



THE UNIVERSITY OF ARIZONA

# College of Information Science

## **Student Handbook**

### **Master of Arts in Library & Information Science Degree**

2024 - 2025

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## Contact Information

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## Vision and Mission of the College of Information Science

We explore the intersections of people, data, and technology, empowering a diverse, equitable, and inclusive future through information.

Our mission is to:

1. Lead the global College of InfoSci community catalyzing society's capacity to tackle complex problems ensuring diverse, equitable, and inclusive futures for all.
2. Advance state-of-the-art sociotechnical convergence science—across the university and beyond—equipping students to succeed in addressing our collective grand challenges.

3. Build core strengths in data science and machine learning, extended reality, digital collections and culture into world-class centers of excellence.

4. Generate actualizing resources that foster robust engagement and life-long learning, empowered by compelling partnerships across academic networks, diverse communities, and public and private enterprise.

## M.A. Student Competencies

The following are the program competencies that you should possess by the time you have completed your M.A. in Library & Information Science. We use these competencies as goalposts to guide our programs and to help assess how well our curriculum is meeting our goals.

<b>MA1</b>	Students will be able to organize, manage, and access information resources from standard library and information science collections and databases.
<b>MA2</b>	Students will be able to apply the results of research in library and information science to practical problems.
<b>MA3</b>	Students will be able to use field-specific techniques to manage resources, services and organizations in their area of career interest.
<b>MA4</b>	Students will be able to articulate the role of diversity in library and information professions and analyze information from diverse perspectives.
<b>MA5</b>	Students will be able to recognize and address ethical issues in library and information settings by proposing reasoned courses of action.

## Admissions and New Student Information

To be considered for admission into the [Master of Arts in Library and Information Science](#), you must submit an application through [Grad App](#). Admission will be based on an evaluation of your potential to become a qualified information professional. We consider prior coursework and grades, letters of recommendation, and research/artistic/professional products (e.g. papers, substantive works, significant contributions to software systems). We admit applicants from a variety of different backgrounds, including sciences and engineering, social sciences and the arts and humanities.

## Admission Requirements

- A bachelor's degree from the University of Arizona or from an accredited college or university recognized by the University of Arizona.
- A grade point average of 3.0 or higher. For more information about GPA calculation, please see [best practices for GPA evaluation](#).
- Academic Statement of Purpose (750-1000) indicating why you are interested in the program. Please highlight any skills and experience you have that will make you a successful candidate for this degree.
- Transcripts - You must upload to the online application, unofficial transcripts from ALL of your previous educational institutions. (Please note that unofficial transcripts are needed from each individual institution even if they are listed on the final transcript where the degree was issued.)
- Resume/CV - upload a current resume or cv to the online application.
- See additional requirements for [international applicants](#).
- A GRE is not required. You may still submit one if you choose to.

## Required Documents

Once formally admitted to the University of Arizona, *official* versions of transcripts and diplomas/degree certificates from all previously attended higher education institutions will be required. Please note that any documents submitted by the student will not be considered official by the University of Arizona. Further information about submitting your transcripts can be found [here](#) and below. Official documents may be submitted the following ways:

- Directly from the institution to [transcripts@grad.arizona.edu](mailto:transcripts@grad.arizona.edu).
- Directly from the institution as E-transcripts using code **4832**.
- Directly from the institution to the Grad College physical address.
- Directly from the institution to the College of Information Science's physical address:
  - *College of Information Science*
  - *THE UNIVERSITY OF ARIZONA*
  - *Attention: Eric Gonzales*
  - *PO Box 210076*
  - *Tucson, AZ 85721*

For any questions or concerns regarding the submission of your transcripts or degree certificates/diplomas, please contact the Graduate College at [gradadmissions@grad.arizona.edu](mailto:gradadmissions@grad.arizona.edu).

If you are attending as a main campus student, you may need to complete the following additional forms:

- A [domicile affidavit](#) if you wish to have in-state (Arizona) status. Mail or FAX the form directly to the Residency Classification Office. All students are considered out-of-state

residents until domicile affidavits are processed. [See Residency Guidelines](#) and also review information about [Proposition 300](#).

