LIBRARY AND INFORMATION STUDIES, MLIS

The Master of Library and Information Studies (MLIS) degree is a 36-credit-hour program, one of approximately 63 programs in the United States and Canada accredited by the American Library Association and the only ALA-accredited program in the state of Alabama. The degree prepares graduates to work in any type of library setting — public, school (PK-12), academic, or special. The MLIS also equips students for work in archives, information organizations, and in entrepreneurial and research environments, especially those using information technologies and artificial intelligence.

Admissions

Applications are considered holistically, so no single factor determines acceptance to the program. The MLIS program is selective, and does not admit every applicant. In addition to the minimum Graduate School admission requirements, to be considered for regular admission an applicant must include:

- Two (2) letters of recommendation; these letters should be professional or academic in nature, speaking to your ability to succeed in the MLIS program.
- Applicants who wish to be considered for a Graduate Council Fellowship must submit two (2) academic letters of recommendation from instructors who have taught them in undergraduate and/or graduate courses. Without two (2) academic letters of recommendation, applicants will not be considered for Graduate Council Fellowships.

Students who do not meet these requirements, but who excel in other areas, may be considered for "Admission with Permission to Continue."

For admission to the Class A School Library Media program, applicants must have:

- a valid bachelor's level or valid master's level professional educator certificate in a teaching field or a valid master's level professional educator certificate in another area of instructional support <u>and</u>
- two full years of full-time professional educational work experience in P-12 school system(s)

Also, applicants to the Class A program must have a criminal history background check as required by the Alabama Department of Education.

Applicants with out-of-state licensure who are employed or seeking employment in another state are responsible for knowledge about professional licensure requirements in the prospective states. An applicant with out-of-state licensure who intends to apply for Alabama certification must first apply for the prerequisite certification in Alabama before applying for Class A School Library Media certification in Alabama.

Non-degree Admission Requirements

An applicant may be admitted as a non-degree student if the applicant has either a 3.0 undergraduate GPS or a 3.0 graduate GPA. No more than 12 hours may be taken as a non-degree seeking student and applied to a degree.

See the Admission Criteria section of this catalog for more information.

Curricular Requirements

Candidates for the MLIS degree must earn a minimum of 36 semester hours of credit from courses the School of Library and Information Studies (SLIS). Courses offered by the College of Communication and Information Sciences, as well as those in other University of Alabama academic units outside SLIS, can be taken on approval by a student's academic advisor. No more than six hours of courses can be taken outside of SLIS. All work must be completed with a grade average of "B" or better. A comprehensive portfolio comprised of course assignments reflecting program learning outcomes is required of all students. All MLIS students must complete, as part of the minimum 36 hours, the following 12 hours of required courses:

Core Requirements		Hours
LS 500	Info Sci & Tech	3
LS 501	Information in Communities	3
Technology Core (Choose One)		**3**
BA 505	Introduction to Digital Design	
LS 504	Tech Integ. in Youth Lib	
LS 552	Digital Preservation	
LS 560	Information Technologies	
LS 562	Digital Libraries	
LS 563	Linked Data	
LS 564	Prog. Digital Libraries	
LS 566	Metadata Fundamentals	
LS 569	Database Management	
Management Core (Choose One)		**3**
LS 508	Management Theory and Practice	
LS 530	Public Libraries	
LS 531	Academic Libraries	
LS 532	School Media Centers	
LS 533	Spec Libr & Info Centrs	
LS 535	Records Management & Admin	
LS 630	Div Leadership in Info Orgs	
Area of Emphasis		**24**
Total Hours		**36**

Students may take many pathways to the completion of the MLIS program and should work in conjunction with their assigned academic advisors in the construction of their program. Class A School Library-Media Certification or Archival Studies Concentration may be pursued. In addition, there are informal areas of emphasis offered in Academic Libraries, Digital Stewardship, Information Literacy, Information Organization and Retrieval, Information Science, Public Libraries, Social Justice & Inclusivity, Youth Services, and Collections, Communities & the Physical Book. Courses listed in these areas are suggested (not required). Students should consult with their academic advisor to design their unique course of study to meet individualized learning and career needs.

