Alert messages will be sent from the number 34292. The University encourages subscribers to enter this number into their phone's contacts, name the contact "Carolina Alert", and choose a unique ringtone for this contact.

For more information about the Carolina Alert system and other emergency procedures, please visit <http://www.sc.edu/carolinaalert>. For questions about the text message system upgrade, please contact the UTS Help Desk at (803) 777-1800, M-F, 8a - 6p.

*Please note that the University will only send text messages in the event of a true emergency. For other safety-related information, monitor this site and follow Carolina Alert on Facebook and Twitter.

Additional information on what to do in an emergency can be found at <http://www.les.sc.edu/CPCR/QRG.pdf>.

Library Facilities

Tours are offered by the library's Reference Department. A library guide is also available that gives information about library services is available upon request.

Thomas Cooper Library (Greene Street). This library, which opened in June 1976, contains all of the University library collections in Columbia except those located in the South Caroliniana Library, Coleman Karesh Law Library, Mathematics Library, Music Library, Springs Business Library, and Medical Library. Thomas Cooper Library seats approximately 2,500 readers. Included in the seating are more than 900 private, locked facilities for faculty and graduate students involved in research and 40 study rooms seating up to four persons each. The library has three classrooms for use by librarians and other faculty on a limited basis. Two of the rooms are modern multimedia classrooms funded by the University 101 program and used primarily for the library instruction module of UNIV 101. A more traditional classroom is also available for library-related instruction and individual class sessions as requested.

Special areas in the library include the student Computer Lab, the Government Information Department and the Map Library on Level 5, the Science Library on Level 4, the Educational Films Collection on Level 3, and Rare Books and Special Collections on the Mezzanine Level. Access to the collections is obtained through the library's Online Catalog with terminals located throughout the building.

The library provides multiple research databases that are available via the Web to the University community from both on and off campus. Librarians provide assistance with these

resources in person as well as via phone, via e-mail, and online. The Center for Adaptive Technology located in the Computer Lab in the Thomas Cooper Library has four PCs, a Braille embosser, a tactile graphics-capable Braille embosser, screen readers, screen magnifiers, two scanners with OCR translation software, a CCTV, plus other hardware and software for students with disabilities.

Special Collections, Thomas Cooper Library. The department's foundation stone is the collection of the South Carolina College, assembled by the University between 1801 and 1860. The collections have expanded vastly in recent years. Prominent areas of research strength include English and American literature, historical children's literature, the Civil War, and natural history and science, including the John J. Audubon Collection and the Claudia Lea Phelps Camelia Collection.

Gift collections of international repute include:

- G. Ross Roy Collection of Robert Burns, Burnsiana, and Scottish Literature: Dr. G. Ross Roy, Curator
- John Osman Collection of Braun and Hogenberg City Views
- Matthew J. and Arlyn Bruccoli Collection of F. Scott Fitzgerald
- C. Warren Irvin Jr. Collection of Charles Darwin and Darwiniana: Dr. C. Warren Irvin Jr., Honorary Curator
- Anthony P. Campanella Collection of Giuseppe Garibaldi: Dr. Anthony P. Campanella, Honorary Curator
- Augusta Baker Collection of African-American Children's Literature and Folklore
- James Willard Oliver Collection of David Hume
- Joseph Heller Archive
- James Ellroy Archive
- Speiser and Easterling Hallman Foundation Collection of Ernest Hemingway
- Joel Myerson Collection of Nineteenth-Century American Literature: Dr. Joel Myerson, Curator.

Springs Business Library (Close-Hipp Building, 2nd Floor). A circulating collection of business books plus a collection of noncirculating financial, labor, and tax services; corporation annual reports; textbooks; and periodicals. Multiple business indexes are available via the Web, including Business Source Premier, a full-text database that covers most areas of business, including management, economics, finance, accounting, and international business. The reserve reading collection for all courses in business and economics is located in the library. The library is available to all USC students.

Coleman Karesh Law Library (Law Center). A noncirculating collection serving the research and study needs of the students and faculty of the School of Law in the field of Anglo-American law.

Mathematics Library (LeConte, 3rd floor). A collection of books and journals in the subject area of pure mathematics serving the research needs of the mathematics department. Available to all USC students.

Medical Library (V.A. Campus). A special collection serving the research and study needs of the students and faculty of the medical school. Available to all USC students.

Music Library (School of Music Building, 2nd Floor). A collection including more than 90,000 books and scores, 135 periodical subscriptions, more than 60,000 sound recordings in all formats, and more than 300 videos, laser discs, and DVDs. Thirty-two carrels are equipped for remote viewing and listening. The International Index to Music Periodicals, RILM Abstracts of Music Literature, and the New Grove Dictionary of Music and Musicians (2nd edition) are available online via the Web. Available to all USC students.

