Student Handbook

PhD in Information

2024-2025

March 4, 2025

Index

This handbook will be updated as needed. Faculty advisors and PhD students are obligated to know and follow the Graduate College (GC) policies and the policies outlined in this document. Be aware that the GC policies take precedence over any College of Information Science policies.

Please Note PhD Deadlines for Admissions:

The application deadline for Fall admission is December 5.

(The next application cycle will begin taking applications July 1 for admission to Fall semester)

College of Information Science Degrees

PhD in Information

The College of Information Science is a multidisciplinary college where faculty researchers focus on many aspects of information organization, management, or use and its impact on individuals and society. Our broadly trained and diverse faculty and student populations work towards establishing and advancing what we know about information amid massive digital shifts in contemporary society. These foci range from the philosophies of information, information ethics and policy, and studies of digital literacy or digital archives, to computational social science, data science, machine learning, human-computer interaction, game development, and information retrieval or text mining. Beyond the wide methodological spectrum represented by the faculty, and alongside a broad commitment to issues of diversity and inclusion, much of the research happening in the College of Information Science focuses on behavior, and related human factors across sectors of life, to include economic or business contexts, education, health, and art.

The PhD in Information program in the College of Information Science prepares researchers and leaders for careers in which they conduct original research in academia, government, and industry. The Classification of Instructional Programs (CIP) code of the degree is 11.0401 [Information Science/Studies], a subarea of STEM.

Career options

The careers the program prepares students for include but are not limited to:
- Higher education
    - Tenure-track faculty
    - Research scientists
    - Teaching faculty
- Industry research positions
    - Senior software engineer
    - Senior research scientist
- Industry positions
    - User experience (UX) engineer
    - Data analyst
    - Data engineer/Data scientist
    - Database/Software engineer
    - Database administrator
    - Product manager
    - Health informatics specialist
    - Interactive designer
    - Business analyst
    - Front-end developer
    - Back-end engineer
    - Machine learning engineer
    - Software designer/architect
    - Interface prototyping
    - Consultant
- Entrepreneurship
- Culture heritage organization leadership positions
    - Library directors
    - Museum collection managers
    - Archivists
    - Digital Preservationists
    - Data curators

Faculty profiles
- Visit the [Faculty Directory](#) on the College of Information Science website.

College organization and contacts

College organization is documented in detail in the College of Information Science Bylaws. Graduate student representatives are invited as non-voting members to regular

faculty/staff meetings, the curriculum committee (master or PhD student representatives), and the graduate committee. On general academic issues related to PhD students (such as comprehensive exam format), input is sought from PhD students and the representative.

The PhD student body of the College of Information Science elects PhD student representatives for 2-year terms. The representatives serve as an official liaison between the students and faculty of the program. The representatives are responsible for organizing graduate student participation in program endeavors, as well as serving on program committees in an advisory capacity. Each student should seriously consider his/her choice for the graduate student representative(s) in order to maintain an effective student voice in program issues.

PhD students should contact the Director of Graduate Studies (DGS) for academic matters and contact the Business Office for TA/RA/GA assignments. The Director of Graduate Programs and the Program Coordinators support students on a variety of functions as noted below:
- Manager, Graduate Enrollment and Retention
    - Admissions
- Director, Graduate Programs
    - General policy and procedure advising
    - GradPath forms
    - Graduation steps, PhD defense scheduling
    - Student financial aid
    - Internship opportunities
- Program Coordinator(s)
    - Registration
    - PhD defense scheduling
- Business Administrators
    - Travel authorization & Reimbursement (Megan Sego - sego@arizona.edu)
    - Research & special projects coordination (Ben Beshaw - beshaw@arizona.edu)
    - GA/TA offer letters (Amy Gordon - haasa@arizona.edu)

Students right to appeal

Students have the right to formally request exceptions to college policies and procedures or formally appeal college decisions by submitting a petition to the DGS. Students may also petition the Graduate College (GC) for an exception to GC policies. You can read more about these petitions on the academics page of the catalog.

