



**University at Buffalo**  
*The State University of New York*

Department of Library and Information Studies  
Graduate School of Education

## **LIS MS PROGRAM ACADEMIC REGULATIONS**

<http://gse.buffalo.edu/lis/academic-regulations>

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### **OVERVIEW AND APPROVAL DATES**

These are the current academic policies and regulations of the Department of Library and Information Studies (LIS) MS Program as approved by the LIS Faculty.<sup>1</sup> The LIS Faculty has charged the Admissions and Academic Standards Committee with carrying out the academic policies of the department and applying these regulations.

These academic policies and regulations take effect at the beginning of the 2012-2013 academic year (summer 2012). Students who matriculated before that date have, for any given rule, a choice between these regulations and the previous version found at <http://gse.buffalo.edu/lis/academic-regulations>.

Students may appeal any decision related to academic regulations to the Admissions and Academic Standards Committee. If the initial decision is upheld, the student may then appeal to the LIS Chair. The student may file further appeals following GSE and UB ([http://www.grad.buffalo.edu/policies/policies\\_procedures.pdf](http://www.grad.buffalo.edu/policies/policies_procedures.pdf)) procedures.

Initial Approval Date: October 2011

Initial Implementation Date: Summer 2012

Successive Revision Dates: December 2012, September 2014, April 2015

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<sup>1</sup> Unless specified otherwise, throughout this document “MS Program” means both the MS in Information and Library Science program and the MS in School Librarianship program.

## **PLANNING THE STUDENT'S PROGRAM**

### **Advisement**

New students are assigned a faculty advisor by the LIS chair or designee. The faculty advisor serves as a counselor on all academic matters. It is strongly recommended that new students communicate with their faculty advisor before classes start and must have academic advisement in their first semester before registering for their second semester courses. Students are encouraged to seek academic advice from other faculty as well, but all formal approvals, such as approval of the plan of study or approval of non-LIS courses must be given by the student's faculty advisor. If the student's faculty advisor is not available, the LIS chair or Chair's designee will act as faculty advisor. See the *LIS Advising Policy* on the UB LIS website (<http://gse.buffalo.edu/lis>) for more information. For all non-academic questions, such as fee waivers, financial aid, and housing, students should first consult with the UB Student Response Center (<http://sarfs.buffalo.edu/src.php>).

### **Plan of Study**

Each student must, in the first semester, develop a plan of study with his/her faculty advisor. This plan of study should be guided by the LIS program objectives (<http://gse.buffalo.edu/lis/mgo>) and the student's own learning objectives. The plan of study should have some built-in flexibility by listing alternate courses. The plan of study can be changed with advisor approval; the changed plan must be submitted to the LIS office with the student and advisor signatures.

A student can email his/her plan of study to the advisor as an attachment; emailing is considered the same as signing. If the advisor approves, s/he can forward the student's email message to the LIS office with a brief note indicating approval; the plan of study will then be considered signed by the advisor and submitted to the LIS Office.

In general, the student can register only for courses listed in his or her most recent plan of study. Exceptions are made to accommodate contingencies at registration. See the *LIS Advising Policy* (<http://gse.buffalo.edu/lis>) for details.

### **Study planner and portfolio**

The Study Planner and Portfolio serves as a tool for planning the student's program of study and, upon completion of the program, demonstrates the meeting of program learning objectives as well as the student's educational and professional goals. The portfolio should focus on the student's knowledge of the Library and Information Science (LIS) field and on professional competencies developed in both required and elective courses.

Students can use their program portfolio as a springboard for producing a professional portfolio, a tool that is common in the job application process.

A portfolio with a satisfactory grade is a graduation requirement for all students entering the program in summer/fall 2012. For full instructions, please see the Department's Portfolio page at <http://gse.buffalo.edu/lis/portfolio>.

## **GRADES AND GRADE POINT AVERAGE (GPA)**

### **Grade Point Average (GPA) computation**

Only letter grades received in UB courses are considered in computing the GPA.

