

MA-LIS and MS-INFO/SCI Advising Resources

The most current downloadable copy of this document is available at <https://arizona.box.com/v/AdvisingResources> Please contact your advisor to report broken links.

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People

MA-LIS Advisors

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Assistant Professor, MLIS Faculty Advisor and
Certificate Coordinator
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Harvill Building, Rm 421
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Tucson, AZ 85721
Main (520) 621-3565
Direct (520) 626-4631
Fax (520) 621-3279
[Make an Advising Appointment](#)
jgrochelle@arizona.edu

Holly B. Brown
Manager, Graduate Programs
MLIS Staff Advisor
School of Information - University of Arizona
Main (520) 621-3565
Direct (520) 621-7879
Fax (520) 621-3279
[Make an Advising Appointment](#)
brownhb@arizona.edu

MS-INFO Advisor

Steven Bethard, PhD
Associate Professor, MS Information Science Faculty Advisor
School of Information - University of Arizona
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1103 E 2nd St
Tucson, AZ 85721
Main (520) 621-3565
Direct (520) 621-5223
[Make an Advising Appointment](#)
bethard@arizona.edu

Tristan Boisseau
Program Coordinator, Senior, MS Information Science Staff Advisor
School of Information - University of Arizona
Harvill Building, Rm 405
1103 E 2nd St

Tucson, AZ 85721
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Direct (520) 621-6558
[Make an Advising Appointment](#)
tboisseau@arizona.edu

List of iSchool Advisors

<https://ischool.arizona.edu/advising>

List of UA College Degree Counselors

<https://grad.arizona.edu/tools/degrecounselors/>

Faculty Directory

<https://ischool.arizona.edu/people>

Administrative Staff

<https://ischool.arizona.edu/staff>

About the iSchool

<https://ischool.arizona.edu/about>

Goals and Objectives

<https://ischool.arizona.edu/goals-and-objectives>

Career and Alumni

<https://ischool.arizona.edu/alumni>

MA-LIS and MS-INFO Important Dates, Deadlines, Milestones and Internships

Internships and Directed Research

Internship Credit Application Deadlines:

August 15: Fall Internship

January 3: Spring Internship

May 9: Summer Internship

Note: These are soft deadlines to request registration; students should plan on making their internship arrangements well in advance of these dates.

MA-LIS Eligibility:

Please see our [M.A. Internship Policies](#) for further details

LIS693: Completion of 12 units

LIS698: Completion of 18 units; Completion of Core courses

Site Supervisor:

The site supervisor must hold a Master's degree in library science from an **American Library Association accredited program**; or, a Master's degree in School Library Media ("School Library Media Specialist") from a program accredited by ALA or from an educational unit accredited by NCATE and NCATE-AASL reviewed, as listed and approved on the **ALA-AASL (American Association of School Librarians) web site**; or, hold the Certified Archivist credential by the Academy of Certified Archivists.

Other Policies:

M.A. and Certificate students working in libraries may complete either the LIS 698 (Capstone Internship) or LIS 693 (Internship) at their current place of employment, however, the internship must be in a different department under a different supervisor doing work that is clearly differentiated from regular duties. Except under rare circumstances and with exceptional experience, students working in libraries are not exempt from the LIS 698 requirement.

The School of Information's individual studies coordinator and the graduate faculty advisor must approve all graduate internships.

LIS 698 & 693:

For graduate students, LIS 698 goes beyond a regular internship through explicit linking of student learning objectives and program outcomes with workplace experience in the information professions. Students must have completed 18 units including all core courses and their mid-program reflection and Plan of Study in order to be enrolled in LIS 698. **LIS 698 is required for M.A. students, however, you may choose to take LIS 693, in addition, as a free elective in your program.**

Internships and Full time Positions

M.A. students working in libraries may complete either the LIS 698 (Capstone Internship) or LIS 693 (Internship) at their current place of employment, however, the internship must be in a different department under a different supervisor doing work that is clearly differentiated from regular duties. Students completing an internship experience at their current place of employment must send an e-mail or memo to the Internship Coordinator when they submit an application for credit explaining the different duties, hours, supervisor, etc in order to be approved. Except under rare circumstances and with exceptional experience, students working in libraries are not exempt from the LIS 698 requirement.

LIS 698 and LIS 693 credit

For graduate students, LIS 698 goes beyond a regular internship through explicit linking of student learning objectives and program outcomes with workplace experience in the information professions. Students must have completed 18 units including all core courses and their mid-program reflection and Plan of Study in order to be enrolled in LIS 698. LIS 698 is required for M.A. students, however, you may choose to take LIS 693, in addition, as a free elective in your program.

Retroactive Credit for Internships:

Internship credits cannot be awarded retroactively for internship duties performed at an earlier time. There are no exceptions to this policy.