Physical resources and facilities

PhD students serving functions as Teaching/Graduate Assistants (TA/GA) with student interaction duties are assigned a desk in a shared office. PhD students serving functions as a research assistant (RA) to a College of Information Science faculty are assigned a desk in one (1) of the research labs. Equipment that TA/GA/RAs need for teaching or research is provided by the college for TA/GAs or by faculty research projects for RAs. In addition, students are reminded of the availability of university resources and facilities to include study rooms in the library, university computer labs and library lender computers.

Student responsibilities and professional conduct

Membership in the academic community imposes on students an obligation to respect the dignity of others, to acknowledge their right to express differing opinions, and to foster and defend intellectual honesty, freedom of inquiry and instruction, and free expression on and off campus.

Students serving in a TA/GA/RA role have additional obligations based on their professional roles in the college. These positions are exciting opportunities for graduate students to develop professional skills that will carry through the rest of their careers. Award of a TA/GA/RA is a privilege, not a right. Enjoy them and benefit from them, but do understand that these positions carry additional responsibilities:
- Devote the hours being paid for to the designated course/project
- Make every effort to complete the assignments to the highest quality possible
- Timely communication with supervisor on difficulties encountered and actively seek solutions
- Communicate with supervisor on expectations or change of expectations

The obligations of TAs, GAs and RAs also include the ethical conduct of their duties. For more information, please consult the [Graduate College GA Manual.](#) TA/GAs will be given the College of Information Science's Instructional Handbook, which specifies the college's expectations for professional conduct related to teaching.

PhD students are assigned a faculty advisor in the first year of their study in the program (see Section h. Advising). Students are expected to submit a Plan of Study in GradPath at the end of their third semester and make satisfactory progress towards their degree each year. It is the responsibility of students to communicate with their advisor on a regular basis and submit the PhD Student Annual Review report before the April 15th deadline.

Advising

New students are strongly encouraged to introduce themselves on arrival to the College of Information Science Dean, Director of Graduate Studies, staff, and members of the faculty. New students are required to be available for orientation several days before the beginning of classes in the fall term. Students holding graduate assistantships are to be available one (1) week before classes begin, as required by their contract, for training sessions and assisting in course or laboratory preparation.

Successful graduate study depends upon effective relationships between the student and the advising faculty member(s). Upon arrival in the college, each new PhD student is assigned an advisor, based on their stated research interests. This is to ensure that at least one (1) faculty member is tracking student progress and is available to counsel students on important issues relating to the graduate program. Students are required to meet with their advisors on a regular basis.

While students may choose to keep their assigned advisors, they may also decide to change advisors and conduct research in other faculty research areas. By the end of their third semester, students should decide (in consultation with their current advisor) whether they will keep or change advisors for the duration of their program of study. The advisor selected will guide the student through their exams, dissertation proposal, dissertation research and writing, and will chair their dissertation committee. Students may choose to change to a new advisor at any time. To change to a new advisor, students should first ask the desired faculty member to serve in this capacity. If the faculty member consents, the student should notify their current advisor, the DGS, and the Graduate Director of the change. No PhD student should be without an advisor at any point in their progress through the program.

With the help of their advisor, students can soon identify other members of the college to serve on the comprehensive exam committee and eventually on the dissertation committee.

Students will also select an advisor for their minor area, who will be a faculty member of the college/department offering the minor. For more details, see [GC requirements for committee composition](), and [College of Information Science requirements.]() Please note that although the GC says a minimum of three (3) members is acceptable, the College of Information Science requires at least four (4) faculty members. Please remember that committee formation requires the mutual consent of all committee members. Students are encouraged to develop and maintain informal mentoring relationships with different faculty members, including but not limited to, those faculty who are formal members of the student's exam or dissertation committees.

It is the responsibility of the student to maintain frequent contact with their advisor. In addition, students should avail themselves of opportunities to meet with professors during their office hours or contact them via email to arrange an appointment at a mutually convenient time. Generally speaking, "cultivating a relationship" means staying in good touch with a professor and receiving feedback on how the student is progressing on their research project(s). The faculty are dedicated to the training of PhD students. For faculty, this is one of the most rewarding aspects of our academic positions. Consult with your advisor to determine how often you both feel it would be helpful for you to meet at a given stage in your graduate school career. Students can anticipate being able to meet on a regular basis with their advisors—at least once a month, but possibly more frequently as the dissertation project requires it. In order to maximize the benefit that students receive from faculty interactions, it is important that they prepare thoroughly ahead of scheduled advising meetings. Students should plan on emailing drafts of papers and outlines of ideas to faculty ahead of their meetings in order to ensure that the meeting time is spent focusing upon making progress rather than simply catching up with faculty.

