iSchool Master’s Student Handbook
2014-2015
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GLOSSARY
Welcome to the iSchool Handbook

This handbook contains policies, procedures, and program requirements for master’s programs in the iSchool. Programs covered in this handbook include:

Master of Human Computer Interaction

Master of Information Management,

Master of Library Science

Questions about information contained in this handbook should be directed to the Student Services Office at 301.405.2038 or email ischooladmission@umd.edu.
General Information

New Student Orientation

Orientation is held every fall, approximately two weeks before the beginning of the fall semester on the College Park campus. Attendance is required.

Students completing their program a significant distance away from the College Park campus are strongly encouraged to make a one-time effort to meet the other online students and faculty in-person.

Identification Cards

The University of Maryland photo identification (ID) card is a general form of identification issued for the purpose of accessing programs and services. Authority to issue ID cards is delegated solely to the Office of the Registrar located on the first floor of the Mitchell Building on the College Park campus. To be eligible for an ID, a student must be registered for classes for the current or upcoming semester.

Students should carry their ID card at all times. Lost photo or stolen ID cards should be reported immediately to the Contract Office at the South Campus Dining Hall (301) 314-8064. Employees should report stolen or lost ID cards to their department in order to deactivate any building access. Lost ID or stolen cards may be replaced for a charge of $20. Complete details about University of Maryland ID cards can be found here on the Office of the Registrar’s website.

Directory ID/Email Accounts

The Directory ID and Directory Password should be setup as soon as a student accepts admission into the iSchool. The Directory ID and Password are used to login to most University systems including registration. Complete instructions for setting up the Directory ID listed on the Division of Information Technology’s website.

The Directory ID and Password also serve as a student’s UMD domain email account information. The UMD domain email account is the default account listed in a student’s record. Students choosing to use a different email
address to receive UMD account messages must change their official email forwarding address.

Students who have any problems with their email account should contact the Division of Information Technology Help Desk at (301) 405-1500.

**Immunization**

All students who take courses on a UMD campus must show proof of immunization. Proof of immunization forms are located on the University Health Center website.

Students taking courses online, overseas, or at their place of employment (if employment is off-campus) are exempt from providing an immunization record.

**Residency Classification Office**

Newly admitted graduate students seeking a review of their initial residency designation are to contact Residency Reclassification Services at (301) 314-9596 or email resclass@umd.edu.

**Tuition and Billing**

The Office of the Bursar posts official tuition and fee information and deadlines. Fees vary depending where courses are taken. College Park, Shady Grove/Shady Grove Online, and Online Cohort courses have different fees. Billing questions should be directed to the Office of the Bursar.

**Financial Aid**

The Office of Financial Aid is responsible for processing and viewing all financial aid applications and awards.

The iSchool website has some financial aid and scholarship information on the Financial Aid page. Students can also view the iSchool’s guide to Financial Assistance and Scholarships.

**Change of Address**

Change of address can be completed through Testudo. Most documents are emailed, but some documents, e.g. the diploma, are mailed, so it is essential
to keep mailing addresses up to date.

**Change of Name**

Change of name forms must be filed with the [Office of the Registrar](#).

**Parking**

Information regarding student parking can be found on the [Department of Transportation Services](#) website. Students may register for parking [online](#) or by visiting Transportation Services at Bldg #202 Regents Drive Garage on the College Park campus.

**IT Resources for Students**

The University of Maryland [Division of Information Technology](#) provides a wealth of IT resources and [downloadable software](#) for UMD students.

**Disability Support Services**

The [Disability Support Services](#) office is located in Room 0126 of the Shoemaker Building ((301) 314-7682, TDD (301) 314-7683). This office assists with arranging for interpreters for hearing-impaired students, providing readers for visually impaired students, and providing writers for students with physical impairments. They provide wheelchair-bound students with a listing of all the access points on the College Park campus including locations of parking spaces, ramps, restrooms, etc. This office also provides the verification of disability, which must be provided to instructors at the beginning of each semester.

Both the east and west entrances of Hornbake Building (South Wing) are handicap accessible and all buildings on the Shady Grove campus are also handicap accessible. Elevators and ramps are available in Hornbake Building (South Wing) and each building of the Shady Grove campus.

**International Student Services**

The University of Maryland provides international students with extensive support services upon entering an academic program. The [International Student and Scholar Services (ISSS)](#) assists international students as they transition to the American college experience. Their office is located in 3101
Susquehanna Hall.

International students are required to confirm their biographical and academic information each semester by the end of schedule adjustment as well as each time their information changes (e.g. in case of changes of student address, new contact information details should be reported within 10 days). More details on SEVIS Verification process could be found [here](#).

International students are eligible for [on-campus employment](#). In addition to on-campus employment, international students may be eligible to participate in the [Curricular Practical Training](#) as well as [Optional Practical Training](#), including off-campus work, internship, cooperative education, or any other type of required internship or practicum offered by sponsoring employers through cooperative agreements with the school. Visit ISSS [website](#) to determine if you are eligible for the CPT and/or OPT options and to find more information on CPT/OPT application processes. Please note that students who participate in 11+ months of full-time CPT become ineligible to apply for OPT.
Advising

Academic Advisors are available on both the College Park and Shady Grove campuses. At College Park, advisors are located in the Student Services office, room 4110 Hornbake Library, South Wing. At Shady Grove an advisor can be found in Building III, Room 5113.

Advisors can help with course planning, opportunities and resources to compliment your educational experience. Advisors should be the first point of contact and if necessary the student will be referred to a staff or faculty member as appropriate.

Students are expected to participate in planning their academic program of study. While it is the responsibility of the College and the advisor to provide accurate and timely assistance in choosing courses, it is ultimately the responsibility of each student to understand and monitor their academic progress and check the academic calendars for deadlines.

A discussion with an advisor is strongly encouraged for new students. Additional meetings are recommended before registering for thesis or independent study and at the beginning of the academic year in which graduation is expected. Students in academic difficulty are expected to meet with an advisor to discuss the details of their plans for academic improvement.

<table>
<thead>
<tr>
<th>Program</th>
<th>Your advisor is...</th>
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<tr>
<td>HCIM</td>
<td>Joanne Briscoe</td>
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<tr>
<td>MLS In-person &amp; HiLS</td>
<td>Jeff Waters</td>
</tr>
<tr>
<td>Online, Shady Grove &amp; MIM</td>
<td>Felicia Low</td>
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</table>
General Degree Requirements

Deadline for Program Completion
The HCIM, MIM, and MLS programs must be completed within 5 years of initial registration. Most students graduate in 2 academic years. The program can be completed on a full-time or part-time basis.

Continuous Registration Policy
All graduate students must register for courses and pay associated tuition and fees each fall and spring semester until the degree is awarded.

A student who fails to register and has not requested and received either a waiver of registration or a leave of absence will be notified by the Graduate School after the first day of classes that he or she must register for the current semester. The Graduate School will also inform the graduate program director. If the student does not register, he or she will be dismissed from the Graduate School at the end of the semester that they are not registered.

A student who is dismissed for non-registration may appeal dismissal during a 30-day period following the end of the semester of non-registration. If the student does not appeal or if the appeal is denied, and the student wishes to continue in the Graduate School, the student must reapply for admission. If readmitted, the student is required to follow the degree requirements that they were initially admitted under.

Request for Waiver of Continuous Registration:
Certificate, master's, and pre-candidacy doctoral students who will be away from the University may request a waiver of continuous registration for up to one year. Waivers of registration will be granted only if the student is making satisfactory progress toward the degree and can complete the degree requirements within the required total time limits. Interruption of registration cannot be used to justify a total time extension.

Permission for non-registration is obtained from the director of the student's program, and a waiver must be filed with the Graduate School. Students who are not registered may not use any University facilities, including the
library, and should expect to consult with members of the Graduate Faculty seldom or not at all.

A request for a waiver of registration should be filed 30 days before the beginning of the semester for which the waiver is sought. Tuition waiver requests will be granted only when the student affirms in writing that he or she will not be using any University resources, including faculty, during the waiver period.

Program Completion Extensions

Degree requirements must be completed within five calendar years from initial enrollment in the program. A student who has failed to complete all requirements by the fifth year may submit a written petition to their program’s committee for a one-year extension. If the committee grants this extension they will then notify the Graduate School in writing of its decision. The Graduate School will confirm this decision in writing to the student.

In the petition to the program committee, the student must be specific about how and when he or she expects to complete the remaining courses in the program plan. Students must state the reasons for needing the extension clearly. Reasonable factors, such as illness and unforeseen family or work responsibilities, will be considered.

The Graduate School Leave of Absence Policy

In recognition of the effects that childbirth, adoption, illness, and caring for incapacitated dependents (such as children, ill or injured partners, or aging parents) have on the time and energy that graduate students have to devote to their educational programs, the University allows students to apply for a leave of absence up to two semesters in length. During a leave of absence a student is not required to make academic progress toward the completion of their degree. The time taken on an approved leave of absence is not included in the time limitations for degree completion and advancement to candidacy.

To request a leave of absence, a student must:

- Submit a brief, general statement explaining the request.
- Consult their advisor and receive written approval on the Request for
Leave of Absence form.

- Submit completed form to the Student Services Office for approval and the Students Services Office will submit it to the Graduate School.

- NOTE: A leave of absence justifies an extension for the total time required to fully complete the degree.

