

Department of Library and Information Studies

**LIS 599 Thesis**

(See procedures on reverse)

[gse.buffalo.edu/current/forms\\_7799](http://gse.buffalo.edu/current/forms_7799)

<b>STUDENT NAME:</b>	<b>Person No.:</b>															
<b>E-MAIL:</b>																
<b>REGISTRATION No:</b> _____ <i>(LIS office will provide)</i> <b>Credit hours:</b> _____ <b>GRADE:</b> _____ <b>S/U</b> Fall ____    Spring ____    Summer Session ____ <input type="radio"/> I <input type="radio"/> III																
<b>Any combination of LIS 526/527/598/599 may not exceed 9 credit hours with a maximum of 6 credit hours for LIS 526/527.</b> Return the completed form to the LIS office (534 Baldy). You will be force registered into the course. <b>Observe drop/add dates for the semester you are registering for.</b>																
<b>PROPOSED THESIS TOPIC AND BRIEF DESCRIPTION:</b>																
<table style="width: 100%; border: none;"> <tr> <td style="width: 15%;"><b>CHECKLIST:</b></td> <td style="width: 60%;">Approval of thesis prospectus</td> <td style="width: 10%;"><b>Date</b></td> <td style="width: 10%;">/</td> <td style="width: 5%;">/</td> </tr> <tr> <td></td> <td>Open oral defense</td> <td><b>Date</b></td> <td>/</td> <td>/</td> </tr> <tr> <td></td> <td>Distribution of copies of thesis within LIS</td> <td><b>Date</b></td> <td>/</td> <td>/</td> </tr> </table>		<b>CHECKLIST:</b>	Approval of thesis prospectus	<b>Date</b>	/	/		Open oral defense	<b>Date</b>	/	/		Distribution of copies of thesis within LIS	<b>Date</b>	/	/
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	Open oral defense	<b>Date</b>	/	/												
	Distribution of copies of thesis within LIS	<b>Date</b>	/	/												
<b>SIGNATURES OF MEMBERS OF THESIS COMMITTEE:</b>																
<b>CHAIR:</b>																
Member 1:																
Member 2:																
Student Signature:																

# **PROCEDURE FOR THESIS**

## **COMMITTEE STRUCTURE**

The student will choose a committee of three faculty members interested in the proposed research topic. Prospective members must agree to serve before the student registers for LIS 599. The committee will be constituted as follows:

1. Chairperson -any voting member of the LIS faculty
2. One additional voting member ofthe LIS faculty
3. One additional member who may be any SUNY-Buffalo faculty (this member may be from LIS or elsewhere)

The chairperson will be the student's major' adviser for the thesis and will call all meetings.

## **DUTIES OF THE COMMITTEE**

The committee will:

1. Approve a thesis prospectus
2. Guide the student through all phases of the research
3. Read the thesis and sign the cover page of the final approved copy
4. Announce and conduct an open oral defense

## **THESIS DISTRIBUTION**

The student will be responsible for distributing the following copies of the thesis:

1. A signed, clean copy to the Chair
2. Additional copies to any committee members who request them

## **OTHER MATTERS**

1. On all committee matters majority vote will prevail
2. The student will receive a grade of S/U for LIS 599 upon completion.
3. Any exceptions to these procedures must be approved by the Academic Standards Committee