Areas of Emphasis

Academic Libraries		Hours
Management Core (choose one)		
	Credit Hours Subtotal:	0
LS 508	Management Theory and Practice	3
LS 531	Academic Libraries	3
LS 533	Spec Libr & Info Centrs	3
Technology Core (choose one)		
	Credit Hours Subtotal:	9
LS 566	Metadata Fundamentals	3

LS 569	Database Management	3

Academic Library Electives

	Credit Hours Subtotal:	6
LS 502	Research Methods	3
LS 505	Collection Development	3
LS 506	Cataloging and Classification	3
LS 507	User Ctr Info Services	3
LS 527	Info Lit. Instruct.	3
LS 567	Digital Reference	3

Other Useful Electives

LS 524	Project Management	3
LS 555	Intro Archival Studies	3
LS 562	Digital Libraries	3
LS 563	Linked Data	3
LS 564	Prog. Digital Libraries	3
LS 565	Social Media and Informatics	3
LS 570	Internship	1 to 3
LS 580	Outreach to Diverse Population	3
LS 581	Universal Design for Info Tech (Management/ Administration)	3
LS 582	Race Gender & Sexuality in LIS	3
LS 583	Social Aspects of Information	3
LS 584	Data Bias	3
LS 585	AI in Society	3

Digital Stewardship		**Hours**

Management Core (choose one)

LS 508	Management Theory and Practice	3
LS 535	Records Management & Admin	3

Technology Core (choose one)

LS 552	Digital Preservation	3

Digital Stewardship Electives

LS 554	Digital Humanities	3
LS 562	Digital Libraries	3

Other Useful Electives

LS 524	Project Management	3
LS 563	Linked Data	3
LS 566	Metadata Fundamentals	3
LS 569	Database Management	3
LS 584	Data Bias	3
CIS 666	Information Policy	3

Public Libraries		**Hours**

Management Core (choose one)

LS 508	Management Theory and Practice	3
LS 530	Public Libraries	3

Technology Core (choose one)

BA 505	Introduction to Digital Design	3
LS 504	Tech Integ. in Youth Lib	3
LS 560	Information Technologies	3

Public Library Electives

LS 507	User Ctr Info Services	3
LS 516	Phil, Fund, & Grants	3
LS 520	Early Child Lit & Story Prog	3

LS 521	Matl & Serv Children	3
LS 522	Matl & Serv YA	3
LS 523	Matl Services Adults	3
LS 541	Youth Programming	3
LS 544	Cultural Div Prog Youth & Fam	3
LS 580	Outreach to Diverse Population	3

Other Useful Electives

BA 501	Mat & Tech of Bookbinding	3
BA 504	Art and Culture of Zines	3
LS 505	Collection Development	3
LS 506	Cataloging and Classification	3
LS 515	Information Ethics	3
LS 524	Project Management	3
LS 543	Trad. & Digital Storytelling	3
LS 566	Metadata Fundamentals	3
LS 570	Internship	1 to 3
LS 581	Universal Design for Info Tech	3
LS 582	Race Gender & Sexuality in LIS	3
LS 585	AI in Society	3
LS 620	Graphic Novels - Youth	3
LS 621	Intercultural Youth Lit	3
LS 630	Div Leadership in Info Orgs	3
LS 631	Social Justice Inclusion Advoc	3

Information Science		**Hours**

Management Core (choose one)

LS 508	Management Theory and Practice	3
LS 535	Records Management & Admin	3

Technology Core (choose one)

LS 560	Information Technologies	3
LS 569	Database Management	3

Information Science Electives

LS 515	Information Ethics	3
LS 562	Digital Libraries	3
LS 564	Prog. Digital Libraries	3
LS 565	Social Media and Informatics	3
LS 568	Cybersecurity and Terrorism	3
LS 581	Universal Design for Info Tech	3
LS 584	Data Bias	3
LS 585	AI in Society	3