MS-INFO Eligibility:

INFO692 (Directed Research): Completion of 12 units is recommended, but not required.

INFO693 (Internship): Completion of 12 units is recommended, but not required.

INFO698 (Capstone): Recommended to be taken in the final semester.

ePortfolio (MA-LIS only)

Reflection due dates

504 Reflection Draft: On completion of 504

504 Approval: No later than the end of student's second semester

Mid-program Reflection Draft/Approval: The semester in which the student completes 18 units

Professional Reflection Draft/Approval: After completion of 18 units

Recommended ePortfolio Final Approval Dates (to assure approval in time for graduation)

Students should contact their faculty advisor to register for 1 unit of LIS 909 ePortfolio in their final semester. Students will gain access to the d2l ePortfolio page during their first semester when they take LIS 504.

All ePortfolio assignments are due 1 week before the last day of classes in the semester students are enrolled. Please check your d2l page for further details or contact the ePortfolio instructor.

[Admission M.S. Information Science](#)

[Admission M.A. Library and Information Science](#)

[Admission M.S. Data Science](#)

[Admission Ph.D. Information](#)

[Financial Aid](#)

Note: Continuing students must apply for financial aid each year. Financial aid is normally awarded in the Fall for the school year. Applications for financial aid are accepted in the spring, but spring funding is limited.

University funding is typically awarded in the fall semester. Once admitted, students will receive a financial aid package letter from the [Office of Scholarships & Financial Aid](#).

Departmental scholarships and tuition waivers are available. Find application deadlines, instructions, and further information on our [Graduate Funding](#) page.

Registration

Summer/Fall:

Schedule available: First Week in March

Registration opens: First week in April. Check UAccess Student Center one week prior for assigned enrollment start date.

Winter/Spring

Schedule Available: First week in October.

Registration opens: First week in November. Check UAccess Student Center one week prior for assigned enrollment start date.

Gradpath Forms

GradPath User Guides - <https://grad.arizona.edu/gsas/gradpath/gradpath-user-guides> These guides provide step by step instructions for completing the online Plan of Study form and other GradPath forms. See also [How do I navigate to Gradpath Forms in UAccess Student](#) and the iSchool's [GradPath Tutorial](#) on YouTube

Responsible Conduct of Research

Gradpath online form: required prior to submitting your Gradpath Plan of Study.

Plan of Study

Required Gradpath online form: submit for approval no later than the end of the second semester.

Submit revisions as necessary to reflect courses presented for graduation

If the only change is to expected graduation date, notify the grad college degree advisor and the School of Information office

[MA-LIS only] Worksheet: Available at <https://ischool.arizona.edu/ma-library-information-science/advising-resources>, student should begin working on this mid-term of second semester – consult with your advisor.

Committee Appointment Form

Open: After approval of the Plan of Study

Recommended: semester prior to graduation (Submission of the Committee Appointment Form generates an invoice for degree candidacy, billed to the student's Bursar account).

Required Gradpath online form: prior to graduation.

Leave of Absence

Required: If necessary, prior to the last day of finals in a semester. A leave of absence is not required if the student has a registration record for the semester (e.g. has registered for a class and then withdrawn after two weeks with a "W"). See <https://grad.arizona.edu/policies/enrollment-policies/leave-absence> and/or consult with your advisor.

Other Gradpath Forms and Petitions

Filed as necessary. See <https://grad.arizona.edu/gsas/gradpath/graduate-petition-and-graduate-petition-user-guides>

Technology

UA Free and Discounted Software Licenses

<https://softwarelicense.arizona.edu/students> (Including free Microsoft Office 365)

Commonly Requested UA Information Technology Services and Information

<https://it.arizona.edu/>

- Student email
- NetID, NetID+ (Plus) and Duo
- 24/7 Support
- UA Virtual Private Network (VPN)
- UA WiFi
- Computer Labs
- UAccess Student
- D2I (Desire to Learn) Online Learning Management System

24/7 Information Technology Support Center

<https://it.arizona.edu/service/247-it-support> The 24/7 IT Support Center technical consultants are available in person, by phone, or over chat to assist with campus applications and services or to help you with your personally owned computer or device. The center can also provide information such as the location of campus computer labs, the availability of on-campus training, and information about obtaining off-campus assistance.