South Caroliniana Library (Horseshoe). Largest collection in the world of South Carolina material. Includes books, pamphlets, newspapers, maps, and manuscripts relating to South Carolina and the South.

Parking

Parking Services is responsible for the registration of all vehicles parked on campus and the implementation of all policies and regulations governing parking on campus.

Parking on campus is available to all students, faculty, and staff whose vehicle displays a valid parking permit. Permits may be obtained from Parking Services. A valid permit allows the bearer the privilege of parking on campus. Unless otherwise specified, the permit does not guarantee a parking space. Inability to locate a legal space in a parking area does not justify incorrect parking. Faculty, Staff, and Students are allowed only one parking assignment.

Disability parking permits may be obtained by providing appropriate medical documentation.

The University assumes no responsibility for the care or protection of any vehicle or its content while it is parked on campus. Valuables should not be left in parked vehicles at any time. Vehicles should be locked when not in use. Thefts or damages that occur should be immediately reported to the University Police Department for investigation (777-4215).

Parking Services is located in the Pendleton Street Garage at the corner of Pickens and Pendleton streets. Office hours are 8:00 am-5:00 pm, Monday through Friday.

Payroll, Tax and Other Information

Assistantships are paid on a twice-monthly basis, at the middle and end of the month. Federal regulations require that all employees complete an I-9 form before being placed on the payroll.

This form can be obtained from the accountant in the Director's office. See the Director's Office for direct deposit information. The federal IRS now considers income from assistantships to be taxable, but any tuition remission is not taxable. International students should refer questions to the International Programs Office

(http://ip.sc.edu/index.php?option=com_content&view=article&id=131&Itemid=171).

Photocopying Facilities

Students may use the photocopier located in Room 109 on the 1st floor. While there are no charges for usage at this time, please exercise good judgment in the amount of paper you use.

Research Assistantships

A research assistantship (RA) in the School of Library and Information Science is a financial award granted by SLIS to a student who is fully admitted to the doctoral program. The initial award is made on the basis of a student's academic promise as well as teaching potential. It is renewed each year and Ph.D. students can generally count on three years of support.

Continuation of the award, however, is dependent upon successful completion of a full time course load (minimum of 9 hours) each semester. Payday is on the 15th day and the last day of each month. Direct deposit is mandatory. RAs may enroll in direct deposit at VIP

(<https://vip.sc.edu>); click on the Employment tab and select Direct Deposit to sign up.

Safety and Security on Campus

There are a range of safety and security considerations to keep in mind. The USC Division of Law Enforcement and Safety offers a range of services to keep students safe while at USC. The Carolina Shuttle service operates Monday - Friday, 7:30 am to 5:30 pm. The Evening Shuttle operates from 5:30 pm to 12:30am. The system operates during the Fall and Spring semesters, with limited operation during the summer, reading days, and holidays. Service is free to all USC students, faculty and staff. Shuttle/Parking maps are available at Parking Services, the Askus information desk at the Russell House, and at Vehicle Management.

Emergency call boxes are strategically placed around campus, can be easily identified by their bright blue lights and provide a direct line of communication with the USC Police. To operate, simply push the red button. You will immediately be connected with the USC Police dispatcher.

Even if you are unable to communicate, the dispatcher will know your exact location. If you are being chased and cannot stop, press the call boxes as you pass and police officers will respond to the area.

See <http://www.les.sc.edu/index.asp> for additional safety services and tips.

Smoking, Drinking, and Eating

There is a NO SMOKING policy in all university buildings. No eating or drinking is allowed in the classrooms.

Student Health Services

All enrolled students at the University of South Carolina Columbia are eligible for care from Student Health Services. Spouses of eligible students may be seen on a fee-for-service basis. If you have eligibility questions, please contact the billing office at (803) 777-3174 for clarification. Eligibility for care terminates upon graduation, withdrawal, or dismissal from the University. For the range of student services available, please consult <http://www.sa.sc.edu/shs/images/GUIDE%20to%20SHS.pdf>.

Student I.D.

You can obtain a Carolina Card (i.e., university ID) from the Russell House lower level. For information on ways to use your ID, please see <http://carolinacard.sc.edu/>.

Student Mail

Doctoral student mail is placed in their assigned mailboxes, located just outside the doctoral student office on the basement level in Davis College.

The Writing Center

The Writing Center offers free individual writing assistance to University students, staff, and faculty. In one-on-one sessions, writing consultants work with clients on every stage of the writing process for class assignments, resumes, presentations, grant proposals, personal statements, books, and articles.

