



Graduate Student Handbook

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INTRODUCTION

Welcome to SLIS at LSU!

This handbook is intended to guide you through your studies at SLIS, from registering for classes to looking for professional positions. We have attempted to anticipate your questions and concerns, and to guide you to useful resources.

SLIS is a school within the College of Human Sciences & Education. The mission of the College is to address pressing quality of life issues by engaging in research, professional services and global engagement that enables individuals and communities to achieve their full potential.

SLIS currently offers four graduate programs: the Master in Library and Information Science, the Graduate Certificate in Archival Studies, the Graduate Certificate in Records and Information Management and the Graduate Certificate in School Librarianship.

All courses are offered as asynchronous online courses (no scheduled times that you need to be connected) and there are no on-campus requirements. This means you can complete your work anywhere, any time.

Master in Library and Information Science (MLIS)

The MLIS is a 36-hour program that prepares leaders who will guide, direct and administer informational and cultural heritage institutions in the 21st century. The degree has been fully accredited by the American Library Association for over 80 years (one of only 12 programs in the U.S. to have had continuous ALA accreditation since 1931) and is the only accredited LIS degree in the state of Louisiana.

The program includes specializations in eight professional areas:

- Academic Librarianship
- Adult Services in Public Libraries
- Archival Studies
- Cultural Heritage Resource Management
- Digital Content Management
- Knowledge Management
- School Librarianship
- Youth Services Librarianship

Although not required, you may choose to specialize in one of these areas. This decision should be made in consultation with your advisor. Specializations are not listed on transcripts or degrees.

For more information on specializations, see [MLIS Specializations](#)

Degree requirements for the MLIS are available at [MLIS Degree Requirements](#)

Graduate Certificate in Archival Studies (CARST)

The CARST is a 15-hour program designed to give students a solid grounding in the core knowledge of the archival profession. The curriculum meets the Society of American Archivists (SAA) Guidelines for a Graduate Program in Archival Studies (GPAS), ensuring that students will be competitive for jobs in a range of institutions possessing archival collections. This is the only

archival studies program in Louisiana, outside of the MLIS.

Requirements for the CARST are available at [CARST Requirements](#)

Graduate Certificate in Records and Information Management (CRIM)

The CRIM is a 15-hour program designed to provide an immersive experience for students who seek careers as a Records and Information Management Officer, Information Governance Officer, Digital Assets Manager, Enterprise Content Manager, or equivalence, in various industries, such as government, healthcare, legal, financial services, insurance services, oil and gas, education and telecommunications, to name a few.

The CRIM is offered in collaboration and partnership with the Institute of Certified Records Managers (ICRM), the national certifying body for RIM professionals. Through this partnership, students enrolled in the CRIM can further leverage their financial investment as a result of the fast track it provides to become a Certified Records Analyst (CRA) or Certified Records Manager (CRM) as designated by the ICRM. Due to the rigor of the coursework, completion of the CRIM will credit the student with passing the first five exams of the six exams required for ICRM certification.

Requirements for the CRIM are available at [CRIM Requirements](#)

Graduate Certificate in School Librarianship (CSLIB)

The (CSLIB) is an 18-hour program available to *certified teachers* who desire add-on certification in School Librarianship from the Louisiana State Department of Education. Certified school librarians develop collections that meet the curricular needs of the school, collaborate with teachers in integrating literature into their lesson plans, and assist students with finding reading materials that are interesting and age-appropriate.

Individuals who are not certified teachers may be admitted with the understanding that the CSLIB alone is not sufficient for certification as a school librarian. Students residing in states other than Louisiana must contact their state's department of education to verify whether the courses will be accepted for certification.

Requirements for the CSLIB are available at [CSLIB Requirements](#)

COMMUNICATING WITH SLIS

You can find contact information for all SLIS faculty and staff at [Faculty & Staff](#)

Ms. Nicole Rozas is the Administrative Assistant for the School. If you have questions about graduate assistant positions, scholarships or travel grants, please contact Ms. Rozas.

Ms. Melissa Turnage is the Administrative Coordinator of Student Services. If you have questions about the admissions process, financial aid, fee bills, scholastic reinstatement, graduation, or resignation/withdrawal from the university, please contact Ms. Turnage.

