

University of Kentucky

School of Information Science

Student Handbook, 2020-2021



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General Information

Programs

Library and Information Science (LIS)

The program offers students a fully online 36-hour master's degree (MSLS) and an option of earning School Librarian certification for students who qualify. The LIS program is accredited by the American Library Association (ALA) and teaches skills and areas such as knowledge creation, communication, identification, selection, acquisition, organization and description, storage and retrieval, analysis, interpretation, evaluation, synthesis, and dissemination of information. Students can pursue several academic concentrations: Academic Libraries, Generalist, Health Information, Information Technology & Systems, Public Libraries, School Libraries, and Youth Services and Literature. The program also has an ongoing Alternative Spring Break internship program at organizations such as the Smithsonian Libraries and National Library of Medicine and a Study Abroad course in the Netherlands which runs every other summer.

Information Communication Technology (ICT)/Information Studies (IS)

The ICT undergraduate major focuses on the intersection of technology, people who use that technology, policies and regulations that govern the use of that technology, and communities or environments in which that technology is used. Students may pursue a BA or BS in concentrations such as ICT Commercialization and Technology Management. There is also a study abroad opportunity in Germany for ICT students.

Starting in Fall 2017, the ICT program offers a unique online degree track in Information Studies (IS). Students in this program track are specially admitted and may complete their ICT degree fully online. Information studies track students will learn how information can be created, communicated, stored, and/or transformed to benefit individuals, organizations, and society. In our information based society, teaching students practical skills for analyzing, processing, managing information that will allow them to then create technology-based solutions using a user-centered approach and evaluate the roles of information in a variety of organizational settings is a valuable skill set that is currently sought by employers. Students in the Information Studies track may transfer hours (i.e., 60 hours) and will complete the Information Studies track, the major, and other University requirements (i.e., up to 60 hours total) completely online. More information and requirements for entering the ICT program as an online student may be found here: <https://ci.uky.edu/sis/ict/onlinetrack>

The ICT master's program, which began in August 2015, is designed to prepare students to assume positions that require more in-depth knowledge of the field. The curricula reflect the knowledge and skill sets students need to successfully compete in the ICT job market. Students in the ICT master's program will begin to focus on a certain area or aspect of Information Communication Technology. Students admitted to the master's program may concentrate their studies into one of three tracks: *health, technology and analytics*, or *policy and regulation*. Or, students may choose to work with

their adviser to create a program of ICT that best suits their educational and professional goals.

The Information Studies minor focuses on preparing students to store, manage, and extract data efficiently. The IS minor is an attractive complement to most majors at UK. Several courses for the IS minor (offered fully online at UK) are cross-listed with the ICT core courses.

Instructional Communication and Research (ICR)

Instructional Communication (IC) focuses explicitly on the interface between communication and instruction. IC researchers study human communication processes and related messages as they occur in instructional contexts across subject matter, grade levels, and types of settings.

ICR is also the home of several undergraduate courses, including CIS 110, 111, and 112, which fulfill the University's Composition and Communication CORE requirements, and [the Graduate Certificate in Instructional Communication](#) (see link for information on course requirements and eligibility). Other CIS classes and information about ICR can be found on the SIS [website](#).

University Bulletins

All students are responsible for reviewing, understanding, and abiding by the information in the [current University Bulletin](#).

Students in graduate programs are also responsible for reviewing, understanding, and abiding by the information in the [current Graduate School Bulletin](#).

General Class Policies and Procedures

Registration

Students should log into myUK (myuk.uky.edu) and choose the "Plan and register for Courses" tab under Student Services to view their registration windows and register for classes. Students can view all registration windows for the current or upcoming semester by visiting the [Registration Windows page](#) on the Registrar's website.

Students who need assistance with registration should contact the SIS Student Affairs staff at infosci@uky.edu or the Registrar at registration@uky.edu.

Billing

Students are billed for courses based on the date on which they registered. The Registrar provides dates for billing on their [Tuition Deadline page](#).

Waitlists

In the event that a class is full, students who attempt to add that class will be placed on the waitlist. Waitlisted students are not enrolled in the class. If seats become available, students will be enrolled in the class in the order in which they are on the wait list.

Withdrawals

Students seeking to withdraw from a course may do so via the “Plan and register for Courses” tab in myUK if they are withdrawing before the last day to withdraw for that semester. To determine that date, students should consult the appropriate [Academic Calendar](#).

If students wish to withdraw from a class after the last day to withdraw, they will need to contact the SIS Student Affairs Officer at infosci@uky.edu.

Students wishing to withdraw completely from the University should visit the Registrar’s [withdrawal page](#) and follow all instructions.

Incomplete (I) Grades

Incomplete grades are assigned at the discretion of the instructor. Instructors can assign an Incomplete (I) grade when they feel there is a reasonable possibility that the student can complete the work within 12 months or prior to his/her graduation, whichever comes first. Students who fail to submit any outstanding work and receive a regular letter grade by the end of the 12-month period or graduation will receive a grade of E for the course.

Cheating and Plagiarism

The University holds its students to a high standard of academic integrity and takes instances of cheating and/or plagiarism very seriously. The School will follow the University’s policies and procedures regarding cheating and plagiarism, which can be found on the [Academic Integrity page](#) of the Ombud’s website.

Online Learning

LinkBlue/myUK

After receiving notice of their admission to the University, students are responsible for [activating their LinkBlue accounts](#) and [e-mail](#) (see links for walk-through videos on each). The LinkBlue login credentials (username and password) provide students with access to many campus-wide systems, including Canvas, Office 365, and myUK, that are essential for success at the University.

Students who do not receive their LinkBlue user ID in their acceptance letter should contact the UKITS (UK Information Technology Services) Help Desk at 859-281-HELP [4357].

More information about activating the LinkBlue account and setting up student e-mail is available on the UKITS website. Undergraduate students should follow [these instructions](#). Graduate students should follow [these instructions](#).

Canvas

The University uses [Canvas](#) as its Learning Management System (LMS).

Resources are available to help students understand how to navigate and use Canvas. To access the tutorials for Canvas, visit the [All Courses page](#) in Canvas.