UB policy provides for two GPAs: UB GPA and MS GPA, which are computed by different rules. The student's status in the program and eligibility for graduation are determined based on the MS GPA.

- **UB GPA.** The UB GPA is computed based on the grades in all graduate courses taken at UB. If a student repeats a course one or more times, all grades are used in computing the UB GPA.
- **MS GPA.** The MS GPA is computed based on: (1) courses taken at UB while matriculated in the MLS program and taken with intent to apply the course to the MS (all LIS courses and outside courses included in the student's plan of study at the time of registration) and, (2) LIS courses taken before matriculation into the MS program. If a student repeats a course one or more times, only the best grade is used in computing the MS GPA.

### **Letter grades (weighted grades)**

UB assigns quality points to grades as follows: A (4.0), A- (3.67), B+ (3.33), B (3.0), B- (2.67), C+ (2.33), C (2.0), D (1.0), and F (0.).

### **Satisfactory/Unsatisfactory**

Grades of S/U are not included in grade point average but are used to evaluate the student's academic progress, with a grade of S considered equivalent to B (3.0) and a U that is directly assigned by the instructor (as opposed to a U resulting from an I/U) equivalent to F.

### **Incomplete (I/U)**

An incomplete grade (I/U) will be given upon agreement between the student and instructor. Incomplete (I/U) grades may be given only when the student is unable to complete assigned required course work due to illness or other unforeseeable and compelling circumstances but work the student has completed indicates that the student is on his or her way to a passing grade (at least C (2.0)). Students must fill out a "Request for Grade of Incomplete" form – a contractual agreement between student and instructor outlining the conditions and deadlines for removing the incomplete grade. The instructor, at his/her sole discretion, may approve the request and defer giving the final grade or disapprove the request and submit a grade; the student may appeal the grade (see <http://www.grad.buffalo.edu/policies/grading.php>). An "I/U" is not calculated into a student's GPA. Students who accumulate 9 or more credit hours of outstanding Incompletes will be placed on academic probation. According to UB policy, if an instructor does not change the incomplete grade to a regular letter grade by the agreed-upon deadline, the grade automatically becomes a "U" (Unsatisfactory) after one year. A course with a U grade resulting from an I/U is treated as if it was never taken.

## **PROGRAM REQUIREMENTS**

### **Credit-hours required for the degree**

The MS degree requires 36 credits completed with a grade of C or better or with a grade of S. At most 9 credits (25% of 36 credits formal coursework) with a grade of S can be applied to the MS without thesis option; 7 credits (25% of 30 credits formal coursework) with the thesis option. To count towards the degree, a course must have been taken with intent to apply to the MS (all LIS courses and outside courses included in the student's plan of study at the time of registration as well as transfer courses). Courses with grades other than A, B, C, or S do not count toward the 36 credits. If such courses were taken with intent to apply to the MS, they are included in the computation of the MS GPA. All such courses are included in the computation of the UB GPA.

See Grades and Grades and Grade Point Average, (p. 3) for information on the UB grading system and definition of UB GPA and MS GPA.

New York State Certification for School Librarianship<sup>2</sup> requires an additional 3 credit hours of LIS 525E, S, and P - School Media Center Practicum (student teaching), which may not be counted as part of the 36 credit hours needed for the MS degree.

While matriculated in the MS program, a student may take up to 6 credit hours not applied to the MS. These courses will appear on the student's transcript and may be used toward another UB program, for example the LIS Advanced Certificate, according to the rules of that program, or are available for transfer to a program at another university according to the rules of that university and program.

### **Grade Requirements for Graduation**

A 3.0 or better MS Grade Point Average (MS GPA) is required for graduation (See Grades and Grades and Grade Point Average, (p. 3)).

### **Course Load**

Students carrying 12 credit hours (9 credit hours for Graduate Assistants) in a semester are considered full-time. A student may take no more than 15 credit hours a semester or 8 credit hours in any single 6-week summer session or 16 credit hours in the entire summer. For any one semester, a student may petition for an exemption by writing a formal letter (email or print) giving the reasons to the Admissions and Academic Standards Committee; the exemption must be approved before the student can register for an overload. Approval will be valid only for the semester specified.

### **5-year time limit**

All coursework within the program must be completed within five years from the beginning of the student's first semester or summer session in the program. The student can petition for an extension of the time limit.

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<sup>2</sup> Note that New York State uses the term Library Media Specialist in its certification documents.

## **Required Courses for Graduation**

The following courses are required:

- LIS 505 Introduction to Library and Information Studies (must be taken in the student's first enrollment period, pre- or co-requisite for all other courses)
- LIS 506 Introduction to Information Technology (must be taken as the second course, pre- or co-requisite for all other courses)
- LIS 518 Reference Sources and Services (should be taken early in the program, with or after LIS 505 and 506, pre- or co-requisite for many other courses),
- LIS 571 Organization and Control of Recorded Information (should be taken early in the program, with or after LIS 505 and 506; pre- or co-requisite for many other courses. Many students may find it easier to take this course in their second semester.)
- LIS 581 Management of Libraries and Information Agencies (to be taken in the student's last fall or spring semester as a capstone course) OR  
LIS 585 Management of School Library Media Centers (for students in the LMS program)

To fulfill the MS requirements, a student must complete all required courses successfully. Successful completion of a required course is defined as completion with a grade of B (3.0) or better.

### **Waiver of a required course**

If the student has knowledge and skills that fulfill the objectives of a required course; the required course may be waived. The student must discuss the possibility of a waiver with his/her advisor and submit a waiver request with supporting documentation to the lead faculty for the course with copy to the LIS chair soon after admission, no later than two weeks before the start of the student's first semester or immediately after admission. An examination may be required before a decision is made. The lead faculty will communicate his or her decision to the student in writing (print or email) with copy to the LIS chair and LIS office. The decision document will be placed in the student's folder. A course waiver does not imply credit for the course (exception being transfer credit courses). The student must take another course to replace the waived course.

Lead faculty members for required courses are listed on the LIS website.

## **INDIVIDUAL STUDY COURSES (PRACTICUM, DIRECTED STUDY, THESIS)**

### **Credit Hour Restrictions for individual study courses**

Students may apply to the MS degree requirements no more than 9 credits total of LIS 525, 526, 527, 598, and 599, and no more than 6 credits total of 525, 526, and 527. The student completing a thesis must register for exactly 6 credits total of 599 (possibly over several semesters).

## **Credit and Grading Options for individual study courses**

### **Graded S/U (Satisfactory / Unsatisfactory)**

- LIS 524 School Media Center Field Experience, 3 credits
- LIS 525 School Media Center Practicum (student teaching), 3 credits
- LIS 526 Practicum, 1 – 6 credits
- LIS 527 Special Project, 1 – 6 credits
- LIS 599 Thesis (total of 6 credits over all registrations)

### **Graded with a letter grade**

- LIS 598 Directed Study

## **Prerequisites for individual study courses**

To register for any of these courses, the student must have successfully completed a minimum of 12 credits, including at least two required courses. Students must also meet the requirements of the specific individual study course. For LIS 598, exceptions can be made by the instructor. For LIS 525 the student must have completed all other required MS in School Librarianship courses or be granted permission by advisor.

## **Registration procedure for individual study courses**

To register for any of these courses the student must submit the appropriate form (see [http://gse.buffalo.edu/current/forms\\_7799#mls](http://gse.buffalo.edu/current/forms_7799#mls), Independent Study) to the LIS office with all applicable signatures. The LIS office will check whether the course is on the student's plan of study. If the course is included, the LIS office will register the student; if not, the LIS office will notify the student, the faculty supervisor, and the student's advisor that the plan of study needs to be updated (with the advisor's signature) before registration can take place.

## **LIS 525, 526, 527 Practicum and special project**

Three special courses allow students to study operations in information agencies, including libraries, first hand:

- LIS 525 (School Media Center Practicum) is available only to students working toward school librarianship certification. Students must have completed all required courses for MS in School Librarianship or be in their final semester, have an MS GPA of 3.0 or better, or permission of advisor.
- LIS 526 (Practicum) provides a supervised field experience and an opportunity to practice and observe the operations of information agencies, including libraries, archives, and museums.
- LIS 527 (Special Projects) offers an opportunity to work on special information problems, projects, and activities in information agencies.

For LIS 526 and 527, the form to be submitted includes the name of the information agency and a description of the work to be done.

## **Policy on Paid Practicum or Paid Internship**

A student may not earn academic credit for paid employment. However, under special circumstances, a paid practicum may be considered if it offers unique learning opportunities and:

- The sponsor presents LIS with a formal proposal describing the practicum requirements and benefits,
- There are no conflicts between the sponsor's requirements and LIS requirements,
- The School is satisfied that the student will have ongoing learning experiences rather than initial or routine learning activities.

Paid practicum or internships proposals shall be submitted to the Admissions/Academic Standards Committee for review and recommendations to the LIS Chair.

Academic credit may not generally be awarded for work at an agency at which the student was or is employed in a continuing position. An exception can be made for special studies done on work time that result in a report that qualifies as a student paper.

## **Directed Study (LIS 598)**

Directed studies allow exploration of a topic for which no LIS course is available or pursuit of research, and may be taken for 1 to 6 credits.

To register for LIS 598, students must find a faculty supervisor. The form to be submitted includes the title of the directed study and an abstract.

## **Thesis, LIS 599**

The thesis is a 6 credit elective; however, the student may elect to use variable credit enrollment over several semesters. Prior to registering for the thesis, the student must follow the procedure outlined below:

- **Committee**

The student will choose a committee of three faculty members who must agree to serve before the student registers for LIS 599. The committee will be constituted as follows

1. chairperson - any voting member of the LIS faculty. The chairperson will be the student's major advisor for the thesis and will schedule all meetings.
2. one additional voting member of the LIS faculty
3. one additional member drawn from any of the UB voting faculty (this could be another member of the LIS faculty).

- **Duties of the Committee**

The committee will

1. approve a formal prospectus
2. guide the student through all phases of the research
3. conduct an oral defense

4. read the thesis and sign the cover page of the final approved copy
5. determine all committee matters through a majority vote

- **Thesis Distribution**

The student must submit a signed printer and bound copy of the thesis to the LIS Chair, plus any additional copies requested by thesis committee members. The Graduate School accepts theses in electronic format only; theses should be submitted using the University at Buffalo's formal Thesis & Dissertation Submission process. (See <http://www.grad.buffalo.edu/etd/index.php> for information and helpful documents.) Note that with the MS degree, an M-Form is NOT required for graduation or thesis submission. Specific thesis formatting guidelines are provided via the Graduate School's website at <http://www.grad.buffalo.edu/etd/etdguide.pdf>.

## **NON-LIS AND/OR PRE-MATRICULATION CREDITS APPLIED TO THE MS DEGREE**

### **Introduction**

**Cardinal rule.** All courses (including those that are part of the main body of course work) must meaningfully fit into the student's coherent program of study. All courses require prior permission of the advisor, but while exceptions may be granted for LIS courses, no exceptions will be granted for non-LIS courses.

If you start the MS program without bringing in prior coursework and you are not enrolled in another graduate degree program at UB to which you may want to apply LIS courses or from which you may want to apply credits to the MS, you can take up to 12 non-LIS credits, which may include up to 8 non-UB credits, in your MS program.

### **General rules on Non-LIS and/or Pre-Matriculation Credits**

\*LIS refers to courses offered by or cross-listed with the UB LIS

- **Seven-year time limit prior to degree conferral on courses applied to the degree**

Courses that have been taken more than 7 years *before conferral of the degree* cannot normally be applied to the MS. A student can petition for an exemption.

- **Conditions on courses taken outside UB**

Courses taken outside UB must be from a regionally accredited institution, must be graduate-level courses, and must have a letter grade of B (3.0) or above. Courses with grades of "S" or "P" are not transferable unless the student provides written documentation from the instructor(s) of the course, a department administrator, or the registrar at the institution, that a "S" or "P" grade in the course is equivalent to at least a B grade.



- **Transfer courses**

A transfer course is a non-LIS (UB or non-UB) course completed before matriculation into the MS program. Transfer of a course is by no means automatic; it must be recommended by the student's advisor and approved by the LIS chair and the Graduate School. The possibility of transfer courses should be discussed between student and advisor before the student registers for his or her first semester. In order to transfer credits, the student must submit to his or her faculty advisor a Request for Transfer of Credit form ([http://gse.buffalo.edu/current/forms\\_7799](http://gse.buffalo.edu/current/forms_7799)) along with a description of the course(s) and a statement of justification how these courses fit with the line of study the student plans to pursue. The faculty advisor will forward these documents with a recommendation to the LIS Chair for a final decision within LIS.

If a transferred course is similar in content to an LIS elective course the student cannot register for the LIS course. It is up to the advisor to ensure that this is noted on the student's plan of study. If such a course is similar in content to an LIS required course, the lead faculty for the LIS required course must be consulted to decide whether the course to be transferred justifies a waiver of the LIS required course. If not, the course cannot be transferred.

- **Limits on the number of courses taken outside LIS and/or prior to matriculation into the MS program**

In addition to approval from the faculty advisor, there are five independent limits on the number of courses taken outside LIS and/or prior to matriculation into the MS program depending on the origin of the course and when it was taken. These limits are consistent with the principle that the MS requires at least 24 LIS credits for graduation. The set of courses applied to the MS degree must comply with all five limits:

1. At most 12 LIS credits taken before matriculation into the MS program can be applied to the degree.
2. At most 8 non-LIS credits may be transferred into the MS program.
3. At most 12 credits may be non-LIS courses (cross-listed courses are considered LIS).
4. At most 6 credits can be shared with another UB graduate degree (cross-listed courses applied to both degrees count towards this limit).
5. At most 8 credits may be from course work outside UB.

\* Advanced (post-graduate) certificates are not degrees. So limitations for using credits applied to other degrees do not hold for courses applied to a certificate.

### **LIS courses taken prior to matriculation into the MS program**

At most 12 such credits may be applied to the MS. These credits are considered as if they had been taken after matriculation: They do not count as transfer credits nor as courses taken outside LIS.

### **Non-LIS courses taken prior to matriculation into the MS program (at UB or another university)**

These courses are transfer courses (counting to the limit of 8 transfer credits) and non-LIS courses (counting to the limit of 12 non-LIS credits). Special rules apply if the courses have been applied to another UB degree.

### **Non-LIS courses taken while matriculated in the MS program (at UB or another university)**

These courses are non-LIS courses and count towards the limit of 12 non-LIS credits. They are not transfer courses. Special rules apply if the courses have been applied to another degree. See the section immediately following.

### **Courses shared with another UB graduate degree (limit 6 credits)**

Up to six credits may be shared with other UB degrees (10% of the sum of the credits needed for both programs) (<http://www.grad.buffalo.edu/policies/requirements.php>). These credits may be any combination of LIS credits applied to the other degree or other degree credits applied to the MS. Shared courses must be approved by the "receiving" program. The programs involved will communicate as needed to make sure that the total of shared credits does not exceed the maximum. Non-LIS shared credits taken before matriculating into the MS program are considered transfer credits but non-LIS shared credits taken while matriculated in the MS program are not transfer credits

### **Courses taken outside UB (limit 8 credits)**

At most 8 credits may be from coursework taken outside UB, whether taken before matriculation into the MS program and within the time restrictions or while in the MS program. Some courses at specified SUNY institutions can be taken through cross-registration; these count as UB courses.

## **COURSE WORK**

### **Time on task**

As a general rule, time on task per credit hour, including class time and out-of-class readings and assignments, is 3-4 hours per week for 15 weeks, or 45-60 hours total (for seated courses, 2-3 hours out-of-class work for every hour in class). For a 3-credit course this means 9-12 hours per week, so a course load of 4 courses per semester corresponds to a demanding full-time job.

### **Class Assignments, Exams and Papers**

Depending on the course and the instructor, assignments, papers, and exams are distributed electronically or on paper, turned in electronically or on paper, and returned electronically or on paper. To receive end-of-semester course work that is returned on paper, students should ask the instructor if they may leave a stamped, self-addressed envelope to ensure that course work is returned. After the last class meeting, instructors may leave remaining course work in the LIS Office, 534 Baldy Hall. Materials that have not been retrieved within 4 weeks after the last day of class will be shredded.

## **Repeating Courses**

A student may repeat a course only once (for a total of two attempts). A student may want to repeat a course in order to remove a failing grade, a grade below B (3.0) in a required course, a grade of Unsatisfactory, or to improve his or her record. If a student receives a grade lower than a B (3.0) in a required course, the student must repeat the course in the next semester in which it is offered. All course registrations will appear on the student's transcript. The best grade in each course will be used for computing the MS GPA; all grades will be used for the UB GPA.

## **LIS 505 / LIS 506: Course Resignations**

Students may resign from LIS 505 or LIS 506 only once. Upon resignation, the student will be placed on academic probation and the course must be taken in the next semester of registration.

## **STUDENT STATUS IN THE PROGRAM**

### **Good Academic Standing**

A student is in good academic standing if he or she:

- maintains a MS GPA 3.0 or above (see Grades and Grade Point Average (GPA), p. 3),
- has a grade of B (3.0) or better in each required course taken,
- has fewer than 9 credits of incomplete grades,
- complies with UB regulations (<http://www.ub-judiciary.buffalo.edu/rulereg.shtml>).

A student in Good Academic Standing is eligible to register for courses unless there are problems with outstanding bills or other UB administrative requirements.

Note: A failing grade in an elective course does not make the student lose Good Academic Standing as long as the student's MS GPA remains 3.0 or above.

### **Provisional Status**

A student may be admitted provisionally to the MS when s/he does not meet all admissions requirements (most often because of an undergraduate GPA below 3.0) but his or her personal statements, transcripts, employment history, and letters of reference demonstrate potential for success. At the end of the semester in which the student has attempted 12 credit hours in the program (courses with a grade of (R) resigned do not count as attempted, but I and U do), the student's academic standing will be reviewed by a member of the LIS staff.

At the time of the review, if the student meets all the conditions of good academic standing and has no Incomplete or Unsatisfactory grades, provisional status is automatically lifted and the student is considered to be in Good Academic Standing.

If the student does not meet these conditions, his or her entire record will be reviewed by the Admissions and Academic Standards Committee. The committee will recommend to the LIS chair one of two actions:

1. Place the student on academic probation.
2. Dismiss the student from the program if the student's MS GPA (see Grades and Grade Point Average (GPA), p. 3) falls below 3.0 or if the student has 9 or more incomplete grades.

Applicants to the MS in School Librarianship program will not be admitted with a GPA below 3.0, UNLESS they already have another master's degree. Applicants with a low GPA who would like to take the School Librarianship program may apply for conditional admission to the MS program. Following completion of 12 credits and a GPA of 3.0, a student may apply to be in the School Librarianship program. This provides students to undertake graduate work and test their success.

### **Academic Probation**

Students will be placed on academic probation when they no longer meet the conditions of Good Academic Standing. Once a student is placed on academic probation the process is almost identical as for students in provisional status.

At the end of the semester in which the student has attempted 12 credit hours (courses with a grade of Resigned do not count as attempted, but I and U do) after being placed on probation, the student's progress will be reviewed.

At the time of the review, if the student meets all the conditions of Good Academic Standing and has no Incomplete or Unsatisfactory grades, academic probation is automatically lifted.

If the student does not meet these conditions, his or her entire record will be reviewed by the Admissions and Academic Standards Committee. The committee will recommend to the LIS chair one of two actions:

1. Continue the student on academic probation.
2. Dismiss the student from the program if the student's MS GPA (see Grades and Grade Point Average (GPA), p. 3) falls below 3.0 or if the student has 9 or more incomplete grades.

### **Continuous Registration Requirement**

Graduate students must register (and pay all tuition and fees not covered by a tuition scholarship) for a minimum of one credit hour each fall and spring term until all requirements for the degree are completed. If continuous registration is impossible or inappropriate at any time, students must secure a leave of absence from the department in which they are enrolled and obtain approval from the GSE Graduate Degrees Committee. Students may not be on a leave of absence during the semester in which a degree will be conferred.

Under some circumstances, this requirement may be waived in the semester prior to degree conferral if the student has an approved Application to Candidacy on file and will not be using any UB services or faculty time. Students may request a waiver of continuous registration by filing a GSE Petition. All petitions (and other student forms) may be obtained from the department or are available online at: <http://gse.buffalo.edu/current/forms>.

## **Leave of Absence**

Students unable to enroll in any fall or spring semester must submit a Graduate Student Petition Form ([http://www.grad.buffalo.edu/forms/students/pet\\_loa.pdf](http://www.grad.buffalo.edu/forms/students/pet_loa.pdf)) requesting a leave of absence from UB, explaining reasons for the leave and expected date of return. All requests must be made in advance and be supported with adequate documentation. The phrase "personal reasons" alone is not sufficient explanation for requesting a leave.

Valid reasons include but are not limited to: health problems, caring for a family member, change in job responsibilities, relocation. Leaves of absence do not extend the five-year time limit for completing the MS degree.

Normally, leaves are granted for one semester with a maximum of one year, but it may be possible to extend the leave if circumstances warrant.

The leave of absence petition requires the approval of the advisor, the department chair, and the GSE Graduate Degrees Committee. The decision of the GSE Graduate Degrees Committee is final on all petitions

Recipients of GEOP (Graduate Educational Opportunity Program) funding or of Schomburg or Presidential Fellowships must submit a copy of the *approved* Leave of Absence to the Graduate School, Office of Student Services.

## **Extension of the five-year time limit**

The student may submit a written (email or print) request for extension of the 5-year limit to the Admissions and Academic Standards Committee. The request must state the reasons for the extension and must be accompanied by the advisor's recommendation. Valid reasons include but are not limited to: health problems, caring for a family member, change in job responsibilities, relocation. Ordinarily, the request must be received no later than two weeks prior to the first day of classes of the first semester of the requested extension. The committee or, if the committee is unable to meet, the chair, will decide on the request. If the student has completed courses on his/her record prior to matriculation that are to be applied to the MS and if the extension of the time limit means that some of these courses will be more than seven years old at the new date of degree conferral, the student needs to petition separately for an extension of the age limit on these courses.

## **Withdrawal from the Program**

Students can withdraw (resign) from the program by written notice (email or print) to the LIS office or LIS chair. The LIS office will acknowledge the withdrawal in writing. A student wishing to re-enter the program after withdrawing must re-apply.

## **Dismissal from the Program**

A student **may** be dismissed from the program for any of the following reasons:

1. On the determination in a review of provisional status or academic probation. Such dismissals are based on recommendations from the Admissions and Academic Standards

Committee to the LIS chair. If the committee cannot meet in a timely fashion and action is deemed urgent, the LIS chair may make the decision.

2. The student fails to meet the continuous registration requirement and has not been granted a leave of absence.
3. The student does not fulfill the degree or certificate requirements within the time limit considering any time limit extension(s) granted.
4. The student is convicted of a crime or his or her behavior disrupts classes and/or presents a danger to other students, faculty, or staff. In such cases, applicable GSE and UB procedures will be followed.

After receipt of the dismissal letter, the student has two weeks to present to the chair of Admissions and Academic Standards Committee and the LIS chair the reasons or extenuating circumstances why he or she should not be dismissed. This may be done either in writing or in person. The dismissal will then be reviewed.

### **Reinstatement to the MS Program**

Requests for reinstatement should be sent to the LIS chair. They will be reviewed by the Admissions and Academic Standards Committee and in accordance with UB and GSE policy.