Other Useful Electives

LS 582	Race Gender & Sexuality in LIS	3
LS 583	Social Aspects of Information	3

Information Organization & Retrieval		**Hours**

Management Core (choose one)

LS 535	Records Management & Admin	3

Technology Core (choose one)

LS 560	Information Technologies	3
LS 569	Database Management	3

Info Org and Retrieval Electives

LS 506	Cataloging and Classification	3
LS 566	Metadata Fundamentals	3

LS 563	Linked Data	3
LS 653	Descriptive Bibliography	3
Other Useful Electives		
LS 550	Intro AV Archiving	3
LS 551	AV Collections Management	3
LS 555	Intro Archival Studies	3
LS 558	Archival Repres., Access & Use	3
LS 562	Digital Libraries	3
LS 564	Prog. Digital Libraries	3
LS 570	Internship	1 to 3

Social Justice and Inclusivity		**Hours**
Management Core (choose one):		
LS 508	Management Theory and Practice	3
LS 630	Div Leadership in Info Orgs	3
Technology Core (choose One)		
LS 560	Information Technologies	3
Social Justice Electives		
LS 582	Race Gender & Sexuality in LIS	3
LS 584	Data Bias	3
LS 631	Social Justice Inclusion Advoc	3
Other Useful Electives		
LS 515	Information Ethics	3
LS 544	Cultural Div Prog Youth & Fam	3
LS 553	Community Media Archiving	3
LS 558	Archival Repres., Access & Use	3
LS 570	Internship	1 to 3
LS 580	Outreach to Diverse Population	3
LS 581	Universal Design for Info Tech	3
LS 583	Social Aspects of Information	3
LS 621	Intercultural Youth Lit	3
CIS 675	Community-Engaged Scholarship	3

Youth Services		**Hours**
Management Core (choose one)		
LS 530	Public Libraries	3
LS 508	Management Theory and Practice	3
Technology Core (choose one)		
LS 504	Tech Integ. in Youth Lib	3
BA 505	Introduction to Digital Design	3
Youth Services Electives		
LS 520	Early Child Lit & Story Prog	3
LS 521	Matl & Serv Children	3
LS 522	Matl & Serv YA	3
LS 541	Youth Programming	3
LS 543	Trad. & Digital Storytelling	3
LS 544	Cultural Div Prog Youth & Fam	3
LS 620	Graphic Novels - Youth	3
LS 621	Intercultural Youth Lit	3
Other Useful Electives [1]		
BA 501	Mat & Tech of Bookbinding	3
BA 504	Art and Culture of Zines	3
LS 505	Collection Development	3

LS 506	Cataloging and Classification	3
LS 507	User Ctr Info Services	3
LS 516	Phil, Fund, & Grants	3
LS 523	Matl Services Adults	3
LS 570	Internship	1 to 3
LS 580	Outreach to Diverse Population	3

Footnotes

[1] *See also* School Libraries for information about serving youth in a school library setting.

Information Literacy		**Hours**
Management Core (choose one)		
LS 530	Public Libraries	3
LS 508	Management Theory and Practice	3
LS 531	Academic Libraries	3
LS 533	Spec Libr & Info Centrs	3
LS 535	Records Management & Admin	3
Technology Core (choose one)		
LS 560	Information Technologies	3
LS 566	Metadata Fundamentals	3
Information Literacy Electives		
LS 502	Research Methods	3
LS 507	User Ctr Info Services	3
LS 527	Info Lit. Instruct.	3
Other Useful Electives		
LS 506	Cataloging and Classification	3
LS 505	Collection Development	3
LS 515	Information Ethics	3
LS 565	Social Media and Informatics	3
LS 567	Digital Reference	3
LS 580	Outreach to Diverse Population	3
LS 582	Race Gender & Sexuality in LIS	3
LS 583	Social Aspects of Information	3
LS 584	Data Bias	3
LS 653	Descriptive Bibliography	3
LS 654	Print Culture and Society	3
LS 655	Book Artifact Materiality Text	3
CIS 666	Information Policy	3