- A [financial guarantee form](#) (international students)
- An immunization form to be sent directly to Campus Health. Main campus students will not be allowed to register for classes until they have met the University's immunization requirements. For more information, see the Campus Health Services [immunization requirements](#).

## New and Current Students

Please view the links below to learn more about one (1) Academic Services, policies, and procedures, two (2) Costs and Funding, three (3) Professional Development; Child Care Subsidies and Family Friendly Information, four (4) Health, Wellness and Safety; Other UA Resources & Information, five (5) Third-party Information and Resources, and six (6) New and Current Students FAQ maintained by the Graduate College (see Graduate College resources link below). The College of Information Science also maintains a New Student Checklist to help guide new students into the University.

- [Graduate College resources](#)
- [College of Information Science resources](#)

## Transfer Credits

Following the university-wide policy, students may transfer **no more than 6 units** towards the MA-LIS degree that were earned from another **ALA-accredited Library and Information Science program**. Transfer of credit toward an advanced degree will not be made unless the grade earned was A or B, and unless it was awarded as graduate credit at the institution where the work was completed. Credits must be no more than six (6) years old relative to the semester of graduation. Transfer credits cannot be applied towards core courses. Grades of transfer work will not be used in computing the student's grade-point average. Students who wish to transfer credit must submit a Transfer Credit form in GradPath before the end of their first year of study.

## Policy for Non-Degree Seeking Students (NDS)

Non-Degree Seeking (NDS) students interested in taking College of Information Science classes must apply through the Graduate College. A fee is assessed by the Graduate College for this application. For more information, contact the College of InfoSci's Admissions team at [infosci-gradadmissions@arizona.edu](mailto:infosci-gradadmissions@arizona.edu).

Unless a prospective student has a GPA issue, students interested in pursuing the MA LIS program are advised to apply directly to the program rather than starting as NDS.

Non-Degree Seeking (NDS) students planning to matriculate in the MA LIS program should begin with LIS core classes, specifically LIS 504. It is recommended that NDS students meet with a faculty or staff advisor before or during their first semester to create a plan for admissions into the program of their choice. Please note that NDS students typically do not qualify for federal loans. Click [here](#) to learn more.

1. NDS students aiming to increase their GPA to meet the Graduate College requirement of 3.0 for matriculation into a degree-seeking status must take a minimum of 6 graded units to be considered admissible to the degree programs.
2. A maximum of 12 NDS units may be transferred toward the program, following Graduate College policy. Students in NDS status should apply to join their academic program of choice **before** earning 12 units of NDS. View more [NDS policy details](#).
3. Non-degree students receiving a grade of "C" or lower will have their performance considered in the admission process and may not be admitted into the program. Courses with grades of "C" or lower cannot be transferred into the program.
4. 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, they must re-apply to the Graduate College as a non-degree student to become active again.

## Degree Requirements

### MA in Library and Information Science

The degree requires 37 total units and can typically be completed in two (2) years for full-time students or four (4) years for part-time students. (See [Degree Requirements](#) and [Enrollment Policies](#) for further information on full-time/part-time status).

#### **Core Courses (9 units)**

LIS 504: Foundations of Library and Information Services

LIS 506: Research Methods for Library and Information Professionals

LIS 515: Organization of Information

#### **Distributed Electives (12 units)**

Choose one course from each of the four categories:

Cultural Perspective on Libraries and Information

Information Services and Evaluation

Management of Information Services

Information Technology and Networked Digital Information.

#### **LIS Electives (6 units)**

Any LIS course may count towards these electives. You may find a list of LIS electives [here](#).

Depending on career interests, students may decide to concentrate their coursework in several



different specialties: Academic Librarianship, Archives & Special Collections, Digital Curation, Law Librarianship/Legal Information and Public Librarianship. Note that while masters students do not declare a minor or concentration, the College has provided this list of classes for students to guide their course selection.

### **Free Electives (6 units)**

Six units of any related coursework that includes individual study (see the credit policies on page 18), transfer units, or other courses. This may be LIS courses or graduate-level courses in other departments with pre-approval from the faculty advisor.

### **Capstone Internship (3 units)**

LIS 698-Capstone Internship

Requires completion of 18 units including CORE courses, LIS 504, LIS 506, and LIS 515.