Accurate, timely documentation of progress through the program is very important. It is always in your best interest to pursue and track carefully the completion of necessary paperwork. No one knows better than you about the timing and status of changes in your plans, needs, and achievements. Thus, along with your advisor, you should take an active role in keeping forms up to date and making sure requirements are met on time.

Keep in mind that your education is a collaborative effort between you and the faculty. You need to have an advisor who you respect and find rewarding to work with, and who you can see regularly for advice and discussion of your progress and plans at all stages of the program. Be proactive. If you want to do something or need a resource to aid your studies and research, ask!

Important links
- Graduate College
- Graduate College Academic Policies
- Graduate College Enrollment Policies
- New and Current Students
  - Academic Services, Policies, and Procedures
  - Costs & Funding
  - Professional Development
  - Childcare Subsidies and Family Friendly Information
  - Health, Wellness and Safety

- o Other UA Resources & Information
- o Third-party Information & Resources
- o New and Current Students FAQ
- [General Catalog](#)
- [Academic integrity](#)
- [Responsible Conduct of Research](#)
- [Graduate College GA manual](#)
- Graduate Students are expected to follow the policies and procedures for both the UA Graduate College and for the College of Information Science. Policies are updated frequently, and it is the student's responsibility to comply with current policies.
    - o [University policies](#)
    - o [Graduate College policies](#)
- Ombuds Program for communication, mediation, and facilitation. "The [UA Ombuds Program](#) advances consciousness in communication, collaboration, and organizational climate through preventative support, proactive solutions, and positive response to conflict and other challenges. It is an informal, impartial, confidential, and independent resource for all members of the campus community."
- Highly sought-after workshops cover all areas and skills needed for multiple career pathways. You can find a list of resources on the Graduate Center website under [Resources](#).
- [Graduate Professional and Student Council](#)

Funding

Assistantships

As funding allows graduate students in the PhD program can receive 50% FTE financial assistance in the form of Teaching Assistantships, Research Assistantships or Graduate Assistantships for four (4) years based on students' interests. In some cases, students may not get their desired position. Students should recognize that financial support from the program is a privilege and is not guaranteed. Four (4) years of funding is typically offered, and is usually specified in offer letters, on a case-by-case basis. Students receiving College of Information Science must maintain satisfactory progress toward their degree and a minimum GPA of at least 3.0 to receive funding. Students receiving financial aid must possess a valid United States Social Security number (or equivalent for international students).

Financial Support for International Applicants/International Students has additional requirements for financial aid eligibility. Students are encouraged to check with the

[Graduate College Office of Fellowships](#) on specific funds that may be available to international students. For more information, see the Graduate College's page for [International Students](#).

Students will be expected to participate in an annual review with their supervisor(s) and PhD advisor. Reviews will be kept on file for reference.

Our PhD students are expected to fulfill TA/GA/RA job duties including but not limited to completing required TATO training, assigned time commitment, availability throughout academic dates, meeting assignment/grading deadlines, communicating student issues or concerns and maintaining weekly contact with supervisor(s)/advisor.

Failure to satisfactorily complete these requirements may constitute in TA/GA/RA position reassignment, repeal of future position(s) or immediate termination thus resulting in loss of benefits and charges to student bursar's account.

PhD student travel grants

Designated funds are available for PhD students to present their research at national or international conferences. Travel funds are considered an award for students so be sure and describe the award on your CV. To apply for student travel funds in the school, simply email the DGS with your current CV, an abstract of your research presentation, and a rough estimation of travel costs. If approved, the DGS will then email the business center and cc the student. Once this occurs the business center will go over the process and walk the student through the travel system, establishing a travel authorization, conference registration, lodging, transportation, etc.

Please note, funds are only available for research-oriented activity, and you need to be a presenter, not an observer/audience member. Detailed information about the College's annual travel policy and amounts available will be shared annually in fall orientation. Students may contact the College's business team for questions about the travel policy and distribution of funds.