Technology Requirements

While some requirements may be program or course specific, all students in the School of Information Science are expected to have regular access to a computer with reliable Internet access (no preference is given to either PC or Mac), a webcam, and basic software, including the Microsoft Office Suite, which is available to students free of charge from the [UK Downloads site](#). Students must login with their LinkBlue credentials to download software.

Students are expected to read the syllabus for each class carefully to ensure that they have access to any additional technology required for that course.

Time Management and Distance Learning

All students in the School of Information Science are expected to develop and use good time management skills. Many courses are offered in the online format, which requires students to be diligent about keeping up with their work and contacting their instructors when problems occur. Students are expected to attend to any course announcements and to check in on Canvas or any other course management system regularly.

Online learning requires students to be self-motivated, organized, and proactive. Students are also expected to be comfortable using and learning with technology.

The [UK Online website](#) provides more information about online programs and resources.

Contact Information and Resources

School

School Office

SIS Director

Dr. Jeff Huber
jeffrey.huber@uky.edu

Assistant Director

Will Buntin
will.buntin@uky.edu

Director of Undergraduate Studies & ICR Program Coordinator

Dr. Troy Cooper
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Director of Assessment

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School Administrative Assistant

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School Student Affairs Officer

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LIS Admissions Coordinator and Lecturer

Ashley DeWitt
ashdewitt@uky.edu

ICT Student Affairs Officer

Sarah Jane Tamme
sarah.tamme@uky.edu

Marketing & Communications Specialist

Drew Brown
Drew.brown@uky.edu

Information Systems & Technology Support Specialist

Evan Thompson
evanthomps4@uky.edu

Faculty Directory

<https://ci.uky.edu/sis/directory>

University

[Academic Calendar](#)

[Academic Ombud](#)

(859) 257-3737

[Canvas Resources](#)

[Career Center](#)

(859) 247-2746

[Community of Concern](#)

(859) 257-3755

[Counseling Center](#)

(859) 257-8701

[Disability Resource Center](#)

(859) 257-2754

[Distance Learning Library Services](#)

(859) 218-1240

[UK International Center](#)

[myUK Portal](#)

[Media Depot](#)

(859) 323-1105

[Presentation U](#)

(859) 218-5186

[UK Financial Aid Office](#)

(859) 562-2287

[UK Information Technology Services](#)

(859) 257-4357

[UK Libraries](#)

(859) 257-0500

[UK Registrar](#)

(859) 257-7157

[UK Software Downloads](#)

[UK Student Account Services](#)

(859) 257-3406

[UK Online](#)

[Veterans Resource Center](#)

(859) 257-1148

[Writing Center](#)

[LGTBQ+ Services](#)

[UK Education Abroad Office](#)

For up-to-date information on the University's COVID-19 pandemic response, please visit <https://www.uky.edu/coronavirus/> (link active as of Fall 2020)

LIS Program

Admission

Online Information Sessions

Students who are considering the master's program in Library and Information Science are encouraged to attend an online information session to learn more about the program and to ask any questions they may have about the program or application process.

Dates and the registration form are available on the [Online Information Sessions](#) page of the School's website.

Prospective Student Newsletters

Students can also subscribe to a newsletter the program has designed for prospective students. Topics include online learning, careers in the field, funding, and choosing a concentration area for their studies.

More information about the newsletter and the subscription form are available on the [Subscribe to our Newsletter page](#) on the School's website.

Requirements

Students seeking admission to the master's program in Library and Information Science need to submit a completed application through the Graduate School's ApplyYourself system. Access to that system and information about the Graduate School's requirements can on the [Application Process](#) page of the Graduate School's website.

All students applying for graduate-level coursework must have earned an undergraduate degree from an accredited institution. The program does not require any previous study in library science or a related field. Students from any undergraduate or graduate background are encouraged to apply.

The program requires an overall GPA of 3.0 or higher for undergraduate work and any previous graduate-level work. As of Spring 2019, the School no longer requires the GRE for master's applications.

The program considers each candidate holistically. Higher performance in one area can compensate for lower performance in another. Students seeking admission who do not meet the GPA requirements should submit an additional document with their application to discuss the circumstances that led to the lower GPA and why they now feel prepared to succeed in a graduate-level program.

Students must also submit (a) three (3) letters of recommendation, (b) a personal statement that explains why the student seeks admission to the School and why they are interested in a career as an information professional, and (c) a resume or CV.

Students who have questions about admissions or applications should contact the LIS Admissions Coordination, Ashley DeWitt, at ashdewitt@uky.edu.

Deadlines

Students seeking admission for the Spring must submit a completed application by November 15. Students seeking admission for the Summer must submit a completed application by March 15. Students seeking admission for the Fall must submit a completed application by July 1. For Fall applicants wishing to apply for any available scholarships or assistantships, earlier application submission is recommended as certain internal funding paperwork must be submitted prior to March. See our [admissions page](#) for current deadlines.

International Students

Due to F1-Visa requirements and the online format of all classes, international students may find this program difficult to complete. International students who would like more information or who have questions should contact the LIS Admissions Coordinator, Ashley DeWitt (ashdewitt@uky.edu), before submitting their application.

Applicants for whom English is not their native language must meet the Graduate School's required scores for the TOEFL or IELTS exams. Likewise, the Graduate School sets earlier application deadlines for international applicants. The dates and other useful information are available on the [Application Process page](#) of the Graduate School's website.

Admitted Students

General Information

If admitted, students will receive an electronic letter to that effect from the Graduate School. The letter is accessible through the ApplyYourself portal. If the students have not submitted official transcripts from all previously attended institutions of higher education, they will be instructed to do so then. The Graduate School's letter will also contain the students' LinkBlue User ID, Student ID number, and temporary passcode.

Student should activate their LinkBlue accounts as soon as they receive their letter from the Graduate School. Instructions for this step are available in the LinkBlue/myUK section of this handbook.

As students are admitted, they will begin receiving communication from the program regarding advising, registration, and orientation materials. Students should read and respond to the information contained in those emails in a timely manner. Students should also try to attend one of the monthly Welcome Sessions in which Student Affairs staff review important information and answer any newly admitted students' questions. The link to sign-up for the welcome sessions is sent to incoming students at the time of their admission by the Student Affairs staff.

Once students are registered for class, Student Affairs staff will add them to the program's email listserv. This listserv is used to share information about the program, employment opportunities, and other announcements.

