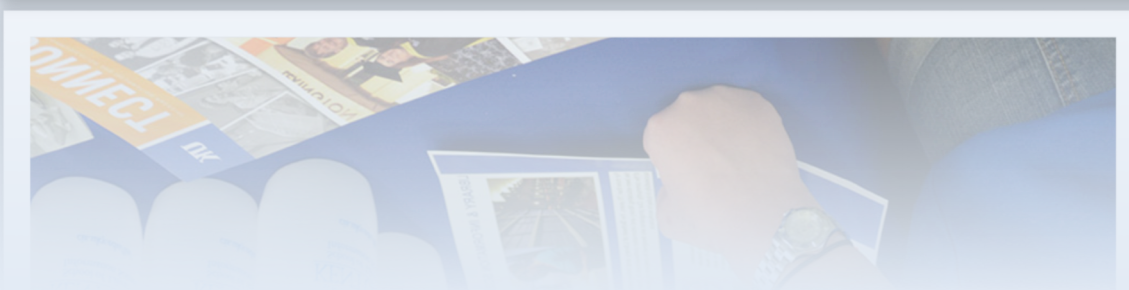


# University of Kentucky

## School of Information Science

Student Handbook, 2015-2016\*



\*Updated version available September 2015

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# General Information

## Programs

### Library and Information Science (LIS)

The program offers students a fully online 36-hour master's degree (MSLS) as well as the option of earning School Librarian certification. The LIS program is accredited by the American Library Association (ALA) and encompasses skills and areas such as knowledge creation, communication, identification, selection, acquisition, organization and description, storage and retrieval, preservation, analysis, interpretation, evaluation, synthesis, and dissemination of information. Students can pursue nine tracks: Academic Libraries, Generalist, Health Information, Information Organization/Knowledge Representation, Information Systems, Instructional Services, Public Libraries, School Libraries, and Youth Services and Literature. The program also has an ongoing Alternative Spring Break internship program at the Smithsonian Libraries and National Library of Medicine and a study abroad opportunity.

### Information Communication Technology (ICT)/Information Studies (IS)

The ICT undergraduate major focuses on the intersection of technology, people who use that technology, policies and regulations that govern the use of that technology, and communities or environments in which that technology is used. The program offers a BA or BS and has two tracks: ICT Commercialization and Technology Management. Students can also customize their own program of study. There is also a study abroad opportunity in Germany for ICT students.

The ICT master's program, beginning August 2015, is designed to prepare students to assume positions that require more in-depth knowledge of the field. The curricula reflect the knowledge and skill sets students need to successfully compete in the ICT job market. Students in the ICT master's program will begin to focus on a certain area or aspect of Information Communication Technology. Students admitted to the master's program may concentrate their studies into one of three tracks: *health, technology and analytics*, or *policy and regulation*. Or, students may choose to work with their adviser to create a program of ICT that best suits their educational and professional goals. will begin in August 2015.

Information Studies focuses on preparing students to store, manage, and extract data efficiently. The minor is an attractive complement to most majors at UK. IS courses are taught by both LIS and ICT faculty as well as part-time instructors. Several courses for the Information Studies (IS) minor (offered fully online at UK) are cross-listed with the ICT core courses.

## Instructional Communication and Research (ICR)

Instructional Communication (IC) focuses explicitly on the interface between communication and instruction. IC researchers study human communication processes and related messages as they occur in instructional contexts across subject matter, grade levels, and types of settings.

ICR is also the home of several undergraduate courses, including CIS 110, 111, and 112, which fulfill the University's Composition and Communication CORE requirements, and the Graduate Certificate in Instructional Communication. Other CIS classes can be found on the ICR website: <https://ci.uky.edu/icr/>

## University Bulletins

All students are responsible for reviewing, understanding, and abiding by the information in the University's Bulletin: <http://www.uky.edu/registrar/content/2015-16-bulletin-table-contents>

Students in graduate programs are also responsible for reviewing, understanding, and abiding by the information in the Graduate School's Bulletin: <http://www.research.uky.edu/gs/CurrentStudents/bulletin.html>

## General Class Policies and Procedures

### Registration

Students should log into myUK ([myuk.uky.edu](http://myuk.uky.edu)) and choose the "Plan and register for Courses" tab under Student Services to view their registration windows and register for classes. Students can view all registration windows for the current or upcoming semester by visiting

<http://www.uky.edu/registrar/content/registration-windows>.

Students who need assistance with registration should contact the SIS Student Affairs Officer at [uklis.student.affairs@gmail.com](mailto:uklis.student.affairs@gmail.com) or call 859-257-7173 to contact the Registrar.

### Waitlists

In the event that a class is full, students who attempt to add that class will be placed on the waitlist. Waitlisted students are not enrolled in the class. If seats become available, students will be enrolled in the class in the order in which they are on the wait list.



## Withdrawals

Students seeking to withdraw from a course may do so via the “Plan and register for Courses” tab in myUK if they are withdrawing before the last day to withdraw for that semester. To determine that date, students should consult the appropriate Academic Calendar available at <http://www.uky.edu/registrar/content/academic-calendar>.