For the Graduate Student Parental Accommodation Policy, which enables students to maintain full-time enrollment status rather than take a leave of absence, see the Parental Accommodation Policy

Length of Leaves

Application for a leave of absence may be made on a one-or two-semester basis. A leave of absence will not ordinarily be granted for more than one academic year. Leaves requested for a longer period are approved only in exceptional circumstances. An approved leave for one semester may be extended to two semesters if the student requests an extension prior to the expiration of the approved one-semester leave of absence.

What is the difference between a Waiver of Continuous Registration and a Leave of Absence?

Both exempt a student from registering for either a semester or year. A Waiver of Continuous Registration does not require a reason and does not stop the student’s time-to-degree clock. A Leave of Absence requires additional explanation and letters of support and can only be granted for cases of illness, childbirth, adoption or dependent care. A Leave of Absence will add the time missed to the end of the student’s time-to-degree termination date, giving them an extra semester or year.

What is the difference between a Leave of Absence and using the Parental Accommodation Policy?

A Leave of Absence exempts a student from registering for a semester or year for cases of childbirth, adoption, or dependent care. It adds the time missed to the end of the student’s time-to-degree termination date, giving them an extra semester or year. The Parental Accommodation Policy is for registered students who would like to request extra time to complete up to 6
weeks’ worth of work. Please see the Parental Accommodation Policy.

Resigning from the University

Students who wish to resign from the University must notify both their department and the Graduate School. A written letter of resignation must include the student’s UID. The resignation will be processed by the admissions coordinator of the Graduate School, and a letter confirming the resignation will be sent to the student soon after.

If a student is registered for a single class at the time of resignation they must send a written request to the Graduate School to drop the course. The official drop will be processed by the Office of the Registrar.

If a student is registered for more than one course at the time of resignation, he or she may drop all but one course. Once the Graduate School receives the resignation request the course will be dropped.
Degree-Specific Requirements – Master of Information Management

To receive a Master of Information Management degree from the University of Maryland’s iSchool students must:

- Complete the 36 credit program, including:
  - core courses (12 credits)
  - advanced technology course (3 credits)
  - internship, capstone or thesis
  - elective courses (15 credits)
- Core courses (12 credits) are required to be completed within student’s first 18 credits of study. If for any reason, students are not able to complete all required core courses within their first 18 credits, they must submit a Postpone a Core Course form for their program.
- Students must receive a B or better in MIM Core, MIM required, and courses required for MIM specializations. Students who receive a B- or lower will be required to retake the course. Students may repeat a course only once. If a student fails to earn a B or better in the repeated course, they will be referred to the Students in Academic Difficulty Committee and may be dismissed from the program.

Some of the MIM courses can be completed online. Students may also take their courses on either the College Park or Universities at Shady Grove campus. Refer to Testudo for a complete schedule of classes and to Syllabi section of iSchool website for a detailed course description.

Eligible students may be exempted from the requirement to take INFM 603, INFM 605, and INFM 612 core courses as well as INFM 736 internship course. Please refer to the Waivers section to find more details on the course waiver process. Please note, all required documentation should be sent to the MIM director. Academic coursework experience should be documented with a transcript and a brief description of the relevant courses. Work experience must be documented with a resume, and a brief description of your role in creation of computer programs using procedural programming languages and/or in the design and implementation of a relational database.
Core Courses Waiver Requirements

The following courses comprise the academic core of the MIM program and provide a foundation of skills and knowledge related to information, technology, user analysis, and management.

- INFM 600 Information Environments
- INFM 603 Information Technology and Organizational Context
- INFM 605 Users and Use Context
- INFM 612 Management of Information Programs and Services

If students have substantial theoretical knowledge and/or work expertise in one of the aforementioned areas, they may request to be exempt from a core class requirement.

**INFM 603 Waiver Criteria**

Petitions for waiver of INFM 603 will normally be approved if all of the following conditions are met:

1. The student has completed academic coursework that includes at least two semesters of computer programming using a procedural programming language (e.g., Java or PHP), or the student has acquired equivalent work experience.
2. The student has experience with the use of a relational database management system. This experience may have been acquired through coursework (including coverage during only part of a semester) or work experience.
3. The academic and/or work experience is documented. Academic experience must be documented by a transcript. Work experience must be indicated by a resume, and additional the nature of the student’s role in creation of computer programs using procedural programming languages and/or in the design and implementation of a relational database must be separately described in sufficient detail to permit assessment of equivalence.
4. In the judgment of the MIM director, the nature of the student’s academic and work experience is sufficient to provide the student with a background that is at least equivalent to that of current students completing INFM 603.
Students who receive a waiver for INFM 603 will be required to take an additional advanced technology course in its place.

**INFM 605 Waiver Criteria**

Petitions for waiver of INFM 605 will normally be approved if all of the following conditions are met:

1. The student has completed academic coursework that includes at least two semester-long courses of three credits each (a total of six credits) in user needs assessment and interface design techniques or has acquired equivalent work experience.
2. The student has experience implementing user interfaces or online information structures. This experience may have been acquired through coursework (including coverage during only part of a semester) or work experience.
3. The academic and/or work experience is documented. Academic experience must be documented by a transcript. Work experience must be indicated by a resume and additional material describing the nature of the student’s role in the assessment of user needs and/or the design of user interface and online information structures in sufficient detail to permit assessment of equivalence.
4. In the judgment of the MIM director, the nature of the student’s academic and work experience is sufficient to provide the student with a background that is at least equivalent to that of current students completing INFM 605.

Students who receive a waiver for INFM 605 will be required to take an additional advanced technology design course (e.g. INST 631, INST 632, INST 702, INST 741) in its place.

INFM 605 will be waived for students opting for the User Interface/User Experience Design Specialization upon successful completion of INST 631 and INST 632.

**INFM 612 Waiver Criteria**

Petitions for waiver of INFM 612 will normally be approved if all of the following conditions are met:
1. The student has completed academic coursework that includes at least two semester long graduate courses of three credits each (a total of six credits) from an accredited management degree program on topics such as managerial accounting, human resources management, project management, organization behavior, information systems management, and/or operations management.

   **OR**

2. The student has worked for at least 3 years as a manager (i.e. lead) of information systems/management projects or operations in which they had responsibility for selecting staff, budgeting, planning, evaluation, and/or reporting outcomes.

3. The academic and/or work experience is documented. Academic experience must be documented by a transcript. Work experience must be indicated by a resume and additional material describing the nature of the student’s role in management of information systems/management projects and/or operations in sufficient detail to permit assessment of equivalence.

4. In the judgment of the MIM director, the nature of the student’s academic and work experience is sufficient to provide the student with a background that is at least equivalent to that of current students completing INFM 612.

_Students who receive a waiver for INFM 612 will be required to take an additional advanced management course (e.g. INFM 620, INST 706, INST 603) in its place._

**INFM 736 Waiver Criteria**

Petitions for waiver of INFM 736 will normally be approved if all of the following conditions are met:

1. The student has already acquired equivalent experience in a work setting. Experience will be considered to be equivalent if it is similarly substantial (135 or more hours), similarly protracted (4 or more months), and similarly focused (on an information management problem).

2. The experience is adequately documented. A written description, signed by the team’s supervisor or someone else in a position to attest
to the facts, is required. This description must state the team’s composition, the task undertaken by the team, the length of time the student participated in the team, the student’s role within the team, and the outcome of the student’s work.

3. The experience is recent, interpreted to mean that at the time of the petition the student’s involvement in the project occurred within the past five years.

4. The experience was not obtained for academic credit (e.g., as an internship).

_Students who receive a waiver for INFM 736 will be required to take an elective course in its place._

**MIM Specializations**

The MIM program offers the following specializations:

- **Curation and Management of Digital Assets**
  - Focuses on skills to create, manage, and preserve access to digital assets in a variety of sectors of the economy; prepares students for positions such as digital asset manager, digital content specialist, or director of digital curation services.

- **User Interface/User Experience**
  - Focuses on the design and implementation of user interfaces; prepares students for positions such as: UI/UX designer, usability analyst, and website developer.

- **Organizational and Process Analysis**
  - Focuses on developing an ability to diagnose and solve information management problems associated with critical organizational activities; prepares students for positions such as: business analyst, systems analyst, and process consultant.

- **Data Analytics**
  - Focuses on the skills needed to manipulate and mobilize data in order to support decision-making and organizational goals in a variety of sectors. This specialization prepares students for a variety of positions, such as: data scientist, data analyst, or information analyst.

- **Project Management**
Focuses on skills to plan, lead, and execute projects in a variety of organizational settings. It prepares students for positions such as: project manager, program manager, and consulting lead.

- **Strategic Management of Information**
  - Focuses on the managerial, administrative, and organizational aspects of information management.

- **Technology Development and Deployment**
  - Focuses on the development, implementation, and maintenance of systems in support of information management.

- **Information Management Research**
  - The MIM research specialization focuses on conducting research which advances the state-of-the-art and state-of-the-practice in information technology and management. It prepares students for advanced study in information science doctoral programs and careers in cutting-edge corporate or entrepreneurial environments.

- **Individualized Program Plan**
  - An individualized program plan gives students the opportunity to combine technical and managerial coursework to create a program of study customized to their interests and needs.