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

### **ePortfolio (1 unit)**

LIS 909-ePortfolio (must be taken in your final semester)

Visit the [website](#) for a full list of courses including pre-approved electives. Students wanting to include courses outside of LIS not already pre-approved should contact their faculty advisor prior to enrollment.

## **Gradpath Forms**

As a Masters student, you will need to complete three GradPath forms to ensure a smooth graduation process and to keep your academic information up-to-date. GradPath forms are submitted online through the [UAccess Student Center](#) and are typically reviewed and approved by the staff advisor, faculty advisor, Director of Graduate Studies (DGS), and the Graduate College.

Here are the essential GradPath forms you'll need to be familiar with:

1. **Responsible Conduct of Research:** Before submitting your GradPath Plan of Study, you are required to complete the Responsible Conduct of Research online form. This ensures you are aware of the principles and guidelines for conducting ethical research. Should be submitted in your first semester.
2. **Plan of Study:** Your Plan of Study is a critical component of your academic journey. This plan outlines the courses and requirements you intend to fulfill to meet your degree objectives. This form can take a longer time to process and it is recommended to be submitted halfway through the program or between the second and third semesters. Upon approval of your Plan of Study, the Graduate College will generate an invoice for your degree candidacy (typically \$35), which will be billed to your Bursar account.
  - a. If any changes are needed to the courses listed on your Plan of Study, you will need to update your Plan of Study and resubmit. If you only need to update your

graduation term, please notify your degree counselor, Kristi Davenport ([kdavenport@arizona.edu](mailto:kdavenport@arizona.edu)) with your name, student ID, and request to update your grad term.

3. **Master/Specialist Committee Appointment Form:** It is highly recommended that you submit the Committee Appointment Form no later than the beginning of your final semester. Students in MLIS will not complete a thesis, and you may select that you do not have a thesis or a committee. You will indicate that you are working with a faculty advisor and add Jennifer Rochelle as your advisor.

## Petitions, Grade Appeals and Grievance Policies

### Graduate Petitions

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.

Visit the Graduate College to access various [petition guides](#).

### Leave of Absence

If you won't be enrolling in a fall or spring term, you must have an approved [Leave of Absence](#) to maintain your active student status. Failure to submit or obtain approval for a Leave of Absence may result in the need to reapply to rejoin the program. Generally, up to two semesters of Leave of Absence can be approved. If necessary, ensure that LOAs are approved before the last day of finals in a semester. Keep in mind that a Leave of Absence is not required if you have a registration record for the semester (e.g., registered for a class and then withdrew within two weeks with a "W").

### Grade Appeal

If you want to appeal a course grade after it has been posted, there is a specific process that must be followed exactly, which includes keeping within the scheduled deadlines. The student must initiate the process and track deadlines and guidelines. Your staff advisor is available to assist with the policy and process. Please review the [Grade Appeal](#) process in the University of Arizona catalog.

## Graduate Grievance Policy and Support Offices

Review the [grievance policy](#) to determine what kind of grievances can be reported and resolved and by whom.

Your College of Information Science advisors do 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.
- [Complete withdrawal from term](#) needs, including Medical Withdrawal.

## Length of Program

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 per Graduate College policy. Students who do not meet these time limits are required to petition for an [extension of time to complete degree](#). Master's students whose coursework is more than six (6) years old may be required to take additional coursework.

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.

## Registration and Enrollment Policies

Students are required to independently register for their courses each semester. It is highly recommended that students register as early as possible, according to their assigned enrollment date, in order to secure seats in the courses necessary for their degree. Please note that **we cannot guarantee seats for students, as classes, including online courses and sections, may reach maximum capacity quickly**. Additionally, certain courses such as internships, capstones, directed research, and independent study have specific requirements and require department consent. Please contact your advisor or College staff directly for enrollment in ePortfolio (LIS 909) or courses closed to department consent. Information is available on the

website on instructions to request internship/capstone credit ([Apply for Internship Credit](#)). Please reach out to your advisors if you have any difficulties registering or questions about coursework.

