University of Kentucky

School of Information Science

Student Handbook, 2026-2027

College of Communication and Information

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General Information

Statement on Institutional Neutrality

Contact Information and Resources

School

School Office

SIS Director, Program Coordinator and Director of Graduate Studies (DGS), Library Science
Dr. Youngok Choi, Professor
youngok.choi@uky.edu

Assistant Director
Will Buntin
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Student Affairs
Heather Burke
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ICT Graduate Admissions
Sarah Jane Tamme
sarah.tamme@uky.edu

LIS Graduate Admissions
Ashley DeWitt, Senior Lecturer
ashdewitt@uky.edu

Program Coordinator, Director of Graduate Studies (DGS), Director of Undergraduate Studies (DUS), ICT
Dr. Spencer Greenhalgh, Associate Professor
spencer.greenhalgh@uky.edu

Program Coordinator, Instructional Communication & Research
Joe Martin, Senior Lecturer
joe.martin@uky.edu

Faculty & Staff Directory

https://ci.uky.edu/sis/about/people

University

Academic Calendar

Academic Ombud

(859) 257-3737

Canvas Resources

Career Center
(859) 247-2746

Community of Concern
(859) 257-3755

Counseling Center
(859) 257-8701

Disability Resource Center
(859) 257-2754

Distance Learning Library Services
(859) 218-1240

Education Abroad
(859) 323-2106

myUK Portal

Media Depot
(859) 323-1105

Presentation U
(859) 218-5186

UK Financial Aid Office
(859) 562-2287

UK Information Technology Services
(859) 257-4357

UK Libraries
(859) 257-0500

UK Registrar
(859) 257-7157

UK Software Downloads

UK Student Account Services
(859) 257-3406

UK Online

Veterans Resource Center
(859) 257-1148

Writing Center

Programs

Library and Information Science (LIS)

The program offers students a fully online 36-hour master's degree (MSLS) and an option of earning School Librarian certification for students who qualify. The LIS program has continuing accreditation from the American Library Association (ALA) and teaches skills and areas such as knowledge creation, communication, identification, selection, acquisition, organization and description, storage and retrieval, preservation, analysis, interpretation, evaluation, synthesis, and dissemination of information. Students can pursue several academic concentrations: Academic Libraries, Generalist, Health Information, Information Technology & Systems, Public Libraries, School Libraries, and Youth Services and Literature. The program also has an ongoing Alternative Spring Break internship program at hosts such as the Smithsonian Libraries and National Library of Medicine.

Information Communication Technology (ICT)/Information Studies (IS)

The ICT undergraduate major focuses on the intersection of technology, people who use that technology, policies and regulations that govern the use of that technology, and communities or environments in which that technology is used. Students may pursue a BA or BS in concentrations such as ICT Commercialization and Technology Management.

Starting in Fall 2017, the ICT program offers a unique online degree track in Information Studies (IS). Students in this program track are specially admitted and may complete their ICT degree fully online. Information studies track students will learn how information can be created, communicated, stored, and/or transformed to benefit individuals, organizations, and society. In our information based society, teaching students practical skills for analyzing, processing, managing information that will allow them to then create technology-based solutions using a user-centered approach and evaluate the roles of information in a variety of organizational settings is a valuable skill set that is currently sought by employers. Students in the Information Studies track may transfer hours (i.e., 60 hours) and will complete the Information Studies track, the major, and other University requirements (i.e., up to 60 hours total) completely online. More information and requirements for entering the ICT program as an online student may be found on our website.

The ICT master's program, which began in August 2015, is designed to prepare students to assume positions that require more in-depth knowledge of the field. The curricula reflect the knowledge and skill sets students need to successfully compete in the ICT job market. Students in the ICT master's program will begin to focus on a certain area or aspect of Information Communication Technology. Students admitted to the master's program may concentrate their studies into one of three tracks: *health*, *technology and analytics*, or *policy and regulation*. Or, students may choose to work with their adviser to create a program of ICT that best suits their educational and professional goals.

The Information Studies minor focuses on preparing students to store, manage, and extract data efficiently. The IS minor is an attractive complement to most majors at UK. Several courses for the IS minor (offered fully online at UK) are cross-listed with the ICT core courses.