All MIM students are required to select and declare a specialization they want to pursue by the end of their first academic semester. The MIM Declaration of Specialization form could be found at the iSchool website.

**Information Management Capstone, Internship and Thesis**

**The MIM Capstone Experience – INFM 737**

The MIM Capstone Experience course is a core requirement, and it is one academic semester in length. This course is usually taken in student’s last semester, and it is a great opportunity to demonstrate skills and knowledge students have learned during their course of study.

In the MIM Capstone Experience course, students are working in collaboration with their sponsoring client companies and assigned project managers on individual projects. There are several class meetings throughout the semester, where students are required to update others on progress being made in their selected projects.
Early in the semester, students are provided with a list of available capstone projects and their respective sponsors. Students are given an opportunity to choose a project that suits their skills and interests. All students’ selections have to then be approved by a course instructor.

Throughout the course, students are expected to schedule frequent, periodic virtual and/or in-person meetings with their clients and project managers, during which discussions regarding project progress and direction will help to keep the project on track.

For a successful INFM 737 course completion, students are expected to submit:

- a final project deliverable requested by their sponsors (i.e. market research paper, designed website, product evaluation report, etc.);
- a written report that has to be further approved by the students’ respective clients and course instructor;

In addition to these, all students are required to participate in the Experiential Learning Expo (at the end of the academic semester), presenting the project that have been working on, their accomplishments, and lessons learned. Capstone presentations are open to the entire University community and are announced, including their time, location, and titles to the University via the College’s electronic lists.

The MIM Internship Experience – INFM 736

The goal of a MIM internship is to expand each student’s knowledge, skills, and experience and it is completed within one academic semester.

Unlike capstone projects provided to students by the iSchool, students are themselves responsible for finding their internship. All internships should involve completion of tasks and/or projects that are:

- related to information management,
- substantial additions to student’s experience, and
- representative of the types of activities that would be performed by an information management professional working in a domain that is related to student’s professional goals.
To meet the requirements of the INFM 736, MIM internship must involve a minimum of 120 hours of work. Ideally, students should be interning full-time in or with a new organization or organizational unit. However, if it is not feasible for a student to complete a full-time internship with a different organization because of current employment, it may be completed “in-place”. To complete the MIM internship in-place, students must identify an internal to their company information management-related project that:

• is not part of the their current (or prior) work assignment,
• involves working with one or more individuals interested in or affected by information management practices and systems within the organizations, and
• is explicitly supervised/sponsored by a particular individual within the organization.

All internships must be approved by the MIM Director (or designated INFM 736 instructor) prior to the start of internship activities.

Students may choose to request an exemption from the INFM 736 course MIM Team Experience (refer to the INFM 736 waiver criteria in the section above). Upon meeting the requirements for exemption students will be able to substitute any 3 credit elective for this requirement.

**Thesis Option in the MIM Program**

A student may choose to earn their degree with the completion of a thesis. Please note that the thesis option is not available for the Curation and Management of Digital Assets specialization. The only specialization that requires students to complete a thesis is Information Management Research.

*Students who do not complete a thesis are required to complete both the MIM Internship and Capstone Experience courses. Students that complete a thesis do not complete project courses.*

**Thesis Requirements**

The College of Information Studies and the University of Maryland Graduate School have developed separate, yet complementary theses requirements. Students should review the Graduate School’s “Academic Policies: Master's Degrees” document and review the sections that relate to the thesis.
**Thesis Process**

A thesis is a major undertaking that involves a significant commitment by the student and the faculty members supporting the student’s research. In order to successfully meet all the requirements, the student must work closely with his or her advisor and Thesis Committee Chair to design an appropriate research plan and course schedule. Students considering the thesis option should consult their advisor and the Student Services Office early in their studies to ensure that all requirements are met.

**Selecting a Thesis Committee**

Before beginning the thesis, the student must select a Thesis Committee Chair who is interested in working with the student and who meets the criteria specified in the [Graduate School Policies](#). Students should carefully choose their Committee Chair, selecting someone who is willing to work with them and who ideally has expertise in the area the student wishes to study. The Chair works closely with the student on the design, implementation, data analysis, and the writing of the thesis. The student and the Chair will work to identify and refine the problem to be studied and how the study will be conducted. As a thesis is a research study, the problem selected and methods chosen should reflect a rigorous approach to a valid research problem within information management. Any method or combination of methods appropriate to research in the field—quantitative, qualitative, analytical, historical, evaluation—may be used.

Students may want to talk with several faculty members about potential thesis topics at the early stages to get new ideas, refine existing ideas, and consider who may be the most effective Chair.

Early in the process, the student and Chair assemble a Thesis Committee. In addition to the Chair, the Thesis Committee must include at least two other members who meet the criteria specified in the [Graduate School Policies](#). Three Committee members are typically recommended. The Thesis Committee nomination form should be submitted as soon as the Committee has been determined, but it must be submitted by the dates published by the Graduate School. Committee members are responsible for approving a proposal and evaluating the Thesis itself (see below for a discussion of each of these).
Proposal & IRB Approval

Under the direction of the Chair, the student must develop a proposal that describes the work to be accomplished as part of the thesis. The Thesis Committee must approve the proposal before the student can register for INST 799 Thesis Research. The proposal can be helpful in determining the specific research questions, methods, timelines, and scope of the project, as well as providing an opportunity for Committee members to provide early input into the thesis.

Before research on the thesis can begin, any relevant Research Assurances, including the use of human subjects in the research, must be submitted to and approved by the Institutional Review Board (IRB) following their established procedures. This process can take many weeks or even months, depending upon the nature of the research, so students are encouraged to submit their IRB applications as early as possible.

Coursework

The Master’s Thesis option requires a commitment of 9 credit hours spread over at least 2 semesters.

The 3-credit hour INST 701 Introduction to Research Methods, or, with the advisor’s approval, another appropriate research methods course that may be offered by another department on campus (e.g., Education, Psychology). The student may consult their Thesis Chair for recommendations about which methods courses are appropriate.

After completion of the methods course and approval of the Thesis Proposal by the Thesis Committee, the student must take 6 credits of INST 799 Thesis Research. This may be completed spread over multiple semesters.

Students must have a grade point average in the MIM program of 3.5 at the point of registration for INST 799. They also may not have more than 3 credits of Independent Study (INF M 719).

Thesis Defense

After completing their research, the student will draft a thesis document and share it with their Chair. Once the Chair has reviewed the document and any necessary revisions have been made, the student will schedule an oral
defense. This will be scheduled so that all Committee members can attend (see Graduate School Policies for details on emergency cancellations, remote attendance, and related issues). The oral defense typically occurs within the College of Information Studies. Thesis defenses are open to the entire University community and are announced, including student and Committee member names, time, location, title and abstract, to the University via the College’s electronic lists.

Prior to the defense, the Chair of the Committee will secure the Report of the Thesis Examining Committee created by the Graduate School. This document is used to record the outcome of the defense after its completion.

During the oral defense, the student presents the research questions, methods, and findings to attendees. He or she also typically fields questions from attendees and Committee members. After the oral examination is complete, the Thesis Committee meets together without the student and decides on the outcome. Once decided upon, they share the outcome with the student, and, when appropriate, those still in attendance.

The Committee has a number of options in determining the outcome of the thesis and defense. These options are laid out in the Graduate School Policies and read as follows:

- To accept the thesis without any recommended changes and sign the Report of Examining Committee.
- To accept the thesis with recommendations for changes and, except for the chair, sign the Report of Examining Committee. The chair will check the thesis and, upon his or her approval, sign the Report of Examining Committee.
- To recommend revisions to the thesis and not sign the Report of Examining Committee until the student has made the changes and submitted the revised thesis for the Thesis Examining Committee's approval. The Thesis Examining Committee members sign the Report of Examining Committee when they approve the revised thesis.
- To recommend revisions and convene a second meeting of the Thesis Examining Committee to review the thesis and complete the student's examination.
- To rule the thesis (including its examination) unsatisfactory. In that circumstance, the student fails.
A student must receive passing votes from all Committee members. One vote of failure means that the student does not pass. The Committee may call a second examination as a result of a failed defense. If the student fails the second defense, or if no second defense is called, the student loses standing as a graduate student at the University of Maryland (see Graduate School Policies for details).

**Publishing and Final Submission**

Following the completion of the Report of the Thesis Examining Committee, the student must submit that form and the Thesis and Dissertation Electronic Publishing Form signed by the student and the Chair to the Office of the Registrar (see Graduate School Policies for details).

To be successfully submitted, a thesis must conform to the electronic thesis guidelines and style guide. To facilitate the submission of the thesis, the student should consult these resources early in the process of writing the thesis and follow the requirements accordingly.

The thesis and accompanying forms must be submitted by the deadlines posted by the Graduate School.

There is a cost associated with publishing the thesis. The cost can range from $45-300 depending on the options selected.
Degree-Specific Requirements – Master of Library Science

General Requirements

• Complete 36 credit hours of coursework within five calendar years from the first registered semester. At least 24 of the 36 required credits must be LBSC, INST, or INFM courses taken in the iSchool.

  • Coursework must include:
    • The MLS Core
    • A field study/internship OR thesis

• Students who elect to complete a specialization other than the Individualized Program Plan (IPP) must meet their specialization course requirements.
• Maintain an overall minimum grade point average of 3.0.
• Students must receive a B or better in MLS Core, MLS required (field study or thesis), and courses required for specializations. Students who receive a B- or lower will be required to retake the course. Students may repeat a course only once. If a student fails to earn a B or better in the repeated course, they will be referred to the Students in Academic Difficulty Committee and may be dismissed from the program.