Once the Student Affairs staff have received students' [course planning forms](#), which they will complete with their advisors, they will register the students for classes. Students do not register themselves for classes during their first semester. They do, however, [self-register](#) for all subsequent semesters (see links for video walk-throughs of those processes).

Deferment

In the event that students wish to defer their admission after receiving their acceptance, they can do so for up to one academic year. In order to defer, students should contact the Director of Graduate Studies (DGS), Jeff Huber (jeffrey.huber@uky.edu), before the beginning of the semester they have been admitted, request to defer their enrollment, and specify the term they plan to begin classes. The DGS will then contact the admissions officer in the Graduate School and request the change.

All requests should be made at least one (1) week prior to the first day of the semester for which students originally received admission. Students who do not follow these guidelines will need to reapply for admission and pay the application fee again.

Deferment is only available to students who have been admitted but who have not taken classes in the program. Students who have been or are currently enrolled in classes for the program and would like to request time off should submit a leave of absence request. Information about leaves of absence is available in another section of this handbook.

Tuition

Students seeking current tuition information should consult the [Registrar's website](#)

The university has different rates for graduate students depending on their residency status or whether their program is completely online. For students taking fully online classes in the Library Science program, the online rate applies regardless of a student's residency status.

Orientation

There is no mandatory orientation, online or on campus, for LIS students. The School provides orientation materials accessible at any time by students via the [School's YouTube channel](#). A full transcript of content is available in the description of each video.

Within the emails welcoming students to the program and providing information about registration and advising, students receive the link to the online [New LIS Student Orientation playlist](#). This playlist provides students with information about the following important topics:

- Expectations for graduate students
- Academic concentrations in the LIS program
- Degree requirements for all students
- Degree requirements for school librarians
- Degree requirements for all other concentrations
- Practicum and independent studies
- Study Abroad opportunities
- UK Libraries and distance learning services
- Student organizations
- Alternative Spring Break program
- University of Kentucky Resources
- The LIS Exit Assessment and Graduation
- Career resources and professional opportunities for LIS students

In addition to the orientation playlist, Student Affairs has created two walk-through videos to help students with [advising](#), course planning and [registration](#). These two videos are shared with new students in the same email as the orientation playlist.

Housing

Students who intend to move to or remain in Lexington, KY, while in the program have many options in terms of housing.

The University does provide some on-campus housing for full-time graduate students. Space is very limited, so students are encouraged to apply for housing as soon as possible and to have alternative arrangements in mind in the event they are not granted on-campus housing. More information about Graduate & Family Housing is available on the [Campus Housing website](#).

Students can also use popular apartment/housing listings and resources to find local accommodations off campus. Because of the central nature of the University and the availability of public transportation, students should find housing options both near or several miles away from campus to suit their personal needs and tastes.

Students seeking more information about the city can visit the [City of Lexington's website](#) and [VisitLex website](#).

Program Requirements and Graduation

Program Requirements

Courses

All students should complete the Core Requirement courses (LIS 600, 601, 602, and 603) within their first 18 hours in the program.

Non-school librarian students entering the program during Spring 2014 until the Spring 2017 semester must complete the following courses:

- Core Requirement (LIS 600, 601, 602, and 603)
- IT Requirement (two from LIS 636, 638, 668, or IT 690 courses)
- Foundational Requirement (two from LIS 630, 621, or 672)
- Four (4) elective courses

Non-school librarian students who entered the program prior to the Spring 2014 or Summer 2017 or later semester must complete the following courses:

- Core Requirement (LIS 600, 601, 602, and 603)
- IT course (one from LIS 636, 638, 668, or other technology courses)
- Seven (7) electives

School Librarian students must complete the following courses:

- Core Requirement (LIS 600, 601, 602, and 603)
- School Library Specialization (LIS 644, 647, 655*, and 676)
- IT Requirement (LIS 648 and one from LIS 630, 636, 638, 668, or IT 690 courses)
- Literature Requirement (two from LIS 610, 612, 614)
- *Substitutions for LIS 655 may be made via adviser approval.

Note: any student seeking School Library Certification should have Dr. Maria Cahill as an advisor. Students who have different advisors but would like to complete the School Librarian program, which requires current teaching certification, should contact the SIS Student Affairs Officer (infosci@uky.edu) as soon as possible.

Graduation Procedures

Exit Assessment

The exit requirement for this master's degree is a final exit assessment. Students who are on probation are not eligible to submit the exit assessment or graduate.

Exit assessments are submitted within the Canvas learning management system. Each semester, Student Affairs will send instructions for graduation paperwork and self-enrolling in the Exit Assessment course over the listserv. Once enrolled, they will be able to submit their assessment with guidance from the SIS office and their advisors. Students should consult the [Exit Requirements page](#) on the SIS website for current information.

Components

There are two components to the Exit Assessment: the student's professional resume (or CV) and a learning outcomes essay. Both components must be submitted to receive a passing grade; submission of both does not automatically guarantee a passing grade. Students should refer to the most recent guidelines on the [Exit Requirements page](#) for additional information and instructions.

Timeline for Submission

Throughout the program: As students take core courses, they will complete assignments that contribute to their grasp of the four learning outcomes. This will continue with the electives that they choose. They are encouraged to keep notes that reflect on how the various assignments pertain to, and help advance their understanding of, the four learning outcomes.

Within the first 30 days of your final semester: Students must submit graduation paperwork and notify their adviser that they plan to submit the Exit Assessment.

At least two weeks before the Exit Assessment due date: Students submit their Exit Assessment to their adviser for review. Their adviser will review the two components of the Exit Assessment (the resume and the learning outcomes essay) and provide input.

Exit Assessment due date: Students submit their Exit Assessment by the due date posted on the listserv and in the Canvas shell. Note: once students share their Exit Assessment for review in the Canvas shell, it is considered the final submission and it will be graded.

Two weeks after the Exit Assessment due date: Students will receive their final pass/fail grade for the Exit Assessment.

Paperwork

All LIS Students

In addition to the Exit Assessment, students must submit paperwork for graduation. Student Affairs will send several e-mails over the listserv and through Canvas advising shells providing important instructions for students planning to

graduate. See the timeline below for general dates for spring, summer, and fall graduation deadlines.