Instructional Communication and Research (ICR)

Instructional Communication (IC) focuses explicitly on the interface between communication and instruction. IC researchers study human communication processes and related messages as they occur in instructional contexts across subject matter, grade levels, and types of settings.

ICR is also the home of several undergraduate courses, including CIS 110, 111, and 112, which fulfill the University's Composition and Communication CORE requirements, CIS 300, which meets the Graduate Composition and Communication Requirement (GCCR) for business and economics majors, as well as the Graduate Certificate in Instructional Communication.

University Bulletins

All students are responsible for reviewing, understanding, and abiding by the information in the current University Bulletin. Students may view Graduate School bulletins from previous years at the Graduate School's bulletin archive.

General Class Policies and Procedures

Registration

Students should log into myUK (myuk.uky.edu) and choose the "Plan and register for Courses" tab under Student Services to view their registration windows and register for classes. Students can view all registration windows for the current or upcoming semester by visiting the Registration Windows page on the Registrar's website. Students who need assistance with registration should contact the SIS Student Affairs Officer at sis@uky.edu or the Registrar at registration@uky.edu.

Billing

Students are billed for courses based on the date on which they registered. Student Account Services provides dates for billing on their Tuition Deadline page.

Waitlists

In the event that a class is full, students who attempt to add that class will be placed on the waitlist. Waitlisted students are not enrolled in the class. If seats become available, students will be enrolled in the class in the order in which they are on the wait list.

Students may submit a Course Override Form, also.

Withdrawals

Students seeking to withdraw from a course may do so via the "Plan and register for Courses" tab in myUK if they are withdrawing before the last day to withdraw for that semester. To determine that date, students should consult the appropriate Academic Calendar.

If students wish to withdraw from a class after the last day to withdraw, they will need to contact the SIS Student Affairs Officer at sis@uky.edu. Students wishing to withdraw completely from the University should visit the Registrar's withdrawal page and follow all instructions.

Incomplete (I) Grades

Incomplete grades are assigned at the discretion of the instructor. Instructors can assign an Incomplete (I) grade when they feel there is a reasonable possibility that the student can complete the work within 12 months or prior to his/her graduation, whichever comes first. Students who fail to submit any outstanding work and receive a regular letter grade by the end of the 12-month period or graduation will receive a grade of E for the course.

Cheating and Plagiarism

The University holds its students to a high standard of academic integrity and takes instances of cheating and/or plagiarism very seriously. The School will follow the University's policies and procedures regarding cheating and plagiarism, which can be found on the Academic Policies page of the Ombud's website.

Online Learning

LinkBlue/myUK

After receiving notice of their admission to the University, students are responsible for activating their LinkBlue accounts and e-mail. Incoming graduate students are able to access their LinkBlue credentials once they accept their admissions decision in the graduate admissions portal.

The LinkBlue login credentials (username and password) provide students with access to many campus-wide systems, including Canvas, Office 365, and myUK, that are essential for success at the University.

More information about activating the LinkBlue account and setting up student e-mail is available on the UKITS website. Undergraduate students should follow these instructions. Graduate students should follow these instructions. Duo-factor login is required for UK sites, including myUK and Canvas. This is easy to set up, and students may find detailed instructions here.

Canvas

The University uses Canvas as its Learning Management System (LMS). Resources are available to help students understand how to navigate and use Canvas. To access the tutorials for Canvas, visit the All Courses page in Canvas.

Technology Requirements

While some requirements may be program or course specific, all students in the School of Information Science are expected to have regular access to a computer with reliable Internet access (no preference is given to either PC or Mac), a webcam, and basic software, including the Microsoft Office Suite, which is available to students free of charge from the UK Downloads site. Students must login with their LinkBlue credentials to download software. Students are expected to read the syllabus for each class carefully to ensure that they have access to any additional technology required for that course.

Time Management and Distance Learning

All students in the School of Information Science are expected to develop and use good time management skills. Many courses are offered in the online format, which requires students to be diligent about keeping up with their work and contacting their instructors when problems occur. Students are expected to attend to any course announcements and to check in on Canvas/Blackboard or any other course management system regularly. Online learning requires students to be self-motivated, organized, and proactive. Students are also expected to be comfortable using and learning with technology. The UK Online website provides more information about online programs and resources.