Master of Library Science/Master of Arts in History (HiLS)

• Complete 54 credit hours of coursework within five calendar years of the first registered semester.

  • 24 credits must be LBSC, INST, or INFM courses in the iSchool, and must include:
    • The MLS Core
    • A field study OR thesis
28 credits must be taken within the Department of History (see Department of History for course requirements).

- The remaining 6 credits are electives selected by the student.

- Students who elect to complete a specialization other than the Individualized Program Plan (IPP) must meet their specialization course requirements.

- Maintain an overall minimum grade point average of 3.0.

- Students must receive a B or better in MLS Core, MLS required (field study or thesis), and courses required for specializations. Students who receive a B- or lower will be required to retake the course. Students may repeat a course only once. If a student fails to earn a B or better in the repeated course, they will be referred to the Students in Academic Difficulty Committee and may be dismissed from the program.

**MLS Specializations**

**Specialization offerings**

- Archives, Records, and Information Management
- Curation and Management of Digital Assets
- Individualized Program Plan
- General Online MLS
- Government Information Management and Services
- Information and Diverse Populations
- School Library

**Declaring a Specialization**

MLS students must declare their choice of specialization by filling out the Declaration of Specialization Form by the end of the first semester in which they are enrolled. Students who wish to declare a specialization after the first semester of attendance may not be able to complete the specialization within the minimum 36 credit hour required for the MLS program. Students declaring after their first semester must speak with an advisor to create a plan for completing the specialization requirements.
Changing your specialization

Students who wish to change their specialization must submit a Change of Specialization form.

Changing specializations after the first semester may increase the number of credits a student must complete and can increase the total time to degree. Students are strongly encouraged to speak with an advisor before changing their specialization.

Dual Specializations

A student may choose to declare two specializations, but it may increase the amount of time it takes to complete the degree and increase the number of credits the student must take to satisfy both specialization requirements. Dual specialization students may apply a course to both specializations if it is part of the requirements for both specializations.

Specialization Requirements 2014-2015

Archives, Records, and Information Management

1. **MLS Core Courses - 12 credits**
2. **Field Study - 3 credits**
   - LBSC 703 Field Study in Archives, Records, and Information Management
3. **Archives Specialization Required Courses – 12 credits**
   - LBSC 605 Archival Principles, Practices, and Programs
   - LBSC 684 Archival Arrangement and Description
   - LBSC 781 Access Techniques and Systems for Archives
   - LBSC 785 Documentation, Collection, and Appraisal
4. **Three Elective Courses – 9 credits**
   - These additional courses are selected in consultation with an advisor.
Curation and Management of Digital Assets

1. **MLS Core Courses - 12 credits**

2. **Field Study - 3 credits**
   - LBSC 703 Field Study in Archives, Records, and Information Management OR LBSC 707 Field Study in Library Science

3. **Archives Specialization Required Courses – 12 credits**
   - LBSC 605 Archival Principles, Practices, and Programs
   - LBSC 684 Archival Arrangement and Description
   - LBSC 781 Access Techniques and Systems for Archives
   - LBSC 785 Documentation, Collection, and Appraisal

4. **Three Elective Courses – 9 credits**
   - These additional courses are selected in consultation with an advisor.

**Individualized Program Plan**

1. **MLS Core Courses - 12 credits**

2. **Field Study - 3 credits**
   - LBSC 707 Field Study in Library Science

3. **Seven Elective Courses – 21 credits**
   - These additional courses are selected in consultation with an advisor.
   - Please see the [Knowledge Areas](#) below for suggested course plans.
**General Online MLS**

Online students take two assigned courses each semester.

<table>
<thead>
<tr>
<th>Fall 2014</th>
<th>Spring 2015</th>
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<tr>
<td><strong>LBSC 602</strong> Serving Information Needs</td>
<td><strong>INST 612</strong> Information Policy</td>
<td><strong>INST 706</strong> Project Management</td>
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<tr>
<td><strong>LBSC 631</strong> Achieving Organizational Excellence</td>
<td><strong>LBSC 671</strong> Creating Information Infrastructures</td>
<td>TBA</td>
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<th>Fall 2015</th>
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<tbody>
<tr>
<td><strong>INST 610</strong> Information Ethics</td>
<td><strong>INST 660</strong> 21st Century Leadership</td>
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<tr>
<td><strong>LBSC 713</strong> Planning and Evaluating Library Services</td>
<td><strong>LBSC 644</strong> Collection Development</td>
<td><strong>LBSC 791</strong> Designing Principled Inquiry</td>
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</tbody>
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Government Information Management and Services

1. **MLS Core Courses - 12 credits**

2. **Field Study - 3 credits**
   - LBSC 707: Field Study in Library Science

3. **Seven Government Information Management Specialization Required Courses – 21 credits**
   - INST 607 E-government: Information, Communication, and Policy
   - INST 612 Information Policy
   - LBSC 620 Diverse Populations, Inclusion, and Information
   - LBSC 708J Planning and Evaluation for Government Information Services
   - LBSC 708E Digital Government Information
   - LBSC 735 Legal Issues in Managing Information
   - LBSC 767 Access to Federal Government Information

**Information and Diverse Populations**

1. **MLS Core Courses - 12 credits**

2. **Field Study - 3 credits**
   - LBSC 707 Field Study in Library Science

3. **Information and Diverse Populations Specialization Required Courses – 15 credits**
   - LBSC 620 Diverse Populations, Inclusion, and Information
   - LBSC 622 Universal Usability
   - INST 612 Information Policy
   - INST 613 Information and Human Rights
   - INST 614 Inclusion, Literacy, and the Public Good

4. **Two Elective Courses – 6 credits**
   - These additional courses are selected in consultation with an advisor
School Library

1. **MLS Core Courses - 12 credits**
   
2. **Field Study - 3 credits**
   - LBSC 744 Internship in School Library

3. **School Library Specialization Required Courses - 21 Credits**
   - LBSC 640 School Librarians as Information Professionals
   - LBSC 641 Selecting and Evaluating Resources for Learning
   - LBSC 642 Integrating Technology into Learning and Teaching
   - LBSC 645 Literature and Materials for Children
   - LBSC 646 Literature and Materials for Young Adults
   - LBSC 741 Seminar in School Library Administration
   - LBSC 742 Collaborative Instructional Design and Evaluation

**MLS Knowledge Areas**

The MLS Program has created suggested course plans for in-demand skill sets and common career paths in LIS. These guides are designed to help students pursuing the Individualized Program Plan select their elective courses based on interests and career goals. They are particularly useful for IPP students who have a clear career objective. The following Knowledge Areas are designed to help students pick courses based on skill sets that are useful across a variety of information settings. Students should note that these are suggested courses. Each student should work with his/her advisor to design the course plan that best suits the student’s specific needs and interests.

- Accessibility and Usability
- Electronic Resource Management
- Management and Leadership
- Planning and Evaluation
- User Services, Reference, and Instruction
- Youth
Knowledge Area Course Plans

Accessibility and Usability

- LBSC 622 Universal Usability

**Technically-Oriented - Select 2**

- INFM 747 Web-Enabled Databases
- INST 630 Introduction to Programming for the Information Professional
- INST 702 Advanced Usability Testing
- INST 733 Database Design

**Policy-Oriented - Select 2**

- INST 607 E-Government: Information, Communication, and Policy
- LBSC 612 Information Policy
- LBSC 620 Diverse Populations, Inclusion, and Information
- LBSC 735 Legal Issues in Managing Information

Electronic Resource Management

Legal Issues and Copyright

- INFM 722 Copyright, Privacy, and Security in Digital Information
- INST 641 Policy Issues in Digital Curation
- INST XXX Privacy and Security in a Networked World
- LBSC 735 Legal Issues in Managing Information

Management of Information Systems

- INFM 700 Information Architecture
- INST 603 Systems Analysis and Design
- INST 706 Project Management
Programming

- INST 630 Introduction to Programming for the Information Professional
- INFM 747 Web-Enabled Databases

Scholarly Communications

- INST 640 Principles of Digital Curation
- INST 643 Curation in Cultural Institutions
- INST 644 Introduction to Digital Humanities
- INST 645 Personal Digital Curation
- INST 741 Social Computing Technologies and Applications
- INST 745 Introduction to Digital Arts Curation

Management and Leadership

Leadership

- INST 660 21st Century Leadership

Management - Select 2

- INST 621 Managing Information Technology Innovations in Organizations
- INST 706 Project Management
- LBSC 713 Planning and Evaluating Library Services

Organizational Context - Optional

- LBSC 724 Seminar in the Public Library
- LBSC 734 Seminar in the Academic Library
- LBSC 737 Seminar in the Special Library and Information Center
- LBSC 783 Seminar in Technical Services
Planning and Evaluation

- INST 701 Research Methods
- LBSC 713 Planning and Evaluating Library Services
- INST 627 Data Analytics for Information Professionals

Related Courses

- INST 706 Project Management
- INST 741 Social Computing Technologies and Applications
- INFM 750 From Digital to Insights