## [Dates & Deadlines](#)

### Summer/Fall

Course 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

Course schedule available: First week in October

Registration opens: First week in November (check [UAccess Student Center](#) one week prior for assigned enrollment start date).

View the [online guides](#) for help registering for classes, finding course information, using UAccess Student Center, and more.

### Waitlist

If a course reaches maximum capacity and is indicated as full, we may offer the opportunity to be placed on a waitlist. The waitlist acts as a position holder in the registration queue, but it does not guarantee enrollment in the course. As enrolled students drop the course or if the enrollment capacity is expanded, students on the waitlist will be admitted into the course in the order of their placement.

### 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. A list of pre-approved courses can be found on the website under degree requirements for your program.

Students registering for classes outside of the College of Information Science (INFO, LIS) may need to contact that department's instructor or Graduate Coordinator for permission to enroll. Contacts can be found in the [Graduate Catalog](#).

## Full Time Enrollment Policies

### Minimum and Maximum Enrollment

Full Time enrollment for College of Information Science graduate students in the fall and spring semesters is 9 units per semester; **prior approval from the student's Faculty Advisor is required to take more than 9 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.

The minimum enrollment allowed per semester (fall and spring) is one (1) graduate unit, but note that **many financial aid recipients must take at least 6 or more units to maintain eligibility**; check with your program or lender about requirements. A student who has completed all coursework, the thesis/dissertation unit requirements, has advanced to candidacy, is working on the thesis/dissertation, and is not employed as a Graduate Assistant/Associate may apply for [advanced status](#), which allows one (1) unit of 900-level credit for full-time status. 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 employed in student positions at the University of Arizona must maintain an enrollment of 6 units in order to be eligible to work that term.

You can learn more about [enrollment policies](#) in the catalog.

### International Students

International students must enroll full-time (9 units) in the spring and fall semesters to maintain their active visa. A minimum of 6 units of in-person courses are required. **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.

You can read more about this policy on the [International Student Services](#) webpage.

*Students in their final semester, undergoing medical conditions, or having academic difficulty may be considered for a [full-time enrollment waiver](#).*

## Tuition Payment & Billing

To ensure timely payment, tuition is due on or before the first day of class. The Bursar's Office sends monthly account statements. However, if you increase the number of units you are enrolled in, you may not receive an account statement before the payment deadline. It is essential that you check your account balance on UAccess each time you make changes to

your registration. Please note that late fees apply to unpaid tuition, regardless of whether you have been notified.

You do not need to wait for an account statement to make your payment. Detailed [payment options](#) can be found on the Bursar's website.

## Academic Expectations

**Grade of C.** Students may present one C grade for graduation in their program, but it may *not* be in a required course (i.e. core courses, distributed electives, internship or capstone). A "C" in a required core course must be repeated in the next semester the course is scheduled.

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

**Students are required to maintain a GPA of at least 3.00.** If students' GPA falls below 3.00, they are placed on [academic probation](#). Students placed on academic probation *must* meet with the faculty advisor to plan a course of action. **Students on academic probation for two consecutive semesters (including the first semester the grades were earned) are removed from the program by the Graduate College.** Such students must re-apply to both the Graduate College and College of Information Science as non-degree seeking students until GPA is restored. See NDS policies for more information.

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

## Incomplete Grade 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."

College of Information Science Instructors will award and incomplete grade as a contract with the student and will note the following information:

- **Date the student last attended class**
  - If attendance is not taken, this should be the date of the last academically related activity (paper, quiz, D2L). This date can be approximated by using the first of the month, the 15th or the last date of the month.
- **Grade the student earned as of the last date of their attendance**

- This is not the estimated grade the student will earn when completing course requirements, but the **grade the student earned with currently completed work**.
- **Remaining coursework**
  - Listing of all remaining assignments, classwork, and any other tasks needed to finish the course, so the student understands specifically what they need to do to earn their final grade.

**It is the responsibility of the student to keep in touch with the professor and make sure to turn in all assignments needed to complete the course within one (1) year of the course.** Once the agreed upon coursework has been turned in the instructor will change the “I” grade to a letter grade. If for any reason the student feels they are not able to complete the course within the 1-year time frame they must submit a [Course Extension Petition](#) located in their GradPath forms in UACCESS.