Graduate Programs

Admission

Online Information Sessions

Students who are considering the master's program in Library and Information Science or the master's program in Information Communication Technology are encouraged to attend an online information session to learn more about their prospective program and to ask any questions they may have about the application process. Dates and the registration form are available on the Online Information Sessions page of the School's website.

Prospective Student Newsletters

Students can also subscribe to a newsletter the program has designed for prospective students. Topics include online learning, careers in the field, funding, and choosing a specialty area. More information about the newsletter and the subscription form are available on the Connect with Us - Library Science and Connect with Us – ICT MS pages on the School's website.

Admission Requirements

Students seeking admission to either master's program need to submit a completed application through the Graduate School's system. Access to that system and information about the Graduate School's requirements can on the Application Process page of the Graduate School's website.

All students applying for graduate-level coursework must have earned an undergraduate degree from an accredited institution. The programs do not require any previous study in library science, information technology or a related field. Students from any undergraduate or graduate background are encouraged to apply.

Both programs require an overall GPA of 3.0 or higher for undergraduate work and any previous graduate-level work. As of Spring 2019, the School no longer requires the GRE for master's applications.

The programs consider each candidate holistically. Higher performance in one area can compensate for lower performance in another. Students seeking admission who do not meet the GPA requirements should submit an additional document with their application to discuss the circumstances that led to the lower GPA and why they now feel prepared to succeed in a graduate-level program.

Master of Science in Library Science

Students must also submit (a) three (3) letters of recommendation, (b) a personal statement that explains why the student seeks admission to the School and why they are interested in a career as an information professional, and (c) a resume or CV. Students who have questions about admissions or applications should contact the LIS Admissions Coordination, Ashley DeWitt, at ashdewitt@uky.edu.

Master of Science in ICT

ICT students must also submit three (3) letters of recommendation, and a personal statement within 200-300 words explaining the following: (a) Why you are seeking admission to the ICT master's program at the University of Kentucky and (b) why you are interested in a career as an ICT professional. Students who have questions about admissions or applications should contact the ICT Admissions Coordination, Sarah Jane Tamme, at sarah.tamme@uky.edu.

Deadlines

Students seeking admission for the Spring must submit a completed application by November 15. Students seeking admission for the Summer must submit a completed application by March 15 (*note: only Library Science admits for the Summer semester*). Students seeking admission for the Fall must submit a completed application by July 1.

International Students

Due to F1-Visa requirements and the online format of all classes, international students may not be able to apply to this program. International students who would like more information or who have questions should contact their admissions officer before submitting their application.

Admitted Students

General Information

If admitted, students will receive a letter to that effect from the Graduate School. The letter is accessible through the application portal. If the students have not submitted official transcripts from all previously attended institutions of higher education, they will be instructed to do so then.

Incoming graduate students can access their LinkBlue credentials once they accept their admissions decision in the graduate admissions portal. They are then assigned a faculty advisor and added to their program's Canvas Student Hub where there are additional resources for course planning and opportunities to connect with their peers.

Once the Student Affairs staff have received students' course planning forms, which they will complete with their advisors, they will register the students for classes. Students do not register themselves for classes during their first semester. They do, however, self-register for all subsequent semesters.

As students are admitted, they will begin receiving communication from their program regarding advising, registration, and orientation materials. Students should read and respond to the information contained in those emails in a timely manner. Students should also try to attend one of the monthly Welcome Sessions in which Student Affairs staff review important information and answer any newly admitted students' questions.

Once students are registered for class, Student Affairs staff will add them to their

program's listserv. This listserv is used to share additional information about the program, employment opportunities, and other announcements.

Deferment

If students wish to defer their admission after receiving their acceptance, they can do so for up to one academic year. To defer, students should contact their program's Director of Graduate Studies (DGS) before the beginning of the semester they have been admitted, request to defer their enrollment, and specify the term they plan to begin classes. The DGS will then contact the admissions officer in the Graduate School and request the change.

All requests should be made at least one (1) week prior to the first day of the semester for which students originally received admission. Students who do not follow these guidelines will need to reapply for admission and pay the application fee again.

Deferment is only available to students who have been admitted but who have not registered for classes in their program. Students who have been or are currently registered in classes for their program and would like to request time off should submit a leave of absence request. Information about leaves of absence is available in another section of this handbook.