User Services, Reference, and Instruction

Collections - Select 1

- LBSC 644 Collection Development
- LBSC 645 Literature and Materials for Children
- LBSC 646 Literature and Materials for Young Adults
- LBSC 731 Special Collections

Instruction and Information Literacy - Select 1

- INST 614 Inclusion, Literacy, and the Public Good
- LBSC 702 User Instruction

Understanding Users - Select 1

- INST 741 Social Computing Technologies and Applications
- LBSC 620 Diverse Populations, Inclusion, and Information
- LBSC 713 Planning and Evaluating Library Services

Organizational Context - Select 1

- LBSC 724 Seminar in the Public Library
- LBSC 734 Seminar in the Academic Library
- LBSC 737 Seminar in the Special Library and Information Center
Youth

Select 3 of the following courses:

- LBSC 644 Collection Development
- LBSC 641 Selecting and Evaluating Resources for Learning
- LBSC 642 Integrating Technology into Learning and Teaching
- LBSC 645 Literature and Materials for Children
- LBSC 646 Literature and Materials for Young Adults
- LBSC 647 Children's Services in the Public Library
- LBSC 745 Storytelling Materials and Techniques

MLS Field Study/Internship

Requirements

A field study experience cannot be completed in the same unit in which a student is currently or has been formerly employed. A field study in a different unit within the same organization, however, may be considered as an appropriate field study placement site. The decision regarding the appropriateness of the field study placement will be made by the instructor. The direct supervisor must be professionally-qualified and not someone that the student works for now nor has ever worked for before.

Normally, a student may not earn credit for more than one field study course. In exceptional circumstances, with permission of the academic advisor and the field study instructor, a student may enroll in a second field study course.

International students who are working 20 hours a week at a paid position may also work at a field study or unpaid internship if it is part of a credit-earning course. They must first obtain work authorization known as the Curricular Practical Training (CPT), which is available from the Office of International Services (IES).
LBSC 703 - Field Study in Archives, Records, and Information Management and LBSC 707 - Field Study in Library Service

A field study assignment requires a minimum of 120 hours. Often this requirement is carried out as a regular number of hours each week of the semester, but other scheduling is permitted if both the student and supervisor agree. A student must complete their field study hours during the semester in which they are registered for the field study course.

LBSC 744 - Internship in School Library Programs

Each student is expected to participate in the operation of a school library program in an elementary school and a secondary school for a total of 30 full school days. Each student must complete two placements and each placement must be in a different district. One placement must be in an elementary school (a minimum of 15 days). For the second placement, students must choose between a middle OR a high school (a minimum of 15 days). Students enroll in the internship for one semester near the end of their studies but may extend the placements over two semesters, with the instructor's approval. Students who are currently working in a school are not allowed to complete their internship in the school in which they are employed, but they may complete a placement at another school within the district.

Academic Prerequisites

LBSC 703 Field Study in Archives, Records, and Information Management

- LBSC 605 Archival Principles, Practices, and Programs
- LBSC 602 - Serving Information Needs
- LBSC 631 - Achieving Organizational Excellence
- LBSC 671 Creating Information Infrastructures
- An additional 6 credits.

LBSC 707 Field Study in Library Service

- LBSC 602 - Serving Information Needs
• LBSC 631 - Achieving Organizational Excellence
• LBSC 671 Creating Information Infrastructures
• An additional 9 credits.

LBSC 744 Internship in School Library Programs

• LBSC 640 School Librarians as Information Professionals
• LBSC 602 - Serving Information Needs
• LBSC 631 - Achieving Organizational Excellence
• LBSC 671 Creating Information Infrastructures
• In addition, LBSC 741 and LBSC 742 serve as pre- or co-requisites for LBSC744.

Schedule of Field Study/Internship Courses

LBSC 703 and LBSC 744 are offered each fall and spring semester. LBSC 707 is offered each fall and spring semester and may be offered during the summer term, if there is sufficient demand. When LBSC 707 is offered during the summer term, it extends over both six week summer terms so that students have adequate opportunity to complete the required number of hours.

All in-person field study courses meet between 3-5 times over the course of the semester.

In-person students in LBSC 703 and LBSC 707 who take their field study in fall and spring are required to attend the iSchool Experiential Learning Expo. The date of the Learning Expo will be provided during the first week of classes.

Expectations of Field Study Students

As soon as students register for a field study course they should begin the process of identifying a potential site and an information professional willing to provide supervision. Students should communicate their choice to the instructor before the beginning of the semester in which they intend to
complete the field study. A student who does not have a placement approved before the end the first week of classes will not be allowed to continue in the course.

After agreeing to a schedule, assignments, and goals, students will arrive faithfully on time and stay on task to complete the work as efficiently and effectively as possible. Students will keep track of their hours and report them to the supervisor and the instructor on a form supplied by the supervisor or the instructor, or on their own form.

Students will observe the expectations for conduct as defined by the profession and the workplace. Students will ask questions as needed, communicate problems or issues, and follow a regular schedule of reporting on progress. The cohort of students in each field study course also will meet as a class on a schedule determined by the instructor and will complete any additional assignments made by the instructor. Students must complete an evaluation of their field study experience.

LBSC 744 Internship in School Library Program students are supplied with numerous documents that must be submitted to the instructor electronically throughout the internship experience. In addition, all documents—including those submitted electronically—are to be compiled into a portfolio, which is submitted at the time of the final oral presentation.

Field Study Contract and Additional Documents

LBSC 703 - Field Study in Archives, Records, and Information Management and LBSC 707 - Field Study in Library Service

In consultation with the site supervisor, each student is required to prepare and submit the Field Study Contract form signed by both the student and the site supervisor. The contract form describes the nature of the field study experience including the supervisor’s responsibilities, benefits to the student and the host institution, and general expectations of field study students. In addition, the contract must include a specific plan for the student, which must include the following:

- Schedule (including start date, expected end date, and weekly hours);
• Assignments and responsibilities (all should be beginning professional level, as normally expected and appropriate for this site); and
• Goals for this field study.

After negotiating and agreeing to the plan, the student and the supervisor sign the contract and the student submits it to the course instructor, who must review and approve the contract before the student begins the field study work.

**LBSC 744 - Internship in School Library Programs**

For LBSC 744, students identify the school districts in which they wish to complete their placements in the semester prior to their field study; however, identification and assignment to specific schools is handled by personnel within the school systems. Some school systems significantly limit the number of students they will accept for placements; therefore, requests for placements in specific districts cannot be guaranteed. Students may complete one placement in an independent or non-public school. However, the student must identify the school and make the initial contact. The supervising school librarian in any non-public school must be state-certified or eligible for PK-12 Certification in the state in which the school is located.

For LBSC 744, students must submit the [Internship Application Form](http://des.umd.edu/) to their instructor and relevant documents as indicated by school districts in the semester prior to the field study. The LBSC 744 instructor will announce specific deadlines for submission of the form.

**Certificate of Insurance and Other Documentation**

Some field study sites require a certificate of insurance from the University of Maryland before a student may begin working at the facility. Students who require this can request a copy by:

• Visit: [http://des.umd.edu/](http://des.umd.edu/)
• Look under the "Forms" tab
• Click on "Forms, Permits, Requests"
• Click on "Request for Certificate of Insurance Coverage"

Certificates are typically received within 1-2 business days.
Evaluation

Near the end of the semester, the site supervisor, course instructor and student all complete evaluation forms. The course instructor will have access to the site supervisor's evaluation. At their discretion, instructors of field study courses may conduct site visits.

LBSC 707 and LBSC 703 evaluation forms are submitted online. Below are sample evaluation forms:

- Student's Field Study Evaluation Form
- Course Instructor's Field Study Evaluation Form
- Site Supervisor's Field Study Evaluation Form

A copy of the evaluation form for LBSC 744 Internship in School Library Programs can be found here.

Waiver of Requirement

LBSC 744 Internship in School Library Programs

The internship is mandatory for all students enrolled in the School Library specialization. Students may not waive the requirement.

LBSC 703 Field Study in Archives, Records, and Information Management and LBSC 707 Field Study in Library Service

A student may request a waiver of the LBSC 703 Field Study in Archives, Records, and Information Management or LBSC 707 Field Study in Library Service courses.

A waiver for the field study course does NOT exempt a student from completing 3 credit hours of academic work. If granted a waiver, a student must take an elective course (3 credit hours) to fulfill the minimum of 36 credit hours required for the Master of Library Science degree.

The MLS Program Committee requires a minimum of two years of continuous relevant professional experience in order for a waiver of LBSC 707 to be considered. In order to waive LBSC 703, there is additional criteria:
Archives Waiver Requests

Archives’ students may waive the field study with approval of the specialization director IF:

- A student has a minimum of two years of continuous relevant professional experience that: Incorporates responsibilities from the full (digital) record lifecycle.

Curation and Management of Digital Assets Waiver Requests

Curation and Management of Digital Assets students may waive the field study with approval of the specialization director IF:

- A student has a minimum of two years of continuous relevant professional experience that: Incorporates a full range of digital curation responsibilities, including management, policy, implementation, representation, and preservation of both born-digital and turned-digital assets.

Students are strongly encouraged students to complete the field study even if they meet the minimum waiver requirements because of the benefits of the field study experience including building a professional network and gaining hands-on experience.