Collections, Communities & the Physical Book		**Hours**
Management Core (choose one)		
LS 508	Management Theory and Practice	3
LS 530	Public Libraries	3
LS 531	Academic Libraries	3
LS 532	School Media Centers	3
LS 533	Spec Libr & Info Centrs	3
LS 535	Records Management & Admin	3
LS 630	Div Leadership in Info Orgs	3
Technology core (choose one)		
BA 505	Introduction to Digital Design	3
Coll, Comm, and Physical Book Electives		
BA 501	Mat & Tech of Bookbinding	3
BA 504	Art and Culture of Zines	3

BA 520	Elements of Letterpress	3
BA 524	Artist Books	3
BA 530	Elements of Bookbinding	3
BA 541	Techniques of Hand Papermaking	1 to 3
LS 555	Intro Archival Studies	3
LS 557	Archival Appraisal	3
LS 620	Graphic Novels - Youth	3
LS 653	Descriptive Bibliography	3
LS 654	Print Culture and Society	3
LS 655	Book Artifact Materiality Text	3
CIS 656	Electronic/Contemporary Pub.	3
CIS 672	Media History	3
Other Useful Electives		
LS 570	Internship	1 to 3
LS 621	Intercultural Youth Lit	3

School Library Media Concentration (Class A Certification)

For candidates admitted to the Class A Library Media program July 1, 2017, and thereafter, a minimum GPA of 3.25 on all courses in the Alabama State Board of Education approved library media program is required for certification. Requirements for State-approved programs are subject to change between catalog publications, so students should check with their advisor for the most up-to-date information.

Students pursuing Library Media certification should refer to the State-approved program checklist to ensure that requirements are met. In addition to completing an approved program of study, the candidate is required to pass a comprehensive assessment administered by the School of Library and Information Studies (SLIS) and earn a passing score on the Praxis for Library Media Specialist.

If courses equivalent to any of these required courses have been taken previously, substitutions may be made, with the approval of a faculty advisor and the SLIS school library media coordinator.

MLIS - School Library Media Concentration (Class A Certification)		Hours
Core		
LS 500	Info Sci & Tech	3
LS 501	Information in Communities	3
School Library Media Concentration		
LS 504	Tech Integ. in Youth Lib	3
LS 532	School Media Centers	3
LS 542	Instruct Design & Dev	3
LS 572	Intern Sch Media Cntrs	3
	Credit Hours Subtotal:	18
Electives		
LS 502	Research Methods	3
LS 507	User Ctr Info Services	3
LS 520 or	Early Child Lit & Story Prog	3
LS 521	Matl & Serv Children	
LS 522	Matl & Serv YA	3
LS or BA advisor approved elective		3
Ancillary BEF course		**3**
BEF 503	History Of Amer Educn	
BEF 507	Sociology Of Education	
BEF 510	Phil Hist Socl Founds Ed	

BEF 534	Multicultural Education	
BEF 575	Found Educn Through Film	
BEF 585	Language Politics & Education	
BEF 607	Readings In Soc Of Ed	
BEF 650	Theories of Race and Education	
BEF 667	Multicult Soc Ed Leadershp	
BEF 681	Ethics And Education	
	Credit Hours Subtotal:	18
SPE 500 is required if a special education survey course was not part of the undergraduate program or another graduate program.		0-3
Total Hours		**36-39**

Archival Studies Concentration

The School of Library & Information Studies at The University of Alabama offers a program of study within the MLIS degree that leads to an ACHE-recognized concentration in Archival Studies. This concentration provides a comprehensive grounding in the academic discipline of archival studies, and an understanding of the theory, art, and practice that informs archival work. Students have the opportunity to develop competencies for work with rare books, manuscripts, traditional records, and digital media.

Graduates of the concentration leave prepared for employment in academic, cultural, public, governmental, and corporate environments.