Effective as of Fall 1977 semester: If the incomplete grade is not removed by the instructor **within one year** the I grade will convert to a **failing grade**.

## 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. Typically, most changes can be made through UAccess Student Center until a specified date. The [change of schedule process](#) is for exceptions and those enrollment requests that may need approval of an instructor and/or College or academic unit. To identify when a Change of Schedule and/or a Late Change Petition are necessary, please see the [Dates and Deadlines](#) calendar. 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.

### Tuition Appeal

By registering for classes, students agree to pay all applicable tuition and registration fees. Students are required to pay all tuition and fees for any registered classes, unless enrollment is officially canceled during the 100% refund period. Refunds may be issued outside of the refund period to students who experience medical or extenuating circumstances.

A student's lack of knowledge or misunderstanding of the refund period or financial hardship are not considered to be extenuating circumstances. If a student wishes to request a refund outside of the refund period, they must submit a [Tuition Appeal Request](#). Tuition Appeal Requests must be submitted within one year from the last day of class for the term in question. This procedure is managed through the Office of the Registrar.

## Other Links

- [Academic Calendar](#)
- [Final Exam Schedule](#)
- [Payment Dates and Deadlines](#)
- [Registration Dates and Deadlines](#)
- [Other UA Calendars \(holidays, events, etc.\)](#)
- [College of Information Science Event Calendar](#)

## Student Policies

All policies and codes of the University of Arizona apply to students in the College of Information Science. See: [Dean of Students Office](#) for a full list of policies.

### College of Information Science Appropriate Behavior Policy

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. However, 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.

Community partners are encouraged to report any behavior issues to the College of Information Science. 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. For serious disruptions, the staff or faculty may start at Step 2 or Step 3 as appropriate. The Director of Graduate Studies and the student's Advisor should be informed whenever any of the following steps are taken.

**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 College of Information Science Appropriate Behavior Policy, and instruct the student on the behavior that is required in the future.

**Step 2.** If the inappropriate behavior continues, 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 College of Information Science Appropriate Behavior Policy will result in the faculty/staff member filing a complaint with the College of Information Science Director of Graduate Studies. A copy of the warning will be sent to the Director of Graduate Studies and the Graduate Advisor 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 in an Instructional Setting](#)]

**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 College of Information Science code of conduct complaint with the College of Information Science Dean. If appropriate, a faculty member may at the same time file a [Student Code of Conduct Complaint](#) with the Dean of Students Office. 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 College of Information Science Dean 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.

## Syllabus Policies

Students must follow all official policies included in course syllabi. By placing this URL in a syllabus, instructors no longer need to list the individual policies, <https://academicaffairs.arizona.edu/syllabus-policies>. Students are responsible for reviewing these 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

Some tips:

- Avoid using ChatGPT and other AI programs when it comes to software programming assignments
- Read the syllabus and talk to your instructor if you have questions about guidelines
- Know when an assignment can be worked on as a group vs. individual work is needed
- When in doubt, ask your instructor!
- [UArizona Libraries ChatGPT Guide](#)

# Independent Studies, Directed Research, Internships, Practica, Capstone

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, except in Summer semesters when up to six units may be taken for financial aid purposes when appropriate. A student may not apply more than six units of Individual Study to the degree with faculty advisor pre-approval. Internships and Individual Studies each have restrictions, limitations, deadlines and advising recommendations.

The College of Information Science's individual studies coordinator and your faculty advisor must approve all graduate internships.

## 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.

## Eligibility

- LIS 693 (Elective Internship): Completion of 12 units is required. LIS 693 is an elective course and is not required for the MLIS degree.
- LIS 698 (Capstone Internship): Completion of 18 units is required (including the completion of core courses, LIS 504, 506 and LIS 515), and is recommended to be taken in the final semester. **LIS 698 is a required course for the MLIS degree.**

## Experiential Courses (Internship and Capstone)

Please review your specific degree requirements for more information about internships and capstones. The MA-LIS degree requires that all students complete the capstone (LIS 698). You may also complete an internship (LIS 693) in addition to but not in lieu of the capstone. Additional units may be completed to use towards electives with faculty advisor pre-approval.

