UNIVERSITY OF SOUTH CAROLINA

School of Library and
Information Science

Student Handbook

For MLIS, Certificate, and Specialist degrees
Revised August 2017

Contents

GENERAL INFORMATION

SLIS Website:
www.libsci.sc.edu

Address:
School of Library and Information Science
1501 Greene Street
University of South Carolina
Columbia, SC 29208
USA

Office of the Director:
Tel: +1 803 777-3858 or
Toll free: 800-277-2035
Fax: +1 803 777-7938
Email: wrightay@mailbox.sc.edu

Student Services Office:
Tel: +1 803 777-3887 or
Toll free: 800 304-3153
Fax: +1 803 777-0457
Email: slisss@mailbox.sc.edu

HISTORY OF THE SCHOOL OF LIBRARY AND INFORMATION SCIENCE (SLIS)

The School of Library and Information Science was formally established by approval of the SC Commission on Higher Education on July 6, 1972. The first name of the school was Graduate Library School but was soon changed to College of Librarianship. In the years immediately prior to 1972 there was considerable debate about whether the school would be focused on undergraduate or graduate education because it was seen by some as a continuation of the undergraduate program in Library Science that existed at USC from 1930 to 1961. The demand from the library community at the time, however, was clearly focused on graduate education. The first faculty arrived in 1971 and had an entire year to plan and prepare the new curriculum for the school. The first graduates received their M.L. degrees in August, 1973 and the school was first accredited by the American Library Association in 1974.

After considerable debate among the faculty, the name of the school was changed to College of Library and Information Science in 1983 and the degree changed from M.L. to M.L.I.S. in 1989. About the same time, the school began to offer courses via closed-circuit television (it had always offered some courses off-campus to major cities in the state) and soon expanded those beyond SC to other states, notably West Virginia, Georgia, and Maine. Today, the school continues to offer many courses to other states via innovative modes of instruction.

As the smallest college on the USC Columbia campus, the College of Library and Information Science was a separate college. This separate existence came to an end in 2001 during one of the many restructuring moves at USC and the decision was made to merge the College with the College of Journalism and Mass Communications to create a new College of Mass Communications and Information Studies. Shortly after this, by action of the faculty of the School of Library and Information Science, the decision was made to seek authorization for a new undergraduate major in Information Science and a new doctoral program in Library and Information Science. Obtaining permissions from the USC Board of Trustees and the SC Commission of Higher Education took another few years but both are now well established. The first doctoral students began classes in Fall, 2007 and the first undergraduate majors began classes in Fall, 2008.

MISSION STATEMENT

The University of South Carolina School of Library and Information Science's mission reflects our commitment to encouraging excellence in research and teaching; creating leaders committed to diversity and public service; promoting creativity; and encouraging the development of innovative practices that contribute to the creation of knowledge, advance cultural heritage stewardship, and improve our understanding of the important roles that libraries, information, and technology play in an empowered global society. The School's responsibility to the State of South Carolina also lies at the heart of this mission, as does the broader intention to enhance literacy and promote social equity around the world.

VALUES STATEMENT

From this vantage point, we envision a world in which information, knowledge, access to knowledge, literacy, and the ability to manage complex data are keys to both personal development and success in commerce, government, politics, and education. We strive to be recognized for excellence in teaching and learning, international research, and our commitment to imagining and influencing the future. We encourage and support scholarship, leadership, service, diversity, and outreach within an innovative and accessible program distinguished by collegial support, mentoring, and inclusion. We value research that advances theory and leads to best practices; and we believe that diversity, equality, inclusion, and equity stand at the core of our mission, for without these, we cannot educate, innovate, learn, or grow. Nor can we effectively address the needs of the libraries, information centers, cultural heritage institutions, and communities who look to us for thoughtful academic leadership.

IMMEDIATE GOALS AND PERSPECTIVES

Towards these ends we work to create an environment in which students and faculty thrive and develop the knowledge and skills required to become leaders in a world characterized by rapid technological change and increasing interdependence. We pursue opportunities to build and strengthen relationships with regional and international organizations and world-class institutions. We share in the development of the theoretical and practical knowledge necessary to preserve the past, manage the present, and design the future. We support the advancement of thriving disciplines and interdisciplinary excellence, and we work to develop innovative and flexible solutions that connect people, knowledge, and technology. More broadly, we plan to continue to be one of the nation's best schools for library and information professionals by continuing to excel in teaching, scholarship, and professional service.

SLIS GOALS AND OBJECTIVES

GOAL I: High-Quality Professional Education

The School of Library and Information Science supports and enhances library and information services to diverse constituencies within the state of South Carolina and at a distance, through a strong instructional program:

- consisting of productive and dedicated faculty members, including international visiting scholars, involved in the highest levels of teaching, research and service;
- responding to the education needs of students, alumni and the library and information science community as a whole;
- enrolling a diverse student body qualified for graduate study and professional service;
- providing advanced training and education through extended degree programs;
- and extending meaningful programs of continuing education and professional development.

GOAL II: Teaching and Leadership
The School of Library and Information Science fosters leadership, scholarship, research and best practices. Our students acquire the knowledge and skills by:
- engaging the library community, alumni, employers, business leaders, politicians and the greater academic community;
- evaluating the quality of library and information centers' services and programs;
- introducing innovative techniques, systems and solutions into libraries and information centers;
- designing, implementing and promoting new services and programs;
- conducting original, applied and action research;
- advancing scholarship in library and information science;
- participating in and contribute to local, state and national professional associations.

GOAL III: Research, Scholarship, and Creation
Because research and scholarship are essential for excellence in teaching, the SLIS strives to create a rigorous interdisciplinary research environment. Its faculty, students, and staff are dedicated to:
- supporting a full spectrum of research activities, including basic, applied, and action research, as a major force for advancing the library and information science professions;
- developing research methods of scientific inquiry that contribute to identifying and resolving problems related to library and information services;
- developing effective approaches for disseminating evidence-based practices to information professionals and the library community;
- expanding collaborative opportunities by strengthening ties with the library and information science community, professional associations, and other academic units of the University;
- creating an environment that encourages student collaborations with faculty through coursework, professional presentations, and research activities;
- producing and disseminating new knowledge that contributes to the improvement and empowerment of the library and information professional community.

GOAL IV: Technology
The School of Library and Information Science provides opportunities to investigate and use current and emerging technologies to enhance library and information science practices by:
- using current and emerging technologies in teaching, research, and service
- applying current and emerging technologies as they relate to information activities;
- evaluating the effectiveness of technology applications within a variety of information environments;
- recognizing the importance of staying abreast of new technologies and their possible impacts.

PROGRAM INFORMATION AND REQUIREMENTS
All degrees require that a [Program of Study](#) be filled out and submitted to the Student Services Office in the first semester of enrollment.