In addition to the MLIS requirements, the Archival Studies Concentration requires completion of the following curriculum:

Archival Studies Concentration Requirements (in addition to MLIS Requirements):		Hours
LS 555	Intro Archival Studies	3
LS 556	Archival Theory & Practice	3
LS 557	Archival Appraisal	3
LS 558	Archival Repres., Access & Use	3
Approved archival studies electives		6

Transfer Requirements and Credit for Non-Letter Graded Courses

Graduate credit may be transferred from another accredited university or may be elected from the offerings of other departments outside of SLIS. Thesis credit cannot be transferred from another university. **SLIS Nine-hour Rule:** No more than nine hours of credit can be applied toward the MLIS for any combination of graduate courses taken outside of SLIS, directed research courses, internships, and thesis credit. These hours may be combined as follows:

Coursework

Six hours of approved credit for graduate work taken outside SLIS and three hours of credit for a directed research course or internship; or.

Six hours of credit for any combination of directed research courses and internships and three hours of approved credit for graduate work taken outside SLIS.

Thesis

Six hours of thesis credit and three hours of credit for directed research course or internship; or.

Six hours of thesis credit and three hours of approved credit for graduate work taken outside SLIS.

More information about transfer requirements can the found from the Graduate School. Note: Book Arts (BA) courses are considered

appropriate electives within SLIS for the MLIS and do not count towards the nine-hour rule.

Comprehensive Examination/Capstone Requirements

All MLIS students are required to complete a comprehensive portfolio reflecting their learning in relation to the MLIS program learning outcomes. This portfolio is a representation of student growth during their coursework.

Final portfolios include work samples from courses taken throughout the program, and are due during the final semester of coursework. Specific submission deadlines are communicated to students each semester.

Programmatic Learning Outcomes (PLOs) for the MLIS Degree

The programmatic learning outcomes (PLOs) for students enrolled in the MLIS degree are aligned with the American Library Association's Standards for Accreditation. The PLOs are:

(1) Students will apply foundational concepts, theories, and principles to solve information-related problems in a rapidly changing society; (2) Students will use evidence to inform library and information practices; (3) Students will evaluate the essential character of the field and apply the philosophy, principles, and ethics of library and information science to professional practice; and (4) Students will evaluate the role of the library and information services and the needs of constituencies in a diverse global society, including issues of social and cultural justice.

Plan I: Thesis Option

Candidates for the master's degree under the thesis plan must earn a minimum of 36 credit hours, including nine hours of required courses, and six hours of thesis credit (LS 599); no more than six hours of thesis credit may be counted toward the degree.

A thesis evidencing research capacity, independent thought, and the ability to interpret materials is required of all master's degree candidates who pursue Plan I: Thesis. The subject chosen must be related to library and information studies and must be approved by the student's thesis director, the student's thesis committee, and the SLIS Director.

The thesis committee must include three individuals, including at least two full-time SLIS faculty members, at least one of whom must be a full member of the graduate faculty; a third committee member may be a faculty member from another department of the University, a faculty member from another institution, or a well-qualified practitioner. All committee members must hold appropriate Graduate Faculty status.

The student must obtain committee approval for a prospectus for the thesis project prior to enrolling in thesis credit; a formal defense of the prospectus will constitute the final examination for the MLIS degree.

The candidate must give members of the examining committee a minimum of two weeks to read the thesis before the date of the final oral examination. A final oral examination is required of all students completing a thesis. All members of the thesis committee must be members of the UA graduate faculty and must attend the final oral examination unless there are extraordinary circumstances warranting the graduate dean's approval of the absence prior to the defense meeting. The thesis defense shall be made orally before the student's thesis committee and will be open to the public.

Theses must comply with the regulations set out in A Student Guide to Preparing Electronic Theses and Dissertations, available on the Graduate School's website. Approval of the thesis by the graduate dean is necessary before graduation.

The thesis should be completed, if possible, while the student is in residence at the University. To request permission to complete a thesis in absentia, the student must, before leaving the University, submit a satisfactory outline of the thesis, as well as evidence that adequate facilities are available where the work will be done, to the head of the student's major department.