If students wish to withdraw from a class after the last day to withdraw, they will need to contact the SIS Student Affairs Officer at [uklis.student.affairs@gmail.com](mailto:uklis.student.affairs@gmail.com).

Students wishing to withdraw completely from the University should visit the Registrar’s withdrawal page at <http://www.uky.edu/registrar/withdrawal> and follow all instructions.

## Incomplete (I) Grades

Incomplete grades are assigned at the discretion of the instructor. Instructors can assign an Incomplete (I) grade when they feel there is a reasonable possibility that the student can complete the work within 12 months or prior to his/her graduation, whichever comes first. Students who fail to submit any outstanding work and receive a regular letter grade by the end of the 12-month period or graduation will receive a grade of E for the course.

## Cheating and Plagiarism

The University holds its students to a high standard of academic integrity and takes instances of cheating and/or plagiarism very seriously. The School will follow the University’s policies and procedures regarding cheating and plagiarism, which can be found here: [http://www.uky.edu/Ombud/ForStudents\\_AcademicIntegrity.php](http://www.uky.edu/Ombud/ForStudents_AcademicIntegrity.php).

## Online Learning

### LinkBlue/myUK

After receiving notice of their admission to the University, students are responsible for activating their LinkBlue accounts and e-mail. The LinkBlue login credentials (username and password) provide students with access to many campus-wide systems, including Canvas, Blackboard, and myUK, that are essential for success at the University.

Students who do not receive their LinkBlue user ID in their acceptance letter should contact the UKAT (UK IT) Help Desk at (859-281-HELP (4357)).

More information about activating the LinkBlue account and setting up student e-mail is available on the UK wiki:

<http://wiki.uky.edu/accounts/Wiki%20Pages/Activating%20Your%20Link%20Blue%20Account.aspx>.

## Canvas

The University is in the process of moving from Blackboard to Canvas for its learning management system (LMS). While many instructors will be using Canvas this year, some instructors will continue to use Blackboard to host content for their courses, distribute and collection assignments, host discussions, and post grades. Canvas is available at <https://uk.instructure.com>. Blackboard is available at <http://elearning.uky.edu>.

The University has created a resources to help students understand these LMSs. To access the tutorials for Canvas, visit [https://uk.instructure.com/search/all\\_courses](https://uk.instructure.com/search/all_courses). The University also has wiki to help students learn how to use Blackboard and troubleshoot any issues that may arise. The wiki is available at <http://wiki.uky.edu/blackboard>.

## Technology Requirements

While some requirements may be program or course specific, all students in the School of Information Science are expected to have regular access to a computer with reliable Internet access (no preference is given to either PC or Mac), a webcam, and basic software, including the Microsoft Office Suite, which is available to students free of charge. Students can search for this and other products at <https://download.uky.edu>.

Students are expected to read the syllabus for each class carefully to ensure that they have access to any additional technology required for that course.

## Time Management and Distance Learning

All students in the School of Information Science are expected to develop and use good time management skills. Many courses are offered in the online format, which requires students to be diligent about keeping up with their work and contacting their instructors when problems occur. Students are expected to attend to any course announcements and to check in on Canvas/Blackboard or any other course management system regularly.

Online learning requires students to be self-motivated, organized, and proactive. Students are also expected to be comfortable using and learning with technology.

More information about online programs and resources can be found here: <http://www.uky.edu/DistanceLearning/future/index.html>.





## Contact Information and Resources

### School

#### School Office

SIS Director

Jeff Huber  
[jeffrey.huber@uky.edu](mailto:jeffrey.huber@uky.edu)

Assistant Director of Student Affairs

Will Buntin  
[will.buntin@uky.edu](mailto:will.buntin@uky.edu)

School Administrative Assistant

Amber Troxell  
[amber.williams@uky.edu](mailto:amber.williams@uky.edu)

School Student Affairs Officer

Heather Burke  
[uklis.student.affairs@gmail.com](mailto:uklis.student.affairs@gmail.com)

ICR Program Coordinator and Lecturer

Sarah Kerksmar  
[Sarah.kerksmar@uky.edu](mailto:Sarah.kerksmar@uky.edu)

LIS Admissions Coordinator and Lecturer

Ashley DeWitt  
[ashdewitt@uky.edu](mailto:ashdewitt@uky.edu)

ICT Advisor and Lecturer

Deloris Foxworth  
[deloris.foxworth@uky.edu](mailto:deloris.foxworth@uky.edu)

Technologist and Instructional Producer

Matt Cockerell  
[matt.cockerell@uky.edu](mailto:matt.cockerell@uky.edu)