Dr. Carol Barry is the Director of the School. You are welcome to contact her with any questions or concerns.

SLIS COMMUNICATING WITH YOU

LSU Email

Once you have been assigned an LSU email address, we will only use that address to communicate with you. You should check your LSU email frequently. It is your responsibility to ensure that you are checking for email sent to your LSU email.

Social Media

You can follow the school on Twitter (@LSUSLIS) and Facebook (LSUSLIS). You can also find additional information about the School, our faculty and programs at lsu.edu/sl意思

Orientation

Before each fall and spring semester, Dr. Barry will hold Orientation (this is not restricted to new students; anyone can join us). This will give you the opportunity to clarify information in the handbook or on the website; ask about things we forgot to put into the handbook or on the website; or just take a bit to chat with the director and other students.

These sessions will be offered online. You will receive an email announcing the day and time of the session.

ADMISSION STATUS

When you received notification from the Graduate School that you had been admitted, that notification included your admission status.

Regular Admission

Regular admission simply means that you have fulfilled all requirements for admission and that no further actions or materials are required.

Provisional Admission

Provisional admission means that some of the official documents required for regular admission (for example, official transcripts) have not yet been supplied to the Graduate School. If you are admitted provisionally you must submit complete and satisfactory records **within 30 days** of the first class day of the semester in which you register for classes. If satisfactory records are not received by the date specified, you will not be permitted to register for the following semester. Provisional admission does not guarantee subsequent regular admission.

Probationary Admission

Probationary admission is granted to individuals who fail to meet one or more of the requirements for regular admission (for example, an undergraduate GPA of less than 3.0), but are admitted based on evidence of their capacity to complete satisfactory work (for example, satisfactory GRE scores). If you are admitted on probation, you will remain on probation until the completion of *nine hours* of graduate level work with a GPA of at least 3.0. If you do not meet this requirement, you will be dropped from the Graduate School and SLIS. Part-time students entering on probation and registering for fewer than nine hours may be dropped if their GPA is less than 3.0 during *any semester* in which they are registered. This includes the summer term.

FINANCIAL INFORMATION

Graduate Tuition and Fees

For information on graduate tuition and fees, see the Office of Budget and Planning website: <http://www.lsu.edu/bgtplan/Tuition-Fees/fee-schedules.php>

Although all of our courses are offered online, SLIS is *not* part of LSU Online. Our tuition and fees are found in the **Graduate** section of the fee schedule, not the LSU Online section. Students who are not residents of Louisiana or one of the Academic Common Market states must also pay the Nonresident Fee.

Academic Common Market

Louisiana participates with 14 other southern states in the Academic Common Market (ACM), an interstate agreement for sharing uncommon programs. Residents of these states who are accepted for admission will pay in-state tuition.

If you reside in Delaware, Arkansas, Virginia or West Virginia, you are eligible to complete the LSU MLIS program at the same cost as in-state students.

To enroll as an ACM student, you must first be admitted by the LSU Graduate School and SLIS. You will then obtain a certification of residency from the Common Market Coordinator in your home state. You can find that contact information at <http://home.sreb.org/acm/states.aspx>

Fee Bills

Fee payment deadlines are published in the Schedule Book found on the Office of the University Registrar website: <https://sites01.lsu.edu/wp/registraroffice/academics/schedule-booklet/>

It is your responsibility to be aware of fee payment deadlines.

For questions regarding student fee bills or payments, please contact the Office of Bursar Operations at 225-578-3357 or bursar@lsu.edu.

Purges

If a payment deadline is missed, you will be purged from all classes (the schedule of purge dates is available at the "schedule-booklet" website listed above). If you are purged from classes, we cannot guarantee that you will be able to enroll in the same classes once the fee bill has been paid.

Financial Aid

For information on financial aid availability, deadlines and frequently asked questions, see the Financial Aid website at <http://lsu.edu/financialaid/index.php> You may also contact the Financial Aid Office at 225-578-3103, financialaid@lsu.edu or scholarships@lsu.edu.