Master's Degree in Library and Information Science
- 36 credit hours (12 courses) with a GPA of 3.0 or greater. Grades below a C cannot count toward the 36 hours. Students complete a Program of Study that is approved by their advisor during their first semester.
- Successfully complete SLIS 701, 705, 707 and 706 (or the Technology Competency Exam).
- Receive advisor approval of an end-of-program Portfolio.

For the Master of Library and Information Science degree, an approved program of at least 36 semester hours of graduate course work must be completed with a minimum grade point ratio of 3.00 (B) on all 700-800 level courses and overall. Nine hours of required courses are designed to provide the student with an understanding of the information professions as is the Technology Competency Requirement (SLIS 706 or the Competency Exemption Exam). Students and their advisors will choose a minimum of 24 hours of elective courses. Elective courses in the School of Library and Information Science and graduate departments in other institutions may be used to develop a specialization in one or more areas or to provide a broad, general preparation for the information professions. Additionally, all students must complete an end-of-program portfolio.

A minimum of 24 graduate hours must be completed within the School. The remaining 12 hours may be taken in other related academic units of the University. Students have the option of transferring up to six semester hours of graduate course work from colleges or universities other than the University of South Carolina.

Program Core Competencies

Preamble:

The School of Library and Information Science has established program competencies for our MLIS students. These competencies indicate what skills, knowledge, dispositions and professional values MLIS graduates should be able to demonstrate. In addition to the successful completion of the 36-credit program of study, students will provide evidence that they have met the SLIS core competencies by submitting a satisfactory portfolio that serves as the capstone experience for the MLIS degree.

I. INFORMATION AND ITS ORGANIZATION
Students will be able to perform effectively in the library and information professions by demonstrating competency in *information and its organization*. By the conclusion of the master's degree program, students should be able to:
   a.   explain major concepts, theories, issues and trends in knowledge representation and information organization
   b.   explain the relationship between information organization and information retrieval
   c.   explain information-seeking behavior in theoretical and practical terms
   d.   demonstrate proficient professional skills in information searching
   e.   explain and demonstrate the techniques of bibliographic organization and control
   f.   explain the principles and techniques of physical and digital preservation of materials

II. PROVISION OF INFORMATION SERVICES
Students will be able to perform effectively in the library and information professions by demonstrating competency in the *provision of information services*. By the conclusion of the master's degree program, students should be able to:

   a.   design a variety of information services to meet the needs of diverse users, including onsite, remote, and underserved users
   b.   identify, evaluate, manage, and use information resources and sources effectively
   c.   apply critical-thinking, information-seeking, and problem-solving skills to analyze users' inquiries and match them with appropriate and accessible resources
   d.   provide users with professional consultation during the information service encounter

e. apply up-to-date technology strategically to improve services and enhance access to information resources

f. adapt and apply learning theories and principles in the design and delivery of best practices to promote information literacy

III. LEADERSHIP AND MANAGEMENT

Students will be able to perform effectively in the library and information professions by demonstrating competency in *leadership and management*. By the conclusion of the master's degree program, students should be able to:

a. identify and define goals; develop measureable and single-outcome objectives for each goal and define effective strategies for achieving objectives as part of the strategic planning process

b. design and conduct community analysis, needs assessment, and/or outcome evaluation

c. develop appropriate content for funding proposals

d. explain supervisory styles and organizational/ management structures

e. explain strategies for successful financial management, public relations, and marketing

f. explain and design effective strategies for community and institutional advocacy

g. promote the role of information services in facilitating diversity and global awareness

h. analyze ethical issues and develop strategies to address them

IV. RESEARCH

Students will be able to perform effectively in the library and information science professions by demonstrating competency in *research* activities. By the conclusion of the master's degree program, students should be able to:

a. identify and explain a research question

b. locate, evaluate, analyze, and synthesize research findings

c. identify appropriate research methods, collect, and analyze data to address issues faced by libraries or other information agencies

d. employ evidence-based practices to solve information problems

e. design, conduct, and report research that contributes to the body of professional knowledge and/or theoretical constructs

V. TECHNOLOGY

Students will be able to perform effectively in the library and information science professions by demonstrating competency in the application of *technology*. By the conclusion of the master's degree program, students should be able to:

a. demonstrate effective use of current technologies

b. explain the impact and potential of current and emerging information technologies for management and delivery of services

c. organize and provide digital resources and services

d. evaluate and select appropriate technology for specific information services or applications

e. analyze issues, concepts, and challenges related to the impact of technology on information ethics and policy

VI. PROFESSIONAL DEVELOPMENT AND LIFELONG LEARNING
Students will be able to perform effectively in the library and information professions by demonstrating knowledge of strategies for *professional development and lifelong learning*. By the conclusion of the master's degree program, students should be able to:

a. formulate short- and long-term plans for professional development based on an awareness of the needs and realistic demands of the chosen work setting(s), personal competencies, and the profession
b. explain the role of the library and information professional in the community, culture, and society
c. develop a personal philosophy of professional behavior and ethics
d. demonstrate the professional communication skills necessary for interaction, collaboration, and instruction
e. construct a career plan based on personal and professional goals
f. engage with a professional network of colleagues via professional associations and communities of learning and practice

Mid-Program Advisement
During the semester in which MLIS students will earn 18 hours students must meet with his/her advisor for Mid-Program Advisement (in person, via phone, via email). Students will receive an email reminder to contact their advisor. Advisors will receive a list of advisees each semester. Advisors and students should discuss career goals, graduation, portfolios, and any other concerns.

Areas of Interest
The Master of Library and Information Science degree is a program of basic professional education designed to prepare students for entry into positions in libraries and information centers in colleges, schools, communities, industries, and businesses. The MLIS program provides students with a strong core of general knowledge of the profession and the opportunity to explore individual areas of interest as related to specific career preparation. The list below outlines the areas of interest students may want to pursue. Each area of interest includes a suggested Program of Study – an outline of the courses SLIS faculty recommend for each area.

Certificate of Advanced Graduate Study in Library and Information Science
- 18 credit hours (6 courses) with a GPA of 3.0 or greater. Grades below a C cannot count toward the 18 hours. Students complete a Program of Study that is approved by their advisor during their first semester.
- Complete an Internship - SLIS 794.
- Receive advisor approval of an end-of-program Portfolio

The certificate program consists of 18 credit hours of required and elective course work in a specific area of library and information science. A student may pursue the certificate simultaneously with the M.L.I.S. or following completion of the M.L.I.S. School of Library and Information Science students who are admitted to the certificate program prior to completion of the M.L.I.S. are allowed to use 6 hours of M.L.I.S. credit toward the certificate provided the 6 hours are related to the proposed area of specialization for the certificate. If there is a lapse of time between completion of the M.L.I.S. and enrollment in the certificate program or if the student is a graduate of another ALA-accredited master's program, 18 hours of course work will be required to earn the certificate. Courses that will be more than four years old at the time the certificate will be awarded may not be included in the program of study.