PhD student dissertation grants

Designated funds are available to support PhD students to conduct their research. For detailed qualification criteria, application procedure, and annual amount, go to the [PhD in Information Travel & funding webpage](#) on the College of Information Science website.

Other resources

All PhD students are encouraged to seek funding from a variety of sources:
- The Graduate and Professional Student Council also makes travel funding available
- The Graduate College has online resources which can facilitate this effort
- Federal funding agencies, such as NSF and NHI, provide doctoral dissertation research funding opportunities.
- Students are also strongly encouraged to apply for Research Assistantship support through faculty and fellowship awards from other local and national agencies.
- Students seeking financial aid and scholarships may also review funds available through the Office of Financial Aid and Scholarships, the Office of Nationally Competitive Scholarships, and Graduate College Funding Opportunities. More information can be found on the Graduate Funding page from the College of Information Science.

Degree requirements

With graduate degrees at the University of Arizona, typically there are both GC requirements and College requirements. Sometimes the GC requirements are more general, and the College requirements are more specific and detailed. Students must satisfy both sets of requirements (the requirements will be consistent with one another). The requirements are located on the Graduate College and College of Information Science websites.

Program requirements

 A brief synopsis of the program requirements is listed below. Please read carefully the detailed requirements for a major in PhD in Information.
- Completion of INFO 507 - Information Research Methods as a required core course in first year (fall term)
- 36 units of courses in major area (PhD in Information) including Research Methods (6 units), Graduate Seminar (6 units), Directed Research (9 units), and Elective Courses (12 units)
- 9-12 units in a minor that is different from your major (College of Information Science students cannot minor in Information)
- 18 units of dissertation research (INFO 920, taken after comprehensive exams)
- Research presentations and publication requirements

PhD Student Competencies & Learning Outcomes

These are the broadly defined competencies that you should have upon completion of a PhD in Information Science. We use these competencies as goalposts to guide our programs and to help assess how well our curriculum is meeting our goals.

PHD1- Demonstrate a deep knowledge in the student's subfield of study.

PHD2- Demonstrate a broad knowledge across the field of information.

PHD3- Critically analyze published research results in student's primary area of study.

PHD4- Conduct ethically responsible original research on a significant problem in information.

PHD5- Effectively communicate and defend results of research to peers and broader scientific audiences.

Program-specific requirements

PhD students are expected to maintain a grade point average of at least 3.0 (B) and to have no grade of C in core courses.

Besides coursework, all students need to meet the following research seminar and presentation requirements:
- Attend six (6) or more research presentations per year. At least three (3) of these should be College of Information Science colloquia, guest talks, job candidate presentations, or other school-specific activity.
- Give a public research-related presentation yearly after the comprehensive exams. Students are encouraged to present research at least once per year in all years as a College of Information Science doctoral student. Students are also encouraged to present for the College of Information Science's colloquia series by sending a request to the faculty colloquium coordinator, with approval from the student's advisor.
- Make at least two (2) primary-authored submissions, including poster, paper, computer system demonstration, or research proposals, during the time at the PhD program.
- PhD students should fill out our competencies survey at the end of each school year and upon graduation. These are anonymous and used to determine if our program is teaching the expected educational needs of our students. Because our program is small and we want to address needed changes before you graduate, each year we ask that all PhD students fill out the PhD Annual Competency Survey instead of just once upon graduation. That survey is: https://uarizona.co1.qualtrics.com/jfe/form/SV_0BeAvsIFFcBdCiG

Incomplete grade policy

An Incomplete grade may be assigned by an instructor if a student has made satisfactory progress throughout the majority of the class and is earning a passing grade. Incomplete grades are assigned at the discretion of the instructor and should reflect only a small portion of unfinished course material. Students can get a maximum of one (1) incomplete grade at once. Otherwise, it may lead to progress marked as unsatisfactory in the annual review.

College of Information Science Instructors will award an incomplete "K" grade as a contract with the student and will note the following information:

- **Date the student last attended class**
    - If attendance is not taken, this should be the date of the last academically related activity (paper, quiz, D2L). This date can be approximated by using the first of the month, the 15th or the last date of the month.
- **Grade the student earned as of the last date of their attendance**
    - This is not the estimated grade the student will earn when completing course requirements, but the **grade the student earned with currently completed work.**
- **Remaining coursework**
    - Listing of all remaining assignments, classwork, and any other tasks needed to finish the course, so the student understands specifically what they need to do to earn their final grade.