January	Spring graduation announcement sent via Listserv/Canvas
February	Spring graduates submit paperwork
March	Spring graduates submit Exit Assessments; Summer graduation announcement sent via Listserv/Canvas; Summer graduates submit paperwork
May	Commencement for Spring graduates
July	Summer graduates submit Exit Assessments
August	Fall graduation announcement sent via Listserv/Canvas
September	Fall graduates submit paperwork
November	Fall graduates submit Exit Assessments
December	Commencement for Summer and Fall graduates

Students must complete the following four (4) steps to complete the graduation paperwork:

- 1) Students are responsible for notifying SIS that they intended to graduate by filling out the Google form for their intended semester of graduation. The link to this form will be available in the e-mail sent across the listserv and in Canvas.
- 2) Students must self-enroll in the Exit Assessment Canvas shell, which they will use to build and share their Exit Assessments. Instructions for self-enrolling will be available in the e-mail sent to the listserv and in Canvas.
- 3) Students must Apply for a Degree through the [myUK system](#) From the Student Services tab, students will choose MyRecords and then Apply for a Degree. Students should check the appropriate semester and degree. Again, instructions will be available in the e-mail sent to the listserv and in Canvas
- 4) Students must submit a Master's Degree Form through the [Graduate School's website](#). Students must follow the instructions in the e-mail sent over the listserv very carefully. If the form lacks information or contains incorrect information, it will not be approved and students will have to resubmit it.

School Librarian Students

School Librarian students must complete additional steps to ensure their certification or change of rank is processed in a timely manner.

As soon as they enroll in the program, students in the School Librarian program will be asked to complete an Advanced Level Educator Packet distributed by

Student Affairs staff and the school library program advisor, Dr. Maria Cahill. Students should complete and submit that packet as soon as possible so their status in the certification program is confirmed. That packet is available on the [School's website](#). Once received, the SIS office will submit the packet to the Office of Teacher Certification for the university.

After students complete the degree, they should download and complete a [Teacher Certification Application from the College of Education](#) to ensure that EPSB processes their certification and/or change of rank.

Any questions regarding the Advanced Level Educator Pack should be directed to Dr. Maria Cahill (maria.cahill@uky.edu).

Any questions regarding the Teacher Certification Application should be directed to Christopher Reese (christopher.reese@uky.edu or 859-257-4112).

Commencement and Diplomas

The University holds a commencement ceremony in December and May of each year. Summer and Fall Graduates are eligible to participate in the December Commencement. May graduates, in addition to previous Summer and Fall graduates, are eligible to participate in the May ceremony.

Students must register for commencement in order to participate. More information about commencement, including regalia, is available on the [Commencement website](#).

Students' degrees are processed following the last day of the semester in which they graduate. The Graduate School must review each student individually before certifying the degree; this process can take approximately 2-4 weeks. All outstanding accounts and holds must be cleared before the University can award a degree. Likewise, students with an I (Incomplete) grade are not eligible to graduate.

Once certified, the degree will appear on students' transcripts, which are accessible via myUK. Students can also complete a Request for Degree Certification form from the Graduate School if they need proof of degree before the diploma arrives. The form is available on the [Student Forms page](#) of the Graduate School's website. Diplomas are mailed approximately 12-16 weeks after the last day of the semester in which students graduate. Students who have not received their diplomas 90 days following graduation should contact the Registrar (859-562-2287).

Coursework Policies and Procedures

Transfer Credits

Under certain circumstances and with the recommendation of the student's advisor and approval of School's Administration, transfer credit may be given for courses taken elsewhere and applied to the 36-credit hour requirement of the master's program. Also,

any of the program's courses taken while in post-baccalaureate status must be treated as transfer credit in order to be applied to degree requirements. The limit on transfer credit is 9 hours. Thirty of the 36 semester hours required for the master's degree must be in library and information science. Graduate credits that may be considered for transfer include any combination of the following, up to a maximum of 9 credit hours:

- Courses in the MSLS program taken while in post-baccalaureate status
- Courses in library and information science taken at another ALA-accredited program
- Courses with prior approval of the advisor and School Administration taken as part of the MSLS program

Graduate transfer credit is not automatic but is granted only when educational justification exists. Graduate transfer credit must meet the conditions specified above, have been earned while the student was enrolled in an accredited graduate school, and must have been graded B or better. Moreover, the Graduate School Bulletin states: "Course credits applied toward a previously awarded graduate degree cannot be transferred. Transfer of independent work, research, thesis, or dissertation credit is not permitted. Courses must have been taken no more than 10 years...prior to the semester the transfer is requested"

Requests for graduate transfer credit are made by petition on the part of the student, after s/he has been admitted and has begun taking classes in the School of Information Science. If the student's faculty advisor and the School's Administration believe that transfer credit is appropriate, recommendation is made to the Graduate School that it be awarded. However, the final decision about awarding transfer credit rests with the Graduate School.

Students seeking to transfer credits should contact Ashley DeWitt (ashdewitt@uky.edu).

Cognate Classes

After admission into the program and with prior approval of the advisor, students may take as many as 6 credit hours of graduate courses outside the program in library and information science and have the courses apply to degree requirements. Used wisely, the cognate course option should enhance a student's program of study. The cognate course option is neither a vehicle to permit a student to receive credit toward master's program requirements for courses taken prior to enrolling in the master's program nor a means to permit a student to take courses at another institution solely for reasons of convenience.

C Grade Policy

While enrolled in the program, students must adhere to rules and regulations from both the School of Information Science and the Graduate School. A grade point average of 3.00 (B) must be maintained. Failure to do so results in academic probation and will result in dismissal, if, in the prescribed time, the grade point average is not raised to 3.00 or higher. A student who earns a third C (or lower) grade is dismissed from the program even if the student has earned the required minimum 3.00 grade point average. Students who are on probation are not eligible to submit the Exit Assessment or to graduate.

Students do have the option of repeating one course. For more information, students should refer to the next section.

Repeat Option

Graduate students may repeat one graduate course and count only the second grade earned as part of their GPAs. In order to do so, a student must complete the Request for Repeat Option form which is available on the [Student Forms page](#) of the Graduate School's website. Students should submit the completed form to Ashley DeWitt (ashdewitt@uky.edu). The School's Director of Graduate Studies, Jeff Huber, will review and sign the form before submitting it to the Graduate School. Students can only use the repeat option once during their degree program.