Scholarships

SLIS offers a number of scholarships during each fall semester. Information about scholarships can be found at: [SLIS Scholarships](#)

Travel Awards

SLIS provides a limited number of awards to help students defray the costs of travel to conferences and other professional meetings. Travel funding is also available from the Graduate School. Information can be found at [Travel Awards](#)

Graduate Assistantships

SLIS awards three to four graduate assistantships each year. Recipients must be physically located within driving distance of Baton Rouge and available to work 20 hours per week. The assistantships include tuition remission and a stipend per fiscal year (\$14,198). Out-of-state students who accept an assistantship and relocate to Baton Rouge are also granted a nonresident fee exemption.

If you wish to apply for a graduate assistantship and did not indicate this on your application to SLIS, please contact Dr. Barry at carolbarry@lsu.edu

There may also be graduate assistantships available in the LSU Libraries, the State Library of Louisiana, and other organizations. When we are made aware of such assistantships, we will send an email to all students announcing the positions. The Graduate School will also announce positions in their newsletter, which is sent to all graduate students' email.

FACULTY ADVISOR

When you were admitted to the School you were assigned a faculty advisor. Your advisor is an invaluable resource in selecting courses, providing assistance with internships or directed independent studies, and preparing for the job search. We recommend that you "meet" with your advisor at least once a semester. Such meetings can take place via email, telephone calls, Skype, WebEx, or any other mode that works for you (including face-to-face on-campus meetings, if you are in the area). If you do not know who your advisor is, contact Ms. Turnage at mturnage@lsu.edu

It may turn out that there is a different faculty member that you wish to have serve as your advisor. That is fine. To change advisors: ask the faculty member you wish to serve as your advisor if he/she is willing to do so; as a matter of courtesy, let your current advisor know about the change; and notify Ms. Turnage so that we can update your file.

TYPES OF COURSES

4000 and 7000 Level Courses

Courses at the 4000 and 7000 level count for graduate credit. The 4000 level courses are also available to advanced undergraduate students.

Core Courses

These are courses that are required of every student completing a degree or certificate.

Electives

These are courses that you select, in consultation with your advisor, to meet your interests and career plans.

Special Topics Courses

LIS 7808 Special Topics courses include courses that address a current or timely topic, that are in a "pilot" phase before being offered on an ongoing basis, or that are known to be one time offerings. Given that these are not "regular" courses, you will not find descriptions in the LSU Catalog. We do provide descriptions of all special topics courses at [Special Topics Courses](#)

Directed Independent Study

LIS 7909 Directed Independent Study is an opportunity for concentrated study to investigate a problem or subject to meet your special needs and interests. An independent study may not investigate a topic regularly covered in courses offered by SLIS. You must complete nine hours of LIS courses before registering for an independent study, and no more than six hours of independent study credit can be applied to the degree. (This applies to MLIS students; students in the certificate programs should contact their advisors regarding the hours of courses that must be completed before registering for an internship and the maximum number of hours that will be counted toward the certificate.) The detailed Guidelines and Forms for independent study can be found at [Directed Independent Study](#)

Internship

LIS 7900 Internship in Library and Information Science is a three-credit course that requires 120 hours of work under the guidance of a supervisor who is a recognized information professional. MLIS students must complete at least 18 hours of LIS courses before registering for an internship, including all courses your advisor deems to be necessary for the internship. MLIS students are not required to complete an internship. We do highly recommend that you complete an internship if you have no previous work experience in a library, museum, archives or other information environment. If you are completing a certificate program, you should contact your advisor about internship requirements.

Planning for the internship must begin the semester before the semester in which you will register for and complete the internship. ***You will not be allowed to register for an internship unless all of the required paperwork and forms have been completed and approved during the semester preceding the internship.***

For more information, see [Internships](#)

Adjunct Courses

These are courses offered by other units on campus that will be counted toward the degree or certificate. Any course offered by another unit that you want to count toward a degree or certificate

must be approved by both your advisor and the director *before* you register for the course. ***A course completed in another unit will not count toward the degree or certificate without prior approval.***

SELECTING COURSES

Course Descriptions

Course descriptions may be found on the SLIS website at [Graduate Course Descriptions](#).