Students must complete a minimum of 3 credit hours of internship (SLIS 794) and an additional nine or 15 credit hours, depending upon whether admission was prior to or following completion of the MLIS degree. Students may choose their elective courses in library and information science or a related discipline after consultation with an academic advisor. Each student's program of study will be tailored according to prior course work and the student's professional objectives.

The student will apply for and be awarded the MLIS degree upon completion of the 36 hours required for that degree. Subsequently the student will be awarded the Certificate of Graduate Study in Library and Information Science upon completion of the additional 12-18 hours as specified above.

Specialist Degree in Library and Information Science

- 30 credit hours (10 courses) with a GPA of 3.0 or greater. Grades below a C cannot count toward the 18 hours. Of these 30 hours, 18 must be taken within the School of Library and Information Science. Students complete a Program of Study that is approved by their advisor during their first semester.
- Of the 30 hours, three must be Internship hours (SLIS 794) and three must be Independent Study hours (SLIS 796).
- Receive advisor approval of an end-of-program Portfolio.
- If SLIS 705, Introduction to Research in Library and Information Science, (or its equivalent) has not been completed satisfactorily (with a grade of B or higher) prior to admission, this requirement must be fulfilled in addition to the 30 semester hours necessary to earn the degree. (A research methods course satisfactorily completed (with a grade of B or better) in another discipline may be substituted for SLIS 705 at the discretion of the advisor.)

A student may take up to 12 hours of course work in other colleges of the University upon approval by the advisor. No more than 9 of the total 30 hours of course work may be taken at another institution.

Each student has the option of presenting a research product adequate to the student's program of study that demonstrates the capacity to conduct, synthesize, and utilize research methodology in library and information science. The research project must be approved by the advisor and at least one additional reader from the School of Library and Information Science. The results of all projects, regardless of physical format, must meet the deposit requirements of the Graduate School.

A maximum of 9 hours of SLIS 796, Independent Study, and SLIS 798, Specialist Project Preparation, may be taken for the Specialist Degree. No more than 6 of these hours may be directly related to the optional research project.

Courses which will be more than six years old at the time the Specialist Degree is awarded may not be included in the student's program of study form. At the discretion of the Advisor up to six hours of graduate work taken prior to admission to the program may be included in the Specialist Degree if it meets the transfer requirements.

ADVISING

Advising Mission

SLIS advisors will empower their students to take charge of their education, careers, and professional development through a collaborative relationship between advisor and student.

Learning Outcomes of Advising

Through interactions with the faculty advisor:

- Student will complete a Program of Study and be able to clearly articulate how course selection relates to professional and career goals.

- Students will demonstrate the ability to make effective decisions concerning their degree and career goals.
- Students will demonstrate an understanding of the value of the core requirements.
- Students will utilize the resources and services on campus to assist them in achieving their academic, personal, and career goals.
- Students will make use of referrals to campus resources as needed.
- Students will create an end-of-program portfolio relevant to professional objectives.
- Students will graduate in a timely manner based on their educational plan.

Advisee Responsibilities
- Schedule appointments or make contact with advisor during each semester.
- Be prepared for each appointment with questions or material for discussion.
- Be an active learner by participating fully in the advising experience.
- Ask questions if you do not understand an issue or have a specific concern.
- Keep a personal record of your progress toward meeting your goals.
- Organize official documents in a way that enables you to access them when needed.
- Gather all relevant decision-making information.
- Clarify personal values and goals and provide advisor with accurate information regarding your interests and abilities.
- Become knowledgeable about USC and SLIS programs, requirements, policies, and procedures.
- Accept responsibility for decisions.

Advisor Responsibilities
- Understand and effectively communicate the curriculum, graduation requirements, and USC and SLIS policies and procedures.
- Encourage and guide students as they define and develop realistic goals.
- Encourage and support students as they gain the skills to develop clear and attainable educational plans.
- Monitor students' progress toward meeting their goals.
- Be accessible for meeting with advisees via telephone, e-mail, web access, or in person.
- Assist students in gaining decision making skills and skills in assuming responsibility for their educational plans and achievements.
- Maintain confidentiality.

POLICIES

Grading Policies
Grade Requirements
The lowest passing grade for a graduate student is a C; therefore, all USC courses approved for graduate degree credit must have a grade of C or better. A student must complete all courses listed on the approved Program of Study with an average of at least B (3.0). The average on all courses numbered 700 and above must also be B or above. All courses taken for graduate credit at USC within the time period for the degree, whether listed on the Program of Study or not, must average B or above. Graduate credits approved for transfer from other institutions are not included in calculating USC GPA. A grade of U is the equivalent of F.

Students who receive a grade of D+ or D in a required course (i.e., SLIS 701, 705, 707; the Technology Competency Requirement course, SLIS 706; joint program requirements; or NCATE requirements) must retake the course to attain a grade of at least C. A course may be retaken only once.

Students who enrolled prior to Fall 2014:
A graduate student who receives grades of C+ or below on more than six hours of coursework, or a grade of F or U in any course, may not continue in a School of Library and Information Science (SLIS) graduate program. The student's admission to the SLIS program will be cancelled and he/she will not be allowed to enroll in any further SLIS courses for at least one year. Additionally, a student's cumulative grade point average on all courses attempted for graduate credit must be at least 3.00 (B) in order for the student to graduate from the SLIS program.

Students who enrolled in Fall 2014 or later:
A graduate student who receives grades of C+ or below on more than six hours of coursework, or a grade of D, F, WF, or U in any course, may not continue in a School of Library and Information Science (SLIS) graduate program. The student's admission to the SLIS program will be cancelled and he/she will not be allowed to enroll in any further SLIS courses for at least one year. A student's cumulative grade point average on all courses attempted for graduate credit must be at least 3.00 (B) in order for the student to graduate from the SLIS program.

Academic Dismissal
A student who is dismissed from a SLIS program for academic reasons may request reinstatement to the program after one year. If three or more years have passed since dismissal, the student must re-apply through the Graduate School. The student is disqualified from enrolling in any SLIS courses for a minimum of one year from the date of his/her dismissal from the SLIS program regardless of the student's status in another degree program of the University.

A student who is dismissed from a SLIS program for academic reasons may request reinstatement to the program after one year. If three or more years have passed since dismissal, the student must re-apply. The student is disqualified from enrolling in any SLIS courses for a minimum of one year from the date of his/her dismissal from the SLIS program regardless of the student's status in another degree program of the University.

Academic Reinstatement
To request reinstatement, a student must write a formal letter to the SLIS Director. The letter must include at least the following information:
- Why the student is seeking reinstatement into the program;
- An explanation of what happened to cause the student to be academically dismissed;
- A statement indicating the changes the student will make to ensure future success in the program.