#### LIS/ICT/IS Faculty Directory

<https://ci.uky.edu/lis/content/faculty>

#### ICR Faculty Directory

<https://ci.uky.edu/icr/directory>



## University

### Community of Concern

<http://www.uky.edu/coc/>  
(859) 257-5134

### Counseling Center

<http://www.uky.edu/StudentAffairs/Counseling/>  
(859)- 257-8701

### Disability Resource Center

<http://www.uky.edu/StudentAffairs/DisabilityResourceCenter/>  
(859)-257-1980

### Education Abroad

<http://www.uky.edu/international/educationabroad>  
(859) 323-2106

### IT/Canvas

<http://www.uky.edu/ukit/help>  
(859) 257-4357

### Media Depot

<http://www.uky.edu/ukat/mediadepot>  
(859) 323-1105

### Ombud

<http://www.uky.edu/Ombud/>  
(859-257-3737)

### Presentation U

<http://www.uky.edu/UGE/pres-u>  
(859) 257-3027

### UK Libraries

<http://libraries.uky.edu>  
(859) 257-0500

### Veterans Resource Center

<http://www.uky.edu/Veterans/>  
(859) 257-1148

### Writing Center

<https://uky.mywconline.com>  
(859) 257-1368



# LIS Program

## Admission

### Online Information Sessions

Students who are considering the master's program in Library and Information Science are encouraged to attend an online information session to learn more about the program and to ask any questions they may have about the program or application process.

Dates and the registration form for the sessions can be found here:  
<https://ci.uky.edu/lis/infoession>.

### Prospective Student Newsletters

Students can also subscribe to a newsletter the program has designed for prospective students. Topics include online learning, careers in the field, funding, and choosing a specialty area.

More information about the newsletters and the subscription form are available here:  
<https://ci.uky.edu/lis/content/subscribe>

### Requirements

Students seeking admission to the master's program in Library and Information Science need to submit a completed application through the Graduate School's ApplyYourself system. Access to that system and information about the Graduate School's requirements can be found here: <http://www.research.uky.edu/gs/ProspectiveStudents/Admission.html>

All students applying for graduate-level coursework must have earned an undergraduate degree from an accredited institution. The program does not require any previous study in library science or a related field. Students from any undergraduate or graduate background are encouraged to apply.

The program requires an overall GPA of 3.0 or higher for undergraduate work and any previous graduate-level work. Students are also expected to submit official GRE scores. Students who have earned a Ph.D. or J.D. may be exempt from submitting GRE scores; such students should contact the LIS Admissions Coordinator, Ashley DeWitt ([ashdewitt@uky.edu](mailto:ashdewitt@uky.edu)) for more information. Note: the Graduate School makes the final decision regarding the waiver of test scores. The program reviews the Verbal section and either the Quantitative or Analytical writing sections for each student.

Scores for the Verbal section should be 150 or higher (450 or higher for pre-2011 scores). Scores for the Quantitative section should be 140 or higher (400 or higher for pre-2011 scores). Scores for the Analytical writing section should be 4.0 or higher. Again, students must meet the verbal requirement and then either the quantitative or analytic requirement.



The program considers each candidate holistically. Higher performance in one area can compensate for lower performance in another. Students seeking admission who do not meet the GPA or GRE requirements are welcome to submit an additional document with their application to share any relevant information they would like the admissions committee to consider.

Students must also submit three (3) letters of recommendation and a personal statement that explains why the student seeks admission to the School and why he/she is interested in a career as an information professional. Students are also encouraged, but not required, to submit a resume or CV.

Students who have questions about admissions or applications should contact the LIS Admissions Coordination, Ashley DeWitt, at [ashdewitt@uky.edu](mailto:ashdewitt@uky.edu).

### **Deadlines**

Students seeking admission for the Spring must submit a completed application by November 15. Students seeking admission for the Summer must submit a completed application by April 15. Students seeking admission for the Fall must submit a completed application by July 1.

### **International Students**

Due to the University's interpretation of F1-Visa requirements and the online format of most classes, international students will find this program difficult to complete. At this time, it is not possible for international students to complete this program and qualify for an F-1 Visa. International student who would like more information or who have questions should contact the LIS Admissions Coordinator, Ashley DeWitt ([ashdewitt@uky.edu](mailto:ashdewitt@uky.edu)), before submitting their application.

Applicants for whom English is not their native language must meet the Graduate School's required scores for the TOEFL exam. Likewise, the Graduate School sets earlier application deadlines for international applicants. The dates and other useful information are available at <http://www.research.uky.edu/gs/ProspectiveStudents/Admission.html>.

## Admitted Students

### General Information

If admitted, students will receive a letter via email to that effect from the Graduate School. The letter will be sent to whichever e-mail address students used on their applications. If the students have not submitted official GRE scores or transcripts from all previously attended institutions of higher education, they will be instructed to do so then. The Graduate School's letter will also contain the students' LinkBlue User ID and Student ID number.



Students should activate their LinkBlue accounts as soon as they receive their letter from the Graduate School. Instructions for this step are available in the LinkBlue/myUK section of this handbook.