Withdrawals

Please refer to the section on withdrawal procedures earlier in the handbook.

Time Limit for Completion

Master's students enrolled after the Fall 2005 semester have 6 years to complete all requirements for their degrees. Extensions of up to an additional 4 years can be requested. The Dean of the Graduate School must approve extensions of less than two years. The Graduate Council must approve extensions of more than 2 years.

Students who wish to request an extension should contact Ashley DeWitt (ashdewitt@uky.edu) to begin the process.

Leave of Absence

Enrolled graduate students can request a leave of absence if they require time away from classes. Students who do not request leaves of absence and do not take classes for one or more semesters will have to complete a new application and pay the application fee to be considered for readmission.

Students who want to request a leave of absence must contact the Director of Graduate Studies, Jeff Huber (jeffrey.huber@uky.edu), prior to the beginning of the semester they do not intend to take classes. The e-mail should include specific mention of the semester(s) for which the student would like to request a leave of absence as well as the semester in which the student plans to return. If the DGS approves the request, they will contact the Graduate School to modify the student's record.

Students cannot request more than two consecutive or four total semesters of leave of absence status.

Dismissal

Students who remain on academic probation for three semesters, earn a third grade of C or lower in a course, or fail the exit requirement twice will be dismissed from the program.

Extracurricular Opportunities and Study Abroad

Alternative Spring Break

Each spring break, the program sends between 6-10 students to intern at institutions in and around Washington, D.C., including the Smithsonian Libraries and the National Library of Medicine. More recently, the host organizations were expanded to include opportunities with the Greater Midwest Region of the National Network of Libraries of Medicine (GMR NNLM). The program is only one of a few that have such agreements with those institutions.

While participating in [Alternative Spring Break](#), students meet a variety of professionals and work on projects to benefit a unit in the institution to which they are assigned. In years past, students have processed historic newspapers for inclusion in a research database, aided in preservation efforts, updated and created content for the public, and organized and created finding aids for archival collections.

The program makes funds available to each student to offset the cost of travel, housing, and meals. Students will receive a call for applications over the program listserv in October. The program is competitive. Students are encouraged to apply each spring they are enrolled if they are not selected initially.

Study Abroad



Available for registration approximately every other Summer and begun in Summer 2018, the LIS 690 “Barriers and Bridges: Empowering Diverse Communities Through Access to Information” course provides students with an opportunity to earn up to 6 credit hours toward their degree. This course takes place in Amsterdam and The Hague in the Netherlands for two weeks and meets asynchronously online for the remaining eight weeks.

In this course, students examine how information professionals can empower patrons, particularly from marginalized and minority populations, through spaces, resources, technology, and policies that support access to information.

Past highlights from the study abroad course include site visits and presentations from representatives of the Archival and Information Science program at UvA, IFLA, Optelec, Royal Library, International School of The Hague, Centrale Bibliotheek, Peace Palace and Law Library, Europeana Foundation, and Leiden University.

For more information, please contact LIS Lecturer and study abroad course instructor Ashley DeWitt (ashdewitt@uky.edu).

Associations and Organizations

Student Chapters/Groups

Students interested in belonging to a student organization can join the University of Kentucky American Library Association student chapter (UK ALA). For more information about the ALA student chapter, contact Ashley DeWitt (ashdewitt@uky.edu), the faculty advisor for the group.

Professional Associations

Students are also encouraged to join national associations or their local state chapters to become involved in professional associations early in their careers. Involvement with and service to professional associations is a vital part of the profession. Student dues for participation in national organizations are typically very affordable (under \$50). A few common associations are listed below, but this list is in no way exhaustive.

[American Library Association](#)

[Special Libraries Association](#)

[Medical Library Association](#)

[Society of American Archivists](#)

[Kentucky Library Association](#)

ALA also offers a [joint membership program](#) where students may join the national organization and their state chapter for the same membership fee.

Funding and Employment

Scholarships

Each year, the program sets aside funds for student scholarships. Those funds are limited and scholarships are highly competitive. Students seeking scholarship funding should complete the online application and provide any information they believe will be relevant to the scholarship committee.



Applications for Fall scholarships are due July 1. If funding is available, decisions about Fall scholarships are announced in July. Scholarships are not awarded in Spring or Summer.

More information about the program's scholarships and the application are available on the [Funding Your Education page](#) of the School's website.

Students are also encouraged to apply for scholarships available outside of the program. The American Library Association provides several scholarships. Information about those scholarships is available on the [Awards, Grants and Scholarships page](#) of the ALA website.

Other national associations and local chapters may also provide scholarship opportunities. For instance, the Kentucky Library Association supports students through scholarships and grants. More information is available on the [Scholarships page](#) of the KLA website.

Assistantships and Fellowships

In cooperation with UK Libraries and the Graduate School, the program may be able to provide a limited number of graduate assistantships each year to support students. Like scholarships, graduate assistantships are highly competitive. Assistantships are awarded on a yearly basis, and the period of service usually begins each August. Students awarded an assistantship for one academic year are not guaranteed re-appointment for another academic year. They must re-apply and be selected for any additional positions.

Applications for graduate assistantships are due by March 1st each year. Students who are new to the program must also have submitted their application to the Graduate School by March 1st. When positions are available, assistantship decisions are announced by May of each year.

The assistantship application is available on the [Funding Your Education page](#) of the School's website.

Students can also pursue a limited number of campus-wide fellowships. Because these fellowships are open for all master's and doctoral students across campus, they are the most competitive source of funding. Students may be expected to meet certain score thresholds on GRE to qualify, but each fellowships will specify the criteria for consideration.

Students who would like to be considered for a fellowship must submit the Graduate School's application by the listed deadline for each fellowship as well as an application for the School of Information Science, which is due January 1st of each year. Students who are new to the program must also have submitted their application to the Graduate

School by January 1st. The fellowship application is also available on the [Funding Your Education page](#) of the School's website.

More information about fellowships is available on the [Fellowships page](#) of the Graduate School's website.

Other Opportunities

Students can also apply for jobs outside of the school to fund their education through the [UK Jobs website](#). Students are encouraged to look for both student and STEPS (temporary) positions. Generally, these positions require students to be in Lexington, but that is not the case for all positions.