Tuition

All graduate students who enroll in only online courses also pay online-only tuition rate regardless of residency (the rate may be full-time or part-time depending on their course loads). Kentucky resident students who take a face-to-face course will be charged the in-state tuition rate for all courses for that semester, even if other courses are taken online. Out-of-state students who take a face-to-face course will be charged the out-of-state tuition rate for all courses for that semester, even if other courses are taken online. For the most current tuition information please see current tuition page.

Library Science Graduate Orientation

There is no mandatory orientation, online or on campus, for LIS students. The School provides orientation materials accessible at any time by students via the School's YouTube channel. A full transcript of content is available in the description of each video.

Within the emails welcoming students to the program and providing information about registration and advising, students receive the link to the online New LIS Student Orientation playlist. This playlist provides students with information about academic concentrations, degree requirements, Alternative Spring Break, and more.

In addition to the orientation playlist, Student Affairs has created two walk-through videos to help students with advising, course planning and registration. These two videos are shared with new students in the same email as the orientation playlist.

ICT Graduate Orientation

As with the LIS program, there is no mandatory orientation, online or on campus, for ICT master's program students. An ICT Graduate Student Orientation playlist is provided on the School's YouTube channel which includes information on degree requirements, the required practicum, graduation requirements and more.

Housing

Students who intend to move to or remain in Lexington, KY, while in the program have many options in terms of housing. The University does provide some on-campus housing for full-time graduate students. Space is very limited, so students are encouraged to apply for housing as soon as possible and to have alternative arrangements in mind in the event they are not granted on-campus housing. More information about Graduate & Family Housing is available on the Campus Housing website.

Students can also use popular apartment/housing listings and resources to find local accommodations off campus. Because of the central nature of the University and the availability of public transportation, students should find housing options both near or several miles away from campus to suit their personal needs and tastes. Students seeking more information about the city can visit the City of Lexington's website and VisitLex website.

Program Requirements and Graduation

MSLS Program Requirements

Courses

All students should complete the Core Requirement courses (LIS 600, 601, 602, and 603) within their first 18 hours in the program.

Non-school librarian students must complete the following courses in addition to the Core Requirement courses above:

IT course (one from LIS 636, 638, 668, or other technology courses)
Seven (7) electives

School Librarian students must complete the following courses in addition to the above Core Requirement courses

School Library Specialization (LIS 644, 647, 655*, and 676)
IT Requirement (LIS 648 and one from LIS 630, 636, 638, 668, or IT 690 courses)
Literature Requirement (two from LIS 610, 612, 614)
*Substitutions for LIS 655 may be made via adviser's approval.

Note: any student seeking School Library Certification should have Dr. Maria Cahill as an advisor. Students who have different advisors but would like to complete the School Librarian program, which requires current teaching certification, should contact the SIS Student Affairs Officer (sis@uky.edu) as soon as possible.

MS ICT Program Requirements

While the ICT undergraduate curriculum is designed to prepare students to assume positions that require basic knowledge and skills commensurate with bachelor's level preparation, the master's curriculum is designed to prepare students to assume positions that require more in-depth knowledge of the field. The curricula reflect the knowledge and skill sets students need to successfully compete in the ICT job market. Students in the ICT master's program will begin to focus on a certain area or aspect of Information Communication Technology. Students work with their advisor to create a program of ICT that best suits their educational and professional goals.

Courses

36 credit hours are required for the master's in ICT, including 15 hours of core courses. Students are expected to complete twelve hours of required course work (600, 610, 650, 661/662) within the first 18 hours of their program of study apart from ICT 696 Practicum (to be taken after completion of 18 hours). To graduate, a student must maintain at least a 3.0 grade average.

Graduation Procedures

Exit Assessment

The exit requirement for both master's degrees is a final exit assessment. Students who are on probation are not eligible to submit the exit assessment or graduate.

Exit assessments are submitted within the Canvas learning management system. Each semester, Student Affairs will send instructions for students graduating that

semester. Students should consult the MSLS Exit Requirements page or the MS ICT page on the SIS website for current information.

Commencement and Diplomas

The University holds a commencement ceremony in December and May of each year. Summer and Fall Graduates are eligible to participate in the December Commencement. May graduates, in addition to previous Summer and Fall graduates, are eligible to participate in the May ceremony.