### For Internships (LIS 693):

- Internships may be completed either at University of Arizona or for an outside company or organization. The internship should involve work relevant to your degree and coursework. Students are responsible for finding their own internship experiences. Please visit our [Career Resources](#) for assistance.
- Once you have been offered an internship experience, requests for enrollment in LIS 693 units can be submitted via [Handshake](#).

- Your internship supervisor(s) will complete an evaluation form and you will be required to complete a self-evaluation form at the end of the semester.
- Each unit of credit awarded equals 45 hours of work. Internship credit must be awarded in the semester it is completed. Credit cannot be awarded in advance or retroactively.

### For Capstones (LIS 698):

LIS 698 goes beyond a regular internship through explicit linking of student learning objectives and program outcomes with workplace experience in the information professions. 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.

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 or a PhD in an Information field.

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 or under a different supervisor, doing work that is clearly differentiated from their regular duties. Students working in libraries are not exempt from the LIS 698 requirement.

## General Policies for Independent Studies

Students are responsible for finding a faculty member whose research is aligned with the student's interests. 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.

Independent study experiences are typically one semester. Students interested in independent study experiences should review [College of Information Science faculty](#) research and interests and approach faculty they are interested in working with directly with a request to complete an independent study.

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.

## College of Information Science 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 College of Information Science 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 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://infosci.arizona.edu/graduate-programs/independent-study-directed-research>.

See for more information:

- <https://catalog.arizona.edu/policy/courses-credit/courses/individual-studies-courses>
- <https://catalog.arizona.edu/policy/courses-credit/courses/house-numbered-courses>
- <https://infosci.arizona.edu/students-and-career/internships-mentorships>
- <https://infosci.arizona.edu/graduate-programs/independent-study-directed-research>

## Student Advising in the College of Information Science

### Academic Support

Students in the College of Information Science have access to faculty and staff advisors who can assist them with various aspects of their academic journey, including degree requirements, career resources, and form assistance.

### Graduate Faculty Advisor

The Graduate Faculty Advisor serves as a valuable academic resource for graduate students. Their primary functions include:

- Providing academic information and guidance
- Assisting with understanding curriculum and degree requirements
- Helping with course selection for graduation
- Offering timely input on academic progress
- Providing resources for professional development
- Approving out-of-department courses

## Graduate Staff Advisors & Program Coordinators

The Graduate Staff Advisors and Program Coordinators support students with administrative matters. Students may also meet with a staff advisor or program coordinator for assistance with forms, registration, and other practical degree questions. Staff and program coordinator advising functions include:

- Assisting with GradPath forms and graduation steps
- Providing access to university resources offered through other offices
- Offering guidance on university policies and procedures
- Offering assistance in course registration

## Meeting Requirement

In general, students are not required to meet with their faculty advisor, except in specific situations, such as:

- Academic probation: Students on probation must meet with their faculty advisor to discuss remedial actions and create a plan for improvement.
- Signature requirements: Some forms and petitions may need the faculty advisor's signature or a letter of support.
- Course overload or out-of-discipline courses: Permission for course overload or non-INFO/LIS prefixed courses must be requested in advance, and consultation with the faculty advisor is necessary.

## Recommended Advising Milestones

While meeting with the faculty or staff advisor is not mandatory, students are encouraged to consider seeking their advice at the following milestones:

- Admission: Attend an online orientation or reach out to advisors for guidance on coursework selection, program details, and any questions you may have.
- First semester: Review course selection for the following semester.
- Second semester: Prepare the Plan of Study worksheet.
- Mid-Program: Review the Plan of Study for changes and discuss capstone, directed research, and internship opportunities.
- Penultimate Semester: Confirm course completion, register for final semester, and ensure all GradPath forms are completed.

## Recommended Advising Appointments

Additionally, students may find it beneficial to schedule advising appointments in the following scenarios:

- Course selection or questions about specialization and career paths.
- Internship inquiries, including capstone internships.
- General academic concerns or questions.
- Career-related inquiries, with potential recommendations from faculty members.
- Academic performance concerns or grade appeals.
- Issues with courses, faculty, staff, or peers.