Send the letter to:

Director of SLIS
University of South Carolina
1501 Greene Street
Columbia, SC 29208

The letter will be presented to the SLIS Admissions Committee. If the Admissions Committee cannot reach an agreement or if the decision is made to not reinstate the student, the letter will be taken in front of the full SLIS faculty. Once a decision has been made, the Graduate School and the student will be notified in writing.

Incomplete Grades
SLIS students should have no more than three outstanding Incompletes at any time. Students are ineligible to enroll following a semester where all grades received were an I. That time period should be used to complete

the work and students will not be able to register again until the I's have been replaced with a letter grade. Students may not graduate from the MLIS program with a grade of **I** on their records, even if that course is not included on the Program of Study.

The grade of I (incomplete) is a temporary grade assigned at the discretion of the instructor when, in the instructor's judgment, a student is prevented from completing a portion of the assigned work in a course because of an illness, accident, verified disability, family emergency, or some other unforeseen circumstance. The student should notify the instructor without delay and request an extension of time to complete the course work, but the request for a grade of incomplete must be made to the instructor before the end of the term. The instructor will determine, according to the nature of the circumstance and the uncompleted requirements, how much additional time, up to 12 months, will be allowed for completing the work before a permanent grade is assigned. An Assignment of Incomplete Grade form is completed by the instructor in VIP as part of the usual grade submission process. The justification for the incomplete grade, conditions for make-up, a deadline for completion, and a back-up grade if the course work is not completed by the deadline must be included on the form. Re- enrolling in a course will not make up or replace an incomplete grade. A grade of I is not computed in the calculation of a student's cumulative grade point average until the permanent grade is posted.

There is no automatic time period for completion of the work for which a grade of incomplete is given. The instructor should give the student a reasonable deadline, up to 12 months after the scheduled end of the course, to complete the work. After 12 months an I (incomplete) grade that has not been replaced with a permanent grade is changed permanently by the Office of the University Registrar to a grade of F or to the backup grade indicated by the faculty member on the Assignment of Incomplete Grade form. In the rare instance the instructor believes there is justification for an extension beyond the 12 month limit, a request for extension of incomplete time should be submitted to the dean of The Graduate School before the expiration of the 12 month period on the Extension of Incomplete Time Period Authorization (GS-47) form for approval. The Graduate School does not approve the make-up of I (incomplete) grades in courses which are already out-of-date for use on a student's program of study or grant extensions of time without sufficient justification and/or supporting documentation.

Grade Appeals

This policy and the procedures herein shall not extend to matters of grading student work where the substance of a complaint is simply the student's disagreement with the grade or evaluation of his/her work. Such matters will be discussed by a student and his/her instructor; final authority shall remain with the instructor.

Students have the right to be graded in an equitable manner, free from arbitrary bias or capriciousness on the part of faculty members. The basis of a student grievance shall be a violation of Teaching Responsibility policies contained in the [Faculty Manual](); or a violation of the policies on Protection of Freedom of Expression or Protection against Improper Disclosure, as stated in [USC Policies and Procedures]() .

Students who believe they have the right to grieve under this policy should, within 30 calendar days of receiving a grade, contact the SLIS Student Services Manager to review the appeals process.

Procedure
1. Initiating an Appeal
    a. Students must submit all appeals in writing to the SLIS Director.
    b. The written appeal must clearly state the grievance as it relates to the documents listed above.

        c.   Students must initiate an appeal within 30 calendar days of notification of the grade or evaluation.
2.   Appeal to the SLIS Director
        a.   The first level of appeal of a course grade is to the SLIS Director.
        b.   The Director may speak with the faculty member or the student regarding the appeal. The student and faculty member will receive notification of the Director's decision within ten working days of receiving the student's written appeal.
3.   Final Appeal
        a.   If the Director's decision is not favorable to the student, students may appeal the decision via an Ad Hoc committee.
        b.   Students must contact the Director in writing within ten working days of the notification of the Director's decision requesting a committee be formed to review the appeal.
        c.   The committee will be appointed by the Director to review the appeal and shall include the Student Services Manager and the Chair of the Student Services Committee, along with two additional SLIS faculty members.
        d.   The Committee's decision will be final. The student and faculty member will receive notification of the Committee's decision within ten working days of receiving the student's second written appeal.

Grievances

The School has a grievance procedure to provide a means for the adjudication and resolution of student grievances. A grievable matter is defined as an allegation of failure of a faculty member to carry out teaching responsibilities as established in the Regulations and Policies section of the Faculty Manual. (Grievances about the assignment of grades are excluded from this policy because the University has a specific process for dealing with that matter.)

PROCEDURE
Any student feeling that a grievance exists shall first address the grievance to the faculty member involved and seek solution of the problem.

If, after conferring with the faculty member, the student feels that the grievance still exists, it shall be stated in writing in a memo to the Director containing the following:
• nature of the problem or complaint;
• reasonable evidence to support the case and background material;
• a description of what has been done to resolve the grievance.

The Director may confer with the involved faculty member to seek resolution, or appoint an ad hoc grievance committee to investigate the matter, or take both of these actions.

If the Director appoints a grievance committee, the committee will:
• conduct a full inquiry into the grievance.
• invite the student and the faculty member to appear before them to present evidence to be accompanied by a reasonable number of advisors of their choosing. The investigation shall be conducted under such rules and procedures as the committee may adopt, the intent being to conduct a full and impartial inquiry into the matter.
• to hear any witnesses requested by the student and the faculty member. Both parties shall have the right to cross-examine witnesses.
• to submit to the Director as promptly as possible, but in no case later than five days after the hearing, a report of the committee's investigations and a recommendation with respect to the grievances.

The Director will make a final decision in the case within two days of the receipt of the Grievance Committee's report and will inform the student, the faculty member, and the members of the Grievance Committee of the decision in the case. The student may initiate further action through the administrative channels of the University.

Transfer of Courses

A maximum of six hours of graduate credit taken at other accredited institutions prior to or subsequent to full admission to the School or credit taken within USC prior to full admission to the School may be transferred under the following conditions:

- the credit may not be more than six years old at the time the student will graduate;
- course work in library science must be earned at an ALA accredited library school;
- the credit must be germane to the student's career objectives;
- in the case of a required course the student will present sufficient evidence (such as a syllabus or similar material) to permit determination by the advisor that the course reasonably duplicates the USC equivalent course;
- the course must have been taken for graduate credit and must be recorded as such on an official transcript which is sent from the granting institution to the USC Graduate School;
- courses, which have been used to earn another degree, will not be accepted;
- the grade received must be a B or higher;
- the student must provide a course description comparable to that produced in the University catalog.