- Supporting applications such as CatMail, UAConnect, D2L, UAccess, and NetID/Duo
- Troubleshooting problems on student, faculty, or staff computers

- Installing operating systems and software. Software licenses must be provided by the customer.
- Removing spyware and viruses
- Removing unwanted software
- Installing wired or wireless networking cards
- Troubleshooting network problems
- Taking reports of problems with the UA wired or wireless network

[UA Computer-Based Training](#)

The University of Arizona's Computer-Based Training, provides free 24/7 access to online tutorials covering technical topics including programming languages, graphics programs, web design, and more. Most tutorials have between five and fifteen hours of content divided into lessons from 2-10 minutes long. Each lesson is available as a Flash, QuickTime, Adobe Air, or Adobe Air for Linux movie. Stop, start, rewind, and review each lesson as often as needed.

https://uarizona.service-now.com/sp?id=sc_cat_item&sys_id=42ab25221bdd70107947edf1604bcba4

UA Calendars

Drop/Add Dates and Deadlines

Students may drop and/or add courses by following instructions and adhering to deadlines set by the Registrar each semester. [Change of Schedule Request](#) forms are available online. To see when a Change of Schedule form is required, see [Graduate Dates and Deadlines](#). Students withdrawing from all classes for a term can use the [Complete Withdrawal](#) form after week 3 of the semester and through the last day of classes.

Academic Calendar:

<https://catalog.arizona.edu/2022-2023-academic-calendar>

Final Exam Schedule:

<https://www.registrar.arizona.edu/students/courses/final-exams>

Payment Dates and Deadlines:

<https://bursar.arizona.edu/dates/deadlines>

Registration Dates and Deadlines:

<https://www.registrar.arizona.edu/courses/dates-deadlines>

Other UA Calendars (holidays, events, etc.)

<https://www.arizona.edu/calendars-events>

Advising Scenarios

Functions of the Graduate Faculty Advisor

The primary functions of the Graduate Faculty Advisor are:¹

- To be a source of academic information for graduate students
- To provide assistance with details in determining the plan of study
- Approving GradPath forms and Petitions as needed
- To provide regular, timely input to students to determine academic progress.

Requirement to Meet

With few exceptions, students are not required to meet with their faculty advisor. Exceptions include, e.g.:

- Students placed on academic probation are required to meet with their faculty advisor to discuss the steps to be taken to remediate the problems that led to the probationary status and to develop a written plan of remedial action.
- Some graduate petitions and other forms either require the faculty advisor's signature or require a letter of support from the advisor.
- To request permission for course overload (>9 units in a regular semester or in summer sessions combined)
- To request permission for out-of-discipline (non-LIS prefixed courses for MA-LIS or non-INFO prefixed courses for MS-INFO) courses to apply to the degree. Permission must be requested in advance of registration for the course.

That said, there are several milestones and scenarios where students are recommended to consider consulting with the faculty advisor or staff advisor.

Advising Milestones – Recommended Advising

These include the following program milestones:

- On admission: Students are required to attend an online orientation hosted shortly after the admissions period. Students who are unable to attend the orientation session may reach out directly to advisors for general introductions and to discuss student questions regarding selection of coursework, School of Information learning outcomes/competencies, course load issues and school/work/family balance, curriculum, to clarify any policies, or answer any other questions students may have about the program after reviewing the website and other resources.
- First semester: When the following semester's schedule is posted, to review course selection.
- Second semester: To review the Plan of Study worksheet, prepare the Plan of Study.
- Mid-Program: In the semester in which the student completes 18 units, to review the Plan of Study for changes, to answer any questions the student may have about capstone, directed research, and internship requirements and opportunities.

¹ <https://grad.arizona.edu/toolkits/graduate-faculty-advisors>

- [MA-LIS only] Also, to confirm the student is on-track with ePortfolio reflections. (The student should also consult with the ePortfolio instructor with any questions).
- Penultimate Semester: In the semester before the semester the student intends to graduate, to confirm that all courses are completed or registered for the final semester, and all gradpath forms are completed.
 - [MA-LIS only] Also, to confirm that the capstone and eportfolio course are scheduled or completed and the ePortfolio is on track.
 - [MS-INFO only] Also, to confirm that the directed research or internship, and the capstone are scheduled or completed.

Recommended Advising Appointments

In addition, students may wish to consider consulting with the advisors in the following scenarios:

- Whenever the student has a question about which courses to take, or a question about which courses are suitable for which library specialties and careers.
- Whenever a student has a question about internships, either a regular internship or the required capstone internship. The School of Information Internship Coordinator may also be consulted.
- Whenever the student has any other question about any academic aspect of the program
- General career questions. The student may also wish to consult with faculty members who have career or discipline-specific expertise in specific areas, and can ask their academic advisor for recommendations.
- Any time the student becomes aware that their academic performance may result in a grade of less than a B in one or more courses.
- When a student is considering a grade appeal. The Faculty Advisor is not part of the grade appeal process but can review the situation with the student and refer the student to the appropriate resources if the student chooses to pursue a grade appeal
- Issues or problems with a course, faculty member, staff or another student. Faculty Advisors cannot mediate or resolve disputes but may be able to provide strategies for resolution or coping, and can refer the student to resolution services or formal complaint and grievance procedures on campus.

