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# **School of Information Studies**

## **SIS Online Graduate Student Handbook**

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## Contents

INTRODUCTION .....	5
SIS Online and LSU Online.....	5
Master in Library & Information Science (MLIS).....	7
Graduate Certificate in School Librarianship (CSLIB) .....	7
Dual Degrees .....	8
External Dual Degrees .....	8
Internal Dual Degrees.....	8
COMMUNICATING WITH SIS.....	9
SIS COMMUNICATING WITH YOU .....	9
LSU Email .....	9
SIS List.....	9
Social Media.....	9
Orientation.....	9
ADMISSION STATUS .....	10
Regular Admission .....	10
Provisional Admission.....	10
Probationary Admission .....	10
FINANCIAL INFORMATION .....	10
Graduate Tuition and Fees.....	10
Academic Common Market .....	10
Fee Bills .....	11
Purges .....	11
Financial Aid.....	11
Scholarships.....	11
Travel Awards .....	11
Graduate Assistantships .....	11
STUDENT ADVISOR .....	11
Meet the Student Advisors.....	12
FACULTY MENTORING .....	12
TYPES OF COURSES.....	12
4000 and 7000 Level Courses .....	12
Core Courses.....	12

Electives .....	12
Special Topics Courses .....	12
Directed Independent Study .....	13
Internship .....	13
Adjunct Courses .....	13
SELECTING COURSES.....	13
Course Descriptions .....	13
Core Courses .....	13
Electives .....	14
Certificates.....	14
Degree Plans.....	14
SCHEDULING COURSES.....	14
REGISTERING FOR COURSES.....	14
ADDING OR DROPPING COURSES .....	14
TRANSFER CREDIT .....	15
GRADUATION & COMMENCEMENT .....	15
SIS HOODING CEREMONY .....	15
FULL-TIME/PART-TIME STATUS .....	16
SUCCESSFUL PERFORMANCE IN COURSES.....	16
Academic Integrity.....	16
Workload Expectations.....	16
Grading Scale and Expectations .....	17
LSU Grading Scale .....	17
Grades in Core Courses .....	17
Using Moodle .....	17
Technology Requirements .....	18
Syllabi, Moodle Sites, and Communication with Instructors.....	18
When Do Moodle Course Sites Become Available? .....	18
Incomplete Grade Option .....	18
Grade Appeals.....	19
SUCCESSFUL PERFORMANCE IN PROGRAM.....	19
Satisfactory GPA .....	19
Academic Probation .....	19

Academic Dismissal.....	19
Dropped as a Non-Continuing Student.....	19
Time Limits on Completion of Programs.....	19
Course Revalidation .....	19
CAMPUS RESOURCES .....	20
Tiger Card Office .....	20
Information Technology Services (ITS) Service Desk.....	20
TigerWare.....	20
Moodle Assistance .....	20
Moodle Profile Picture .....	20
LSU Libraries.....	20
LSU Bookstore/Textbooks.....	20
Office of Disability Services.....	21
Office of Civil Rights & Title IX.....	21
LSU Cares .....	21
CAREER RESOURCES.....	22

## INTRODUCTION

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 <a href="#">Master in Library &amp; Information Science</a> (MLIS) and a <a href="#">Graduate Certificate in School Librarianship</a> (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 <a href="#">Master in Library &amp; Information Science</a> (MLIS), a <a href="#">Graduate Certificate in Archival Studies</a> (CARST) and a <a href="#">Graduate Certificate in Records &amp; Information Management</a> (CRIM).
<a href="#">Dual Degrees*</a>	SIS Online MLIS students can complete the CSLIB using their MLIS elective courses. SIS Online students may also complete a dual degree with another graduate program on campus.	LSU Online MLIS students can complete the CARST or CRIM degree using their MLIS elective courses.
Focus Areas	There are 9 different <a href="#">focus areas</a> offered in the SIS Online format. MLIS students may also elect not to complete a focus area.	There are 7 different <a href="#">focus areas</a> offered in the LSU Online format. MLIS students may also elect not to complete a focus area.