Course Policies

Exemption of Core Courses

Students may not exempt the MLIS core courses: SLIS 701, 705, and 707. Students may attempt to exempt the Technology Competency Requirement course, SLIS 706, by taking an examination. If successful, the student will replace SLIS 706 with an elective course. **Exemption from SLIS 706 does not reduce the length of the program.**

Auditing of Courses

None of the three SLIS courses required for the MLIS degree (SLIS 701, SLIS 705, and SLIS 707) or SLIS 706, which may be taken to fulfill the technology competency, may be audited. All auditors must be admitted to the University and go through the usual registration process. Tuition for audited classes is the same as for classes taken for credit. No credit may be earned for an audited class - by examination or otherwise. Students are not allowed to audit a course and subsequently register for credit. Audited courses count as part of the student's total course load, but may not be counted in the six hour minimum graduate credit enrollment required of graduate assistants. Students wishing to audit a class should obtain permission from the appropriate department head or Graduate Director.

Course Drop/Withdrawal

Dropping refers to a student terminating registration in a particular section of a course while retaining enrollment in the University for the term. A graduate student may drop a course via Self Service Carolina. Courses dropped during the second through the sixth week of a fall or spring semester will be recorded with a non-penalty grade of *W.* After six weeks most courses dropped will appear on the permanent record with a *WF* grade. A *WF* is treated as an *F* in the evaluation of the student's eligibility to continue and in computing grade point averages. In summer sessions and other shortened terms, the period for withdrawal with a grade of *W* happens almost immediately. It is the student's responsibility to CONSULT THE SESSION CALENDAR FOR EACH COURSE TO KNOW APPLICABLE DATES. Session deadlines may be found on the Web by going to the Registrar's web site and clicking on the current Academic Calendar.

Withdrawal refers to a student's decision to terminate registration in all courses and to officially withdraw from enrollment in the University for the remainder of the academic term. To officially withdraw from the University, students should drop all courses via Self Service Carolina and then select the *Withdrawal* option when prompted. Graduate students wishing to withdraw from all courses should be aware of the ramifications of that action with respect to grades assigned, status in their programs, liability for repayment for student loans, and any financial obligations to the University. The date of withdrawal affects the grades assigned (W or WF), as do valid claims of extenuating circumstances, which should be presented to the Student Services Manager and the student's instructors prior to withdrawal. Grades assigned upon withdrawal are determined as described above for dropping courses. For assistance with withdrawing, consult the Student Services Manager.

E-mail Policy

Official University email accounts are available for all enrolled students. SLIS students are expected to check their email on a frequent and consistent basis in order to stay current with University-related and course-related communications. Students have the responsibility to recognize that certain communications may be time-critical. "I didn't check my email," error in forwarding mail, or email returned with "Mailbox Full" or "User Unknown" are not acceptable excuses for missing official University, College, School, or course communications via email.

Faculty will determine how electronic forms of communication (e.g., email) will be used in their classes, and will specify their requirements in the course syllabus. This "Student Email Policy" will ensure that all students will be able to comply with email-based course requirements specified by faculty. Faculty can therefore make the assumption that students' official @email.sc.edu accounts are being accessed, and faculty can use email for their classes accordingly.

If a student wishes to have email redirected from their official @email.sc.edu address to another email address (e.g., @yahoo.com, @gmail.com, etc.), they may do so, but at their own risk (please see **SLIS Technology Requirements**). SLIS will not be responsible for the handling of email by outside vendors or by departmental servers. Having email redirected does not absolve a student from the responsibilities associated with official communication sent to his or her @email.sc.edu account.

Technology Competency Test

The SLIS Technology Competency Test is taken through Blackboard and covers the basics of:
Computers, telecommunications and networks
Internet/Web
Search engines and search strategies
Data structures
Web content & design
It is an objective test with 50 multiple choice and true/false questions. Students who score 84 or higher do not have to take SLIS706, and may take another elective in its place.

Students who would like to take the Technology Competency Test should contact Dr. Sarah Keeling at skeeling@sc.edu.

Technology Requirements

All students are required to have daily access, preferably at home, to a computer and the Internet throughout the entire BS, MLIS, Certificate and Specialist Degree Programs.

We recommend that each student have their own computer that can be used at any time and controlled and configured as required for assignments, access to resources, and communication.
Internet connectivity through work or other computers that are not under the student's personal control frequently present problems. Firewalls, software download policies and other security precautions can make access to required software (e.g., the University's course management system Blackboard, Adobe Connect), access to library and other online resources, software downloads, and communication required for course participation, impossible. This is often the case in school settings.

Student Listserv
All graduate students are required to subscribe to the SLIS information listserv. This listserv contains administrative information from SLIS student services and important announcements, such as graduation information. Instructions are available on the [SLIS website](#).

PORTFOLIOS

Successful completion of the [end-of-program portfolio](#) is a requirement for the Masters, Certificate, and Specialist programs. This electronic portfolio includes an introduction, résumé, vision statement, and work samples (with introductory reflective essays) that document proficiency in the program's competency areas or learning outcomes. The MLIS portfolio covers [six competency areas](#) and will have six work samples and reflections. The [Certificate](#) and [Specialist](#) portfolios will include one work sample and reflection that demonstrates understanding of the program's learning outcomes.

The portfolio is submitted for evaluation prior to the student's graduation (April 15 for May and August graduates; November 15 for December graduates). The immediate audience for the portfolio is instructors and administrators in the School of Library and Information Science, but students might also target the portfolio towards prospective employers.

Students may Content Collection in Blackboard to create their electronic portfolios. From the start of the program, students should identify and collect work samples to save in the "My Content" area in Blackboard (accessed by using the "Content Collection" tab). By the time students near the end of the M.L.I.S. program, their "My Content" area in Blackboard will contain a variety of work samples. Students will select one example corresponding to each of the six competency areas to highlight his/her best work.

Students may use another type of application to create their electronic portfolios (ex. Google site, Word Press, etc.). Applications not affiliated with the university must be approved by the advisor and students must know how to use and maintain the application chosen. The student and advisor must agree upon how the portfolio will be shared if it is created outside of the BlackBoard platform. Regardless of which application students choose, students should maintain copies of their submitted assignments and any feedback received on assignments in case they are chosen to be included in the portfolio.

SCHOOL LIBRARIAN

The School Librarian Program
The USC School of Library and Information Science school librarian preparation program is approved by the South Carolina State Department of Education and (as a member of the USC Professional Education Unit) accredited by NCATE. Students who complete the SLIS school librarian preparation program will be eligible for certification by the South Carolina Department of Education. Requirements for certification vary from state to

state. Students who wish to qualify for certification in another state should contact the department of education in that state to inquire about certification requirements. Please make your SLIS advisor aware of any plans you may have to pursue school librarian certification outside South Carolina.

The School Librarian Checklist outlines the requirements of the SLIS school librarian preparation program. Certified teachers are able to complete the MLIS degree and qualify for certification as a school librarian by completing the required 36 credit hours as outlined on the Checklist. Students who are not certified teachers must complete 15 additional credit hours as listed on the Checklist.