It is the responsibility of the student to keep in touch with the professor and make sure to turn in all assignments needed to complete the course within 1 year of the course. Once the agreed upon coursework has been turned in the instructor will change the "K" grade to a letter grade. If for any reason the student feels they are not able to complete the course within the 1-year time frame they must submit a Course Extension Petition located in their GradPath forms in UACCESS.

All Incomplete grades must be resolved before graduation. Degrees cannot be awarded with incomplete work still on a student's record.

Effective as of Fall 1977 semester: If the incomplete grade is not removed by the instructor **within one year** the "K" grade will convert to a **failing grade.**

Comprehensive exam requirement

Comprehensive exams should be taken after all coursework has been completed for both major and minor. The student will form a major Comprehensive Exam Committee ahead of time. With the help of their advisor, students can soon identify other members of the College to serve on the comprehensive exam committee. Students will also select an advisor for their minor area, who will be a faculty member of the department or unit offering the minor. For more details, see GC requirements for committee composition, and College of Information Science requirements. Please note that although the GC says a minimum of three (3) members is acceptable, the College of Information Science requires at least four (4) faculty members. Please remember that committee formation requires the mutual consent of all committee members.

The format and procedure for comp exams in the program can be found on the advising resources page of the College of Information Science website.

Students are recommended to complete the Comprehensive Exam Cover Sheet with your major advisor and committee members to the areas to be covered on the exam.

Students who entered the program in Fall 2018 or after should complete the essay-format exam. Students who entered prior to Fall 2018 have the option to complete the question-based exam.

Students must complete their **Comp Exam Committee Appointment Form** on GradPath forms and follow up with the **Announcement of Doctoral Comprehensive Exam** GradPath form a minimum of two (2) weeks before the exam is scheduled.

Students must pass the written part of the comp exam to take the oral exam. Students have 1 chance to retake either part of the exam if they fail at their first attempt. A second attempt at the exam must be taken within six (6) months of the first attempt.

If the second attempt at the exam is failed, students will be recommended for removal from the PhD program. Students in this situation will have an opportunity to explore and apply to College of Information Science Master's programs to use previously earned INFO credit towards a master's degree. The result of Comprehensive Exams will be reported on GradPath by the student's advisor.

After both comprehensive exams and the dissertation defense, the advisor of a student who is completing a PhD in the College of Information Science should fill out the following form. That form is: https://uarizona.co1.qualtrics.com/jfe/form/SV_8qyptgpfctl59l4. Students who are only getting a minor in the College of Information Science do not need to be reported.

Summary of Grievance Types and Responsible Parties

Is your problem or concern related to an academic issue? Does it involve possible violation of an academic policy or procedure? Review this information from the [Graduate College policy](#) [page](#).

Dissertation requirements

After passing the comprehensive examination and finishing coursework, the student should submit a **Doctoral Dissertation Committee Appointment Form** in GradPath to verify that requirements are met. Please consult the [Graduate College Dissertation Committee](#) page. The student's advisor will serve as the dissertation committee chair. This committee will often, but not always, have the same members as the comprehensive examination committee.

Proposal requirements

After passing comprehensive exams, students may take INFO/LIS 920 (Dissertation) with the advisor's approval. Before dissertation work starts, a dissertation proposal must be developed by the student and approved by the student's dissertation committee after a proposal oral examination. Students have 1 chance to retake the oral exam of the dissertation proposal if the first attempt fails. The completion of the dissertation proposal is recorded by the Director, Graduate Programs in GradPath forms and students/faculty advisors should notify the Director when the proposal is complete.

A dissertation proposal commonly includes the following parts (may not be in the exact order as listed below) and has a typical length of 20-40 pages:

- Cover Page
- Introduction
    - o A clear introductory statement of the problem to be researched. The research problem for the dissertation must represent an original contribution to your field; the nature of this contribution should be made clear in the introductory section of the proposal.
- Literature Review or Related Work
    - o A critical review of the relevant theoretical and empirical literature in the specific area of the dissertation. Contrasting existing work with the proposed work, it should show the novelty of the proposed work.
- Research Questions
    - o A detailed statement of the problem to be researched, including research questions to be addressed or hypotheses to be tested. The nature of this section will depend upon the style of work of the

dissertation and will, for example, generally be worked out in greater detail for a statistical study than for research employing methods of participant observation.

