



GRADUATE CERTIFICATE IN RECORDS & INFORMATION MANAGEMENT (15 HOURS)

STUDENT NAME:

LSU ID:

SEMESTER ADMITTED:

DEGREE REQUIREMENTS

- Satisfactory completion of 15 hours.
- Completion of the degree program within five years.
- A cumulative 3.0 GPA in SIS courses.
- A grade of “B” or better in all required core courses.

COURSE REQUIREMENTS

CATEGORY 1 (9 hours)

Required Core Course

LIS 7604: Principles of Records Management | Credit hours: 3

LIS 7612: Information Governance | Credit hours: 3

LIS 7909: Directed Independent Study | Credit hours: 3*

CATEGORY 2 (6 hours)

Select Two Elective Courses

LIS 4511: Information Architecture | Credit Hours: 3

LIS 7505: Introduction to Digital Curation | Credit hours: 3

LIS 7508: Management of Knowledge-based Assets in Organizations | Credit hours: 3

LIS 7618: e-Discovery | Credit hours: 3

*Students with at least one year of full-time work experience in the field of Records & Information Management are allowed to substitute LIS 7618 e-Discovery for LIS 7909 Directed Independent Study.



School of Information Studies

CATEGORY 1 (9 hours)	Semester Scheduled	Semester Completed	Grade
LIS 7604			
LIS 7612			
LIS 7909 or 7618			
CATEGORY 2 (6 hours)	Semester Scheduled	Semester Completed	Grade
Total: 15 hours			