Approximately 2 months prior to the start of the semester, students will begin receiving a series of newsletters from the program. Students should read and respond to the information contained in those newsletters in a timely manner. Students will receive instructions for signing up for the program's listserv during the initial newsletter and should do so immediately to ensure they receive information about the program, employment opportunities, and other announcements.

Once the Student Affairs staff has received students' course planning forms, which they will complete with their advisors, they will register the students for classes. Students do not register themselves for classes during their first semester. They do, however, self-register for all subsequent semesters.

### Deferment

In the event that students wish to defer their admission after receiving their acceptance letters, they can do so for up to one academic year. In order to defer, students should contact the Director of Graduate Studies, Jeff Huber ([jeffrey.huber@uky.edu](mailto:jeffrey.huber@uky.edu)), before the semester in question, request to defer their enrollment, and specify the term they plan to begin classes. The DGS will then contact the admissions officer in the Graduate School and request the change.

Students who wish to defer who have submitted their applications but have not yet received their acceptance letter from the Graduate School should contact the admissions officer, Vivian Bowling ([vbowling@email.uky.edu](mailto:vbowling@email.uky.edu)) immediately to request that change.



All requests should be made at least one (1) week prior to the first day of the semester for which students originally received admission. Students who do not follow these guidelines will need to reapply for admission and pay the application fee again.

Deferment is only available to students who have been admitted but who have not taken classes in the program. Students who have been or are currently enrolled in classes for the program and would like to request time off should submit a leave of absence request. Information about leaves of absence is available in another section of this handbook.

## Tuition

Students seeking current tuition information should consult the following webpage:  
<http://www.uky.edu/registrar/tuition-fees>

All Kentucky residents pay the in-state tuition rate (full-time or part-time depending on their course load).



Out-of-state students who enroll in only online courses also pay the in-state tuition rate (full-time or part-time depending on their course loads).

Out-of-state students who move to Lexington but only take online classes will also pay the in-state tuition rate.

Out-of-state students who take a face-to-face course will be charged the out-of-state tuition rate for all courses for that semester, even if other courses are taken online.

Some out-of-state students may qualify to participate in the Academic Common Market. The Academic Common Market enables a resident of Arkansas, Delaware, Virginia, or West Virginia to enroll in the School's master's program and pay in-state tuition. Information is available from:

Arkansas Academic Common Market Coordinator:  
Arkansas Department of Higher Education  
[http://www.adhe.edu/divisions/academicaffairs/pages/aa\\_acm.aspx](http://www.adhe.edu/divisions/academicaffairs/pages/aa_acm.aspx)

Delaware Academic Common Market Coordinator:  
Delaware Higher Education Commission  
<http://www.doe.k12.de.us/Page/978>

Virginia Academic Common Market Coordinator:  
Virginia State Council on Higher Education  
<http://www.schev.edu/students/academiccommonmkt.asp>

West Virginia Academic Common Market Coordinator:  
West Virginia State College and University Systems  
<http://www.wvhepc.edu/inside-the-commission/offices-and-affiliates/academic-affairs/>

Information about the ACM is available at  
[http://www.sreb.org/page/1304/academic\\_common\\_market.html](http://www.sreb.org/page/1304/academic_common_market.html)

## **Orientation**

Prior to the beginning of the fall semester, the program will host a non-mandatory orientation for new students (generally those who began in the summer or will begin in the fall). Depending on interest, this orientation will either be held entirely online or both online and in-person.

Prior to the beginning of the spring semester, the program will host a non-mandatory online orientation for new students (generally those who will begin in the spring).

Information about orientation will be sent to students approximately 6 weeks prior to the event. The program will send out reminders in the weeks leading up to orientation.

## **Housing**

Students who intend to move to or remain in Lexington, KY, while in the program have many options in terms of housing.

The University does provide some on-campus housing for full-time graduate students. Space is very limited, so students are encouraged to apply for housing as soon as possible and to have alternative arrangements in mind in the event they are not granted on-campus housing. More information about Graduate & Family Housing is available here:  
<http://www.uky.edu/Housing/graduate/>

Students can also use popular apartment/housing listings and resources to find local accommodations off campus. Because of the central nature of the University and the availability of public transportation, students should find housing options both near or several miles away from campus to suit their personal needs and tastes.

Students seeking more information about the city can visit <http://www.lexingtonky.gov> and <http://www.visitlex.com>.

# Program Requirements and Graduation

## Program Requirements

### Courses

All students should complete the Core Requirement courses (LIS 600, 601, 602, and 603) within their first 18 hours in the program.