- Data and Methods
    - o A description of the research methods to be employed in the dissertation, and the manner in which they will be employed. Describe also the size and composition of research data and the means to collect them. It is insufficient, for example, to say that a survey or interviews will be conducted (of what population? with what questionnaire?), that data will be analyzed by regression analysis (of which variables?), or that participant observation will be employed (of what group? to what end?). It is important to keep the data-collection plan realistic and within the means of the student. If survey instruments will be used, append also tentative questionnaires or interview schedules. If human subjects are involved, follow UA policy and procedure on obtaining Institutional Review Board (IRB) approval for the research.
- Research Plan and Timeline
- A realistic schedule on carrying out the research plan Risk Factors
    - o A discussion of any anticipated challenges and possible solutions
- Expected Results
    - o A description of expected outcome if research activities are carried out successfully

Dissertation requirements

A Dissertation in the program may be in 1 of 2 formats: (1) Article-based format: a dissertation consists of at least three (3) thematically related published/accepted for publication articles, as well as an introduction and a conclusion that integrate the articles and show the theme; (2) Monograph format: a dissertation as one (1) monograph. Substance and length of an article-based format should be comparable to a monograph dissertation. Dissertations need to be written completely by students based on independent work, while consulting with the committee. Dissertations consisting of multiple publications must have the student being the sole or first/correspondence author on each of the publications.

The student will usually show dissertation material to committee members as it is produced and consult regularly with committee members on how to proceed with, and improve, the dissertation. Once the student produces a complete draft, it will be submitted to committee members, often leading to a process of revision.

In contemplating both the form and the substance of their dissertations, graduate students should be forward-looking. The object is to develop an original and fruitful research program that will extend beyond their tenure as graduate students.

Once committee members deem the dissertation appropriate for examination, an oral examination (dissertation defense) will be held. The final dissertation draft should be provided to the committee at least four (4) weeks ahead of the defense time. The oral examination will typically start with a brief public presentation by the candidate, followed by questions from committee members. At the end of the examination and in a closed session, the committee will choose 1 of 3 options: pass, pass pending revisions, or fail.

After both comprehensive exams and the dissertation defense, the advisor of a student who is completing a PhD in the College of Information Science should fill out the following form. That form is: https://uarizona.co1.qualtrics.com/jfe/form/SV_8qyptgpfctl59l4. Students who are only getting a minor in the College of Information Science do not need to be reported.

The **Dissertation Committee Form** and the **Announcement of Dissertation Defense Form** must be submitted in GradPath a minimum of two (2) weeks before the scheduled defense. To schedule your defense and get assistance with booking a physical space, please follow up with the College Program Coordinators for assistance. Students should also e-mail their title and abstract to the Director, Graduate Programs two (2) weeks in advance to advertise within the College.

Please note that the Graduate College will often offer dissertation forms and formatting sessions. Please check the Graduate College calendar for more information.

Standard time to degree

- Four (4) to five (5) years

The Program's suggested timeline toward degree:
- Year One (1): Take INFO 505 and INFO 507.
- End of Year One (1): Long-term advisor identified, submit Plan of Study.
- End of Year (2.5): Complete all major and minor coursework
- Start of Year Three (3): Pass comprehensive examinations for major and minor. Start preparation at 2.5 years and complete at beginning of the 3rd year. After passing Comprehensive Exams, form Dissertation Committee Appointment and complete Committee Appointment form in GradPath
    - o After passing Comprehensive Exams, eligible to enroll in LIS/INFO 920 Dissertation units.

- End of Year Three (3): Pass Dissertation proposal.
- End of Year Four/Five (4/5): Defend Dissertation. Congratulations!