Waiver Applications

To apply for a waiver a student must:

- Complete the [MLS Course Waiver Form](#).
- Submit a letter that describes the reasons for requesting the waiver and provide the necessary qualifying information (e.g., organization, department, duties performed, experience, length of time).
- Submit a document (e-mail or written letter) provided by the student’s supervisor confirming the information provided by the student regarding his/her professional experience.
- Submit a current resume or CV.
MLS Thesis

The Master’s Thesis option allows students to develop and complete a substantial research project with the oversight of a faculty member. It is particularly well suited for students who anticipate pursuing a doctoral degree or a professional job where they are expected to conduct or evaluate research (e.g., faculty status academic librarians). Several alternative research opportunities exist within the College of Information Studies, including independent study (LBSC 709), research conducted as part of courses, and research projects being conducted at centers and labs affiliated with the College. The Master’s Thesis is larger in scope and requires substantial independent initiative and work. Students who complete a Master’s Thesis are able to develop a novel research question, apply an appropriate methodology to answer the question, and present the findings to an academic audience through published papers and oral presentations.

Students can look at theses that were successfully defended at the College of Information Studies to get an idea of the scope of a thesis. Each differs significantly in topic and research approach, but they can at least provide an idea of the overall scope. Electronic versions can be downloaded from the DRUM repository. The site includes both dissertations and theses, so make sure when looking at specific entries that the “type” field is “thesis,” not “dissertation.”

Thesis Requirements

The College of Information Studies and the University of Maryland Graduate School have developed separate, yet complementary, requirements for theses. Students should review the Graduate School’s “Academic Policies: Master's Degrees” document and choose those sections relating to the thesis.

Thesis Process

A thesis is a major undertaking that involves a significant commitment by the student and the faculty members that support the student. In order to successfully meet all the requirements, the student must work closely with his or her advisor and Thesis Committee Chair to design an appropriate research plan and course schedule. Students considering the thesis option
should consult their advisor and the Student Services Office as early in the program as possible to ensure that all requirements are met.

This section highlights some of the major procedural issues and considerations when planning a Master’s experience with a thesis.

**Selecting a Thesis Committee**

Before beginning the thesis, the student must select a Thesis Committee Chair who is interested in working with the student and who meets the criteria specified in the Graduate School Policies. Students should carefully choose their Committee Chair, selecting someone who is willing to work with them and who ideally has expertise in the area the student wishes to study. The Chair works closely with the student on the design, implementation, data analysis, and the writing of the thesis. The Chair need not be the student’s current academic advisor; however, upon submission of the Thesis Committee nomination form, the Chair becomes the student’s advisor. It is technically possible to have a co-Chair, but unless there is a compelling reason, it is discouraged because of the added complexity for the student and faculty members. Students may want to talk with several faculty members about potential thesis topics at the early stages to get new ideas, refine existing ideas, and consider who may be the most effective Chair for them.

The student and the Chair will work to identify and refine the problem to be studied and how the study will be conducted. As a thesis is a research study, the problem selected and methods chosen should reflect a rigorous approach to a valid research problem in the area of Library and Information Studies. Any method or combination of methods appropriate to research in the field—quantitative, qualitative, analytical, historical, evaluation—may be used.

Early in the process, the student and Chair assemble the Thesis Committee. In addition to the Chair, the Thesis Committee must include at least two other members who meet the criteria specified in the Graduate School Policies. Three Committee members are typically recommended. The Thesis Committee nomination form should be submitted as soon as the Committee has been determined, but it has to be submitted no later than the dates published by the Graduate School. Committee members are responsible for approving a proposal and evaluating the Thesis itself (see below for a discussion of each of these).
Proposal & IRB Approval

Under the direction of the Chair, the student must develop a proposal that describes the work to be accomplished as part of the thesis. The Thesis Committee must approve the proposal before the student can register for LBSC 799 Master’s Thesis Research. The proposal can be helpful in determining the specific research questions, methods, timelines, and scope of the project, as well as providing an opportunity for Committee members to provide early input into the thesis.

Before research on the thesis can begin, any relevant Research Assurances, including the use of human subjects in the research, must be submitted to and approved by the Institutional Review Board (IRB) following their established procedures. This process can take many weeks or even months, depending upon the nature of the research, so students are encouraged to submit their IRB applications as early as possible.

Coursework

The Master’s Thesis option requires the completion of 9 credit hours spread over at least 2 semesters. A thesis student must take the 3-credit hour INST 701 Research Methods in Information Studies before registering for master’s thesis research. Students may substitute another appropriate research methods course offered by another department on campus (e.g., Education, Psychology) if the thesis advisor approves. The student may consult the thesis chair for recommendations about which methods courses are appropriate. After completion of the methods course and approval of the Thesis Proposal by the Thesis Committee, the student must complete 6 credits of the course LBSC 799 Master’s Thesis Research. These credits may be one semester or spread over multiple semesters. Students are not able to register for LBSC 799 during the summer semester.

Students must have a grade point average in the MLS program of 3.5 at the point of registration for LBSC 799 and may not have more than 3 credits of Independent Study (LBSC 709).

Thesis Defense

After completing the research, the student will draft a thesis document and share it with the Thesis Committee Chair. Once the Chair has reviewed the
document and any necessary revisions have been made, the student will schedule an oral defense. This will be scheduled so that all Committee members can attend (see Graduate School Policies for details on emergency cancellations, remote attendance, and related issues). The oral defense typically occurs within the College of Information Studies. Thesis defenses are open to the entire University community and are announced, including student and Committee member names, time, location, title and abstract, to the University via the College’s electronic lists.

Prior to the defense, the Chair of the Committee will secure the Report of the Thesis Examining Committee created by the Graduate School. This document is used to record the outcome of the defense after its completion.

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- To recommend revisions and convene a second meeting of the Thesis Examining Committee to review the thesis and complete the student's examination.
• To rule the thesis (including its examination) unsatisfactory. In that circumstance, the student fails.

To pass, a student must receive passing votes from all Committee members. One vote of failure means that the student does not pass. The Committee may call a second examination as a result of a failed defense. If the student fails the second defense, or if no second defense is called, the student loses standing as a graduate student at the University of Maryland (see Graduate School Policies for details).

Publishing and Final Submission

Following the completion of the Report of the Thesis Examining Committee, the student must submit that form and the Thesis and Dissertation Electronic Publishing Form signed by the student and the Chair to the Office of the Registrar (see Graduate School Policies for details).

To be successfully submitted, a thesis must conform to the electronic thesis guidelines and style guide. To facilitate the submission of the thesis, the student should consult these resources early in the process of writing the thesis and follow the requirements accordingly.

The thesis and accompanying forms must be submitted by the deadlines posted by the Graduate School.

Thesis Information by Specialization

Below you will find the procedure for completing a thesis, dependent on which specialization you are pursuing. Keep in mind that with some specializations, it is not possible at this time to complete a thesis.

Archives, Records, and Information Management

Archives students who elect to pursue the thesis option must follow a different course plan than non-thesis students. If a student completes a thesis they are not required to complete a field study; instead they are required to take INST 701 Research Methods. Thesis students are also required to take six (6) credit hours of LBSC 799 Masters' Thesis Research will take the place of two (2) of the three (3) elective courses. Students interested in pursuing the thesis option must contact Assistant Program Director Dr. Michael Kurtz (mkurtz1@umd.edu) for approval.
Curation and Management of Digital Assets

Student enrolled in the specialization and wishing to write a thesis should replace LBSC 703 (Field Study) with INST 701 (Research Methods). Two electives (6 credits) will then be replaced by LBSC 799, Master's Thesis Research. Students interested in pursuing the thesis option must contact Assistant Program Director Dr. Katie Shilton (kshilton@umd.edu) for approval.

Government Information Management and Services

Students in the Government Information Management and Services specialization do not have the option to conduct a thesis.

Information and Diverse Populations

If a student enrolled in the Information and Diverse Populations specialization wishes to write a thesis on issues of inclusion and diversity related to information, students must take LBSC 799: Masters' Thesis Research (6 hours) which will substitute for the two electives and LBSC 701: Research Methods in Library and Information Studies will take the place of LBSC 707: Field Study in Library Service.

School Library

Students in the School Library specialization may only write a thesis if they take the 9 required credits as additional classes past the 36 required. School library is entirely prescribed and there is no flexibility with changing courses.

History and Library Science

HiLS students have the option of pursuing a thesis as part of their MLS coursework. Students who elect to write a thesis are not required to complete a three (3) credit field study course. Instead thesis students take INST 701 Research Methods (3 credits) and six (6) credits of LBSC 799 Master’s Thesis Research. Students in the HiLS Program interested in pursuing a thesis must contact Assistant Program Director Dr. Michael Kurtz (mkurtz1@umd.edu) for approval.
General Course Policies

Master’s Program “Core”

All master’s students must take their program’s Core coursework within their first 18 credits. A 3.0 GPA must be maintained within the Core courses.

Postponing a Core Course

If it is not possible for a student to finish the core courses within the first 18 credits of the program, the student must complete a request to postpone a core course form.

To postpone a course:

- Consult advisor to receive approval to move forward.
- Complete the Postpone a Core Course Form
  - MIM Request to Postpone a Course
  - MLS Request to Postpone a Course
- Submit form to the ischooladmission@umd.edu

Prerequisites

All students should consult the Graduate Course Catalog to identify prerequisites for courses prior to registration. If a student has experiential or academic background that may be the equivalent of the specific academic prerequisite for a course, he or she may contact the instructor for written permission to enroll.