**Non-school librarian students entering the program during or after the Spring 2014 semester** must complete the following courses:

- Core Requirement (LIS 600, 601, 602, and 603)
- IT Requirement (two from LIS 636, 638, 668, or IT 690 courses)
- Foundational Requirement (two from LIS 630, 621, or 672)
- Four (4) elective courses

**Non-school librarian students who entered the program prior to the Spring 2014 semester** must complete the following courses:

- Core Requirement (LIS 600, 601, 602, and 603)
- IT course (one from LIS 636, 637, 638, or 668)
- Seven (7) electives

**School Librarian students** must complete the following courses:

- Core Requirement (LIS 600, 601, 602, and 603)
- Professional Program (LIS 644, 647, 648, 655, and 676)
- IT Requirement (one from LIS 630, 636, 638, 668, or IT 690 courses)
- Literature Requirement (two from LIS 610, 612, 614)

Note: any student seeking School Library Certification should have Dr. Maria Cahill as an advisor. Students who have different advisors but would like to complete the School Librarian program, which requires current teaching certification, should contact the SIS Student Affairs Officer ([uklis.student.affairs@gmail.com](mailto:uklis.student.affairs@gmail.com)) as soon as possible.



## Technology Requirement

All students who began the program in Spring 2014 and later are required to complete and submit confirmation for selected eT&D trainings from UK HR for the Microsoft Office Suite. The trainings, which are available free of charge, can be accessed here: <http://hr.uky.edu/tandd/etraining/>

Student must complete the Beginning and Advanced Word, Beginning and Advanced Excel, Beginning and Advanced PowerPoint, and Beginning Access trainings. Students can access a brief tutorial regarding the completion of the trainings [here](#).

Students must send confirmation of their successful completion of these trainings (70% or higher on all tests) to the Student Affairs Officer, Heather Burke ([uklis.student.affairs@gmail.com](mailto:uklis.student.affairs@gmail.com)), by the time they complete 18 hours (6 courses) in the program.

## Graduation Procedures

### Portfolio

The exit requirement for this master's degree is a program portfolio (rather than an oral or written examination). Students who began the program during or before the Fall 2011 semester can elect to take an examination rather than submitting a portfolio. Students who are on probation are not eligible to submit the program portfolio, take the exam, or graduate.

Portfolios are assembled inside either the Canvas or Blackboard learning management systems. Each semester, students who plan on graduating that semester will be sent email instructions for self-enrolling in the Portfolio course. Once enrolled, they will be able to assemble their portfolio components using templates available in the Portfolios Homepage. A [walk-through tutorial of this process is available here](#) or by clicking "Portfolio Information" in the course shell.

### Components

Students must [use the most current instructions as a guide](#) when completing the portfolio, as they include detailed instructions regarding artifact submission as well as the core competencies. Key components of the portfolio include:

1. The student's up-to-date Curriculum Vita or resume.
2. A self-assessment essay on overall program experience (1500-2000 words).
3. Artifacts from capstone projects from each core class and selected electives.

4. A Learning Outcomes essay of at least 10-12 double spaced pages organized around each of the core competency areas for the MS program.

Students should refer to the most recent guidelines for additional information and instructions:

[https://ci.uky.edu/lis/sites/default/files/Portfolio revision, 9-02-14.pdf](https://ci.uky.edu/lis/sites/default/files/Portfolio%20revision,%209-02-14.pdf)

### Timeline for Submission

**Beginning with the first course:** Students are required to preserve the final, graded version of course assignments and projects in preparation for the portfolio; it is not the instructors' or the advisers' responsibility to provide artifacts that students did not retain. Students should save documentation of any relevant instructor feedback from assignments (ex: instructor comments in Blackboard or Canvas).

**Prior to finishing 18 credit hours (6 courses):** Students should meet with their adviser to begin planning their portfolio development. At this stage, the core courses should be complete so questions about artifact selection can be discussed.

Effective Spring 2014 semester, students will not be able to submit a portfolio during the same semester in which they are enrolled in a core course or a technology-fulfilling course.

**On or before the first day of the semester students intend to graduate,** they will send the [summary of artifacts form \(see Appendix\)](#) to their advisers and notify him/her of their intent to submit the portfolio.

**Two weeks before the portfolio due date:** The final cutoff for any adviser input on draft documents is set at two weeks prior to the due date of the final portfolio, unless students have made approved alternate arrangements with their advisers.

**Due date:** Students submit and share the final portfolio by the due date as posted at the beginning of each semester. Announcements are made on both the listserv and the school website.

**Two weeks after submission:** Students receive final pass/fail grades for the portfolio.

## Paperwork

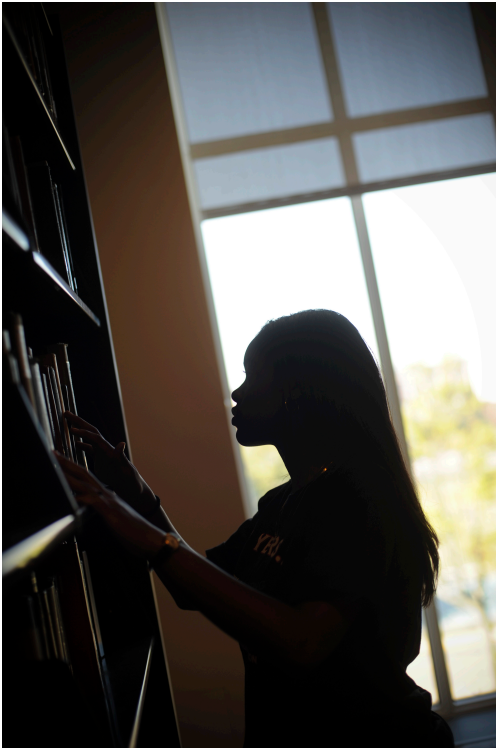
### All LIS Students

In addition to the portfolio, students must submit paperwork for graduation. Just before the start of each semester, SIS will send several e-mails to the listserv providing important instructions for students planning to graduate



that semester. See the timeline below for general dates for spring, summer, and fall graduation deadlines.