The main writing center is located in Room 703 of the Byrnes Building and is open Monday through Friday. For answers to specific writing, grammar, and punctuation questions, the Writing Center offers the Writers' Hotline, which can be reached by phone at 803-777-2078 or via e-mail at uscwritingcenter@gmail.com. For more information about the Writing Center, please visit the Writing Center at www.cas.sc.edu/write or call 803-777-2078.

APPENDIX A: DOCTORAL PROGRAM CHECKLIST

1. Application for admission (see admission requirements and application process at: <http://www.libsci.sc.edu/phd/admit1.htm>)
2. Evaluation by Doctoral Committee after complete record is sent by the Graduate School and required interview
3. Letter of admission sent to applicant
4. Assignment of a temporary advisor by the Doctoral Committee
5. First year of coursework (note list of required and required cognate hours courses at: <http://www.libsci.sc.edu/phd/coursesschedule.html>)
6. First year review, to determine satisfactory progress, by Doctoral Committee and results communicated to the student
7. Appointment of Advisory Committee (in consultation with temporary advisor and Doctoral Committee) by end of first semester/year of enrollment; note requirements of membership for this committee. Note: In some cases the Doctoral Committee will constitute the Advisory Committee.
8. Second year of coursework
9. Develop program of study, including cognate area(s), with advisor and Advisory Committee or Doctoral Committee
10. Completion of Doctoral Program of Study form (located at: <http://gradschool.sc.edu/doclibrary/documents/Doctoralprogramofstudy.pdf>); note required signatures (adjustments to the initial program of study may be made by using this form: <http://www.libsci.sc.edu/program/paf%20fillable.pdf>); distribute copies of Program of Study form (and revisions) to all members of the Advisory Committee and the Chair of the Doctoral Committee
11. Advisory Committee or the Doctoral Committee prepares and administers the Qualifying Examination (see details about the nature of this exam in the Doctoral Handbook)
12. Upon satisfactory completion of the Qualifying Examination, the Advisory Committee informs the Graduate Director that: (1) the student has passed the Qualifying Exam, (2) has been fully admitted to the doctoral program, (3) has an approved program of study and has been nominated to doctoral candidacy. The Graduate Director informs the Dean of the Graduate School of these accomplishments. The Graduate School notifies the student and the Graduate Director when the student had been officially admitted to candidacy. Admission to candidacy must be granted at least one full academic year before awarding of the degree
13. The student, in consultation with his/her advisor, selects the members of the Written and Oral Comprehensive Examination Committee, which administers the oral and written portions of the comprehensive exam. Membership on this Committee must

included no fewer than four members, of which one must be from outside the student's program. The roster of the Written and Oral Comprehensive Exam Committee is submitted to the Dean of the Graduate School for approval using form D-DCA, which is located at :

<http://gradschool.sc.edu/DocLibrary/documents/GDCA.Doctoral.committee.appointme nt.GS48.pdf>

14. Consult the SLIS Doctoral Handbook for details about the nature of the Written and Oral Comprehensive Examination. Certification of the written and oral comprehensive exam is valid for five years; after which it must be revalidated
15. After successful completion of the Written and Oral Comprehensive Examination the student, in consultation with the Advisory Committee or Doctoral Committee, selects a Dissertation Advisor and forms a Dissertation and Dissertation Defense Committee, which must include at least one outside member. This Committee oversees the preparation of the proposal, which must be accepted by the Committee after a proposal defense meeting. The proposal must be accepted within two years after admission to candidacy. The Chair of the Doctoral Committee should be notified when the proposal is accepted
16. At least two weeks prior to the proposal defense a meeting must be scheduled with the Dissertation Advisor and the Dissertation and Dissertation Defense Committee. Notices of this meeting must be posted in department offices and copies distributed to all program faculty
17. The Dissertation and Dissertation Defense Committee oversees the defense of the dissertation. Notice of this defense should be publicly announced and must take place no later than 30 days prior to the awarding of the degree. A majority favorable vote by the Dissertation and Dissertation Defense Committee is required for approval of the dissertation. The Graduate Director should transmit written notice to the Dean of the Graduate School upon the successful defense of the dissertation, using form G-DSF (located at: <http://gradschool.sc.edu/doclibrary/documents/G-DSF.pdf>)
18. The student must also submit the Survey of Earned Doctorates (SED) form located at: <http://gradschool.sc.edu/doclibrary/documents/SED.pdf>
19. The final step in the process for completing the degree is submission of the approved dissertation. Instructions for this submission process are in the Doctoral Handbook
20. An application for graduation form (located on the University Registrar's office at: <http://registrar.sc.edu/pdf/DegreeApp.pdf>) must be completed at least 15 days at the beginning of the semester a student plans to graduate (or first 10 days of Summer I) and filed with the Graduate School