In general, the Faculty Advisor will not be able to address student questions and concerns in the following areas:

- Routine questions about admissions or other than general questions about the admissions process. These are handled by the School of Information Manager of Administration and Admissions (Eric Gonzales, ericgonzales@arizona.edu, Harvill 447).
- Questions about scholarships and financial aid. These are handled by the Manager of Administration, the Director of Graduate Studies (DGS), and counselors in the Office of Financial Aid. Further information can be found on the [Graduate Funding](#) page or through the [Office of Financial Aid & Scholarships](#).
- Questions about course registration, either routine, or problems such as registration holds. Contact your [Staff Advisor](#) or the Program Coordinator (Manuel Acuna, manuelacuna@arizona.edu) in the Harvill main office.

- Faculty advisors do not have access to the GradPath system other than for approvals, so questions about inputting GradPath forms such as the online Plan of Study or problem resolution with GradPath forms should be directed to the Staff Advisors who have departmental authorization to access student GradPath records. There are also links elsewhere in this handbook to Gradpath guides produced by the graduate college intended to assist students enter gradpath forms.
- Questions about graduation other than academic questions (such as Where do I rent a cap and gown?, or Where is my diploma?). Contact the Staff Advisors.

Other helpful Advising Resource links

General Advising

- 24/7 IT / Helpdesk - <https://it.arizona.edu/service/247-it-support> (520) 626-TECH (8324)
- Disability Resource Center - <https://drc.arizona.edu/>
- Campus Health Counseling & Psych Services - <https://health.arizona.edu/counseling-psych-services>

Coursework

- Master's students are expected and required to complete their coursework and graduate within six years from the date of the first course on their plan of study. <https://grad.arizona.edu/policies/academic-policies/time-degree>
- Certificate students are expected and required to complete their coursework and graduate within four years from the date of the first course on their plan of study used towards certificates. Students completing both a Master's degree and a certificate should plan their courses accordingly.

<https://grad.arizona.edu/gsas/degree-requirements/certificate#time-limitation>

Plan of Study and Degree Completion

- GradPath User Guides - <https://grad.arizona.edu/gsas/gradpath/gradpath-user-guides> These guides provide step by step instructions for completing the online Plan of Study form and other GradPath forms
- A step-by-step walkthrough video is available at <https://www.youtube.com/watch?v=uonGllioC7s>
- [How do I navigate to Gradpath Forms in UAccess Student?](#)

Internships

- General guidelines and application instructions for the Handshake application system - <https://ischool.arizona.edu/internships>, and <https://ischool.arizona.edu/internships/apply-for-credit>, and <https://ischool.arizona.edu/internship-policy-agreement>.
- Also see in this handbook School of Information Policies – Individual Studies – MA-LIS Internships for additional information or visit <https://ischool.arizona.edu/internships/ma-internship-policies> for a full list of MA Internship Policies.

D2L Youtube Playlist –

<https://www.youtube.com/playlist?list=PLxHabmZzFY6mtggGZAitZ61kmpS-pMIaM>

- This is a playlist of about 20 short videos demonstrating the D2L Brightspace learning environment.

Program Video Supplements (MA-LIS only)

Slides for the most of the following videos including text of the audio track can be downloaded from <https://arizona.box.com/v/AdvisingResources>

Link to MA Graduate Advising Page - <https://ischool.arizona.edu/ma-library-information-science/advising-resources>

General Advising –

<https://www.youtube.com/watch?v=ND9MAvoepkl>

- Covers key people, university support resources, office staff, disability resource center, campus health and counseling, technical help and UA helpdesk, your career path.
- For concentrations and career path options, see also <https://ischool.arizona.edu/ma-library-information-science>

Coursework –

<https://www.youtube.com/watch?t&v=JwFEhoDm9jw>

- Outlines the requirements of the degree and covers core and elective course requirements
- See also - <https://ischool.arizona.edu/ma-library-information-science/degree-requirements>

Academic Progress and Degree Policies –

<https://www.youtube.com/watch?v=7tgtvmGnKZs>

- Discusses adequate academic progress, minimum GPA requirements, continuous enrollment, leaves of absence, incompletes, syllabus policies
- If you fall behind and are in danger of getting a C or worse in one or more courses, make an advisor appointment to discuss options before the semester ends and a final grade is awarded

Plan of Study and Degree Completion –

<https://www.youtube.com/watch?v=IIZFiTqcRjk>

- Planning and filing your Plan of Study and other paperwork needed to complete your degree
- MLIS Plan of Study Excel Worksheet can be found on the MLIS Advising Resources page - <https://ischool.arizona.edu/ma-library-information-science/advising-resources>
- Plan of study Excel Worksheet – for students admitted Spring 2018 through Summer 2019 - <https://tinyurl.com/y5toap2a>
- Three-year rotation – List of all courses planned to be offered over the next four years: when, and whether online or face-to-face - <https://ischool.arizona.edu/ma-library-information-science/advising-resources>