January	Spring graduation announcement sent over Listserv
February	Spring graduates submit paperwork
March	Spring graduates submit portfolios
April	Summer graduation announcement sent over Listserv
May	Commencement for Spring graduates
June	Summer graduates submit paperwork
July	Summer graduates submit portfolios
August	Fall graduation announcement sent over Listserv
September	Fall graduates submit paperwork
November	Fall graduates submit portfolios
December	Commencement for Summer and Fall graduates



Students must complete the following four (4) steps to complete the graduation paperwork:

Students are responsible for notifying SIS that they intended to graduate by filling out the Google form for their intended semester of graduation. The link to this form will be available in the e-mail sent across the listserv.

Students must also self enroll in the portfolio Canvas/Blackboard shell, which they will use to build and share their portfolios. Instructions for self-enrolling will be available in the e-mail sent to the listserv.

Students must Apply for a Degree through the [myUK system](#). From the Student Services tab, students will choose MyRecords and then Apply for a Degree. Students should check the appropriate semester and degree. Please note that the degree should be listed as Master of Science in Library Science. If the degree is listed as a Master of Arts degree, students should contact Ashley DeWitt ([Ashdewitt@uky.edu](mailto:Ashdewitt@uky.edu)) immediately. Again, instructions will be available in the e-mail sent to the listserv.

Students must submit a [Master's Degree Candidate Form](#) through the Graduate School's website. Students must follow the instructions in the e-mail sent over the listserv very carefully. If the form lacks information or contains incorrect information, it will not be approved and students will have to resubmit it.

## School Librarian Students

School Librarian students must complete additional steps to ensure their certification or change of rank is processed in a timely manner.

As soon as they enroll in the program, students in the School Librarian program should ask Dr. Maria Cahill, who is the advisor for all School Librarian students, for an Advanced Level Educator Packet. Students should complete and submit that packet as soon as possible.

After students complete the degree, they should download and complete a Teacher Certification Application from the College of Education to ensure that EPSB processes their certification and/or change of rank. That packet is available here: <http://education.uky.edu/AcadServ/content/certification-applications>

Students should mail or take the completed packet to the Office of Academic Services and Teacher Certification (166 Taylor Education Building, University of Kentucky, Lexington, KY 40506-0017).

Any questions regarding the Advanced Level Educator Pack should be directed to Dr. Maria Cahill ([maria.cahill@uky.edu](mailto:maria.cahill@uky.edu)).

Any questions regarding the Teacher Certification Application should be directed to Christopher Reese ([christopher.reese@uky.edu](mailto:christopher.reese@uky.edu) or 859-257-4112).

## Commencement and Diplomas

The University holds a commencement ceremony in December and May of each year. Summer and Fall Graduates are eligible to participate in the December Commencement. May graduates, in addition to previous Summer and Fall graduates, are eligible to participate in the May ceremony.

Students must register for commencement in order to participate. More information about commencement, including regalia, is available here: <http://www.uky.edu/Commencement/>

Students' degrees are processed following the last day of the semester in which they graduate. The Graduate School must review each student individually before certifying the degree; this process can take approximately 2-4 weeks. All outstanding accounts and holds must be cleared before the University can award a degree. Likewise, students with an I (Incomplete) grade are not eligible to graduate.

Once certified, the degree will appear on the students' transcripts, which are accessible via myUK. Students can also contact or visit the Graduate School to request a letter of certification if they need proof of degree before the diploma arrives. Diplomas are mailed approximately 10-12 weeks after the last day of the

semester in which students graduate. Students who have not received their diplomas 90 days following graduation should contact the Registrar (859-257-3161).

## Coursework Policies and Procedures

### Transfer Credits

Under certain circumstances and with the approval of the student's advisor and the School's Director of Graduate Studies, transfer credit may be given for courses taken elsewhere and applied to the 36-credit hour requirement of the master's program. Also, any of the program's courses taken while in post-baccalaureate status must be treated as transfer credit in order to be applied to degree requirements. The limit on transfer credit is 9 hours. Thirty of the 36 semester hours required for the master's degree must be in library and information science. Graduate credits that may be considered for transfer include any combination of the following, up to a maximum of 9 credit hours:

- Courses in the MSLS program taken while in post-baccalaureate status
- Courses in library and information science taken at another ALA accredited program
- Courses with the prior approval of the advisor taken as part of the MSLS program

Graduate transfer credit is not automatic, but is granted only when educational justification exists. Graduate transfer credit must meet the conditions specified above, have been earned while the student was enrolled in an accredited graduate school, and must have been graded B or better. No credit may be given for graduate work completed more than six years prior to the end of the semester in which the student completes the program of the School. Moreover, The Graduate School Bulletin states: "In no case will independent work, research, thesis or dissertation credit completed as part of the degree requirements for one program be considered to satisfy requirements of a subsequent master's or specialist program."