Beginning in the fall of 2009, a score of 151 on the PRAXIS II specialty area test for Library Media Specialist is a requirement for certification in South Carolina. Requirements vary from state to state. (Prior to the fall of 2008, the passing score was 620.) Some states may also require other parts of the PRAXIS series.

Program Requirements
For Initial Certification:
Required courses for initial certification are: SLIS 701, 702, 703, 705, 706, 707, 742, 761, 756, 757, 720, 794 (two internships), and four required education courses as outlined in the SLM Checklist for Certification.

For Advanced Certification:
For individuals who hold current classroom teaching certification, the required courses are: SLIS 701, 702, 703, 705, 706, 707, 742, 761, 756, 757, 720, and 794 (one internship).

Capstone Courses
SLIS 720 and SLIS 794 are capstone or final courses. SLIS 720 is a pre-requisite or co-requisite for one 3-hour internship. Portfolios in progress are submitted once prior to enrollment in the capstone courses and during the final semester of the program.

SL Certification
A checklist for certification is located on the SLIS website.

Application for Certification
For Initial Certification:
Certification application packets for initial certification must be submitted to the Office of Student Affairs in the College of Education at the University of South Carolina approximately one year in advance of an internship placement. Students who miss the deadlines and who have not been cleared by a FBI background check, cannot be placed in an internship.

Deadlines for submission are:
Spring semester interns -- deadline for certification application is November 1 of the preceding fall semester.
Fall semester interns -- deadline for certification application is April 15 of preceding spring semester.
Initial certification applications are available online at: http://www.ed.sc.edu/SA/MLISCert.pdf

For Advanced Certification:
All students who have been previously certified in South Carolina and are pursuing additional certification as a school librarian, must apply for Advanced certification in order to be recommended for certification. SLIS recommends that May graduates apply by March 1 and December graduates apply by October 1.
Advanced certification applications are available online at: http://www.ed.sc.edu/SA/MLISCert.pdf

For more information about applications for certification

Office of Student Affairs
College of Education, Wardlaw 113
820 S. Main Street Columbia, SC 29208
Telephone: (803)-777-3031 Fax: (803)-777-3068
E-mail: brownlw@mailbox.sc.edu

Application for a School Library Internship
Candidates who are currently certified as classroom teachers or who have successfully completed a semester of student teaching in a classroom setting prior to admission to the SLIS are required to complete one three-credit hour internship in a school library media center. Candidates seeking initial certification must complete two three-credit hour internships in two school library media centers, elementary and secondary, planned over two separate fall and spring semesters. Candidates who have worked in libraries as paraprofessionals, aides, graduate assistants, or school librarians without certification will not receive credit for an internship based on previous experience. Candidates may not complete internships in schools where they are employed.

Internships are offered during fall and spring semesters. Students should notify the Coordinator of School Librarian Field Experiences at least one year prior to applying for an internship. Each three-credit hour internship requires a minimum of 135 hours working in a school library during the USC fall or spring semester, planned as two full days a week over 10-12 weeks. Internship dates and times are scheduled prior to the internship semester in coordination with the candidate, the cooperating school librarian who supervises the internship, and the SLIS faculty internship supervisor. In addition, candidates must complete activities and hands-on experiences as outlined by the faculty internship supervisor, attend at least one national or state-level professional conference (e.g. SCASL), visit other school libraries, and participate at onsites scheduled for SLIS 794. Fall internships usually begin the end of August and end the first of November with end of program portfolios due November 15th. Spring internships usually begin the middle of January and end the first of April with end of program portfolios due April 15th.

In addition to the certification application sent to the USC-COE Office of Student Affairs, a separate application for internship placement must be submitted to the SLIS Student Services Office. Internship application packets are available online.

Deadlines for submitting internship applications to the SLIS Student Services Office are:

The end of the first week in March for Fall internships
The end of the first week in October for Spring internships

Candidates applying for internships (SLIS 794) will be contacted by the Coordinator of School Librarian Field Experiences before placements are made in K-12 school library media centers. Placements for spring are made in November and December and placements for fall are made in April and May. Once placements are made, the SLIS Student Services Offices will register candidates for SLIS 794. Candidates should confirm their registration in SLIS 794 using VIP and pay fees before the deadline so that enrollment is not cancelled for non-payment.

Print a copy of the [School Librarian internship application](#) packet from the website.

Portfolio Requirements
Successful completion of the End-of-Program Portfolio is a requirement for the master's degree and successful completion of the school librarian preparation program. Portfolios are submitted twice during the program of study. "Portfolios in Progress" are submitted prior to enrolling in the capstone courses (SLIS 720 and SLIS 794). Portfolios in Progress are due November 15th for enrollment in SLIS 720 in a spring semester and due July 15th

for fall enrollment in SLIS 720. End-of-Program Portfolios are submitted prior to graduation by April 15th for a May graduation and by November 15th for a December graduation. "Portfolios in Progress" contain five examples of competency – one for each of the program's five areas (Learning Outcomes aligned with the South Carolina ADEPT standards for school librarians) with reflective writing. End-of-Program Portfolios build on the "Portfolios in Progress."

"Portfolios in Progress" are submitted in Blackboard and on CD to the SLIS Student Services Office. Contact the Coordinator of School Librarian Field Experiences to be enrolled in the correct "Portfolios in Progress" section of Blackboard.

[School Librarian Learning Outcomes](#)
[School Librarian Portfolio Guidelines](#)

PRAXIS
Candidates who apply for certification in South Carolina are required to take the PRAXIS II specialty area test for Media Specialist/Library Science (0311). However, if there is any possibility of applying to other states, the candidate should contact those states to determine if other parts of the PRAXIS are required. PRAXIS scores should be submitted to the Office of Student Affairs USC-College of Education (Code 5818) and the South Carolina Department of Education (Code 8108). Information concerning the PRAXIS II test may be obtained from the Educational Testing Service (http://www.ets.org). Beginning in the fall of 2009, a score of 151 on the PRAXIS II specialty area test for Library Media is a requirement for certification in South Carolina. (Prior to the fall of 2009, the passing score was 620.)

GRADUATION INFORMATION

MLIS Program

To receive an MLIS degree students must:
- Complete 36 credit hours (12 courses) with a GPA of 3.0 or greater. Grades below a C cannot count toward the 36 hours.
- Complete SLIS 701, 705, 707 and 706 (or the Technology Competency Exam).
- Receive advisor approval of an end-of-program Portfolio.
- Complete and submit an Application for Degree via Self Service Carolina.

Certificate Program
To receive a Certificate of Advance Graduate Study in Library and Information Science students must:
- Complete 18 credit hours (6 courses) with a GPA of 3.0 or greater. Grades below a C cannot count toward the 18 hours.
- Complete an Internship - SLIS 794.
- Receive advisor approval of an end-of-program Portfolio.
- Complete and submit an Application for Degree via Self Service Carolina.