Auditing a course

Graduate students may audit a course. When registering for the course students must select AUD as the grading method. Students may change the grading method from audit to credit bearing class without approval until the tenth class day each semester. Students cannot audit a course required for the degree. Letter grades are not given for audited courses; the transcript will have AUD as the grade. Students are responsible for paying all tuition and fees associated with the registration process.
Waivers

Core Courses

Students who have successfully completed coursework and/or have work experience that provides a comparable, systematic coverage of the skills, knowledge, and issue covered in a required course in either the MIM or MLS, may be able to waive the course.

To apply for a waiver a student must Complete the waiver form, including appropriate documentation of coursework or professional experience along with a statement indicating why he or she should be able to waive the course. Students will receive a decision (via email) within 1-2 weeks after all required documents have been received.

MLS Field Study Courses

Students may not seek a waiver of the LBSC 744 (Internship in School Library) requirement, as the internship is a requirement for certification.

A student may request a waiver of the LBSC 703 Field Study in Archives, Records, and Information Management or LBSC 707 Field Study in Library Service courses.

A waiver for the field study course does NOT exempt a student from completing 3 credit hours of academic work. If granted a waiver, a student must take an elective course (3 credit hours) to fulfill the minimum of 36 credit hours required for the Master of Library Science degree.

The MLS Program Committee requires a minimum of two years of continuous relevant professional experience in order for a waiver of LBSC 707 to be considered. In order to waive LBSC 703, there is additional criteria:

Archives Waiver Requests

Archives’ students may waive the field study with approval of the specialization director IF:

• A student has a minimum of two years of continuous relevant professional experience that: Incorporates responsibilities from the full (digital) record lifecycle.
Curation and Management of Digital Assets Waiver Requests

Curation and Management of Digital Assets students may waive the field study with approval of the specialization director IF:

- A student has a minimum of two years of continuous relevant professional experience that: Incorporates a full range of digital curation responsibilities, including management, policy, implementation, representation, and preservation of both born-digital and turned-digital assets.

Students are strongly encouraged students to complete the field study even if they meet the minimum waiver requirements because of the benefits of the field study experience including building a professional network and gaining hands-on experience.

Waiver Applications

To apply for a field study waiver an MLS student must:

- Complete the [MLS Course Waiver Form](#).

- Submit a letter that describes the reasons for requesting the waiver and provide the necessary qualifying information (e.g., organization, department, duties performed, experience, length of time).

- Submit a document (e-mail or written letter) provided by the student’s supervisor confirming the information provided by the student regarding his/her professional experience.

- Submit a current resume or CV.
General Course Grading

Passing Grades

Students must receive a grade of B or better in all core courses. Courses in which a student receives a grade lower than a B must be repeated. If a course is repeated both grades are used to calculate the student’s grade point average.

Failing Grades

Students receive a grade of F for failing work. F grades are used in calculating grade point averages. If a course is repeated both grades are used to calculate the student’s grade point average.

Incomplete Grades

Instructors must submit an Incomplete Contract to the Student Services Office. Students must coordinate with their professor to define the terms to remove the incomplete grade. Students have one year to complete and submit the work for a change of grade or the course must be repeated.

If a student receives an incomplete grade in a 400 level course, the grade will be converted to an “F.”

“S” Satisfactory is a passing grade and will count toward the overall credit count.

Probation and Dismissal

All students must maintain an overall grade point average of 3.0. A student with a GPA lower than 3.0 is put on academic probation by the Graduate School. The student has one semester to raise the GPA or face dismissal.

The iSchool may dismiss a student if the benchmarks set by the program are not met. The iSchool will send the decision and rationale to the Graduate School to send out the formal letter of dismissal.
General Course Schedules & Registration

Schedule of Course Offerings

Courses may be offered during only one semester (e.g. spring or fall) per year; courses may also alternate between the College Park campus and the Universities at Shady Grove. Students should consult the Two-Year Course Plan, the University’s Schedule of Classes, and/or their advisor for additional information.

Course Designations

The iSchool has three course designations:

- LBSC: Library Science
- INFM: Information Management
- INST: Information Studies

In the event that course reaches capacity, priority will be given to students in the course’s primary program designation:

- MIM students have priority in INFM courses
- MLS Students have priority in LBSC courses

INST courses are open with equal availability to all students.

Registration Dates

The Student Services Office will notify students of registration dates when they are released from the Office of the Registrar each semester. Students are strongly encouraged to register on or close to the first available date/time of registration for best schedule planning. Advisors are available to assist with course registration.

How to Register

Students register for courses each semester using Testudo, UMD’s online information system. For more help with how to register students should consult the College’s How to Register Guide.
Registering for Independent Study
An Independent Study is not the same as the field study. It is not to be used for credit for an internship/work experience. It is to be used for doing research and/or pursuing a subject in more depth than in coursework.

Students may not earn more than 9 credits under LBSC 709/INFM 719, nor more than a total of 12 hours from LBSC 708/INFM 718 and LBSC 709/INFM 719 combined.

To register for an independent study:
• Students must find an iSchool faculty member to be the independent study supervisor. Students may not register for more than one independent study with the same faculty member in the same semester.
• Submit the signed [Independent Study Form link](#) to the Student Services Office
• Register for the course using the section number that belongs to that faculty member.

Summer and Winter Term Registration
Summer term registration and payment does not follow the standard fall/spring schedule Payment and deadline information for winter and summer terms can be found on the Office of Extended Studies’ website.

Registration in Semester of Graduation
The University requires that students be registered during the semester they plan to graduate. If a student is not taking classes on campus, online, or through the consortium, during their semester of graduation he or she must register and pay for one audit credit hour of independent study.

MLS students register for: LBSC 709 section 0101
MIM students register for: INFM 719 section 0101
HCI students register for: INFM 719 0101
Dropping Courses and Course Refunds

The Office of the Registrar’s Academic Calendar contains information about specific add/drop deadlines for the academic year. Students are responsible for adding/dropping classes by the posted deadlines. Students who do not drop a course by the posted deadlines will be financially responsible for all or a portion of the course. Students may add and drop courses before the first day of class without penalty and receive a full refund. Penalties begin on the first day of class and the refund amount is reduced as time passes.

Not attending class or notifying an advisor is not an official drop or an official withdrawal from a course. Students must officially drop through Testudo. Advisors and Professors are not permitted to drop students from classes.

All schedule adjustment policies can be found on the Office of the Registrar’s website.

Adding Courses after the Deadline

Under no circumstances will students be allowed to add courses after the published add deadline. The course can be dropped and students will incur a penalty. Please check the academic deadline calendar for deadlines: http://www.registrar.umd.edu/deadlines.html
Transfer Credits & Courses Outside the iSchool

Transfer Credits Earned Prior to Enrollment

- Students can transfer up to 6 credits earned at an accredited institution prior to enrollment at the iSchool.
- Students can transfer up to 12 credits earned as an Advanced Special Student at the University of Maryland.

To be eligible for transfer courses must:

- Have been awarded a grade of B or better.
- Be graduate-level.
- Have been taken at a regionally accredited U.S. institution.
- Have been earned from an ALA-accredited program, if library science courses.
- NOT have been applied to a previous degree.
- NOT duplicate the content of an iSchool course in which the student is currently enrolled or has completed.
- NOT be more than five years old at the time of the request (e.g., fall 2014 would be the last semester in which a course from fall 2009 would be considered eligible).

Transfer credit grades are not included in the student’s grade point average.

It is recommended that students request the acceptance of transfer credits during their first semester. Students should consult the “Declarations, Waivers, and Forms” webpage for transfer documentation and instructions.

Credits Earned as an Advanced Special Student

If you started your academic career as an advanced special student and have since been formally admitted to the iSchool, the credits do not automatically roll over to count toward your graduate degree. Students must complete the Inclusion of Credit form. A signed Inclusion of Credit form must be submitted to the Student Services Office for processing and submission to the Graduate School.

Transfer Credits from other UMD Departments

Students may take graduate level courses relevant to their degree from
other departments at the University of Maryland, College Park. Graduate credit is given for 400, 600, and 700-level courses. Graduate credit is **not** given for 500 level courses.

In order to take a course in another UMD Department, the student must:

- Consult advisor and receive written approval.
- Contact host department and obtain their approval to take the course. If approval is given, a student may register for the course.

**Transfer Credits from other University System of Maryland (USM) Institutions**

Students may take courses on any other campus of the University System of Maryland as part of the [Inter-Institutional Enrollment Program](#). Such credits are considered resident credits (not transfer credits). Students must complete the [Application for Inter-Institutional Enrollment](#), prior to registration.

**Transfer Credits from the Consortium of Universities of the Washington Metropolitan Area**

The University of Maryland is a member of the [Consortium of Universities of the Washington Metropolitan Area](#). Students enrolled in these institutions are able to attend certain classes at other member institutions and have the credits considered "residence" credits at their home institutions.

A student may not take a course through the Consortium if that course is part of the curriculum of the student's home institution (this is a policy of the Consortium), i.e. the course **cannot** be something that has been taught, will be taught, or a similar course listed in the [Graduate Catalog](#) even if it may not be offered for an extended period of time.