Students are also encouraged to check with local libraries and information institutions for part-time or full-time work to help fund their education and gain valuable experience.

Post-graduation/Professional Employment

Job announcements are regularly posted on the program listserv. Students who are not receiving listserv emails should contact Ashley DeWitt (ashdewitt@uky.edu) immediately to ensure they receive these announcements.

Students are also encouraged to check the ALA JobList, INALJ, and the local job lists in their states. Links for several job lists and resources are available below, but this list is by no means exhaustive.

[ALA JobList](#)

[I Need a Library Job \(INALJ\)](#)

[Kentucky Department for Libraries and Archives Job List](#)

Students are also encouraged to take advantage of networking opportunities in the program and at conferences to make connections that may help them as they look for professional positions.

Questions

Students should direct any questions to Senior Lecturer and Admissions Coordinator Ashley DeWitt (ashdewitt@uky.edu) or 859-218-2290.

ICT Master's Program



While the ICT undergraduate curriculum is designed to prepare students to assume positions that require basic knowledge and skills commensurate with bachelor's level preparation, the master's curriculum is designed to prepare students to assume positions that require more in-depth knowledge of the field. The curricula reflect

the knowledge and skill sets students need to successfully compete in the ICT job market. Students in the ICT master's program will begin to focus on a certain area or aspect of Information Communication Technology. Students admitted to the master's program may concentrate their studies into one of three tracks: *health, technology and analytics*, or *policy and regulation*. Or, students may choose to work with their advisor to create a program of ICT that best suits their educational and professional goals.

Admission

Requirements

Students seeking admission to the master's program in Information Communication Technology need to submit a completed application through the Graduate School's ApplyYourself system. Access to that system and information about the Graduate School's requirements can be found on the [Application Process](#) page of the Graduate School's website.

All students applying for graduate-level coursework must have earned an undergraduate degree from an accredited institution. The program does not require any previous study in ICT or a related field. Students from any undergraduate or graduate background are encouraged to apply.

The program requires an overall GPA of 3.0 or higher for undergraduate work and any previous graduate-level work. As of Spring 2019, the School no longer requires the GRE for master's applicants.

The program considers each candidate holistically. Higher performance in one area can compensate for lower performance in another. Students seeking admission who do not meet the GPA requirements are welcome to submit an additional document with their application to share any relevant information they would like the admissions committee to consider.

Students must also submit three (3) letters of recommendation and a personal statement that explains why the student seeks admission to the School and why they are interested in a career as an ICT professional. Students are also required to submit a resume or CV.

Students who have questions about admissions or applications should contact the Admissions Coordinator and ICT Master's Student Affairs Officer, Sarah Jane Tamme (sarah.tamme@uky.edu).

Deadlines

Students seeking admission for the Spring must submit a completed application by November 15. Students seeking admission for the Fall must submit a completed application by July 1. For international applicants, the Fall deadline is March 15th and the Spring deadline is August 22nd.

International Students

Due to F1-Visa requirements and the online format of all classes, international students may find this program difficult to complete. International students who would like more information or who have questions should contact the ICT Admissions Coordinator, Sarah Jane Tamme (sarah.tamme@uky.edu), before submitting their application.

Applicants for whom English is not their native language must meet the Graduate School's required scores for the TOEFL or IELTS exams. Likewise, the Graduate School sets earlier application deadlines for international applicants. The dates and other useful information are available on the [Application Process page](#) of the Graduate School's website.

Admitted Students

General Information

If admitted, students will receive a letter via email to that effect from the Graduate School. The letter will be sent to whichever e-mail address students used on their applications. If the students have not submitted official transcripts from all previously attended institutions of higher education, they will be instructed to do so then. The Graduate School's letter will also contain the students' LinkBlue User ID and Student ID number.

Students should activate their LinkBlue accounts as soon as they receive their letter from the Graduate School. Instructions for this step are available in the LinkBlue/myUK section of this handbook.

Students do not register themselves for classes during their first semester. They do, however, self-register for all subsequent semesters.

Deferment

In the event that students wish to defer their admission after receiving their acceptance letters, they can do so for up to one academic year. In order to defer, students should contact the Director of Graduate Studies, Jeff Huber (jeffrey.huber@uky.edu), before the semester in question, request to defer their enrollment, and specify the term they plan to begin classes. The DGS will then contact the admissions officer in the Graduate School and request the change.

Students who wish to defer who have submitted their applications but have not yet received their acceptance letter from the Graduate School should contact the admissions officer, Vivian Bowling (vbowling@email.uky.edu) immediately to request that change.

All requests should be made at least one (1) week prior to the first day of the semester for which students originally received admission. Students who do not follow these guidelines will need to reapply for admission and pay the application fee again.

Deferment is only available to students who have been admitted but who have not taken classes in the program. Students who have been or are currently enrolled in classes for the program and would like to request time off should submit a leave of absence request. Information about leaves of absence is available in another section of this handbook.

Tuition

Students seeking current tuition information should consult the [Registrar's website](#).

The university has different rates for graduate students depending on their residency status or whether their program is completely online. For students taking fully online classes in the Information Communication Technology master's program, the online rate applies regardless of a student's residency status.

Housing

Students who intend to move to or remain in Lexington, KY, while in the program have many options in terms of housing.

The University does provide some on-campus housing for full-time graduate students. Space is very limited, so students are encouraged to apply for housing as soon as possible and to have alternative arrangements in mind in the event they are not granted on-campus housing. More information about Graduate & Family Housing is available on the [Campus Housing website](#).

Students can also use popular apartment/housing listings and resources to find local accommodations off campus. Because of the central nature of the University and the availability of public transportation, students should find housing options both near or several miles away from campus to suit their personal needs and tastes.

Students seeking more information about the city can visit <http://www.lexingtonky.gov> and <http://www.visitlex.com>.

Program Requirements and Graduation

Program Requirements

36 credit hours are required for the master's in ICT, including 15 hours of core courses. Students are expected to complete twelve hours of required course work (600, 610, 650, 661 or other qualifying data science class) within the first 18 hours of their program of study with the exception of ICT 696 Practicum (to be taken after completion of 18 hours). Once the student has entered the final semester of course work, they will begin work on the Exit Requirement.