Protection of Human Subjects for Research

Scientific research involving human subjects has produced substantial benefits for society, but it also has posed troubling ethical questions. The mission of the University's Institutional Review Board (IRB) for Protection of Human Subjects is to ensure that research involving human subjects is conducted ethically. University and federal policies require that review and approval to use human subjects in research precede the research. In the case of thesis research that involves the use of human subjects, the principal investigator – normally the student – is responsible for contacting the college's Human Research Review Committee to obtain approval for the planned research. Both the student and the thesis chair are responsible for completing IRB training.

Students completing the thesis option are required to also complete the comprehensive portfolio reflecting program leaning outcomes.

Plan II: Non-Thesis Option

Candidates for MLIS degree under the non-thesis plan must earn a minimum of 36 credit hours, including nine hours of required courses, from the School of Library and Information Studies (SLIS). Courses offered by the College of Communication and Information Sciences, as well as those in other University of Alabama academic units outside SLIS, can be taken on approval by a student's academic advisor. No more than six hours of courses can be taken outside of SLIS. All work must be completed with a grade average of "B" or better. A comprehensive portfolio comprised of course assignments reflecting program learning outcomes is required of all students.

Time Limits for Degree Completion Requirements

All requirements for the master's degree must be completed during the six years (18 consecutive semesters) immediately preceding the date on which the degree is to be awarded. Additional information about time limits for degree completion for Masters programs is available at the Graduate School.

Student Progress Requirement

All graduate students must earn and maintain an overall graduate grade point average (GPA) of 3.0 or better for all graduate courses undertaken at The University of Alabama. Grades below "C" count in computing the GPA but do not carry credit toward a degree. A graduate student with good academic standing whose GPA drops below 3.0 at any time after earning 12 semester hours will have earned Academic Warning.

Students who have earned academic warning or are in non-degree status may not hold graduate assistantships.

A student placed on Academic Warning has the next 12 hours of graduate work to raise the overall graduate GPA to 3.0 or better. The overall graduate GPA after the next 12 hours following academic warning must be at least 3.0 to avoid Academic Suspension (dismissal) from the Graduate School.

Note that academic dismissal from the department or Graduate School differs from dismissal for academic misconduct. Academic misconduct results in dismissal from the University. The Academic Misconduct policy may be found at the Provost's website.

Additional information about student progress and scholastic requirements is available on the Graduate School website.

Permission to Continue Admission

Under exceptional circumstances, a student may be admitted to the MLIS program if they do not meet the GPA requirement for regular admission (GPA of 3.0). If such an applicant is admitted, they will need to obtain permission to continue in the program after the first 12 semester hours of graduate-level work have been completed. Permission to continue is earned by achieving a GPA of "B" or better (3.0) in the first 12 semester hours. If the 12 hours are completed in a term in which the total credits exceed 12, the evaluation is made on the basis of all graduate-level work completed at the end of that term of enrollment. Once a student has been given the permission to continue they will be evaluated by the same student progress guidelines as regular admission students.

Students admitted under permission to continue designation who do not meet the 3.0 requirement after their first 12 hours of graduate-level work will not receive permission to continue in their graduate program and will be dropped from the program.

Academic Misconduct Information

Student academic misconduct is not permitted. In the event of perceived academic misconduct, the University Academic Misconduct Policy will be followed. More information is available here.

Withdrawal or Leave of Absence Information

Students who need to withdraw from a course, the university or take a leave of absence should contact their academic advisor and the SLIS director. Additional information is available on the Graduate School website related to withdrawals and leaves of absence.

Academic Grievances Information

Academic grievances are addressed according to the "University-Wide Academic Grievance Procedures" outlined in the University of Alabama Faculty Handbook.

Grades and Academic Standing

See here for Graduate School Policy information.

Graduate School Deadlines Information

The University of Alabama Graduate School keeps a calendar of specific student deadlines available on the Graduate School website.

Application for Graduation Information

Once requirements for the degree are completed, each candidate for a master's degree must apply for graduation through the Office of the Graduate School prior to the deadline posted each semester on the University of Alabama's Registrar Academic Calendar. The form "Application for Degree" is required for this purpose, and must be completed online via mybama.