## Areas Outside Advisor's Scope

There are specific areas where advisors may not be able to address student questions directly:

- Admissions-related queries should be directed to the College of Information Science Admissions team via email: [infosci-gradadmissions@arizona.edu](mailto:infosci-gradadmissions@arizona.edu).
- Questions regarding scholarships and financial aid should be directed to the Director of Graduate Studies or the [Office of Financial Aid](#).
- Routine course registration questions or issues should be directed to the Staff Advisor or the Program Coordinator at [infosci-gradadv@arizona.edu](mailto:infosci-gradadv@arizona.edu).
- Questions related to GradPath forms or graduation should be directed to the Staff Advisors or the Program Coordinators at [infosci-gradadv@arizona.edu](mailto:infosci-gradadv@arizona.edu), who have the necessary authorization.
- Non-academic graduation inquiries should be directed to the Staff Advisors or the Program Coordinators at [infosci-gradadv@arizona.edu](mailto:infosci-gradadv@arizona.edu).

Remember, your advisors are here to support you throughout your academic journey, so don't hesitate to reach out to them for guidance and assistance.

### Quick Links

- [List of College of Information Science Advisors](#)
- [List of UA College Degree Counselors](#)
- [Faculty Directory](#)
- [Administrative Staff](#)
- [About the College of Information Science](#)
- [Goals and Objectives](#)
- [Career and Alumni](#)

## Financial Aid and Funding

At the College of Information Science, we are committed to supporting our M.A. students in their academic journey. While funding for the M.A. program is not guaranteed, we offer valuable resources and opportunities to explore various financial options.

1. University's Office of Scholarships & Financial Aid: The University provides valuable resources on grants, loans, and scholarships through the [Office of Scholarships & Financial Aid](#). **Domestic students must file their FAFSA annually to qualify for departmental funding and ease the process of awarding scholarships, grants, or loans.**
2. Internal Scholarships and Tuition Grant Waivers: The College of Information Science does offer internal scholarships and tuition grant waivers during the fall and spring semesters. Students are required to [apply for funding](#) each semester to be considered for these opportunities.

To explore available scholarships, funding options, and financial aid resources, you can refer to the following:

- [Graduate College Funding](#)
- [Graduate Assistantships](#)
- [Scholarship Universe](#)
- [Bursar's Office](#)
- [Graduate and Professional Student Financial Aid](#)
- [Financial Aid Resources Overview](#)
- [Graduate College Funding 101](#)

We encourage all M.A students to explore these resources and plan their funding wisely to make the most of their academic experience at the College of Information Science.

## Conferences and Travel

A limited number of funds are available for graduate students to travel and present at conferences through the College of Information Science. Students are also encouraged to apply for travel funding through the Graduate and Professional Student Council and other outside support (such as professional organizations).

- College of Information Science Travel Grant Instructions: <https://infosci.arizona.edu/phd-information/travel-research-funding>
- GPSC Grants and Awards: <https://gpsc.arizona.edu/grantsawards>

# University and Graduate Student Resources

## Technical Support

University of Arizona students have a wide range of technology services and resources to support your academic journey. From free software licenses to 24/7 IT support, we strive to ensure that you have the tools and assistance you need to excel in your studies. Below are some of the essential technology services available to you as a student.

## UA Free and Discounted Software Licenses

Take advantage of our free and discounted [software licenses](#), including Microsoft Office 365. These licenses can greatly enhance your productivity and provide you with the necessary software tools for your coursework and projects.

## Commonly Requested UA IT Services and Information

Our [Information Technology Services](#) (ITS) offers various resources that are essential to your student life. Here are some of the services you can access:

- **Student Email:** Access your official university email account to stay connected with important updates and communication.
- **NetID, NetID+ (Plus), and Duo:** These are authentication systems that grant you access to university systems securely.
- **24/7 Support:** Our IT Support Center is available round-the-clock to assist you with any technical issues or questions you may have.
- **UA Virtual Private Network (VPN):** Access university resources securely when off-campus using the VPN.
- **UA WiFi:** Connect to the campus-wide wireless network for internet access across the university premises.
- **Computer Labs:** Utilize well-equipped computer labs located throughout the campus for your academic needs.
- **UAccess Student:** Access the university's online administrative portal for various student services.
- **D2L (Desire to Learn) Online Learning Management System:** Interact with course materials, submit assignments, and engage in online learning.