Requests for graduate transfer credit are made by petition on the part of the student, after s/he has been admitted and has begun taking classes in the School of Information Science. If the student's faculty advisor and the School's Director of Graduate Studies believe that transfer credit is appropriate, recommendation is made to the Graduate School that it be awarded. However, the final decision about awarding transfer credit rests with the Graduate School.



## Cognate Classes

After admission into the program and with prior approval of the advisor, students may take as many as 6 credit hours of graduate courses outside the program in library and information science and have the courses apply to degree requirements. Used wisely, the cognate course option should enhance a student's program of study. The cognate course option is neither a vehicle to permit a student to receive credit toward master's program requirements for courses taken prior to enrolling in the master's program nor a means to permit a student to take courses at another institution solely for reasons of convenience.

## C Grade Policy

While enrolled in the program, students must adhere to rules and regulations from both the School of Information Science and the Graduate School. A grade point average of 3.00 (B) must be maintained. Failure to do so results in academic probation and will result in dismissal, if, in the prescribed time, the grade point average is not raised to 3.00 or higher. A student who earns a third C (or lower) grade is dismissed from the program even if the student has earned the required minimum 3.00 grade point average. Students who are on probation are not eligible to submit the program portfolio or to graduate.

Students do have the option of repeating one course. For more information, students should refer to the next section.

## Repeat Option

Graduate students may repeat one graduate course and count only the second grade earned as part of their GPAs. In order to do so, a student must submit the repeat option form to the School's Director of Graduate Studies, Jeff Huber ([jeffrey.huber@uky.edu](mailto:jeffrey.huber@uky.edu)). The DGS then petitions on the student's behalf the Dean of the Graduate School. Students can only use the repeat option once during their degree program.

The repeat option form can be found here:

<http://www.research.uky.edu/gs/Forms/RepeatOption.pdf>

## Withdrawals

Please refer to the section on withdrawal procedures earlier in the handbook.

## Time Limit for Completion

Master's students enrolled after the Fall 2005 semester have 6 years to complete all requirements for their degrees. Extensions of up to an additional 4 years can be requested. The Dean of the Graduate School must approve extensions of less than two years. The Graduate Council must approve extensions of more than 2 years.

Students who wish to request an extension should contact Ashley DeWitt ([ashdewitt@uky.edu](mailto:ashdewitt@uky.edu)) to begin the process.

## Leave of Absence

Enrolled graduate students can request a leave of absence if they require time away from classes. Students who do not request leaves of absence and do not take classes for one or more semesters will have to complete a new application and pay the application fee to be considered for readmission.

Students who want to request a leave of absence must contact the Director of Graduate Studies, Jeff Huber ([jeffrey.huber@uky.edu](mailto:jeffrey.huber@uky.edu)) prior to the beginning of the semester they do not intend to take classes. The e-mail should include specific mention of the semester(s) for which the student would like to request a leave of absence as well as the semester in which the student plans to return. If the DGS approves the request, he will contact the Graduate School to modify the student's record.

Students cannot request more than two consecutive or four total semesters of leave of absence status.

## Dismissal

Students who remain on academic probation for three semesters, earn a third grade of C or lower in a course, or fail the exit requirement (the exam or portfolio) twice will be dismissed from the program.

## Extracurricular Opportunities

### International Opportunities in LIS (Study Abroad)

Every other summer, the program offers a study abroad opportunity for interested students. After spending approximately 4 weeks abroad, students can earn up to 6 hours of credit that will count toward their LIS degree.

The next study abroad class is scheduled for the Summer II semester of 2016, and students will spend time in Belfast, Northern Ireland, as well as Dublin and Galway in the Republic of Ireland.



For more information about the study abroad course, contact Prof. Lisa O'Connor ([lisa.oconnor@uky.edu](mailto:lisa.oconnor@uky.edu)), the faculty member in charge of the course.



## Alternative Spring Break

Each spring break, the program sends between 5-15 students to intern at institutions in Washington, D.C., including the Smithsonian Libraries and the National Library of Medicine. The program is only one of a few that have such agreements with those institutions.

While in Washington, D.C., students meet a variety of professionals and work on projects to benefit a unit in the institution to which they are assigned. In years past, students have processed historic newspapers for inclusion in a research database, aided in preservation efforts, updated and created content for the public, and organized and created finding aids for archival collections.

The program makes funds available to each student to offset the cost of travel, housing, and meals. Students will receive a call for applications over the program listserv in October. The program is very competitive. Students are encouraged to apply each spring they are enrolled if they are not selected initially.