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 required courses and 18 hours of electives.	Students complete 18 hours of required courses and 18 hours of electives.
Graduate Certificate Credit Hours	CSLIB students complete 18 hours of courses.	CARST and CRIM students complete 15 hours of courses.
Admissions	The MLIS program admits students for Fall and Spring semesters only. The Certificate in School Librarianship program admits students for Fall, Spring and Summer <a href="#">semesters</a> .	The LSU Online <a href="#">MLIS</a> , <a href="#">CARST</a> , & <a href="#">CRIM</a> programs admit students six times a year (Fall 1, Fall 2, Spring 1, Spring 2, Summer 1, Summer 2).
Graduation	SIS Online students graduate three times per year (Fall, Spring, Summer).	LSU Online students graduate six times per year (Fall 1, Fall 2, Spring 1, Spring 2, Summer 1, Summer 2).
Tuition/Fees	SIS Online follows a traditional LSU tuition and fee schedule. For more information on tuition and fees, see the <a href="#">Graduate School Tuition Schedule</a> .	LSU Online follows a flat rate per credit hour for tuition and fees. For more information see the <a href="#">LSU Online program</a> .
Out-of-State Tuition	Applicants who live outside Louisiana will incur a nonresident fee. Students in select states can apply for in-state tuition through the <a href="#">Academic Common Market</a> .	Applicants who live outside of Louisiana will pay the same flat rate per credit hour as in-state students.
Application Deadlines	<a href="#">Application deadlines</a> for SIS Online programs.	<a href="#">Application deadlines</a> for LSU Online programs.
How to Apply	Apply for admission by filing an <a href="#">online application with the LSU Graduate School</a> . SIS Online program applicants must select <i>on-campus</i> as admission type in their application.	Apply for admission by filing an <a href="#">online application with LSU Online</a> . LSU Online program applicants must select <i>online</i> as admission type in their application.

\*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.

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*The information in this handbook only covers SIS Online programs.*

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## 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 21<sup>st</sup> 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:

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

Focus areas identify suggested courses for specific areas of personal and/or career interests. Focus areas are not required and are not listed on transcript or degrees.

Although not required, you may choose one of these areas. This decision should be made in consultation with your faculty advisor.

**NONE OF THE RECOMMENDED COURSES IN A FOCUS AREA ARE REQUIRED FOR GRADUATION.**

For more information, see [MLIS FOCUS AREAS](#).

Degree requirements for the MLIS are available at [MLIS DEGREE 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 to integrate 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](#).

## Dual Degrees

MLIS students can pair their degree with another LSU degree through the dual degree process. Requirements for each dual degree may vary, and students are encouraged to consult their faculty advisor for more information. To apply for a dual degree, students must complete the [REQUEST FOR DUAL DEGREE FORM](#) and submit it to their faculty advisor for approval. To qualify for a dual degree, a student must be enrolled in both programs simultaneously and must submit the request for dual degree paperwork at least one semester prior to the semester they apply for graduation (e.g., if a student is graduating at the end of spring, they must submit their dual degree paperwork by the previous fall semester).

### *External Dual Degrees*

To add a dual degree outside of SIS, such as adding a Master of Arts with the MLIS, students must first be admitted by **one** of the programs. Once admitted, the student would complete the Request for Dual Degree form listing the program they are admitted to as the home department and the second program as the second department. The student will then submit the form to the second department for approval before sending it to the home department for approval.

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***Please Note:** While the MLIS program is offered entirely online, the second program in a dual degree may require in-person coursework.*

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### **Available external dual degrees**

#### MLIS & Master of Arts or MLIS & Master of Science

The MLIS/MA or MLIS/MS programs allow students the opportunity to complete two degrees simultaneously and reduce the total number of credit hours required for each degree. Within a dual degree program, each program accepts six hours of the other program's coursework as elective courses towards their own degree, thereby reducing the number of required hours by 12.