Students must register for commencement in order to participate. More information about commencement, including regalia, is available on the Commencement website.

Students' degrees are processed following the last day of the semester in which they graduate. The Graduate School must review each student individually before certifying the degree; this process can take approximately 2-4 weeks. All outstanding accounts and holds must be cleared before the University can award a degree. Likewise, students with an I (Incomplete) grade are not eligible to graduate.

Once certified, the degree will appear on students' transcripts, which are accessible via myUK. Students can also complete a Request for Degree Certification form from the Graduate School if they need proof of degree before the diploma arrives. The form is available on the Student Forms page of the Graduate School's website. Diplomas are mailed approximately 12-16 weeks after the last day of the semester in which students graduate. Students who have not received their diplomas 90 days following graduation should contact the Registrar (859-562-2287).

Coursework Policies and Procedures

Transfer Credits

Under certain circumstances and with the recommendation of the student's advisor and approval of School's Administration, transfer credit may be given for courses taken elsewhere and applied to the 36-credit hour requirement of the master's program. Also, any of the program's courses taken while in post-baccalaureate status must be treated as transfer credit in order to be applied to degree requirements. The limit on transfer credit is 9 hours. Thirty of the 36 semester hours required for the master's degree must be in library and information science. Graduate credits that may be considered for transfer include any combination of the following, up to a maximum of 9 credit hours:

- Courses in their program taken while in post-baccalaureate status
- Courses in library and information science taken at another ALA-accredited program (for LIS students)
- Courses with prior approval of the advisor and School Administration taken as part of their program.

Graduate transfer credit is not automatic but is granted only when educational justification exists. Graduate transfer credit must meet the conditions specified above, have been earned while the student was enrolled in an accredited graduate school, and must have been graded B or better. Moreover, the Graduate School Bulletin states: "Course credits applied toward a previously awarded graduate degree cannot be transferred. Transfer of independent work, research, thesis, or dissertation credit is not permitted. Courses must have been taken no more than 10 years…prior to the semester the transfer is requested"

Requests for graduate transfer credit are made by petition on the part of the student, after s/he has been admitted and has begun taking classes in the School of Information Science. If the student's faculty advisor and the School's Administration believe that transfer credit is appropriate, recommendation is made to the Graduate School that it be awarded. However, the final decision about awarding transfer credit rests with the Graduate School. Students seeking to transfer credits should contact their program coordinator.

Cognate Classes

After admission into their program and with prior approval of the advisor, students may take as many as 6 credit hours of graduate courses outside their program and have the courses apply to degree requirements. Used wisely, the cognate course option should enhance a student's program of study. The cognate course option is neither a vehicle to permit a student to receive credit toward master's program requirements for courses taken prior to enrolling in their master's program nor a means to permit a student to take courses at another institution solely for reasons of convenience.

C Grade Policy

While enrolled in their program, students must adhere to rules and regulations from both the School of Information Science and the Graduate School. A grade point average of 3.00 (B) must be maintained. Failure to do so results in academic probation and will result in dismissal, if, in the prescribed time, the grade point average is not raised to 3.00 or higher. A student who earns a third C (or lower) grade is dismissed from their program even if the student has earned the required minimum 3.00 grade point average. Students who are on probation are not eligible to submit the Exit Assessment or to graduate. Students do have the option of repeating one course. For more information, students should refer to the next section.

Repeat Option

Graduate students may repeat one graduate course and count only the second grade earned as part of their GPAs. To do so, a student must complete the Request for Repeat Option form which is available on the Student Forms page of the Graduate School's website. Students should submit the completed form to their program's Director of Graduate Studies for approval. Students can only use the repeat option once during their degree program.

Time Limit for Completion

Master's students enrolled after the Fall 2005 semester have 6 years to complete all requirements for their degrees. Extensions of up to an additional 4 years can be

requested. The Dean of the Graduate School must approve extensions of less than two years. The Graduate Council must approve extensions of more than 2 years. Students who wish to request an extension should contact sis@uky.edu to begin the process.

Leave of Absence

Registered graduate students can request a leave of absence if they require time away from classes. Students who do not request leaves of absence and do not take classes for one or more semesters will have to complete a new application and pay the application fee to be considered for readmission.