Specialist Program
To receive Specialist degree in Library and Information Science students must:
- Complete 30 credit hours (10 courses) with a GPA of 3.0 or greater. Grades below a C cannot count toward the 18 hours. Of these 30 hours, 18 must be taken within the School of Library and Information Science.

- Of these 30 hours, 3 must be Internship hours (SLIS 794) and 3 must be Independent Study hours (SLIS 796).
- Receive advisor approval of an end-of-program Portfolio.
- If SLIS 705, Introduction to Research in Library and Information Science, (or its equivalent) has not been completed satisfactorily (with a grade of B or higher) prior to admission, this requirement must be fulfilled in addition to the 30 semester hours necessary to earn the degree.
- Complete and submit an Application for Degree via Self Service Carolina.

Graduation Applications and Ceremonies

Fill out the Application for Degree by the deadline. The deadlines are announced via the SLIS listservs, and are typically around January 15th for May graduation, June 1st for August graduation, and September 1st for December graduation.

a) Fill out the on-line graduation application by going to Self-Service Carolina (my.sc.edu).
b) Sign into self-service and go to the Apply to Graduate tab.
c) Fill the form out and submit the application on-line.
d) Send an email to the Student Services Office (slisss@mailbox.sc.edu) so that we know you have applied.
e) Please review your Program of Study and the classes that you actually took. If there are four or less discrepancies, fill out a program adjustment form. If you have more than four changes, fill out a new program of study form. If there are no discrepancies, you do not need to fill out any forms. The Student Services Office staff will also review your course work and may be in contact with you via your USC email account regarding any paperwork you need to submit.
f) You may choose to attend the SLIS Hooding Ceremony*, a special ceremony for SLIS students only; you may choose to attend the university's commencement ceremony (you can attend only one, attend both, or attend neither).
    *Please note that there is not a Hooding Ceremony held in August due to extremely hot weather conditions and faculty contracts. August graduates are welcome to participate in the December ceremony.
g) If you plan to participate in either ceremony, you must purchase academic regalia. You may purchase your regalia through the University Bookstore.   Graduate students do not graduate with honors, so no honor cords are needed.
h) Graduation occurs before final grades are due, so you may participate even if you do not end up receiving your degree. Graduation clearance takes time. Your degree should be posted to your transcript (you can check this via VIP) within a month of graduation. However, you will not receive your diploma until well after graduation. It will be mailed to the address you put on the Graduation Application.

SLIS FACULTY AND STAFF

Faculty

Dr. David Lankes, Director and Professor
Email: rdlankes@mailbox.sc.edu   Tel: 803-777-3858   Office: 113 Davis College
B.A., M.S., and Ph.D. (Syracuse University)

Dr. Jennifer Arns, Associate Professor
Email: jarns@mailbox.sc.edu   Tel: 803-777-2319   Office: 202 Davis College
B.A. (Syracuse University), M.L.S. (UC at Berkeley), M.P.A. (Harvard), Ph.D. (North Carolina).

Dr. Darin Freeburg, Assistant Professor
Email: darinf@mailbox.sc.edu   Tel: 803-777-0446   Office: 217 Davis College
B.A. (MidAmerica Nazarene University), M.A. (Nazarene Theological Seminary), Ph.D. (Kent State University)

Dr. Karen Gavigan, Associate Professor
Email: kgavigan@mailbox.sc.edu   Tel: 803-777-0197   Office: 211 Davis College
B.A. (North Carolina), M.S.L.S. (Tennessee), Ph.D. (North Carolina at Greensboro)

Dr. Lucy Santos Green, Associate Professor
Email: legreen2@mailbox.sc.edu   Tel: 803-777-2381   Office: 201 Davis College
B.S. (East Texas Baptist), M.L.S. (Texas Woman's), Ed.D. (Texas Tech)

Dr. William Hogue, Senior Clinical Professor of Information Science
Email: wfhogue@mailbox.sc.edu   Tel: 803-777-0090   Office: 210 Davis College
B.A. and M.Ed. (University of South Carolina), Ed.D. (Harvard)

Dr. Amir Karami, Assistant Professor
Email: karami@mailbox.sc.edu   Tel: 803-777-0197   Office: 211 Davis College
B.S. (Iran University of Science and Technology), M.S. (University of Tehran and University of Maryland Baltimore County), Ph.D. (University of Maryland Baltimore County)

Dr. Dick Kawooya, Assistant Professor
Email: kawooya@mailbox.sc.edu   Tel: 803-777-4949   Office: 106 Davis College
Ph.D. (Tennessee)

Dr. Vanessa Kitzie, Assistant Professor
Email: kitzie@mailbox.sc.edu   Tel: 803-777-1136   Office: 206 Davis College
B.A. & B.S. (Boston University), M.L.I.S. (Rutgers), Ph.D. (Rutgers)

Dr. Elise Lewis, Faculty Undergraduate Program Director
Email: elewis@mailbox.sc.edu   Tel: 803-777-4688   Office: 212 Davis College
B.A. (North Texas), M.S.L.I.S. (North Texas), Ph.D. (North Texas).

Dr. Jingjing Liu, Assistant Professor
Email: jingjing@mailbox.sc.edu Tel: 803-777-1136   Office: 214 Davis College
B.A. (Renmin University of China), M.L.I.S. (Southern Mississippi), Ph.D. (Rutgers)

Dr. Jennifer Marshall, Instructor
Email: jmarshall@sc.edu   Tel: 803-777-2298   Office: 215 Davis College
B.S.L.A. (Georgetown), M.L.I.S. (Pittsburgh), Ph.D. (Pittsburgh)

Dr. Ehsan Mohammadi, Assistant Professor
Email: ehsan2@mailbox.sc.edu   Tel: 803-777-2324   Office: 207 Davis College
B.A. (University of Isfahan), M.L.I.S. (Tehran Azad), Ph.D. (University of Wolverhampton)

Dr. Heather Moorefield-Lang, Associate Professor
Email: mlangh@mailbox.sc.edu   Tel: 803-777-0224   Office: 206 Davis College
B.A. and M.L.I.S. (North Carolina at Greensboro), Ed.D. (University of North Carolina Chapel Hill)

Mr. Jeff Penka, Instructor
Email: penka@mailbox.sc.edu   Tel: 803-777-0207   Office: 110D Davis College
B.S., M.Ed., & M.A. (Bowling Green State)

Dr. Susan Rathbun-Grubb, Assistant Professor
Email: srathbun@mailbox.sc.edu   Tel: 803-777-0485   Office: 208 Davis College
A.B. (Duke), M.A.T. (Duke), M.S.L.S. (North Carolina), Ph.D. (North Carolina)

Ms. Gerry Solomon, Instructor
Email: gsolomon@mailbox.sc.edu   Tel: 803-777-0224   Office: 206 Davis College
B. A. (Notre Dame), M.L.S. (Maryland)

Dr. Paul Solomon, Associate Professor
Email: psolomon@mailbox.sc.edu   Tel: 803-777-5512   Office: 101 Davis College
B.S. (Pennsylvania State), M.B.A. (Washington), M.L.S. (Maryland), Ph.D. (Maryland).