MLIS

Core Courses

Core courses for the MLIS are offered every fall and spring. Most core courses are also offered in the summer. We recommend that you take 7000 Information & Society in your first semester and complete the rest of the core courses early in your program. We want to avoid the situation of students waiting to take core courses until their final semester and encountering problems that affect graduation. For example, if you need a core course in your last semester and the class is full, that may delay graduation. If you take a core course in your last semester and earn less than a B- in the class, you will not graduate until the course is successfully retaken.

You do not need to take the core courses in numerical order; that is, you do not have to take 7004 before 7008, or 7008 before 7010. The core courses may be taken in any order (although, again, we recommend taking 7000 in your first semester).

Electives

Most electives are offered every other year.

How do you select your electives? If your interests coincide with one of the specialization areas, you can use the courses listed for that specialization as a guide. If this is not the case, your best course of action is to consult your advisor.

Certificates

Descriptions of core courses and electives for the certificates can be found at Programs on the SLIS website: [Programs](#)

SCHEDULING CLASSES

When to Schedule Classes

The dates on which you can schedule classes are listed each semester in the schedule booklet: <https://sites01.lsu.edu/wp/registrarooffice/academics/schedule-booklet/>

How to Schedule Classes

You will register for classes through your MyLSU Portal. An explanation of this procedure is available at: <https://grok.lsu.edu/Article.aspx?articleid=16385>

Waitlists

If a course is full, you may be able to add yourself to a waitlist for the course. If spots become available in the course, those on the waitlist are added, beginning with the first person on the waitlist. More information about waitlisting is available at: <https://grok.lsu.edu/Article.aspx?articleid=6094>

Registering for Classes

Once the semester fee bills are available, you will complete registration. You are not registered until there is a zero balance on your fee bill and you have clicked the COMPLETE REGISTRATION button on the fee bill. Failure to complete registration will result in all of your classes being dropped.

Adding or Dropping Courses

The final dates for adding or dropping courses can be found in the Schedule Booklet for each semester. Dates for adding courses and for dropping courses without receiving a grade of "W" occur fairly early within the semester. The date for dropping courses and receiving a grade of "W" occurs about half-way through the semester. "W" grades do not impact your GPA, but may impact your financial aid. For more information see http://www.lsu.edu/financialaid/policies/satisfactory_academic_progress.php

The Schedule Booklet also includes dates by which courses must be dropped in order to receive any tuition refund.

FULL-TIME/PART-TIME STATUS

To qualify as a full-time student, you must be registered for nine hours during a fall semester or spring semester. During the summer, six hours qualifies as full-time. You may be required to be a full-time student if you have a graduate assistantship or other forms of financial aid.

Less than nine hours in the fall or spring, and less than six hours in the summer, is considered part-time.

As stated above, you may be required to be full-time for financial aid reasons. As far as SLIS is concerned, the decision to be full-time or part-time is entirely up to you. Your registration status can fluctuate during your time in the program. You can be full-time one semester and part-time the next.

TRANSFER CREDIT

You may petition your advisor and the SLIS director for transfer of a maximum of six graduate credit hours to be counted toward the MLIS degree. (Students in certificate programs should consult their advisors regarding transfer credit.) To qualify for transfer credit:

- The course must have been taken for graduate credit
- The credit must have been earned within five years of the date the SLIS degree/certificate will be awarded
- The student must have earned at least a B- in the course
- Syllabi or other course materials may be required so that the advisor and director can determine that the course is appropriate for the degree/certificate being earned
- The course will count as an elective (courses that duplicate SLIS core courses will not be considered for transfer credit)

Transfer credit will not be granted until you have completed a minimum of nine credits of SLIS courses.

SUCCESSFUL PERFORMANCE IN COURSES

Academic Integrity

Louisiana State University adopted the Commitment to Community in 1995 to set forth guidelines for student behavior both inside and outside of the classroom. The Commitment to Community charges students to maintain high standards of academic and personal integrity. All students are expected to read and be familiar with the LSU Code of Student Conduct and Commitment to Community, found online at <http://www.lsu.edu/saa>. It is your responsibility as a student at LSU to know and understand the academic standards for our community.

