ADMISSION PROCEDURES

The admission policy of the Master of Library and Information Studies degree program has as its goal the selection of persons who are academically well qualified and who exhibit a potential for contributions in the area of library and information services. The School of Library and Information Studies encourages applications from students with diverse educational, geographical, cultural, and intellectual backgrounds.

In addition to meeting the general requirements for admission to the Graduate College, applicants must also meet the admissions requirements for the Master of Library and Information Studies (MLIS) degree program. Compliance with those requirements is demonstrated by submission of the following documents:

• the application to the Master of Library and Information Studies program,

• the Statement of Purpose and Goals,

• a professional résumé,

• three Recommendation for Admission forms from persons familiar with the applicant’s scholastic or employment record, and

• scores on the Graduate Record Examination (GRE). Scores more than 5 years old are generally considered unreliable and are not acceptable. Applicants who wish to submit scores older than 5 years must request such consideration in writing, addressed to the SLIS Admissions and Scholarship Committee. GRE scores are not required of applicants who have completed post-baccalaureate degrees with a GPA of 3.20 or above in the post-baccalaureate work.

Full Graduate Standing

For admission to full graduate admission standing in the School, the candidate must have supplied all of the items listed above and must be eligible for admission to degree status in the Graduate College. In addition, the School requires graduation from an accredited four-year college with a 3.20 grade point average (on a 4-point scale where 4.00 is an A) in the student’s last sixty hours.

The GPA is based on the last sixty semester credit hours of letter-graded coursework for applicants with no post-baccalaureate coursework. Note: Should the sixty credit hours fall within a semester’s work, then that whole semester is included in calculating the grade point average. Any applicant who has received a master’s degree or has completed twelve credit hours of letter graded graduate work at an accredited college or university will have the grade point average based on the graduate coursework.

Applicants are evaluated by the Admissions and Scholarship Committee after reviewing all of the admission materials. All admission materials, and not just the GPA and GRE scores, will be used in determining the admissibility of applicants. Also, consistent with its affirmative stance on diversity, the Admissions and Scholarship Committee will give particular consideration for admission to those students who are members of special population groups.
Conditional Admission Status

A graduate of an accredited four-year institution whose grade point average is below 3.20 but not less than 2.80, and who has met all other requirements for admission to full graduate standing may be admitted conditionally. Students admitted in a conditional admission status must meet specific requirements dictated by the Graduate College and the School. These requirements are established at the time of admission. For further information on conditional admission, applicants are urged to consult the current Graduate College Bulletin.

Applicants whose grade point average is below 2.80, but who have met all other requirements, may apply for admission after completing at least 12 hours at the upper division undergraduate (3000 and above) level in an effort to improve the grade point average and demonstrate academic competence.

A personal interview may be required of any applicant.

Registration, Enrollment, and Advisement

A student may apply at any time of the year for admission to a degree program in the School of Library and Information Studies. However, preference is given to applications received prior to:

- October 15 for entry the following spring semester,
- February 15 for entry the following summer semester,
- March 1 for entry the following fall semester.

NOTE: To be considered for departmental scholarships and graduate assistantships for the subsequent academic year, students must be admitted prior to March 1st.

Applicants will be notified of admissions decisions as soon as possible, usually within two to three weeks after receipt of all parts of the application.

A student meet-up at both the Norman and the Tulsa campuses is held within the first two weeks of the spring and fall semesters. A faculty adviser is assigned when the student is recommended for admission to the School. Upon acceptance to the program and prior to the completion of 12 hours at the latest (including any hours taken before official admission to the program), any student in the MLIS program must file with the School a program of study showing which courses are to constitute the 36 hours to be taken for the degree, including any courses to be taken at the University of Oklahoma outside the School and any courses transferred from another institution. In order to enroll in courses, a student must have been admitted to the University and Graduate College. Enrollment during the advance registration periods is limited to students admitted to the School. Unclassified students will be placed on a waiting list and admitted on a space available basis.

Students who have been denied admission to the program are not eligible to enroll in any LIS courses.

ADMITTANCE/ENROLLMENT OF UNDERGRADUATES IN LIBRARY AND INFORMATION STUDIES COURSES

Qualified junior or senior undergraduates at the University of Oklahoma may, with permission of the School, enroll in 5000-level graduate courses for either undergraduate or graduate credit. (Special conditions will apply in the case of graduate credit.)

Qualified undergraduates may be admitted to the School contingent upon completion of the bachelor’s degree. If the bachelor’s degree is not completed within the timeframe stipulated for the admission, the student may be administratively withdrawn from LIS courses and/or from the program.
TRANSFER CREDIT

All transfer credit must be approved by the University’s Office of Admissions and the School’s Graduate Studies Committee. The conditions for transfer of credit include the following:

- All hours must be graduate hours from an accredited institution, graded A or B, and must not have been applied toward another degree.
- All library/information studies hours must be from an ALA-accredited program.
- All hours must be related to and supportive of each individual’s program.
- No more than nine hours may be transferred into the MLIS program.
- The student is responsible for submitting a written request to the Graduate Studies Committee, asking for consideration of the transfer hours and providing documentation regarding the applicability of such coursework.
- All hours applied to the program must fall within the time limits given below.

TIME LIMITS

A student is expected to complete the master’s degree within five calendar years from the term in which the first course work was taken. If a student has not enrolled in classes for one year or more, he or she must apply for readmission to the University, the Graduate College, and the School.