Students who want to request a leave of absence must contact their program's Director of Graduate Studies prior to the beginning of the semester they do not intend to take classes. The e-mail should include specific mention of the semester(s) for which the student would like to request a leave of absence as well as the semester in which the student plans to return. If the DGS approves the request, they will contact the Graduate School to modify the student's record. Students cannot request more than two consecutive or four total semesters of leave of absence status.

Dismissal

Students who remain on academic probation for three semesters, earn a third grade of C or lower in a course, or fail the exit requirement twice will be dismissed from their program.

Extracurricular Opportunities

Alternative Spring Break

Each spring break, the School supports internships for up to 10 students at host institutions such as the Library of Congress, National Library of Medicine, and Smithsonian Libraries and Archives. Placements may be on site or virtual, and participants must be available to work full-time during internship week. During Alternative Spring Break, students meet a variety of professionals and work on projects to benefit a unit in their host institution. In years past, participants have processed historic newspapers for inclusion in a research database, aided in preservation efforts, updated and created content for the public, and organized and created finding aids for archival collections.

The School awards funds to each student to offset the cost of participation. The Alternative Spring Break program is competitive. Once the host institutions and projects are confirmed, the program coordinator will release a call for applications, which will contain eligibility requirements and deadlines. The application widow remains open for two weeks during the Fall semester.

Library Science Associations and Organizations

Student Chapters/Groups

Students interested in belonging to a student organization can join the University of Kentucky American Library Association student chapter (UK ALA). For more information about the ALA student chapter, visit our website.

Professional Associations

Students are also encouraged to join national associations or their local state chapters to become involved in professional associations early in their careers. Involvement with and service to professional associations is a vital part of the profession. Student dues for participation in national organizations are typically very affordable (under $50). A few common associations are listed below, but this list is in no way exhaustive.

- American Library Association
- Special Library Association
- Medical Library Association
- Society of American Archivists
- Kentucky Library Association

ICT Associations and Organizations

Professional Associations

Students are encouraged to join local or national associations to become involved in professional organizations early in their careers. As a student, it's a great time to start your involvement. Student dues for participation in national organizations are typically very affordable (under $50). A few common associations are listed below, but this list is in no way exhaustive.

- TAB: Tech Association of The Bluegrass
- ASIS&T: Association for Information Science & Technology
- NCA: National Communication Association
- IEEE ComSoc

Funding and Employment

Scholarships

Students seeking scholarship funding should complete the online application and provide any information they believe will be relevant to the scholarship committee.

- Applications for Fall scholarships are due July 1. If funding is available, decisions about Fall scholarships are announced in July.
- Scholarships are not awarded in Spring or Summer.

More information about graduate program scholarships and the application are available on the School's website. Students are also encouraged to apply for scholarships available outside of their program.

Additionally for LIS students, the American Library Association provides several scholarships. Information about those scholarships is available on the Awards, Grants and Scholarships page of the ALA website. Other national associations and local chapters may also provide scholarship opportunities. For instance, the Kentucky Library Association supports students through scholarships and grants. More information is available on the Scholarships page of the KLA website.

Assistantships and Fellowships

In cooperation with UK Libraries and the Graduate School, the program may be able to provide a limited number of graduate assistantships each year to support students. Like scholarships, graduate assistantships are highly competitive. Assistantships are awarded on a yearly basis, and the period of service usually begins each August. Students awarded an assistantship for one academic year are not guaranteed re-appointment for another academic year. They must re-apply and be selected for any additional positions.

Applications for graduate assistantships are due by March 1st each year. Students who are new to the program must also have submitted their application to the Graduate School by March 1st. When positions are available, assistantship decisions are announced by May of each year. The assistantship application is available on the School's website.

Students can also pursue a limited number of campus-wide fellowships. Because these fellowships are open for all master's and doctoral students across campus, they are the most competitive source of funding. Students may be expected to meet certain score thresholds on GRE to qualify, but each fellowships will specify the criteria for consideration.

Students who would like to be considered for a fellowship must submit the Graduate School's application by the listed deadline for each fellowship as well as an application for the School of Information Science, which is due January 1st of each year. Students who are new to the program must also have submitted their application to the Graduate School by January 1st. The fellowship application is also available on the School's website. More information about fellowships is available on the Fellowships page of the Graduate School's website.