Students who are suspected of violating the Code of Conduct will be referred to the office of Student Advocacy & Accountability. For graduate students, suspension is the appropriate outcome for the first offense.

For more information on LSU's specific policies regarding academic accountability and misconduct, visit the Student Advocacy and Accountability site: <http://students.lsu.edu/saa/faculty/academicintegrity>

Workload Expectations

During the fall and spring semesters, you are expected to commit at least **nine (9) hours per week** to each three-credit course in order to finish readings, engage in class activities, and complete assignments. In other words, a full-time student taking three courses is expected to commit at least 27 hours per week to course work.

During the summer term, you are expected to commit at least **eighteen (18) hours per week** to each three-credit course. In other words, a full-time student in the summer, taking six hours, is expected to commit at least 36 hours per week to course work.

You need to be realistic about the amount of time you have to devote to course work and schedule courses appropriately.

Grading Scale and Expectations

LSU employs a +/- grading scale:

A+	B+	C+	D+	F
A	B	C	D	
A-	B-	C-	D-	

Student work that *significantly exceeds* the expectations and requirements of the class will earn a grade in the A range.

Student work that *meets* expectations and requirements will earn a grade in the B range.

Student work that *does not meet* expectations and requirements will earn a grade in the C to F range.

Grades in Core Courses

Core courses must be completed with a final grade of B- or better. If you earn a grade lower than B- in a core course, you must repeat the course and earn a final grade of B- or better. If you do not earn at least a B- when taking the core course a second time, you will not be eligible for the degree or certificate. Core courses may only be repeated once.

Using Moodle

Moodle is the software platform used to provide course content and to allow students and instructors to communicate with one another. You can find information on using Moodle at <https://moodle3.grok.lsu.edu/Browse.aspx?parentCategoryId=3434>. You can also receive assistance by contacting the ITS Helpdesk: http://www.lsu.edu/it_services/uss/help-desk/index.php

Syllabi, Moodle Sites and Communication with Instructors

A syllabus and a Moodle site are made available for every class. These materials will clearly state the objectives of the class; the students' responsibilities during the class; the schedule of topics, with corresponding materials; dates on which assignments are due; and evaluation methods.

It is your responsibility to ensure that you understand the materials presented in syllabi and Moodle sites, and to then adhere to the requirements and due dates presented.

If you encounter difficulties in classes, contact ***the instructor of your class***. We cannot assist you if you do not make us aware of the situation. And we can almost always assist you when you do make us aware of the situation.

When Do Moodle Class Sites Become Available?

Faculty are not required to make their Moodle sites available until the first day of classes. Some faculty will make their sites available before this date. However, you cannot expect that all of your Moodle sites will be available to you until the first day of classes.

Incomplete Grade Option

There may be circumstances under which you have been performing at a satisfactory level in a class, but are unable to complete the class. Such circumstances might include medical issues, family emergencies, and so on. Under such circumstances, the instructor may be able to grant an "I" grade; this indicates that work in the class is incomplete, and that you are being given an opportunity to complete the work.

Incomplete grades may only be granted when:

- The student has little or no control over the circumstances leading to the inability to complete the class; an incomplete will not be granted simply because the student is finding it difficult to complete work on time
- The class work submitted by the student has been satisfactory
- The remaining work constitutes no more than 50% of the work for the class

An "I" grade is valid only until the ***final day of classes in the next regular semester***. "I" grades received in the spring semester or the summer term are valid until the end of classes in the fall semester. "I" grades received in the fall semester are valid until the final day of classes in the spring semester. There

will be no extension of time. Responsibility for changing an “I” grade lies both with the student and the faculty member concerned.

Grade Appeals

If you feel you have received an unfair or questionable final grade in a course, you have the right for your complaint to be heard in a fair and unbiased manner. The process to appeal a final grade can be found at <http://catalog.lsu.edu/content.php?catoid=16&navoid=1262#grade-appeals>. Only final grades may be appealed using this process. If you wish to appeal grades given on class assignments or exams, you should first address the issue with the instructor who assigned the grade. If you feel the issue was not resolved, you should then contact Dr. Barry.