Satisfactory academic progress rules

The absolute minimum criteria for satisfactory progress include:
- Maintain a grade point average of no less than 3.0 in all graduate coursework. GPA is calculated at the end of each semester.
- Have no final grades below a "B" in major concentration or core methods courses.
- Not carry more than one (1) "incomplete" at a time.
- Successfully complete the annual research presentation requirement after the comp exams.
- Pass both written and oral portions of a comprehensive examination within four (4) years of starting the PhD program. Students must take comprehensive exams no more than six (6) months after completing coursework requirements.
- Complete a formal written dissertation proposal and pass the oral exam. Approval must be gained no more than nine (9) months after the completion of the comprehensive exams.
- Make satisfactory progress towards completion of the dissertation. If a student has not successfully defended the dissertation within three (3) years of passing the comprehensive exam, he/she may be deemed as not making satisfactory progress. Graduate College policy is that PhD students must complete their degree within a maximum of five (5) years after completing the comprehensive exam. Please see Time to Degree policies for more information.
- Successfully make two (2) primary-authored submissions before graduating from the program.

Special circumstances
- If students have had special circumstances during the past semester, or expect to in the upcoming semester, that affect the student's progress in the program, please inform your advisor and the Director of Graduate Studies. This could include birth or adoption of a baby, medical problems (physical or mental health), a death in the family, an extended period of fieldwork or any other special circumstance. Students should remain enrolled in the fall/spring semesters in order to maintain their active student status, or have an approved Leave of Absence on file if they will not be enrolling in courses or units.

Information about remediation

Please refer to "Annual review process".

Annual review process

PhD students are subject to annual evaluation for satisfactory progress based on their grade point average and overall progress towards completion of degree requirements. The College of Information Science's PhD Annual Review form can be found on the PhD policies and forms page (annually due April 15th).

Faculty advisors will evaluate and approve student progress. In case of unsatisfactory progress, the student and advisor will work out a plan to improve their performance, which will be approved by the Director of Graduate Studies. The approved action plan will be included in a notification and sent to the student and Graduate College. Failing to successfully return to good standing in the agreed upon timeline may be grounds for removal from the Program or the College.

Master's/bachelor's student progress to a PhD

The normal application process should be followed.

Courses Shared Between Degrees

There are limits on coursework that can be counted toward more than one degree earned by the student at the University of Arizona or elsewhere.
- If a student counts credits from a UA master's degree towards a UA PhD, then additional transfer credit may be limited to ensure that some UA coursework is taken while in the doctoral program. Thesis credits used for a master's degree cannot count toward the PhD course credit requirements.
- Up to 30 units of credit counted toward one or more master's degrees earned at UA or elsewhere may be counted toward the PhD requirements.
- No course may be counted toward the requirements for more than two (2) degrees or programs (earned at UA or elsewhere).
- No course counted toward a bachelor's degree may be counted toward PhD requirements.
- A student earning two (2) UA doctoral degrees may use up to nine (9) units of coursework toward both doctoral degrees (as long as courses were not used toward any other degree).

Detailed information can be found on the Graduate College webpage.

Information for dual degrees or accelerated master's degree

Not applicable. The College of Information Science does not offer dual degrees or accelerated Master's related to the PhD in Information.

Minor requirements

Requirements for students to minor in Information

PhD Minor Requirements

A PhD Minor in Information consists of an approved nine (9) units of College of Information Science courses (passed with grade B or better) and a written and oral examination (which forms part of the PhD comprehensive exam). Some of our graduate courses have prerequisites, but you may confer with the instructor to see if they can be waived depending on your background.

Graduates from a College of Information Science Master's program, who are also doing a PhD Minor with the College of Information Science, may not need to complete nine (9) units depending on their previous course work. Courses required in cases like these will be a decision made by the candidate's advisor and the director of graduate studies.

Comprehensive Exams

The form of the PhD Minor in Information written exam would typically be a 2-hour paper. Alternatively, it could be a format aligned with the major exam of the home department, but reflecting content for the College of Information Science.

Declaring the Minor

Successful admission will be contingent, in part, on there being a core/primary graduate faculty member of College of Information Science willing to serve as a member of the PhD Minor committee. A second faculty member is optional and may be a College of Information Science affiliated faculty member.

Students may select an affiliate faculty member as their minor advisor, but then they must also select a **core/primary College of Information Science graduate faculty member**.

To declare Information as a PhD minor, you should first consult with a preferred minor faculty advisor and then discuss with your committee in your home department. Once all parties agree you will enter the faculty names for your committee on GradPath.