Other Opportunities

Students can also apply for jobs outside of the school to fund their education through the UK Jobs website. Students are encouraged to look for both student and STEPS (temporary) positions. Generally, these positions require students to be in Lexington, but that is not the case for all positions.

Post-graduation/Professional Employment

Job announcements are regularly posted on each program's listserv. Students who are not receiving listserv emails should contact Student Affairs immediately to ensure they receive these announcements.

LIS Students are also encouraged to check the ALA JobList, INALJ, and the local lob lists in their states. Links for several job lists and resources are available below, but this list is by no means exhaustive.

- ALA JobList
- I Need a Library Job (INALJ)
- Kentucky Department for Libraries and Archives Job List

All students are encouraged to take advantage of networking opportunities in the program and at conferences to make connections that may help them as they look for professional positions.

Questions

LIS students should direct any questions to Senior Lecturer and Admissions Coordinator Ashley DeWitt (ashdewitt@uky.edu) or 859-218-2290. ICT graduate students should direct any questions to the Admissions Coordinator and ICT Master's Student Affairs Officer, Sarah Jane Tamme (sarah.tamme@uky.edu) or 859-218-0221. General questions may be directed to Heather Burke, SIS Student Affairs officer at sis@uky.edu.

Undergraduate Programs

The School offers an undergraduate degree (Bachelor of Arts or Bachelor of Science) in Information Communication Technology (ICT) as well as a minor in Information Studies. The ICT undergraduate program also has an online degree completion option available.

ICT students gain knowledge and skills needed to effectively apply, use, and manage technology when solving problems specifically related to information and communication. Classes provide a human and organizational focus on technology– teaching students how to be effective users of technology. Students who major in ICT can expect to work in positions where they are the communication link between people, organizations and the technologies used to support those organizations' information infrastructures.

Declaring the Major

Prospective Students

Students seeking admission to the University of Kentucky should fill out and submit their application to UK. Students seeking to major in ICT should designate CI (College of Communication and Information) as their college of choice and ICT as their major of choice, and then either the BA or BS as your degree code.

Online Degree Track

Students applying who wish to be admitted to the online degree program should notify sis@uky.edu when they apply. This is to ensure students are properly processed as ICT online students upon entering UK. Please see the ICT online track page for admissions information and degree requirements for our online ICT majors: https://ci.uky.edu/sis/ict/onlinetrack .

Current UK Students

Majors can be changed via the online major change system (OMC) in myUK. The OMC is located in MyUK under the student services > Degree planning and registration (MyGPS). On the right-hand side, you will see a box that says 'My Program of Study'. Within that box is a link to request a major change. That link will allow you to request any changes, additions, and deletions.

Transfer Students to UK

If you've taken AP courses, IB courses or attended another university or college before coming to the University of Kentucky, you may be able to transfer some of those credits to UK. To see which UK courses AP or IB credits count toward visit the Registrar's Credit Examination page. If you've taken courses at another university or college and would like to see which UK courses your credits will count toward, please check the Transfer Equivalencies page.

About the Major

Degree Requirements

Degree requirements are found on this page and may be subject to change. It's always important for students to speak with their instructors and academic advisor before registering for courses so they are aware of their standing in terms of course pre-requisites, UK Core courses, and graduation requirements.

All information communication technology majors are required to complete a credit-bearing internship before graduation. An ICT 399 internship aims to provide students an opportunity to participate in services that are part of a professional ICT program. This is accomplished through supervised work-and-learning experience in a professional environment under the direction of a university faculty member and an employee of a participating organization. For more information, please contact Sarah Jane Tamme at sarah.tamme@uky.edu.

Admitted and Current Students

Orientation

New undergraduate freshman and transfer students are invited to participate in the Big Blue Nation Orientation experience. On-campus orientations are held in November and January for incoming Spring semester students, May and early June for Summer students, and June and July for incoming Fall students. At Big Blue Nation Orientation, you'll meet with an academic advisor and register for your first-semester classes. You'll also become familiar with campus and meet other incoming Wildcats. To sign up for an orientation, students can visit https://orientation.uky.edu/

In addition to BBN Orientation activities, the School also has an orientation video playlist on its YouTube channel specifically for new students in the ICT online degree completion program (https://www.youtube.com/playlist?list=PLkQ4-rKmZUiLK9EI6kgnbYKuJaFLw0ORA).