SUCCESSFUL PERFORMANCE IN PROGRAM

Satisfactory GPA

You must maintain a cumulative GPA of at least 3.0 at all times. Note that grades of B- are below a 3.0.

Academic Probation

If your cumulative GPA drops below a 3.0 you will be placed on Academic Probation. You must bring your GPA up to a 3.0 by the following semester to be removed from probation.

Academic Dismissal

If your cumulative GPA is below 3.0 for two consecutive semesters, you will be dropped from the Graduate School. If your cumulative average drops as low as 2.75, you may be dropped from the Graduate School without having a probationary period. In making these decisions, a summer term is counted the same as a regular semester. Any student who is dropped from the Graduate School will not be permitted to continue their program of study in SLIS.

Time Limits on Completion on Programs

The MLIS must be completed within five years of entrance into the degree program. To find out about time limits for completing certificates, you should contact the faculty member listed as the contact for the certificate on the SLIS website.

Course Revalidation

If you do not complete the program within the time limits, it may be possible to revalidate the courses that were not completed within the timeline. Revalidation involves completion of an oral and/or written examination. If you need information about course revalidation, contact Dr. Barry.

SUPPORT SERVICES

You will find links to many Campus Resources on the SLIS website: [Campus Resources](#). We have provided a bit more information below.

Tiger Card Office

You can obtain a Tiger Card (student identification card) at the office in the Student Union. You can also obtain a card without coming to Baton Rouge. To do so, send the following information to tigercard@lsu.edu

- Your LSU ID number
- Address to which card should be mailed
- Proof of enrollment (this can be a screen capture of your Moodle Home page)
- Photocopy of government issued photo identification
- Picture for the card; see <http://www.lsu.edu/as/tigercard/tigercard/photosubmission.php> for photo requirements

Information Technology Services (ITS) Helpdesk

The ITS Help Desk provides students and faculty with technological assistance. If you are having any problems with your email account, your Moodle account, or any student-related technology issues, you should contact the Helpdesk at http://www.lsu.edu/it_services/uss/help-desk/index.php

Moodle Assistance

In addition to contacting the ITS Helpdesk for Moodle assistance, you can also consult the Moodle Support for Students and Participants site at <https://moodle3.grok.lsu.edu/browse.aspx?searchString=students&parentCategoryId=3434>

LSU Libraries

The LSU Libraries are committed to providing online students with library services comparable to those at the main campus through:

- access to electronic books, journals and databases
- a delivery service for books and journals owned by the Libraries
- reciprocal borrowing agreements with many other academic libraries in the state

You should visit [LSU Libraries](#) and familiarize yourself with the many resources and services available to you.

Ms. Andrea Hebert, a Research and Instruction Services librarian, is our liaison with the libraries and will be happy to assist you with any library or research related questions or issues. She may be reached at 225-578-6554 or ahebert@lsu.edu

Office of Disability Services

LSU policy requires a student who claims disability status to make a formal request for accommodation through the Office of Disability Services, 115 Johnston Hall, phone 225-578-5919. This office provides the necessary evaluation and recommendations to ensure full participation in the course. For more information, go to <http://www.lsu.edu/disability>. Faculty and instructors cannot offer accommodations to students without recommendations from the Office of Disability Services.

Student Advocacy

Student Advocacy seeks to assist students facing stress, crisis or distress. The office is dedicated to supporting students in their personal, academic, and social development. They provide resources and

information to help LSU community members make informed, healthy, and responsible decisions while serving as productive members of the LSU community. Regardless of the services sought, the office and staff remain respectful of the privacy of the student.

<http://www.lsu.edu/students/saa/students/advocacy/index.php>

How to Do LSU

This site provides an extensive list of additional resources available to students.

<http://www.lsu.edu/students/howtodolsu.php>

CAREER RESOURCES

You will find links to many career sites and listservs on the SLIS website: [Career Resources](#)

You may also join the SLIS Joblist. This list contains all job openings that are sent to SLIS. To subscribe to the list, send an email to Ms. Rozas.

You may also contact the Olinde LSU Career Center, which provides services such as resume writing and interview skills: [Olinde LSU Career Center](#)