Internships –

<https://www.youtube.com/watch?v=UYVLZHLbk48>

- Discusses the two types of internships (regular and capstone) and requirements for each
- Also see in this Handbook School of Information Policies – [Individual Studies](#) for additional information

EPortfolio –

<https://www.youtube.com/watch?v=LU7azONQxRY>

- Discusses the ePortfolio requirement, for students admitted January 2019 and later
- Contact the ePortfolio administrator for printed instructions on ePortfolio contents and Web site requirements
- We recommend students admitted prior to January 2019 who are maintaining their eportfolio on Google Docs migrate to the current system. Contact the ePortfolio Instructor or your Staff Advisor for more information.

Other Advising Resources

Graduate Petitions –

See <https://grad.arizona.edu/gsas/gradpath/graduate-petition-and-graduate-petition-user-guides>

- The graduate petition is required whenever a student wishes to take a Leave of Absence, request a retroactive change to their enrollment record, or wishes to request permission for an exception to a Graduate College policy. Petition forms route through various reviewers. Submission of a petition does not guarantee that it will be approved.
 - Graduate Petition General Instructions
 - Submitting a Course Extension Petition
 - Submitting a Medical Leave of Absence Petition
 - Submitting a Non-Medical Leave of Absence Petition
 - Submitting a Program Extension Petition
 - Submitting a Retroactive Enrollment Change
 - Submitting an Other Graduate Petition

[Grade Appeal](#) –

<https://catalog.arizona.edu/policy/grade-appeal>

- If you want to appeal a course grade after it has posted, the process must be followed exactly, and there are deadlines that must be kept.

Graduate Grievance Policy –

<https://grad.arizona.edu/policies/academic-policies/grievance-policy>

- Review the grievance policy to determine what kind of grievances can be reported and resolved and by whom.
- Your Advisor does not mediate disputes or resolve grievances between students and faculty, administration, or staff, but may be able to listen to issues and suggest strategies for dealing with problems.

- Allegations of discrimination based on race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or genetic information are dealt with by the [Office of Institutional Equity](#)
- [Student Assistance](#) from the Dean's office also offers conflict coaching, during which you and a staff member would discuss the conflict, ways you can approach it, and options you have. Please call 520-621-7057 to schedule an appointment.
- The [Ombuds Program](#) is an informal, neutral, confidential and independent resource for any academic or workplace concern.

Withdrawal for the Term including Medical Withdrawal

- <https://www.registrar.arizona.edu/academics/complete-withdrawal-term>

Scholarships and Funding

- <https://ischool.arizona.edu/graduate-funding>
- <https://grad.arizona.edu/funding>
- <https://grad.arizona.edu/funding/ga>
- <https://financialaid.arizona.edu/scholarshipuniverse>

New and Current Students

A page of helpful links including Academic Services, policies, and procedures; Costs and Funding; Professional Development; Child Care Subsidies and Family Friendly Information; Health, Wellness and Safety; Other UA Resources & Information; Third-party Information and Resources; New and Current Students FAQ – Maintained by the Graduate College. Also find a New Student Checklist maintained by the iSchool to help guide new students into the University.

- <https://grad.arizona.edu/new-and-current-students>
- MLIS New Student Checklist - https://ischool.arizona.edu/sites/ischool.arizona.edu/files/iSchool%20MA%20New%20Student%20Checklist%20and%20Resources%20for%20web_1.pdf
- MS Information Science New Student Checklist - <https://ischool.arizona.edu/sites/ischool.arizona.edu/files/iSchool%20MS%20New%20Student%20Checklist%20and%20Resources.pdf>

School of Information Policies

Individual Studies

Independent Studies, Directed Research, Internships, Practica

- MA-LIS and MS-INFO Programs

Independent Studies, Directed Research, Internships, and Practica are a type of "Individual Study" and may not be taken for more than three units per semester without advisor approval. A student may not apply more than six units of Individual Study to the MA-LIS degree. Internships and Individual Studies each have restrictions, limitations, deadlines and advising recommendations. See <https://catalog.arizona.edu/policy/individual-studies-courses-policies-and-guidelines>, <https://catalog.arizona.edu/policy/university-wide-house-numbered-courses#individual>, <https://ischool.arizona.edu/internships>, <https://ischool.arizona.edu/individual-studies>,

<https://ischool.arizona.edu/internships/ma-internship-policies> and other sections in this handbook.

- Digital Curation Certificate Capstone

The required Digital Curation capstone course (LIS 676) is a practicum. (It is administered separately from the internship or independent study courses for the Masters program.) Please email Laura Lenhart, Associate Professor (lenhartl@arizona.edu) for more information well in advance of the semester in which the capstone is to be undertaken.

- The School of Information's individual studies coordinator and the graduate faculty advisor must approve all graduate internships.

Forms – The following forms may be downloaded from <https://arizona.box.com/v/AdvisingResources>:

- SI Internship Evaluation by Site Supervisor
- SI Intern Site Supervisor Responsibilities
- SI Intern Self Evaluation Form

Independent Studies - Policies and Recommendations

For more information on internships (courses ending with 93, or the MA Capstone 698 course) see <https://ischool.arizona.edu/internships> and other sections of this handbook.

General Policies

The general policies for Independent studies are summarized at <https://ischool.arizona.edu/individual-studies>. Students are responsible for finding a faculty member whose research is aligned with the student's interests and should keep in mind that faculty members are not obligated to supervise independent studies. Should a faculty member agree to supervise an independent study, the student and faculty member will draft a contract/syllabus specifying in detail materials to be read, research to be conducted, assignments to be completed, exams to be taken, any tangible work products that the student will produce, and the basis for grading. Learning objectives and outcomes should be clearly defined. Graduate students in the MA-LIS program should align the independent study with one or more of the [MA Competencies](#). Graduate students in the MS-INFO program should align the independent study with one or more of the [MS Student Competencies and Outcomes](#).

The content of an Independent Study course must not significantly duplicate material offered in a regularly scheduled course in the department in the current semester; any exceptions must be approved by the college dean.

iSchool Advising Policies and Recommendations

- Independent studies are discouraged for most students, who are better served by structured coursework in defined areas of information studies where topical areas appear on the student's transcript, or internships under the supervision of library and information professionals.
- The independent studies option is primarily of benefit for those students who already have a well-defined research path or prior and established interest in an area of library or information studies not covered by current School of Information course offerings.
- Independent studies may be of particular benefit to graduate students who plan on pursuing the PhD or a research career but who do not want to pursue a full thesis option. Independent studies are discouraged for the purpose of studying for comprehensive exams.
- Independent studies are not advised for students with a GPA of less than 3.5 or students who do not meet the requisite foundational research skills
- Master's students are required to have completed LIS 506/INFO 505 and 12 units in order to register for an Independent Study.
- Registration for Independent Studies is through the UA Handshake System. Instructions are provided at <https://ischool.arizona.edu/individual-studies>

Transfer Credits

MA-LIS

Effective December 2008 by vote of the faculty, the School of Information does not allow transfer credits from another institution to be applied to the MS-LIS degree. There is one exception: School of Information students can apply up to six transfer units not previously applied to another degree in which a letter grade of A or B was earned from another ALA-accredited library and information science program, with the approval of the student's advisor. In addition to advisor approval, these units must not be more than six years old relative to the semester of graduation. Course work more than six years old is not acceptable toward a degree. Additionally, transfer units cannot be used to take the place of any of the four core courses or distributed electives; they can only be used as free elective selections.

Students are limited to six units of free elective options and so the use of UA out-of-department and transfer credit of all kinds needs to be carefully balanced with the student's interest in other forms of individual study, which also fall under the free elective category.

MS-INFO

Following the university-wide policy, [students may transfer no more than 6 units](#) towards the MS INFO degree. These must be approved by the academic advisor, and count towards the maximum of 6 non-INFO (out-of-department) elective courses.

Archives Certificate

The Archives Certificate allows up to 3 transfer units from other accredited institutions with the approval of the Certificate Coordinator.

Digital Curation Certificate

The Digital Curation Certificate allows up to 6 transfer units from the Scholarly Publishing certificate program at ASU with the approval of the Academic Advising Coordinator. Note: Effective 2019, ASU is not currently accepting applications for this program.

School of Information Appropriate Behavior Policy

All policies and codes of the University of Arizona apply to students in this school. See: Dean of Students Office page: <https://deanofstudents.arizona.edu/policies/policies> for a list of policies. Additionally, the School of Information has behavioral policies. In a class or in communicating with other students, faculty and staff it is perfectly acceptable to disagree with opinions expressed in the posts of your instructor or fellow students, but you are expected to demonstrate professionalism and respect at all times. Personal attacks, bullying, flames, rants or lack of respect will not be tolerated in email, discussion boards or in person. Repeated violations in the school community in or outside of the classroom will be reviewed by the faculty and may result in a recommendation for disqualification from the program or other sanctions to correct the behavior.

The following procedures are to be followed if faculty or staff believe that this policy has been violated:

- Students are expected to follow the appropriate behavior policy in all their activities as a School of Information student. This includes interactions with fellow students, faculty, staff, administration, and community partners. Community partners are encouraged to report any behavior issues to School of Information. Before a student can be referred to the Dean of Students and Graduate College for involuntary removal from a class or from the program for inappropriate behavior, the following procedures should be followed. The Director of Undergraduate/Graduate Studies and the student's Advisor should be informed whenever any of the following steps are taken. For serious disruptions, the staff or faculty may start at Step 2 or Step 3 as appropriate.
- **Step 1.** Staff or faculty member should communicate with the student as soon as possible after the first incident of inappropriate behavior to identify the behavior, review the classroom rules (if applicable) and School of Information Appropriate Behavior Policy, and instruct the student on the behavior that is required in the future.
- **Step 2.** If the inappropriate behavior continues, as soon as practical the faculty or staff member should provide a written warning to the student identifying the prohibited behavior that occurred, the rules that were violated and the behavior that is required in the future. The warning should also include notice that any subsequent violation of the classroom rules and/or the School of Information Appropriate Behavior Policy will result in the faculty/staff member filing a complaint with the School of Information Director of Graduate Studies or Director of Undergraduate Studies. A copy of the warning will be sent to the Director of Graduate Studies and the Graduate Advisor (or Undergraduate Studies, if an undergraduate) and may be placed in the student's file. If the violation involves classroom behavior the faculty member will also file a Student Code of Conduct Complaint with the Dean of Students Office. [See Policy on Disruptive Behavior for instructions: <http://policy.arizona.edu/education-and-student-affairs/disruptive-behavior-instructional-setting> and [Student Code of Conduct Online Complaint Form](#)]
- **Step 3.** If the inappropriate behavior is serious or continues after a written warning, the faculty or staff member should document the disruptive behavior in writing and file a School of Information code of conduct complaint with the School of Information Director. If appropriate, a faculty member may at the same time file Student Code of Conduct Complaint with the Dean of

Students Office [See Policy on Disruptive Behavior for instructions: <http://policy.arizona.edu/education-and-student-affairs/disruptive-behavior-instructional-setting> and [Student Code of Conduct Online Complaint Form](#)] The complaint should also include a copy of any written warning provided to the student, as well as any documentation related to prior incidents and the names of any witnesses. The Director of School of Information will report the incident to Graduate College and/or Dean of Students and bring the case before the Faculty for a decision on recommendations for any sanctions that should be applied, which may include involuntary academic withdrawal from the program.

Additional Resources for Faculty/Staff: The Dean of Students Office **Dean on Call Program** provides faculty and staff with a 24/7 contact to assist with urgent concerns, or emergency and crisis situations impacting the student community. [<https://deanofstudents.arizona.edu/emergency/need-help-now>]

School of Information “C” Policy

One grade of C. Students may present one grade of C for graduation in their program, but it may not be in a required course (for the MA program, this includes core courses and courses presented to fulfill the distributed elective requirements; for the MS program, this includes core courses, for the certificates, this includes required courses). A C in a required core course must be repeated in the next semester the course is scheduled. Students may substitute approved courses in the distributed electives.

Grades below C. A grade of **D or E** may not be presented for graduation. If the course is not a required course, the student may retake the course or take an alternative course.

GRO. Effective Fall 2011, The Grade Replacement Option (GRO) is no longer available to graduate students.

Students are required to maintain a GPA of at least 3.00. If students’ GPA falls below 3.00, they are immediately placed on academic probation. Students placed on academic probation must meet with the Academic Advising Coordinator to plan a course of action. Students on academic probation for two consecutive semesters are removed from the program by the Graduate College. Such students must re-apply to both the Graduate College and School of Information as non-degree seeking students until GPA is restored.

See also <https://grad.arizona.edu/policies/academic-policies/academic-probation>

Minimum and Maximum Enrollment

MA-LIS and MS-INFO

The normal enrollment for School of Information graduate students in the fall and spring semesters is six to nine units per semester; prior approval from the student's academic advisor is required to take more than nine units. Students are recommended to take no more than 9 units over the summer sessions. Summer courses can be accelerated and students should plan their schedule accordingly.

International students must enroll full-time every semester (spring/fall). Dropping below full-time without authorization from International Student Services is a violation of immigration status. If you drop without prior authorization, your SEVIS record could be terminated and you may be required to leave the U.S. Please check with [International Student Services advisors](#) before dropping below full-time status. International graduate students must enroll in a minimum of 9 units (credits) every fall and spring semester. Only one class or three units of online count towards full-time enrollment. See the ISS page on Full Time Enrollment for details - <https://international.arizona.edu/international-students/full-time-enrollment>.

The minimum enrollment allowed per semester (fall and spring) is three graduate units, but note that many financial aid recipients must take at least 6 or more units to maintain eligibility; check with your program or lender. There are some exceptions that must be reviewed and approved by the Advisor. If it is not possible to take the minimum, a student must apply for a [Leave of Absence](#).

Students should refer to the University's Full Time Enrollment Policies (<https://catalog.arizona.edu/policy/enrollment-policies>), Graduate College Enrollment Policies (<https://grad.arizona.edu/policies/enrollment-policies>) and International Full Time Enrollment Policies (<https://international.arizona.edu/international-students/full-time-enrollment>) for more information.

Out of Department Classes

Out-of-department courses must be at the graduate level (course number 500 or higher), taken for a grade, and support a student's program of study. The Faculty Advisor must give written (email) pre-approval for an out-of-department class before it begins. There are exceptions, including courses that have been pre-approved as out-of-department courses and certain cross-listed courses. For questions, please check with your Faculty Advisor.

Non-Degree Seeking Status

The School of Information follows University of Arizona guidelines and policies on Non-Degree Seeking students. See <https://grad.arizona.edu/admissions/types/non-degree-seeking-students>

Students wishing to take School of Information classes as Non-Degree Seeking students (NDS) must apply to the Graduate College. A fee is assessed by the Graduate College for this applying. Contact the School of Information's Manager of Administration (Eric Gonzales, ericgonzales@arizona.edu) for more information.

School of Information accepts non-degree seeking students according to the following policies:

- In general, non-degree seeking students planning to matriculate into the MA-LIS program should take LIS 504 as their first class, and those planning to matriculate into the MS-INFO program should take INFO 507 as their first class. Exceptions, rarely approved, may be discussed with the Faculty Advisor.
- Unless a prospective student has a GPA issue, students seeking to pursue the MA-LIS or MS-INFO are advised to apply directly to the MA-LIS or MS-INFO rather than starting in NDS status as admission deadlines, application fees and admissions criteria are the same for both.
- NDS looking to increase their GPA to meet the Graduate College requirement of 3.0 in order to matriculate to a degree seeking status are required to take a minimum of 6 graded units. A maximum of 12 NDS units may be transferred toward the program.
- If a non-degree student receives a grade of "C" or lower, this performance is considered in the admission process and may result in failure to be admitted into the program. Courses in which students receive a grade of "C" or lower cannot be transferred into the program.
- Non-degree students must be "continuously enrolled" to maintain their non-degree seeking status with the Graduate College. If a non-degree student does not enroll for at least one class in a regular semester, that student must re-apply to the Graduate College as a non-degree student.

University of Arizona Policies

All policies and codes of the University of Arizona apply to students in the School of Information. See: <https://deanofstudents.arizona.edu/policies/policies> for a categorized list of policies. This section calls your attention to some of them that frequently come up in the course of advising or other routine activities.

Graduate college policies are summarized at <https://grad.arizona.edu/policies>, including:

- [Academic Policies](#)
- [Admissions Administrative Procedures](#)
- [Admissions Requirements](#)
- [Costs, Fees, and Financial Requirements](#)
- [Degree Requirements](#)
- [Enrollment Policies](#)
- [Graduate Associateships and Graduate Assistantships](#)
- [Guaranteed Mandatory Fees for Graduate Students - FAQs](#)

Key policies are summarized on the pages that follow.

Incomplete Policy

Per the University of Arizona General Catalog:

"The grade of **I** may be awarded only at the end of a term, when all but a minor portion of the course work has been satisfactorily completed. The grade of **I** is not to be awarded in place of a failing grade or when the student is expected to repeat the course; in such a case, a grade other than **I** must be assigned. Students should make arrangements with the instructor to receive an incomplete grade **before** the end of the term.

School of Information Instructors are strongly encouraged to use the [Report of Incomplete Grade form](#) as a contract with the student as to what course work must be completed by the student for the **I** grade to be removed and replaced with a grade.

Effective Fall Semester 1977, if the incomplete grade is not removed by the instructor within one year the **I** grade will convert to a failing grade.

For complete information, see <https://catalog.arizona.edu/policy/grades-and-grading-system#incomplete>

Syllabus Policies

By placing this URL on a syllabus, instructors no longer need to list the individual policies, <https://academicaffairs.arizona.edu/syllabus-policies>. Review this link to see the individual policies that apply to syllabi containing it including:

- Absence and class participation
- Threatening behavior policy
- Accessibility and Accommodations
- Code of Academic integrity
- Nondiscrimination and anti-harassment
- Subject to change statement.

Code of Academic Integrity

<https://deanofstudents.arizona.edu/policies/code-academic-integrity>

Student Resources - Academic Integrity

The following page is a portal to the Dean of Students resources on Academic Integrity including the Code of Academic Integrity Process Flowchart, Responding to a Violation, Examples of Violations, Academic Integrity Sanctions, Avoiding Academic Dishonesty, and Academic Integrity FAQs

<https://deanofstudents.arizona.edu/student-rights-responsibilities/student-academic-integrity-resources>

Faculty Resources – Academic Integrity

<https://deanofstudents.arizona.edu/student-rights-responsibilities/faculty-academic-integrity-resources>