Tuition

Students seeking current tuition information should consult the current tuition page on the Student Account Services website: https://www.uky.edu/studentaccount/ Kentucky residents pay the in-state tuition rate. All students who enroll in only online courses pay the UK Online Campus tuition rate.

Campus Housing and the CI Connect Living Learning Program

Explore UK's residence halls and information about the on-campus living options on the Campus Housing website: https://wildcatliving.uky.edu/ The CI Connect Living Learning Program (LLP) is open to first-and second-year students enrolled in any degree program in the College of Communication and Information. Living Learning Programs allow you to live with students that share your interest or major, and the CI Connect LLP is specifically for students in the College of Communication and Information. This engaging residential experience offers specialized programming, interactions with UK faculty and staff and a supportive community focused on student success. It is a great way to get the inside track in connecting with the College of Communication and Information.

Along with the connections you will make with fellow CI Connect students and faculty, you will be assigned a Peer Mentor to help you navigate academic and social life at the University of Kentucky, and you will also participate in a wide variety of programs available every month in the hall or at a nearby campus facility.

All CI Connect students will enroll in one connected course in the fall semester and one connected course in the spring semester. These courses are specifically designed for majors in the College of Communication and Information. This schedule leaves the bulk of credit hours available each semester to pursue outside interests and other areas of concentration.

Student Success and Advising

The CI Student Success Center is our College's hub for all things related to student support and student success, including our advising team, our College recruiter, our CI

Career Coordinator, and a newly renovated, collaborative study space for students and events.

The CI Student Success Center is our College's hub for all things related to student support and student success, including our advising team, our College recruiter and our career coordinator. The CI Student Success Center is located in 150 Pence Hall and is open 8 a.m.-4:30 p.m., Monday-Friday.
You can schedule appointments with an advisor online. You can schedule appointments with the CI Career Coordinator online. The CI Career Coordinator is here to help students with career counseling, resume review, interview prep, and job or internship hunts.

Scholarship, Aid, and Awards

The College of Communication and Information utilizes ScholarshipUniverse, an online scholarship platform, to connect current and prospective students with College, UK, and national scholarship opportunities and easily manage scholarship applications.

All undergraduate scholarship applications are located in ScholarshipUniverse. Both current students and prospective students with a linkblue ID can login to complete the student profile and search and apply for internal and external scholarship opportunities. You can find additional information regarding ScholarshipUniverse, as well as current CI scholarships, financial aid information, and award opportunities on the college's website: https://ci.uky.edu/students/scholarships-aid-and-awards

CI Ambassador Program

The College Ambassador Program helps promote pride and understanding of the College of Communication and Information. The benefits for both the Student Ambassador and the College are unlimited. Not only will Ambassadors receive a scholarship each semester, but it gives them an opportunity to use talents and abilities in representing the College. Students who are selected as College Ambassadors have an excellent opportunity for learning experiences to enhance future careers. Each Ambassador is an undergraduate student who is enrolled in the upper-division of the College of Communication and Information.

Applications for the ambassador program are sent out through the major listservs each February. Selections are made by April of each year. In order to be eligible to serve as a College Ambassador a student must be a full-time undergraduate student who has at least 30 earned hours, have a cumulative GPA of a 3.0 or above, be involved in extracurricular activities or have leadership experience, and be available to attend mandatory meetings throughout the academic year. See more information here: http://ci.uky.edu/ci/be-ci-student-ambassador

Accelerated Master's Pathways (AMP)

The AMP Program offers highly motivated students the opportunity and the challenge of integrating their undergraduate and graduate courses of study in a single continuous program culminating in both a bachelor's and a master's degree.

To be eligible to apply, undergraduate students must have completed at least 90 credit hours (some of these hours can be in progress). If you have any questions, contact school director Dr. Youngok Choi at youngok.choi@uky.edu.

Campus Programs

The ICT program and College of Communication and Information host workshops, employer showcases, career fairs, and other special events throughout the year. Visit our website and follow ICT on Facebook, Twitter/X, and LinkedIn for more information, or contact sis@uky.edu if you have questions about an upcoming event.

Student Resources

To search for and view information regarding all student and campus resources, you can go here: https://studentsuccess.uky.edu/find-services

About this Handbook

This document was last updated August 19, 2026. For questions, contact sis@uky.edu.