Dr. Feili Tu-Keefner, Associate Professor
Email: feilitu@sc.edu   Tel: 803-777-1026   Office: 203 Davis College
B.A. (Soochow University), M.L.I.S. (Louisiana), Ph.D. (Texas Woman's University).

Administrative Staff

Ms. Jill Chappell-Fail, Information Resources Consultant
E-mail: jfail@mailbox.sc.edu   Tel: 803-777-1928   Office: 108 Davis College

Mr. Michael Corbo, Office and Communications Coordinator
E-mail: mcorbo@mailbox.sc.edu   Tel: 803-777-3858   Office: 113 Davis College

Dr. Elizabeth Hartnett
Email: ejhart@mailbox.sc.edu   Tel: 803-777-9714   Office: 1430 Senate Street

Ms. Kim Jeffcoat, Executive Director- South Carolina Center for Children's Books and Literacy
Email: kimj@sc.edu   Tel: 803-734-8207   1430 Senate Street

Dr. Sarah Keeling, Student Services Manager
Email: skeeling@sc.edu   Tel: 803-777-0270   Office: 102 Davis College

Mr. Trey Patty, Graduate Admissions and Placement Coordinator
Email: pattyk@mailbox.sc.edu   Tel: 803-777-5067   Office: 113 Davis College

Mr. Jeff Salter, Information Resources Consultant
Email: jcsalter@mailbox.sc.edu   Tel: 803-777-7938   Office: 108 Davis College

Mr. George Shaw, Student Services Coordinator
Email: gshaw@mailbox.sc.edu   Tel: 803-777-3887   Office: 102 Davis College

Ms. Christine Shelek, Coordinator- Cocky's Reading Express
Email: christineshelek@sc.edu   Tel: 803-734-8207   1430 Senate Street

Ms. Madonna Stoehr, Distributed Learning Coordinator
Email: mstoehr@mailbox.sc.edu   Tel: 803-777-8068   Office: 113D Davis College

Mr. Andy Thomas, Undergraduate Advisor
Email: athomas@sc.edu   Tel: 803-777-4028   Office: 105 Davis College

Mr. Lewis Zeigler, Information Resources Coordinator
Email: lzeigler@sc.edu   Tel: 803-777-6496   Office: 108 Davis College

Distinguished Dean Emeritus
Dr. Fred W. Roper

Distinguished Professors Emeritus
Dr. Daniel D. Barron
Dr. Charles C. Curran
Dr. Linda Lucas Walling

APPENDIX A: SAMPLE MASTER'S PROGRAM OF STUDY

MPOS

THE GRADUATE SCHOOL — South Carolina

Masters Degree Program of Study - SLIS

This form should be filled out on your computer, then saved with a new file name to your local disk. Next, print the form and obtain the necessary signatures.

Name: _____ _____ _____ **USCID:** _____

Last Name   First Name   Middle Name

Address: _____ _____ _____ _____ _____

Street   Apt, if any   City   State   Zip Code

Degree: _____ **Major:** _____ **Track:** _____

Admitted to Program: _____ _____ _____

Date Completed

PROGRAM OF COURSES

In the spaces provided below, list all courses for which approval is requested in the master's degree (36 hours). Example: SLIS 701 Intro to L&IS Studies. Do not list courses not specifically required for the master's program (such as courses required for certification). Note that any course on this program which exceeds the 6 year limit (before the degree is awarded) must be revalidated or replaced with another course.

Dept Prefix	Course Number	Abbreviated Course Title	Term Completed	Year	Credit Hours	Grade	Where Taken
SLIS	701	Intro. to L&IS Studies					
SLIS	706	Intro. to Info. Technologies					
SLIS	707	Info. Org. & Retrieval					
SLIS	705	Intro. to Research in L&IS					

Approved

_____   _____   _____   _____
Student Signature   Date: Graduate Director of School or Dept   Date:

_____   _____   _____   _____
Major Professor/Chair of Adv Committee   Date: Dean of Graduate Studies   Date:

POS

THE GRADUATE SCHOOL South Carolina

Certificate Program of Study - SLIS

This form should be filled out on your computer, then saved with a new file name to your local disk.
Next, print the form and obtain the necessary signatures.

Name: _____ _____ _____ **USCID:** _____   Page 1 of 1

Last Name   First Name   Middle Name

Address: _____ _____ _____ _____ _____

Street   Apt, if any   City   State   Zip Code

Degree: _____   **Major:** _____   **Track:** _____

Admitted to Program: _____ _____ _____

Date Completed

PROGRAM OF COURSES

In the spaces provided below, list all courses for which approval is requested in the certificate program (18 hours). Example: SLIS 701 Intro to L&IS Studies. Do not list courses not specifically required for the certificate program. Note that any course on this program which exceeds the 6 year limit (before the degree is awarded) must be revalidated or replaced with another course.

Dept Prefix	Course Number	Abbreviated Course Title	Term Completed	Year	Credit Hours	Grade	Where Taken
SLIS	794	Internship in L&IS					

Approved

_____   _____   _____   _____
Student Signature   Date: Graduate Director of School or Dept   Date:

_____   _____   _____   _____
Major Professor/Chair of Adv Committee   Date: Dean of Graduate Studies   Date:

POS

THE GRADUATE SCHOOL

South Carolina

Specialist Degree Program of Study - SLIS

This form should be filled out on your computer, then saved with a new file name to your local disk.
Next, print the form and obtain the necessary signatures.

Page 1 of 1

Name: _____ _____ _____   **USCID:** _____
Last Name   First Name   Middle Name

Address: _____ _____ _____ _____ _____
Street   Apt, if any   City   State   Zip Code

Degree: _____ **Major:** _____ **Track:** _____

Admitted to Program: _____ _____ _____
Date Completed

PROGRAM OF COURSES

In the spaces provided below, list all courses for which approval is requested in the specialist degree (30 hours). Example: SLIS 701 Intro to L&IS Studies. Do not list courses not specifically required for the specialist program. Note that any course on this program which exceeds the 6 year limit (before the degree is awarded) must be revalidated or replaced with another course.

Dept Prefix	Course Number	Abbreviated Course Title	Term Completed	Year	Credit Hours	Grade	Where Taken
SLIS	794	Internship in L&IS					
SLIS	796	Independent Study in L&IS					

Approved

_____ _____ _____ _____
Student Signature   Date: Graduate Director of School or Dept   Date:

_____ _____ _____ _____
Major Professor/Chair of Adv Committee   Date: Dean of Graduate Studies   Date: