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The Library and Information Science Program (LIS) follows the policies and procedures published in the University of Missouri Graduate Catalog.

In addition to the policies and procedures of the University of Missouri Graduate School, LIS has adopted the following policies and procedures with regard to Admission, Probation and Dismissal from the program (See Eligibility).

Application Procedures

Admission to the Library & Information Science (LIS) program is competitive. It is possible that not everyone who meets the minimum requirements will be accepted. In making admission decisions, the Admissions Committee endeavors to maintain a maximum of 300 active LIS masters students.

Taking courses prior to being admitted to the LIS Program does not ensure acceptance, regardless of letter grades earned.

Minimum Criteria for Admission

- Minimum GPA of 3.00 (A=4.00) for the last 60 hours of undergraduate degree related course work.
- Minimum GRE scores if exam was taken prior to August 2011: 550 on each of two sections of the GRE, Verbal and Quantitative Reasoning and a minimum of 4.0 on the Analytical Writing section of the GRE.
- Minimum GRE scores if exam was taken after August 2011: 156 Verbal, 146 Quantitative, 4.0 Analytical Writing
- TOEFL (Test of English as a Foreign Language) Non-native English speakers must score a 500 on the paper-based TOEFL or 61 on the Internet-based test and the Academic IELTS must be a 5.5 or higher. Native English speakers are not required to submit TOEFL or IELTS scores. TOEFL and IELTS scores are considered valid for two years beyond the test date.
- Submission of a resume or curriculum vitae.
- Submission of two (2) letters of recommendation from individuals who can attest to the applicant’s potential for success as a graduate student and/or success in the field of library science (e.g., former professors, instructors, individuals who work in libraries and related fields).
- Submission of a statement of purpose that addresses the following (maximum length, 500 words):
  - Why do you want to earn a degree in Library and Information Science?
  - What direction do you see your library and information science career taking; do you anticipate working in a particular type of library or information agency?
How to Apply

1. Prepare electronic versions (e.g., Word or PDF files) of your resume and statement of purpose. If you have electronic versions of your letters of recommendation, have these ready as well.

2. Apply using MU’s convenient Apply Yourself online system. Be sure to upload your resume, statement of purpose and letters of recommendation.

3. Forward an official copy of your transcript from the college or university where you received your bachelor's degree, your GRE scores, and your TOEFL scores if English is not your first language. (MU’s GRE code number is 6875.)

When to Apply

Application materials may be submitted at any time. Deadlines for application are:

- April 1 for fall admission
- October 1 for spring admission.

Deadlines are strictly enforced. No applicant is considered for admission until all required application materials are received.

Admission Decision & Notification

When an applicant’s folder is complete, The LIS Admissions Committee will review the materials. Applicants will be notified in writing of the Admission Committee’s decision no later than:

- May 1 for fall admission
- November 1 for spring admission.

Financial aid decisions, including those regarding assistantships, will be made after the application deadline. Students will be notified of financial aid decisions by May 1.

If you need additional information or have questions, please contact the SISLT Student Services Office.

SISLT Student Services
304 Townsend Hall
Columbia, MO 65211
Toll-free: (877) 747-5868
Local: (573) 884-4546
Fax: (573) 884-0122
Email: sislt@missouri.edu
Admissions Committee Policies & Procedures

1. The LIS Admissions Committee shall consist of three LIS faculty appointed in September of the academic year by the Director of SISLT. One Admissions Committee member shall act as Chair.

2. The Admissions Committee shall endeavor to maintain a maximum of 300 active LIS masters students.

3. Admission periods shall be fall and spring semesters. The deadline for spring applications is October 1. The deadline for spring admission is April 1. Applications received after the deadline will be held for the next admission period.

4. All admission decisions will be deferred until the deadline for applications has passed.

5. The Chair shall review all applicant files prepared by the Student Coordinator’s Office.

6. Applications meeting all minimum criteria will be recommended Accept. Minimum criteria are posted on the web site: http://lis.missouri.edu/apply.

7. Applications not meeting all minimum criteria shall be referred to the LIS Admissions Committee as a whole for further review. The LIS Admissions Committee will study each of the applications for mitigating factors, if any, and recommend the application Accept or Reject.

8. Applicants who have an earned doctorate in another field, or who submit GMAT scores, may be admitted without required GRE scores if the Admissions Committee determines the applicant to be qualified. Applicants who submit GMAT scores must have a minimum of 520 to be admitted to the program.

9. Final admission decision recommendations will be presented to the faculty as a whole no later than April 15 for fall semester and October 15 for Spring semester.

10. Each accepted applicant will be assigned a faculty academic advisor based on the career goals and/or interests indicated in the applicant’s statement of purpose.

11. An official letter of notification will be sent to each applicant regarding the LIS Admission Committee’s decision. Decisions will not be communicated by telephone or e-mail.

12. Appeals
Applicants who wish to appeal the LIS Admissions Committee’s decision must submit the appeal in writing.

Appeals should be mailed to:
  LIS Admissions Committee
  School of Information Science & Learning Technologies
  303 Townsend Hall
  University of Missouri
  Columbia, MO 65211

- The LIS Admissions Committee will refer the appeal to the LIS faculty as a whole for review and a decision of *Accept* or *Reject*.
- The decision of the faculty as a whole will be mailed to the applicant.
- No decision will be communicated by telephone or e-mail.

13. Should an applicant decide to appeal the decision of the LIS faculty as a whole, the appeal should be submitted in writing to the Director of Graduate Studies, School of Information Science & Learning Technologies, 303 Townsend Hall, University of Missouri, Columbia, MO 65211

*Adopted February 1, 2010*
*Revised November 28, 2011; March 12, 2012*
LIS Program Satisfactory Progress Toward the Degree, Probation and Dismissal Policies and Procedures

The Library and Information Science Program (LIS) follows the policies and procedures published in the University of Missouri Graduate Catalog.

In addition, LIS has adopted the following policies and procedures with regard to Satisfactory Progress Toward the Degree, Probation and Dismissal from the program.

Grades
Graduate students in the LIS program are required to maintain a Grade Point Average (GPA) of 3.0. Only graduate-level grades are used to compute the GPA. Graduate students’ grades in all courses counting toward an advanced degree are reported as:

- A (4.0) – outstanding performance;
- B (3.0) - entirely satisfactory performance;
- C (2.0) - unacceptable performance;
- D - may not be assigned to a graduate student.
- F - work has not satisfied the minimum requirements;
- W - assigned to a student who withdraws passing from a course after the 26th day of the semester;
- WF - assigned to a student who withdraws failing from a course after the 26th day of the semester.

No grade is assigned to a student who withdraws from a course or the University before the 26th day of the semester.

No graduate credit is given for courses numbered below 7000.

Satisfactory Progress Toward the Degree
LIS graduate students are expected to take responsibility for and ownership of their program of study and their academic performance. Students are encouraged to contact and schedule an appointment with the assigned academic advisor during the first semester after being admitted.

Students are expected to proactively consult their advisors when circumstances that may adversely affect their academic progress occur (serious illness, relocation, eldercare, etc.). Academic advisors can assist students with exploring a range of possibilities for managing their LIS studies.

LIS students are strongly advised to complete the M-1 (Program of Studies form) and submit it to the Student Coordinator’s Office, 303 Townsend Hall, University of Missouri, Columbia, Missouri 65211, during the first 15 credit hours or the first two semesters of course work after admission to ensure graduation.

LIS students must demonstrate continuous enrollment in courses related to the degree following admission to remain on active status.
Admitted students who have not enrolled for two consecutive semesters (fall-spring/spring-fall) will be notified of the pending change from active to inactive status and given an opportunity to enroll in courses the semester following the notification (March 15 for fall semester; October 15 for spring semester).

Students who do not enroll in the semester following notification will be moved to inactive status and removed from the list of current LIS graduate students.

Students moved to inactive status must reapply to the program and meet the admission requirements published on the SISLT Web site at the time the inactive student reapplies.

Probation
Any one of the following is cause for an LIS student being placed on academic probation for the remainder of the student’s graduate program:
  - a student’s cumulative GPA falls below 3.0;
  - a student receives one or more letter grades of C or F in a semester.

An LIS student who earns a letter grade of F in a core course must repeat the course and earn a letter grade of B or higher.

When an LIS student is placed on academic probation, the student and the student’s advisor will be notified. It is the student’s responsibility to contact and schedule a conference with the academic advisor to develop a plan to remedy the situation. The student and the advisor will jointly sign a document enumerating the specific steps to be accomplished during the subsequent semester.

Dismissal
Any one of the following is cause for dismissal from the LIS Program:
  - a student’s GPA falls below the required 3.0 for a second semester in the student’s graduate LIS program;
  - a student earns a letter grade of C or F in one or more courses in a semester, then earns a letter grade of C or F in one or more courses in a subsequent semester.

The dismissal letter will inform the student of the right to appeal, first, to the LIS Program and, second, to the Graduate Faculty Senate. A copy of the dismissal letter will be sent to the Graduate Dean and the student’s advisor at the same time it is sent to the student.

Additional information regarding Progress Toward the Degree, Probation, Dismissal and Student Appeals can be located on the Graduate School Web site.

Probation and Dismissal Procedures
1. At the conclusion of each semester, the SISLT Student Coordinator notifies the LIS Program Coordinator of the names of any students whose grade point average and/or course grades must be reviewed for probationary status or dismissal from the program.

2. The LIS Program Coordinator reviews each student’s file and designates the student’s status as Probation/Not Probation or Dismissed. The decisions of the LIS Program Coordinator are reported to the Director of Graduate Studies.
3. An official letter of notification is sent to each student regarding the LIS Program Coordinator’s decision. Decisions are not communicated by telephone or e-mail.

Appeals

- Students who wish to appeal their probation or dismissal must submit the appeal in writing. Appeals should be mailed to:
  
  LIS Program Coordinator  
  School of Information Science & Learning Technologies  
  303 Townsend Hall  
  University of Missouri  
  Columbia, MO 65211

- The LIS Program Coordinator refers the appeal to the LIS faculty as a whole for review and a decision of Probation/Not Probation or Dismissed at the next LIS faculty meeting. The decision of the faculty as a whole is mailed to the applicant.

- No decisions are communicated by telephone or e-mail.

*Adopted March 1, 2010; revised March 7, 2012.*
Practicum Dismissal Policy

All MU library science students are considered guests of the libraries, information agencies and school districts in which they are placed. A practicum supervisor may, at any time, request that a student not return.

Incompletes: If a student must terminate a practicum for reasons other than cause, such as a student or host librarian illness, the student may be given an incomplete and placed in an alternate practicum or internship at the discretion of the LIS practicum supervisor.

Dismissal for Cause: A student who is dismissed for cause by a practicum or internship supervisor will receive an F for the course from the LIS practicum supervisor and will not be placed in a second practicum.

*Adopted November 5, 2010; Effective January 17, 2011*
Additional Policy Documents

MU Graduate School Academic Policies
http://gradschool.missouri.edu/policies/index.php

Rules and Regulations of the University of Missouri (M-Book)

MU Registrar Educational Policies
http://registrar.missouri.edu/policies/index.php
*This document includes information about dropping and adding courses.

UM System Academic Policies
http://www.umsystem.edu/ums/departments/gc/rules/programs/

Resources on Academic Integrity, from MU’s Office of Student Rights and Responsibilities
http://osrr.missouri.edu/resources/index.html