### **Reapplication to the MS Program**

Students who have previously attended the program may re-apply. If the student is accepted, the number of credits earned previously in the program that can be applied to the new program will be determined on the merits of the individual case in accordance with UB and GSE policy.

### **Special (Non-Matriculated) Student Status**

Students not in the MS or a LIS certificate program may be admitted as Special (Non-Matriculated) Students. Applicants must have at least a Bachelor's degree. This status is used primarily for one of two purposes:

1. A student who may eventually seek admission to the MS program may take courses in this status, usually *LIS 505 Introduction to Library and Information Studies* and/or *LIS 506 Introduction to Information Technology*. If a student is later admitted to the MS program, s/he can apply up to 12 credits taken as a non-matriculated student to the MS. LIS courses taken in this status count towards the minimum of 24 LIS credits required for the MS.
2. Practicing information professionals may take courses in this status for the purpose of continuing education, either regular 500-level courses or 700-level courses which are designed for professional education and are often 1-credit courses (not all 700-level courses count toward the MS degree).

Normally one or two courses a semester are the maximum taken under this status. Before a non-matriculated student registers for a course that has prerequisites, he or she must demonstrate fulfillment of these prerequisites, either by presenting a transcript that shows that the student has an MS or has taken a suitable course or by receiving permission of the instructor. Except for 700-level courses, priority for course registration is given to students matriculated in the MS.

The student must file a new Non-Degree Student application (<http://www.gradmit.buffalo.edu/etw/ets/et.asp?nxappid=GRA&nxmid=GetPublicApplicationSite&progid=0330OIEV8>) for each semester.

## ACADEMIC INTEGRITY

LIS follows the UB policy on academic integrity:

### Preamble

Academic integrity is a fundamental university value. Through the honest completion of academic work, students sustain the integrity of the university while facilitating the university's imperative for the transmission of knowledge and culture based upon the generation of new and innovative ideas.

When an instance of suspected or alleged academic dishonesty by a student arises, it shall be resolved according to the procedures set forth herein. These procedures assume that many questions of academic dishonesty will be resolved through consultative resolution between the student and the instructor.

It is recommended that the instructor and student each consult with the department chair, School or College dean, or the Graduate School if there are any questions regarding these procedures.

### Examples of Academic Dishonesty

Academic dishonesty includes, but is not limited to, the following:

- **Previously submitted work.** Submitting academically required material that has been previously submitted -- in whole or in substantial part -- in another course, without prior and expressed consent of the instructor.
- **Plagiarism.** Copying or receiving material from any source and submitting that material as one's own, without acknowledging and citing the particular debts to the source (quotations, paraphrases, basic ideas), or in any other manner representing the work of another as one's own.
- **Cheating.** Soliciting and/or receiving information from, or providing information to, another student or any other unauthorized source (including electronic sources such as cellular phones and PDAs), with the intent to deceive while completing an examination or individual assignment.
- **Falsification of academic materials.** Fabricating laboratory materials, notes, reports, or any forms of computer data; forging an instructor's name or initials; resubmitting an examination or assignment for reevaluation which has been altered without the instructor's authorization; or submitting a report, paper, materials, computer data, or examination (or any considerable part thereof) prepared by any person other than the student responsible for the assignment.
- **Misrepresentation of documents.** Forgery, alteration, or misuse of any University or Official document, record, or instrument of identification.

- **Confidential academic materials.** Procurement, distribution or acceptance of examinations or laboratory results without prior and expressed consent of the instructor.
- **Selling academic assignments.** No person shall sell or offer for sale to any person enrolled at the University at Buffalo any academic assignment, or any inappropriate assistance in the preparation, research, or writing of any assignment, which the seller knows, or has reason to believe, is intended for submission in fulfillment of any course or academic program requirement.
- **Purchasing academic assignments.** No person shall purchase an academic assignment intended for submission in fulfillment of any course or academic program requirement.

For the process see: <http://www.grad.buffalo.edu/policies/academicintegrity.php>.