## 24/7 Information Technology Support Center

Our [24/7 IT Support Center](#) is here to assist you with a wide range of technical services. You can reach them in person, over the phone, or through chat. The center provides support for:

- **Campus Applications and Services:** Get help with university-related applications such as CatMail, UAConnect, D2L, UAccess, and NetID/Duo.
- **Troubleshooting:** Resolve issues with your personal computer, faculty, or staff computers.
- **Software Installation:** Assistance with installing operating systems and software (software licenses must be provided by the customer).
- **Security and Maintenance:** Get help with removing spyware, viruses, and unwanted software.
- **Network Connectivity:** Support for wired or wireless networking cards and troubleshooting network problems.
- **Reporting Network Issues:** Report any problems with the UA wired or wireless network.



## UA Computer-Based Training

Explore our [Computer-Based Training](#), offering free 24/7 access to online tutorials covering a wide range of technical topics, including programming languages, graphics programs, web design, and more. The tutorials are divided into lessons ranging from 2 to 10 minutes long, allowing you to learn at your own pace.

## Other Graduate Resources

- Disability Resource Center: <https://drc.arizona.edu/>
- Campus Health Counseling & Psych Services: <https://health.arizona.edu/counseling-psych-services>
- Graduate College (from here students may access Graduate College policies, contacts, information about resources, deadlines, and other useful information): <http://grad.arizona.edu/>
- The Graduate Center: <https://gradcenter.arizona.edu/>
- Graduate Professional and Student Council: <https://gpssc.arizona.edu/>
- International Student Services: <https://international.arizona.edu/iss>
- Basic Needs: <https://asuatoday.arizona.edu/basic-needs/overview>
- General Catalog: <http://catalog.arizona.edu/>
- Academic Integrity: <https://deanofstudents.arizona.edu/student-rights-responsibilities/student-academic-integrity-resources>

**It is the responsibility of students to familiarize themselves with the general campus-wide requirements and information on transfer of graduate credit from other institutions, off campus graduate study, scholastic standards, forms that the student must submit to the Graduate College, and the time limit for the completion of requirements for graduate degrees.**

## Career Resources and Counseling

We offer a variety of resources and counseling services to assist you in navigating your career path successfully. Here are the essential career resources and counseling services available:

1. **Faculty and Staff Advisors:** You can seek general career advice and counseling from your faculty or staff advisors. They are here to support and guide you in making informed decisions about your career choices.
2. **College of Information Science Career Resources:** For students pursuing careers in information-related fields, the College of Information Science offers specialized [career resources](#) tailored to your degree. Explore these resources to gain valuable insights into potential career paths.

3. **Box Folder with Resources by Degree:** This [Box folder](#) contains a wealth of resources categorized by degree, providing you with relevant information and support to shape your career journey effectively.
4. **Office of Student Engagement & Career Development:** The Office of Student Engagement & Career Development is your central hub for comprehensive [career support](#). Here, you'll find the following resources and services:
  - **General Career Counseling:** Our experienced counselors are available to provide personalized guidance and advice to help you explore potential career paths and set career goals.
  - **Webinars:** Participate in career-related webinars to enhance your knowledge and skills on various professional topics.
  - **Resume and Job Application Reviews:** Get valuable feedback and tips on crafting an impressive resume and job application materials.
  - **Handshake Portal:** Access the Handshake portal, where you can search for job and internship opportunities to jumpstart your career.

**Note:** *Even after graduation, you can continue to access resources from the Office of Student Engagement & Career Development for up to one year.*

5. **Graduate Center Career Support:** The [Graduate Center](#) offers specialized career support through workshops and one-on-one counseling sessions. Take advantage of these resources to refine your career goals and plan for a successful future.

We encourage you to explore these career resources and counseling services to make the most of your time at the University of Arizona. Remember that our dedicated team is here to assist you throughout your academic journey and beyond. Your success is our priority, and we look forward to helping you achieve your career aspirations.