Students pursuing the ICT master's will submit a research proposal in the form of a written paper and visual presentation as their Exit Requirement. Students will identify an ICT-related problem space, research current options, propose a new solution, and provide reasoning and evidence that supports the new solution. The project may be new, or it may be an extension to a project started during a student's practicum, as long as the student substantially expands what they did during the practicum.

To graduate, a student must maintain at least a 3.0 grade average and have no outstanding Incomplete (I) grades.

Graduation Procedures

Paperwork

Students must submit paperwork for graduation. Just before the start of each semester, SIS will send several e-mails to the master's listserv providing important instructions for students planning to graduate that semester. See the timeline below for general dates for spring, summer, and fall graduation deadlines.

January	Spring graduation announcement sent via Listserv
February:	Spring graduates submit paperwork
March	Spring graduates submit Exit Assessments; Summer graduation announcement sent via Listserv; Summer graduates submit paperwork
May	Commencement for Spring graduates
July	Summer graduates submit Exit Assessments
August	Fall graduation announcement sent via Listserv
September	Fall graduates submit paperwork
November	Fall graduates submit Exit Assessments
December	Commencement for Summer and Fall graduates

Students must complete the following steps to complete the graduation paperwork:

- 1) Students are responsible for notifying SIS that they intended to graduate by filling out the Google form for their intended semester of graduation. The link to this form will be available in the e-mail sent across the listserv.
- 2) Students must Apply for a Degree through the [myUK system](#). From the Student Services tab, students will choose MyRecords and then Apply for a Degree. Students should check the appropriate semester and degree. Please note that the degree should be listed as Master of Science in Information Communication Technology. Again, instructions will be available in the e-mail sent to the listserv.
- 3) Students must submit a Master's Degree Form through the [Graduate School's website](#). Students must follow the instructions in the e-mail sent over the listserv very carefully. If the form lacks information or contains incorrect information, it will not be approved and students will have to resubmit it.

Commencement and Diplomas

The University holds a commencement ceremony in December and May of each year. Summer and Fall Graduates are eligible to participate in the December Commencement. May graduates, in addition to previous Summer and Fall graduates, are eligible to participate in the May ceremony.

Students must register for commencement in order to participate. More information about commencement, including regalia, is available on the [Commencement website](#).

Students' degrees are processed following the last day of the semester in which they graduate. The Graduate School must review each student individually before certifying the degree; this process can take approximately 2-4 weeks. All outstanding accounts and holds must be cleared before the University can award a degree. Likewise, students with an I (Incomplete) grade are not eligible to graduate.

Once certified, the degree will appear on the students' transcripts, which are accessible via myUK. Students can also contact or visit the Graduate School to request a letter of certification if they need proof of degree before the diploma arrives. Diplomas are mailed approximately 12-16 weeks after the last day of the semester in which students graduate. Students who have not received their diplomas 90 days following graduation should contact the Registrar (859-257-3161).

Coursework Policies and Procedures

Transfer Credits

Under certain circumstances and with the approval of the student's advisor and the School's Director of Graduate Studies, transfer credit may be given for courses taken elsewhere and applied to the 36-credit hour requirement of the master's program. Also, any of the program's courses taken while in post-baccalaureate status must be treated as transfer credit in order to be applied to degree requirements. The limit on transfer credit is 9 hours. Thirty of the 36 semester hours required for the master's degree must be in ICT. Graduate credits that may be considered for transfer include any combination of the following, up to a maximum of 9 credit hours:

- Courses in the MSICT program taken while in post-baccalaureate status
- Courses with prior approval of administration taken as part of the ICT program

Graduate transfer credit is not automatic but is granted only when educational justification exists. Graduate transfer credit must meet the conditions specified above, have been earned while the student was enrolled in an accredited graduate school, and must have been graded B or better. No credit may be given for graduate work completed more than six years prior to the end of the semester in which the student completes the program of the School. Moreover, The Graduate School Bulletin states: "In no case will independent work, research, thesis or dissertation credit completed as part of the degree requirements for one program be considered to satisfy requirements of a subsequent master's or specialist program."

Requests for graduate transfer credit are made by petition on the part of the student, after s/he has been admitted and has begun taking classes in the School of Information Science. If the student's faculty advisor and the School's Director of Graduate Studies believe that transfer credit is appropriate, recommendation is made to the Graduate School that it be awarded. However, the final decision about awarding transfer credit rests with the Graduate School.

Cognate Classes

After admission into the program and with prior approval of administration, students may take as many as 6 credit hours of graduate courses outside the program in Information Communication Technology and have the courses apply to degree requirements. Used wisely, the cognate course option should enhance a student's program of study. The cognate course option is neither a vehicle to permit a student to receive credit toward master's program requirements for courses taken prior to enrolling in the master's program nor a means to permit a student to take courses at another institution solely for reasons of convenience.

C Grade Policy

While enrolled in the program, students must adhere to rules and regulations from both the School of Information Science and the Graduate School. A grade point average of 3.00 (B) must be maintained. Failure to do so results in academic probation and will result in dismissal, if, in the prescribed time, the grade point average is not raised to 3.00 or higher. A student who earns a third C (or lower) grade is dismissed from the program even if the student has earned the required minimum 3.00 grade point average. Students who are on probation are not eligible to graduate.

Students do have the option of repeating one course. For more information, students should refer to the next section.

Repeat Option

Graduate students may repeat one graduate course and count only the second grade earned as part of their GPAs. The repeat option form can be found on the [Student Forms page](#) of the Graduate School's website. Students should submit the completed form to Sarah Jane Tamme (sarah.tamme@uky.edu). The School's Director of Graduate Studies, Jeff Huber, will review and sign the form before submitting it to the Graduate School. Students can only use the repeat option once during their degree program.

Withdrawals

Please refer to the section on withdrawal procedures earlier in the handbook.

Time Limit for Completion

Master's students have 6 years to complete all requirements for their degree. Extensions of up to an additional 4 years can be requested. The Dean of the Graduate School must approve extensions of less than two years. The Graduate Council must approve extensions of more than 2 years.

Students who wish to request an extension should contact the Admissions Coordinator and ICT Master's Student Affairs Officer, Sarah Jane Tamme (Sarah.tamme@uky.edu) to begin the process.

Leave of Absence

Enrolled graduate students can request a leave of absence if they require time away from classes. Students who do not request leaves of absence and do not take classes

for one or more semesters will have to complete a new application and pay the application fee to be considered for readmission.

Students who want to request a leave of absence must contact the Director of Graduate Studies, Jeff Huber (jeffrey.huber@uky.edu), prior to the beginning of the semester they do not intend to take classes. The e-mail should include specific mention of the semester(s) for which the student would like to request a leave of absence as well as the semester in which the student plans to return. If the DGS approves the request, they will contact the Graduate School to modify the student's record.

Students cannot request more than two consecutive or four total semesters of leave of absence status.

Dismissal

Students who remain on academic probation for three semesters, earn a third grade of C or lower in a course, or fail the exit requirement twice will be dismissed from the program.

Funding and Employment

Student Funding

More information about the program's funding opportunities and university fellowships are available here: <https://ci.uky.edu/sis/resources/funding>

Other Opportunities

Students can also apply for jobs outside of the school to fund their education through the UK Jobs website: <https://ukjobs.uky.edu>. Students are encouraged to look for both student and STEPS (temporary) positions. Generally, these positions require students to be in Lexington, but that is not the case for all positions.

Students are also encouraged to check with local organizations and businesses for part-time or full-time work to help fund their education and gain valuable experience.

Post-graduation/Professional Employment

Job announcements are regularly posted on the program listserv. Students who have not joined the listserv are encouraged to do so as soon as possible so that they receive these announcements.

Students are also encouraged to take advantage of networking opportunities in the program and at conferences to make connections that may help them as they look for professional positions.

Questions

Admitted students should direct any questions to the Admissions Coordinator and ICT Master's Student Affairs Officer, Sarah Jane Tamme (Sarah.tamme@uky.edu) or 859-218-0221.

ICT Undergraduate Program

Information Communication Technology (ICT) is an umbrella term used to encompass all rapidly emerging, evolving and converging computer, software, networking, telecommunications, Internet, programming and information systems technologies. Historically, many of these fields developed separately, in different companies, departments and R&D groups, and at different times. With rapid improvements in computer processing power, networking technology advances, programming interface improvements, widespread adoption of Internet Protocols, integration into organizational strategic operations, and improved workforce and user competencies, however, these fields are rapidly converging.

ICT students gain knowledge and skills needed to effectively apply, use and manage technology when solving problems specifically related to information and communication. Classes provide a human and organizational focus on technology—teaching students how to be effective users of technology.

Students who major in ICT can expect to work in positions where they are the communication link between people, organizations and the technologies used to support those organizations' information infrastructures.



Declaring the Major

Prospective Students

Students seeking admission to the University of Kentucky should [fill out and submit their application to UK](#). Students seeking to major in ICT should designate CI (College of Communication and Information) as their college of choice and ICT as their major of choice, and then either the BA or BS as your degree code.

Students applying who wish to be admitted to the online degree program should notify infosci@uky.edu when they apply. This is to ensure students are properly processed as ICT online students upon entering UK. Please see the ICT online track page for admissions information and degree requirements for our online ICT majors: <https://ci.uky.edu/sis/ict/onlinetrack>

Transfer students are encouraged to get in touch with UK's [Transfer Admissions](#) office for assistance with transfer credits and equivalencies.

Current Students

Fill out the form found [here](#).

About the Major

Orientation

New undergraduate freshman and transfer students are invited to participate in the seeblueU orientation experience. On-campus orientations are held in November and January for incoming Spring semester students, May and early June for Summer students, and June through the end of August for incoming Fall students. To sign up for an orientation, students can visit <https://www.uky.edu/seeblueU/>

In addition to regular seeblueU activities, the School also makes available [an orientation video playlist](#) on its YouTube channel specifically for new students in the ICT online degree program.

Degree Requirements

There are two emphasis areas for the ICT undergraduate major: 1) *Commercialization*, and 2) *Technology Management*. Students may choose one or combine classes from both to create their own plan of study. Degree requirements are found [on this page](#) may be subject to change. It's always important for students to speak with their instructors and academic adviser before registering for courses so they are aware of their standing in terms of course pre-requisites, UK Core courses, and graduation requirements.

Student Association

Majors and non-majors interested in ICT can join the ICT Student Association. The group's primary purposes are to facilitate communication between students and faculty in the ICT program and coordinate opportunities for student participation in ICT-related programs and activities. They are active on [Facebook](#) and [Twitter](#).

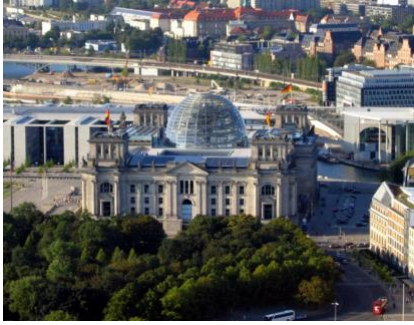
Faculty Adviser: Renee Kaufmann

Study Abroad Opportunities

There are opportunities for ICT majors to study abroad and earn credit toward their degree. Significant scholarship opportunities for study abroad students are available.

For more information, please contact Drew Brown (ddb232@uky.edu).

UK Partner: IES Berlin, Germany - Language and Culture



We partner with the Institute for the International Education of Students (IES) each summer to offer UK students a language and culture program in Berlin, Germany. ICT students will explore and engage in cultural experiences, apply classroom knowledge, and earn course credit towards their degree. This program combines the development of language skills with English- and German-taught courses

that expose you to Germany's fascinating history and present-day culture and society. Students can increase their German language skills and take an elective course in 20th century art, German film, Jewish history, or urban and environmental studies, to name a few.



Program participants will enroll in two courses for six credit hours, and they may take the third course for a total of nine credits at an additional cost. Course-related excursions play a central role in the program, taking you outside the classroom to discover the rich heritage and contemporary culture of Berlin and Germany. The program includes a day trip to the Berlin suburb of Potsdam and students may also opt to participate in a multi-day field trip to Prague. More details can be found on [IES Abroad](#).

Campus Programs and Showcases

The ICT program hosts numerous workshops, employer showcases and special events throughout the year. Visit our [Special Events feed](#) and follow SIS on [Twitter](#) for more information, or contact Drew Brown at ddbr232@uky.edu if you have questions about an upcoming event.