Acquisition of Financial Support:

All admitted and currently enrolled graduate students in good standing in the College of Communication & Information Sciences, both main

campus and online, are eligible to apply for a graduate teaching assistantship (GTA), graduate research assistantship (GRA), and/or graduate administrative assistantship (GAA) position funded by the college by submitting the C&IS Graduate Assistantship Interest Application.

Positions range from 10 hour a week (.25 FTE) positions with half tuition and benefits to 20 hour a week (.5 FTE) positions with full tuition and benefits, although online students are not eligible for university sponsored health insurance. Positions and funding offers vary from one semester in duration to multiple years. Funding levels and lengths are communicated via an offer letter or memorandum of appointment, which will indicate an end date of financial support.

Funding decisions for incoming students are generally made between January and May, and decisions for currently enrolled students without funding are generally made between May and July. Currently enrolled students in good standing whose funding is expiring may petition the Associate Dean of Graduate Studies in writing for continued support, and those decisions are also generally made between May and July.

In addition to college assistantships, excellent students may be nominated by the college for University of Alabama fellowships. Fellowship recipients are guaranteed paid tuition and fees, a stipend, and benefits without work expectations for a defined period set by the Graduate School.

Beyond college-funded assistantships, additional funding opportunities may arise from individual faculty or departments in support of grant work, research projects, teaching specific courses, assisting with administrative projects, etc. Additionally, the School of Library & Information Studies offers scholarships to help graduate students finance their education. Information regarding SLIS scholarships is available on the school's website.

All students funded on assistantships must meet the Performance Expectations for Continuing Financial Support (see below) and funding may be removed prior to the end date of financial support in accordance with the Conditions for Termination of Financial Support (see below).

Performance Expectations for Continuing Financial Support:

- The student must be in good academic standing in a degree program in the College of Communication & Information Sciences and be making satisfactory academic progress to the completion of the degree.
- The student must complete all mandatory trainings and abide by all rules and policies held by The University of Alabama, College of Communication & Information Sciences, and the department of their work assignment.
- The student must adequately perform all duties assigned to them in a timely manner as defined by the supervisors of their work assignments, including logging work hours if assigned for the position and submitting a semesterly evaluation of their work assignment.
- The student must remain clear of all infractions outlined under Conditions for Termination of Financial Support.

Conditions for Termination of Financial Support:

Students who meet one or more of the following criteria may be subject to termination of financial support pending C&IS Office for Graduate Studies administrative review. Depending upon the severity of the infraction or the extent of non-compliance, the Academic Unit Head and Associate Dean of Graduate Studies may recommend immediate termination of financial support, termination of financial support at the

end of the current semester or termination of financial support at the end of the following semester. Students will be notified in writing of any decision to terminate financial support prior to the original end date of funding.

- *Dereliction of Duty*. Dereliction of duty includes, but is not limited to, failure to comply with UA safety and interpersonal conduct policies; absence from scheduled obligations without prior notification to the supervisor; failure to satisfactorily complete all activities associated with the funded position as defined by the supervisor; failure to submit required performance evaluations, etc.

- *Academic Misconduct*. Penalties for resolved academic misconduct cases, including potential loss of financial support, will be determined with guidance from the UA Graduate School and the Office for Graduate Studies.

- *Insufficient Academic Progress.* Insufficient academic progress, as determined by the student's advisor and the Office for Graduate Studies, includes, but is not limited to, students taking courses that do not align with the program requirements; students admitted to candidacy who do not make adequate research progress on their dissertation, failure to pass comprehensive exam, failure to pass proposal defense, etc.

- *Academic Warning & Academic Suspension*. Students on academic warning from the UA Graduate School are not eligible to hold assistantships. In addition to the loss of the assistantship for the semester of Academic Warning, a review of the student will determine if future committed funding will be revoked regardless of successfully earning good standing within the completion of the next 12 credit hours. In all cases, if a student is suspended, all future funding commitments are revoked.