For example, in a MLIS/MA-History dual degree program, SIS would accept 6 hours of History courses as electives towards the MLIS. The History department would accept 6 hours of LIS courses as electives towards the MA-History degree. The total number of required hours for the combined program would therefore be 60, rather than the 72 hours it would require if completed separately. The MLIS program would include the 18 hours of required core courses, 6 hours of electives from the History program, and 12 hours of additional LIS electives.

As dual degree programs require careful planning, students must consult with faculty advisors in both departments prior to applying for the dual degree. Additionally, each degree program must approve the courses that will be accepted from the other program.

### *Internal Dual Degrees*

To add a dual degree within SIS, such as adding the CSLIB with the MLIS, students only need to complete the Request for Dual Degree form and submit it to their faculty advisor for approval. For internal dual degrees, the student should list the School of Information Studies as both the home and second department.



## **Available internal dual degrees**

### MLIS & Graduate Certificate in School Librarianship (CSLIB)

The MLIS/CSLIB program allows students to complete the CSLIB as part of their MLIS coursework. In consultation with their faculty advisor, students may fulfill the CSLIB requirements as their MLIS elective courses.

## **COMMUNICATING WITH SIS**

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

Ms. Nicole Rozas is the Business Manager and Admissions Specialist for the school. If you have questions about the admissions process, scholarships, course offerings, scheduling and registration, dual degrees, graduation, or academic actions such as probation, please contact Ms. Rozas at [nrozas@lsu.edu](mailto:nrozas@lsu.edu).

## **SIS 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.

### SIS List

The SIS List is an electronic mailing list that allows us to send messages to all enrolled students. You will be added to the list early in your first semester. The list is used to remind students of important dates during the semester, to publicize assistantships and internships available to students, publicize school events, distribute the paperwork you'll complete to graduate, and any other information relevant to our students. Messages posted to the list will be sent to your LSU email address. Again, it is your responsibility to check your LSU email account.

### Social Media

You can follow the school on Twitter (@LSUSIS), Facebook (LSUSIS), and [YouTube](#). You can also find information about the school, our faculty, our programs, and news and events at the [SIS Website](#).

### Orientation

After receiving your official LSU email address, you will receive instructions on how to be added to the SIS Virtual Student Lounge. The Student Lounge includes orientation materials that you should review before your first semester in your program. The materials may be reviewed again at any point during your studies.

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 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 must complete nine hours of courses with semester GPA(s) and a cumulative GPA of at least 3.0. If either GPA falls below 3.0, you will be dropped from the Graduate School and our programs.

## FINANCIAL INFORMATION

### Graduate Tuition and Fees

For information on graduate tuition and fees see the [Office of Budget and Planning](#).

SIS Online 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 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 programs. If you reside in Arkansas, Delaware, 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 SIS. You will then obtain a certification of residency from the Common Market Coordinator in your home state. For more information about this process, see [Academic Common Market](#).

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*Please Note: The Graduate Certificate in School Librarianship is **not** part of the Academic Common Market.*

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### Fee Bills

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

### 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 also contact the Financial Aid Office at 225-578-3103, [financialaid@lsu.edu](mailto:financialaid@lsu.edu) or [scholarships@lsu.edu](mailto:scholarships@lsu.edu).

### Scholarships

SIS awards scholarships each fall. Applicants must have completed at least six hours of LIS courses and have an overall GPA of at least 3.0. Information can be found at [SIS Scholarships](#).

### Travel Awards

SIS 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

When a SIS graduate assistantship becomes available, we will send an announcement to the SIS List. 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. Out-of-state students who accept an assistantship and relocate to Baton Rouge are also granted a nonresident fee exemption.

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 post that information to the SIS List. The Graduate School also announces available positions on their website at [Graduate School News & Events](#)

## **STUDENT ADVISOR**

You will be assigned a student advisor when admitted to the school. Your student advisor is an invaluable resource for questions regarding degree requirements, course offerings, and internship and independent studies processes.

We *strongly* recommend that you contact your advisor at least once a semester via email, telephone calls, Skype, Zoom, 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 your assigned advisor, contact Ms. Rozas

Students may change student advisors at any time and for any reason. Sometimes, students connect better with another advisor, which is fine. You will not hurt our feelings by switching advisors. To change advisors, please ask who you want to serve as your new advisor and, assuming they agree to serve as your new advisor, contact Nicole Rozas to inform her of the change (and CC your current advisor).

### Meet the Student Advisors

SIS currently has two dedicated student advisors: Dr. Stacie Milburn and Prof. Wendy McLain.

## **FACULTY MENTORING**

All faculty are available to answer questions and provide advice on mentoring issues such as career development and preparing for the job search. Your student advisor can direct you to the appropriate faculty member to assist you.

## **TYPES OF COURSES**

### 4000 and 7000 Level Courses

Courses at the 4000 and 7000 level count for graduate credit.

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*Please Note: LIS courses in the 1000-3000 range are offered for undergraduate credit only. MLIS and certificate students should not schedule courses in the 1000-3000 range.*

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### Core Courses

These courses are required of every student completing the MLIS degree. Additionally, required courses for each of the certificate programs are referred to as core courses.

### Electives

These are courses that you select to meet your interests and career plans.

### Special Topics Courses

LIS 7808 Special Topics includes 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 at [Special Topics Courses](#).

## Directed Independent Study

LIS 7909 Directed Independent Study (DIS) is a 1-3 credit course and an opportunity for concentrated study to investigate a problem or subject to meet your special needs and interests. A DIS may not investigate a topic regularly covered in courses offered by SIS. You must complete nine hours of LIS courses before registering for a DIS. No more than six hours of DIS credit can be applied to the degree. (This applies to MLIS students; students in the certificate programs should contact their faculty advisors regarding the hours of courses that must be completed before registering for a DIS and the maximum number of hours that will be counted toward the certificate.) Detailed Guidelines and Forms can be found at [Directed Independent Study](#).

## Internship

LIS 7900 Internship in Library and Information Science is a 1-3 credit course that requires 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 the faculty advisor deems 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 faculty advisor about internship requirements.

Planning for the internship must begin the semester before the semester you plan to register for and complete the internship.

**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 COURSE COMPLETED IN ANOTHER UNIT WILL NOT COUNT TOWARD THE DEGREE OR CERTIFICATE WITHOUT PRIOR APPROVAL.**

## **SELECTING COURSES**

### Course Descriptions

Descriptions of all SIS graduate level courses are available at [Graduate Course Descriptions](#).

### *Core Courses*

MLIS Core courses are offered every fall and spring. Some CSLIB core courses are also offered during summer semesters. We strongly recommend that you not wait until your final semester to take any of the core courses, as problems with the course could then delay graduation.

You do not need to take the core courses in numerical order; that is, you do not have to take 7000 before 7004, 7004 before 7008, and so on.

### *Electives*

Most electives are offered every other year.

### Certificates

Descriptions of core courses and electives for the certificates can be found at [Graduate Programs](#).

### Degree Plans

The [Degree Plans](#) for the MLIS and certificates allow you to track your progress through your course of study.

## **SCHEDULING COURSES**

You will schedule courses through your MyLSU Portal. An explanation of this process is available at [MyLSU Portal: How to Schedule and Drop Courses](#).

When scheduling courses, please do not enroll in more courses than you plan to take. This eliminates the possibility for other students to enroll in the courses. If you would like to see the syllabi for courses to assist in your decisions, see the syllabus linked to the course description on the SIS website or contact Ms. Rozas.

## **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 Portal: Pay My Fee Bill](#).

## **ADDING OR DROPPING COURSES**

Dates for adding courses and for dropping courses without receiving a grade of "W" occur 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. More information about the impact of W grades on financial aid can be found at [Satisfactory Academic Progress](#).

Select SIS Online courses are offered in accelerated 7-week formats in the B & C sessions (e.g., Fall 1, Fall 2). These include courses in Archival Studies and Records & Information Management.

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**Please Note:** The Drop and Withdraw deadlines for the accelerated courses are different than those of the full semester courses. See the Accelerated Sessions Calendar on the Registrar website for specific dates.

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## TRANSFER CREDIT

You may petition your student advisor and the SIS 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 faculty 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 SIS 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 faculty 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 SIS core or required courses will not be considered for transfer credit)

Transfer credit will not be granted until you have completed a minimum of nine credits of SIS courses. To discuss transfer credits, please contact Ms. Rozas.

## GRADUATION & COMMENCEMENT

In order to graduate, students must complete the required application for degree for each program they will complete (e.g., a dual degree MLIS & CSLIB student will complete two applications for degree). Ms. Rozas sends an email with specific directions and examples to the SIS list approximately 5-6 weeks prior to the Graduate School deadlines for the degree applications. For example, if the Graduate School deadline for a fall semester is September 1, Ms. Rozas will send the directions in early August.

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

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LSU holds three commencement ceremonies per year in December (Fall), May (Spring), and August (Summer). 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 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 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 you. Your registration status can fluctuate during your time in the program. You can be full-time one semester and part-time the next.

## **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 [Code of Student Conduct](#). 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](#).

### Workload Expectations

As noted earlier, SIS Online courses during the fall and spring semester are offered in either a 14-week or accelerated 7-week format. 14-week courses require a minimum of approximately 6 hours of in-class work (viewing and completing activities in Moodle) and approximately 3 hours of out-of-class work (readings, research, study time). This means you will complete approximately 9 hours of total work per week.

Courses offered in accelerated 7-week format 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.



Course Length	Work Expectations per 3 Credit Courses		
	In-Class	Out-of-Class	Total
14-Weeks	6	3	9
7-Weeks	12-13	6-7	19
5-Weeks	16-17	8-9	25

You need to be realistic about the amount of time you have available to devote to course work and then schedule courses appropriately. If overscheduling results in a semester/term GPA less than 3.0, you will be placed on probation. If the semester/term GPA is less than 2.75, you may be immediately dropped from the Graduate School and our programs.

### Grading Scale and Expectations

LSU employs a +/- grading scale:

Student work that *significantly exceeds* the expectations and requirements of the course will earn a grade in the A range (A- to A+).

Student work that *meets* expectations and requirements will earn a B or B+.

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

### LSU Grading Scale

Letter Grade	Points
A+	4.3
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7

### Grades in Core Courses

Core courses in both the MLIS & certificate programs must be completed with a final grade of B or better. If you earn a grade lower than B, you must repeat the course and earn a final grade of B or better. If you do not earn at least a B the 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 [Moodle 3: Student Home Page: LSU Overview](#).

You can also receive assistance by contacting the Information Technology Service Desk at 225-578-3375 or [servicedesk@lsu.edu](mailto:servicedesk@lsu.edu).

## Technology Requirements

Be aware that some courses require you to download and install software on your local computer. Therefore, you cannot complete the degree requirements using a tablet, mobile phone, or Chromebook alone—you will need access to a desktop or laptop computer.

## Syllabi, Moodle Sites, and Communication with Instructors

A syllabus and a Moodle site are made available for every course. These materials will clearly state the objectives of the course; the students' responsibilities during the course; 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 courses, ***contact the instructor of your course***. We cannot assist you if you do not make us aware of the situation, but we can almost always assist you when you do make us aware of the situation.

## When Do Moodle Course Sites Become Available?

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

## Incomplete Grade Option

There may be circumstances under which you have been performing at a satisfactory level in a course but are unable to complete the course. 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 course 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 course; an incomplete will not be granted simply because the student is finding it difficult to complete work on time
- The course work submitted by the student has been satisfactory
- 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 regular semester***. "I" grades received in the spring semester or the summer term are valid until the end of courses in the fall semester. "I" grades received in the fall semester are valid until the final day of courses 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 [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.

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*Please Note: Grades of B- are below a 3.0.*

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### Academic Probation

If your semester GPA and/or your cumulative GPA drops below a 3.0 you will be placed on Academic Probation by the Graduate School. If you do not return to good academic standing within six to nine hours of course work, you will be dropped from the Graduate School and our programs.