## Associations and Organizations

### Student Chapters/Groups

All students enrolled in the program are members of LISSO, the Library and Information Science Student Organization, which fosters fellowship among the students. In addition to LISSO, there is one other student organization: a student chapter of the American Library Association (ALA), which provides programming and services intended to help students develop as professionals.

Student dues for participation in national organizations are typically very affordable (under \$50). In some cases, the student organizations provide funding to offset the cost of several students' yearly dues. Announcements about those opportunities will appear on the listserv.

For more information about LISSO, contact [LISSOUK@gmail.com](mailto:LISSOUK@gmail.com).

For more information about the ALA Student chapter, contact [ukalastudentchapter@gmail.com](mailto:ukalastudentchapter@gmail.com) or Lori Miller ([lorimmillerphd@gmail.com](mailto:lorimmillerphd@gmail.com)), the current President.

Additional information about each organization is available on the LIS website: <https://ci.uky.edu/lis/content/student-organizations>

### Professional Associations

Students are also encouraged to join national associations or their local state chapters to become involved in professional associations early in their careers. Involvement with and service to professional associations is a vital part of the profession. A few common associations are listed below, but this list is in no way exhaustive.

American Library Association  
<http://www.ala.org>  
Special Library Association  
<https://www.sla.org>  
Medical Library Association  
<https://www.mlanet.org>  
Society of American Archivists  
<http://www2.archivists.org>  
Kentucky Library Association  
<http://www.klaonline.org>

## Funding and Employment

### Scholarships

Each year, the program sets aside funds for student scholarships. Those funds are limited and scholarships are highly competitive. Students seeking scholarship funding should complete the online application and provide any information they believe will be relevant to the scholarship committee.



Applications for Fall scholarships are due July 1, and applications for Spring scholarships are due November 15. If funding is available, decisions about Fall scholarships are announced in July, and decisions about Spring scholarships are announced in December. Scholarships are not awarded for the Summer term.

More information about the program's scholarships and the application are available here:

<https://ci.uky.edu/lis/content/funding-your-education>

Students are also encouraged to apply for scholarships available outside of the program. The American Library Association provides several scholarships. Information about those scholarships is available here:

<http://www.ala.org/awardsgrants/>

Other national associations and local chapters may also provide scholarship opportunities. For instance, the Kentucky Library Association supports students through scholarships and grants. More information is available here:

<http://www.klaonline.org/scholarships965.cfm>

## Assistantships and Fellowships

In cooperation with UK Libraries, the program also has a limited number of graduate assistantships that help to support several students each year. Like scholarships, graduate assistantships are highly competitive. The assistantships are awarded on a yearly basis, and the period of service usually begins each August.

Applications for graduate assistantships are due by March 1st each year. Students who are new to the program must also have submitted their application to the Graduate School by March 1st. Assistantship decisions are announced by May of each year.

The application for assistantships is available on the LIS website:  
<https://ci.uky.edu/lis/content/graduate-assistanship-online-application>

Students can also submit an application to compete for a limited number of campus-wide fellowships. Because these fellowships are open for all master's and doctoral students across campus, they are the most competitive source of funding. Students usually must have scores in the 90th percentile in two sections of the GRE to apply, but some fellowships may have other criteria.

Students who would like to be considered for a fellowship must submit the application by January 1st of each year. Students who are new to the program must also have submitted their application to the Graduate School by January 1st.

More information about fellowships is available on the Graduate School's website:  
<http://www.research.uky.edu/gs/StudentFunding/fellowships.html>

The application form for LIS students is available on the LIS website:  
[https://ci.uky.edu/lis/fellowship\\_application](https://ci.uky.edu/lis/fellowship_application)

## Other Opportunities

Students can also apply for jobs outside of the school to fund their education through the UK Jobs website: <https://ukjobs.uky.edu> Students are encouraged to look for both student and STEPS (temporary) positions. Generally, these positions require students to be in Lexington, but that is not the case for all positions.

Students are also encouraged to check with local libraries and information institutions for part-time or full-time work to help fund their education and gain valuable experience.

## Post-graduation/Professional Employment

Job announcements are regularly posted on the program listserv. Students who have not joined the listserv are encouraged to do so as soon as possible so that they receive these announcements.

Students are also encouraged to check the ALA JobList, INALJ, and the local job lists in their states. Links for several job lists and resources are available below, but this list is by no means exhaustive.

ALA JobList

<http://joblist.ala.org>

I Need a Library Job (INALJ)

<http://inalj.com>

Kentucky Department for Libraries and Archives Job List

<http://kdla.ky.gov/librarians/kylibjoblist/Pages/default.aspx>

Students are also encouraged to take advantage of networking opportunities in the program and at conferences to make connections that may help them as they look for professional positions.

## Questions

Students should direct any questions to LIS Lecturer and Admissions Coordinator Ashley DeWitt ([ashdewitt@uky.edu](mailto:ashdewitt@uky.edu)) or 859-218-2290.