



LSU Online Graduate Student Handbook

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INTRODUCTI ON

Welcome to SIS at LSU!

This handbook will guide you through your studies at SIS, from registering for courses to looking for professional positions. We have attempted to anticipate your questions and concerns and guide you to useful resources.

SIS is a school within the [College of Human Sciences & Education](#)(CHSE). The mission of the College is to address pressing quality of life issues by engaging in research, professional services, and global engagement that enable individuals and communities to achieve their full potential.

SIS currently offers four graduate programs: the Master in Library & Information Science (MLIS), the Graduate Certificate in Archival Studies (CARST), the Graduate Certificate in Records & Information Management (CRIM), and the Graduate Certificate in School Librarianship (CSLIB).

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.

SIS Online and LSU Online

SIS programs are offered through two formats: SIS Online and LSU Online. The differences between these formats are shown in the table below.

| | SIS Online | LSU Online |
|-------------------------------|---|--|
| Degree Programs | SIS Online offers a Master in Library & Information Science (MLIS) and a Graduate Certificate in School Librarianship (CSLIB). SIS Online programs are classified as traditional, on-campus programs for application purposes. However, <i>SIS Online is an entirely asynchronous online program.</i> | LSU Online offers a Master in Library & Informatio n Science (MLIS), a Graduate Certificate in Archival Studies (CARST) anda Graduate Certificate in Records & Informatio n Management (CRIM). |
| Dual Degrees* | SIS Online MLIS students can complete the CSLIB using their MLIS elective courses. SIS Online students may also complete a dual | |

| | | |
|-------------------------------|---|---|
| Length of Semesters and Terms | SIS Online courses are taught in a combination of 14-week and 7-week lengths during Fall and Spring semesters, and a 10-week and two five-week terms in the summer. | LSU Online courses are taught in two seven-week terms in the Fall, two seven-week terms in the Spring, and two five-week terms in the summer. |
| MLIS Credit Hours | Students complete 18 hours of | |

*Dual degrees allow students to complete two degrees simultaneously, such as completing both the MLIS & CSLIB. Students who complete dual degrees graduate with two degrees/diplomas.

The information in this handbook only covers LSU Online programs.

Master in Library & 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 accredited by the American Library Association for over 90 years (one of only 12 programs in the U.S. to have had continuous ALA accreditation since 1932) and is the only accredited LIS degree in the state of Louisiana.

The program includes eight focus areas:

- x Academic Librarianship

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Before each fall and spring semester, the Director and Associate Director host a welcome and question and answer session to allow you to clarify information in the handbook and orientation materials and ask any questions about the school and our programs.

These sessions are offered online. An invitation will be emailed to newly admitted students and via the SIS List for any continuing students who wish to attend. A session recording will be made available to those who cannot attend.

ADMISSION STATUS

When you receive notification from the Graduate School that you have been admitted, that notification will include 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 courses. 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 0.9 (r)-gp (at)-6 (e) 2 (-1.4 (c

Purges

If a payment deadline is missed, you will be purged from all courses. If you are purged, we cannot guarantee that you will be able to enroll in the same courses 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](#). You may

YOU WILL NOT BE ALLOWED TO REGISTER FOR AN INTERNSHIP UNLESS THE REQUIRED PAPERWORK AND FORMS HAVE BEEN COMPLETED AND APPROVED DURING THE SEMESTER PRECEDING THE INTERNSHIP .

Detailed Guidelines and Forms can be found at [Internships](#).

Adjunct Courses

These are graduate courses offered by other units at LSU that you wish to count toward a degree or certificate. Courses must be approved by both your faculty advisor and the director *before* you register for the course.

A

REGISTERING FOR COURSES

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 your courses being dropped. More information is available at [myLSU t](#)

Please note: *If you will not be actively enrolled the term you plan on graduating, you will be applying as a degree only candidate.*

LSU holds three commencement ceremonies per year in December (Fall 1 & Fall 2), May (Spring 1 & Spring 2), and August (Summer 1 & Summer 2). You can find more detailed information about the ceremony, directions on purchasing a cap, gown and hood, and other related information at the [LSU Commencement website](#).

SIS HOODING CEREMONY

In addition to the University ceremonies, SIS offers its own Hooding Ceremony each December, May, and August. The Hooding Ceremony is a much more intimate ceremony that allows us to celebrate your accomplishments. Please note that you are required to wear commencement regalia at the Hooding Ceremony.

FULL-TIME/PART-TIME STATUS

To qualify as a full-time student, you must be registered for six hours during a fall, spring, or summer semester. You can meet this level by taking three hours in each term (e.g., Fall 1 & Fall 2) or taking six hours in a single term. You may be required to be a full-time student if you have financial aid.

Less than six hours in a semester is considered part-time.

As stated above, you may be required to be full-time to receive some forms of financial aid. As far as SIS is concerned, the decision to be full-time or part-time is entirely up to

Workload Expectations

During the fall and spring terms (which are seven -week terms), require a minimum of approximately 12-13 hours of in-class work and approximately 6-7 hours of out-of-class work. This means you will complete approximately 19 hours of total work per week.

Courses offered during the 5-week summer terms require a minimum of approximately 16- 17 hours of in-class work and 8-9 hours of out-of-class work. This means you will complete approximately 25 hours of total work per week.

You need to be realistic about the amount of time you have to devote to course work and then schedule courses appropriately. [5](#) [s 55](#)

| Course Length | Work Expectations per 3 Credit Courses | | |
|---------------|---|---------------|-------|
| | In -Class | Out -of-Class | Total |
| 7-Week s | 12-13 | 6-7 | 19 |
| 5- | | | |

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

An “I” grade is valid only until the *final day of courses in the next term*. For example, “I” grades received in the Spring 1 term are valid until the end of courses Spring 2. “I” grades received in the Summer 1 term are valid until the final day of courses in the Summer 2 term. 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 [Student Appeals](#). Only final grades may be appealed using this process. If you wish to appeal grades given on course 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 3.0 GPA each semester and a cumulative GPA of at least 3.0.

Dropped as a Non-Continuing Student

If there is an entire year during which you do not register for courses the Graduate School will change your status to Non-

- x a delivery service for books and journals owned by the libraries
- x reciprocal borrowing agreements with many other academic libraries in the state

You should visit [LSU Libraries](#) and [aC.3 e s 81.68MC\(b\)43</MCID 2 >>BDC /C2_0 1 TTTU-80 Ud 989](#)

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