### Academic Dismissal

If your semester GPA and/or your cumulative GPA is below 3.0 for two consecutive semesters, you will be dropped from the Graduate School. If your semester GPA and/or your cumulative GPA ever drops below 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 SIS.

### 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-Continuing Student. You would then need to reapply to the Graduate School and SIS to continue your program.

### Time Limits on Completion of Programs

All programs must be completed within five years of entrance into the program.

### 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 for each course to be revalidated. If you need information about course revalidation, contact Dr. Barry.

## **CAMPUS RESOURCES**

You will find a complete list of campus resources in areas such as student support services and campus life at [How To Do LSU](#). The following are resources that our students have found to be especially useful.

### **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, please contact [tigercard@lsu.edu](mailto:tigercard@lsu.edu) after the first week of classes.

### **Information Technology Services (ITS) Service Desk**

The ITS Service Desk provides students 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 Service Desk at (225) 578-3375 or [servicedesk@lsu.edu](mailto:servicedesk@lsu.edu).

### **TigerWare**

All LSU students have access to free software through [TigerWare](#) (search the LSU website for TigerWare). This includes the Microsoft Office suite.

### **Moodle Assistance**

In addition to contacting the ITS Service Desk for Moodle assistance, you can also consult [Moodle Support for Students](#).

### **Moodle Profile Picture**

You can now update your profile picture in Moodle. Find directions at LSU GROK by searching for "[Moodle: Edit User Picture](#)"

### **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.

Mr. Paul Hrycaj, 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. He may be reached at [phryca1@lsu.edu](mailto:phryca1@lsu.edu).

### **LSU Bookstore/Textbooks**

You can use the Find Textbooks function at [Barnes & Noble LSU](#) to identify any textbooks that are required or recommended for your courses. This function will also indicate if there are no

textbooks for a course. You can order the books online and choose to pick them up in the store or have them delivered.

You may order textbooks from any source, such as Amazon. If any textbooks are available through professional organizations, we will note that on the list.

### 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 [LSU Disability Services](#). Faculty and instructors cannot offer accommodations to students without recommendations from the Office of Disability Services.

### Office of Civil Rights & Title IX

This office oversees the university's compliance with the Americans with Disabilities Act, Civil Rights, the Jeanne Clery Act, and Title IX enforcement and procedures. All university policies and procedures applying to these areas are available on the site and individuals can report violations through the site. For more information, go to [Office of Civil Rights & Title IX](#).

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***Please Note:** All LSU employees, with few exceptions, are required to report instances of Sexual Misconduct to the Title IX office and are considered mandated reporters.*

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If a student or colleague discloses to a mandatory reporter that they have been a victim, if they witness misconduct, or have knowledge of sexual misconduct happening to or affecting an LSU student or employee, they are required to report the incident to the Title IX Coordinator. This includes any activities occurring on Moodle sites. The following are examples of mandated reporters:

- Faculty
- Deans
- Instructors
- Residential Advisors
- Coaches
- Graduate Teaching Assistants
- Administrative and Professional Staff

### LSU Cares

[LSU Cares](#) is a university initiative dedicated to the well-being of students and promotion of a community that cares about each of its members. LSU offers an online reporting system to help students, faculty, staff, families, and friends submit reports about concerns regarding sexual misconduct and hazing, concerns surrounding acts of bias or discrimination, complaints or grievances, and concerns about students in crisis or distress. When a report is received, staff will review the details using a CARE approach (Communicate, Assess, Refer, Educate) and then

determine a response that includes appropriate campus resources. Regardless of the services sought, the office and staff remain respectful of the privacy of the student. Additionally, staff will remain in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA).

## **CAREER RESOURCES**

See [Career Resources](#) on the SIS website for links to career sites and listservs.

You can join the SIS Joblist. This list is used to announce all job openings that are sent to SIS. To subscribe to the list, contact Ms. Rozas.

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