

**LIS 599 Thesis: Intent to Complete**  
 (See procedures on reverse)

<b>STUDENT NAME:</b>	<b>Person No.:</b>												
<b>E-MAIL:</b>													
<p>Any combination of LIS 525/526/527/598/599 may not exceed 9 credit hours with a maximum of 6 credit hours for LIS 525/526/527. Return the completed form to the DIS office (534 Baldy).</p>													
<b>PROPOSED THESIS TOPIC AND BRIEF DESCRIPTION:</b>													
<b>CHECKLIST:</b>	<table style="width:100%; border: none;"> <tr> <td style="padding: 2px 10px 2px 20px;">Approval of thesis prospectus</td> <td style="padding: 2px 10px 2px 20px;">Date</td> <td style="padding: 2px 10px 2px 20px;">/</td> <td style="padding: 2px 10px 2px 20px;">/</td> </tr> <tr> <td style="padding: 2px 10px 2px 20px;">Open oral defense</td> <td style="padding: 2px 10px 2px 20px;">Date</td> <td style="padding: 2px 10px 2px 20px;">/</td> <td style="padding: 2px 10px 2px 20px;">/</td> </tr> <tr> <td style="padding: 2px 10px 2px 20px;">Distribution of copies of thesis within DIS</td> <td style="padding: 2px 10px 2px 20px;">Date</td> <td style="padding: 2px 10px 2px 20px;">/</td> <td style="padding: 2px 10px 2px 20px;">/</td> </tr> </table>	Approval of thesis prospectus	Date	/	/	Open oral defense	Date	/	/	Distribution of copies of thesis within DIS	Date	/	/
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Open oral defense	Date	/	/										
Distribution of copies of thesis within DIS	Date	/	/										
<b>SIGNATURES OF MEMBERS OF THESIS COMMITTEE:</b>													
CHAIR (Thesis Supervisor):													
Member 1:													
Member 2:													
Student Signature:													
Academic Advisor Signature:													
<p align="center">Routing: original to DIS office • copy to committee chair • copy to student • copy to academic advisor</p>													

# **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 DIS faculty
2. One additional voting member of the DIS faculty
3. One additional member who may be any SUNY-Buffalo faculty (this member may be from DIS 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