This opportunity applies to degree-seeking iSchool students only. [Advanced Special Students](#) are NOT eligible.

Students should consult the [Office of the Registrar's](#) website for complete information on taking courses through the Consortium.

**NOTE**: Other Consortium schools often have varying semester schedules that do not necessarily coincide with the UMD schedule.
Transfer Credits from Outside USM and the Consortium of Universities of the Washington Metropolitan Area

Students who seek to take a course outside the University System of Maryland and the Consortium of Universities of the Washington Metropolitan Area, must request approval prior to enrolling in the course. Approval procedures and forms can be found on the Declarations, Waivers, and Forms page.

If the petition to take the course is approved, the student must submit a Transfer/Inclusion of Credit Form after completing the course with an overall grade of ‘B” or better.

Transferring Programs within the iSchool

Students have five years to complete a master’s degree. Transferring programs will potentially increase the time to degree.

To transfer programs students must submit an internal application for program transfer

- Statement of Reason
- Updated resume
- Transcripts (Please see your academic advisor)
- Transfers to HCI must submit an e-portfolio
- Transfers to the MLS School Library specialization must submit:
  - GRE scores (if not submitted previously)
  - A Foundational Competencies Self-Assessment Form
  - A Criminal History Disclosure Form

The Program Committee that the student is attempting to transfer to reviews program the transfer application. If approved, the student’s completed credits will be evaluated for application to the new degree program.
Graduation

Applying for Graduation

All candidates for graduation must submit a [Graduation Application](#). The deadline for submission is the 10th class day of the final semester. Students are encouraged to apply during the first week of class. The deadline date is posted on the [Graduate School website](#) and is widely publicized by Student Services and the master’s programs. The form must be submitted through [Testudo](#), where students can also view their [application status](#).

In addition to filing the University graduation application, students must notify the iSchool Student Services Office by sending email notification to: [ischooladmissions@umd.edu](mailto:ischooladmissions@umd.edu).

A student who misses the application deadline must file a petition with the Graduate School. If the application is not approved a student must apply for graduation during the next semester, register and pay tuition for a one-credit audit.

Additional Application Requirements

**HILS Graduates**

1. Students in a dual degree program must file for two diplomas. The Student Services Office in the iSchool will complete the Approved Program Form for MLS requirements.
2. Students must check with the [Department of History](#) for their graduation procedures.

**MLS School Library Specialization Students**

1. Students seeking School Library certification must complete the [School Library State Certification Checklist](#) prior to graduation.
2. Students must also submit unopened transcripts of the additional two education courses, if they did not provide proof of this coursework upon application.

**International Students**

The Graduate School must have an official **final** copy of your transcript. The
final copy will have the school seal and the certification of courses. If this is not received you will not be considered a graduate of the University of Maryland.

**Approved Program Forms**

An [Approved Program Form](#) is a graduation clearance form sent to the **Office of the Registrar** for any student who applied for graduation. The Student Services Office completes the Approved Program Form on behalf of all students who apply for Graduation.

**Ceremonies**

The University of Maryland hosts a [University-wide commencement ceremony](#) in May. All students who are graduating are invited to participate in the University-wide ceremony during their graduating semester. A limited number of tickets are given for the University-wide ceremonies.

The iSchool hosts its own formal graduation ceremony annually in May. Staff, faculty, fellow students and friends and family have the opportunity to attend. Tickets are not required but we do ask that you RSVP for yourself and your guests.

There is not a formal iSchool ceremony in the fall semester, but the iSchool hosts a reception for graduates.

**Diplomas**

Diplomas are mailed to students approximately 2 months after graduation.

Graduates can review their diploma status by visiting Testudo: [http://www.Testudo.umd.edu/dipstat/index.html](http://www.Testudo.umd.edu/dipstat/index.html)

Diploma Services should be contacted for all diploma related questions:

Phone: (301) 314-8270

Email: diploma@umd.edu
Academic Integrity

The University of Maryland is an academic community. Its fundamental purpose is the pursuit of knowledge. Like all other communities, the University can function properly only if its members adhere to clearly established goals and values. Essential to the fundamental purpose of the University is the commitment to the principles of truth and academic honesty. Accordingly, the Code of Academic Integrity is designed to ensure that the principle of academic honesty is upheld. While all members of the University share this responsibility, the Code of Academic Integrity is designed so that special responsibility for upholding the principle of academic honesty lies with the students.

Academic dishonesty is a corrosive force in the academic life of any university. It jeopardizes the quality of education and depreciates the genuine achievements of others. Academic dishonesty committed by a student includes any of the following acts.

**CHEATING** - intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
1. The use of books, notes, calculators, conversations with others, etc., is prohibited unless specifically authorized by the instructor.
2. Students must not allow others to conduct research or prepare any work for them without advance authorization from the instructor. This includes the services of commercial term paper companies.
3. Substantial portions of the same academic work may not be submitted for credit or honors more than once without authorization.

**FABRICATION** - intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
- Invented information may not be used in any laboratory experiment or other academic exercise without notice to and authorization from the instructor.
- A student should acknowledge reliance upon the actual source from which cited information was obtained.
- Students are prohibited from attempting to alter and resubmit returned academic work without notice to the instructor.

**FACILITATING ACADEMIC DISHONESTY** - intentionally or knowingly
helping or attempting to help another to violate any provision of this Code.

PLAGIARISM - intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise.

- Direct Quotation: Every direct quotation must be identified by quotation marks or appropriate indention and must be promptly cited.
- Paraphrase: Prompt acknowledgment is required when material from another source is paraphrased or summarized, in whole or in part, in your own words.
- Borrowed Facts or Information: Information obtained in one’s reading or research that is not common knowledge among students in the course must be acknowledged. Materials that contribute only to one’s general understanding of the subject may be acknowledged in the bibliography and need not be immediately cited.

Academic dishonesty is a serious offense that may result in suspension or expulsion from the University. The normal sanction for academic dishonesty is a grade of "XF," denoting "failure due to academic dishonesty." The XF grade will normally be recorded on the transcripts of students found responsible for acts of academic dishonesty, in addition to any other action taken (e.g., suspension or expulsion). A 40-student Honor Council has the responsibility to investigate allegations of academic dishonesty and to convene Honor Boards to adjudicate charges. In specified circumstances, the Student Honor Council will accept petitions to remove the XF grade from a transcript and replace it with the grade of "F."

The Code of Academic Integrity is reprinted in full on the Student Honor Council’s site. For further information, contact the Student Services Office or the Student Honor Council. Ann Carlson Weeks (acweeks@umd.edu) is the College of Information Studies’ academic integrity liaison and should be contacted when an allegation of academic dishonesty is made within the College.
Procedures for Review of Alleged Arbitrary and Capricious Grading

APPROVED BY THE PRESIDENT, AUGUST 1, 1991

• DEFINITIONS

  o "Arbitrary and capricious grading"
    ▪ the assignment of a course grade to a student on some basis other than performance in the course, or
    ▪ the assignment of a course grade to a student by unreasonable application of standards different from standards that were applied to other students in that course, or
    ▪ the assignment of a course grade by a substantial and unreasonable departure from the instructor's initially articulated standards.

  o "Day" or "Days" refer to working days at the University of Maryland, excluding Saturdays, Sundays, and holidays.

  o "Administrator" refers to the administrative head of the academic unit offering the course.

• INFORMAL PROCEDURE

  o A student who believes he or she has received an improper final grade in a course should inform the instructor promptly. The instructor shall meet with the student at a mutually convenient time and place within ten days of receipt of the information. The purpose of the meeting is to attempt to reach a resolution.

  o If the instructor has left the University, is on approved leave, or cannot be reached by the student, the student should contact the Department Chairperson. The Department Chairperson, or a designee, shall meet with the student as described above to attempt to solve the problem.
• **FORMAL APPEAL** A formal appeal is available only upon a showing that the informal process has been exhausted.

  o General Requirements

    ▪ An appeal must be made in writing, addressed to the Graduate Dean and contain: (i) the course title and number; (ii) the instructor's name, (iii) a statement detailing why the grade is believed to be arbitrary and capricious as defined in this policy, and providing all relevant supporting evidence.

    ▪ An appeal must be received in the Dean's Office within twenty (20) days of the first day of instruction of the next semester (excluding summer).

  o Procedures

    ▪ Each academic unit shall have a standing committee of two tenured professors and two graduate level students to hear appeals of arbitrary and capricious grading. The appeal shall be heard within the academic unit offering the course. If the instructor of the course is a member of the committee, that instructor shall be replaced by an alternate designated by the Department Chairperson.

    ▪ Each written appeal is to be reviewed by the entire committee for a decision by the majority. The committee shall either dismiss the appeal, or move it forward.

    ▪ Grounds for dismissal are:

      • The student has submitted the same complaint to any other grievance procedure;

      • The allegations, if true, would not constitute arbitrary and capricious grading;

      • The appeal was not timely;

      • The informal process has not been exhausted.
• If the appeal is dismissed, the committee shall notify the student in writing within ten days of the decision, and include the reason or reasons for the dismissal.

• If the appeal is not dismissed, the committee shall submit a copy of the appeal to the instructor. The instructor must reply in writing to the committee within ten days.

• If, based on the instructor's reply, the committee feels there is a viable solution, that solution should be pursued with the student and the instructor.

• If no solution is reached, a fact-finding meeting with the student and the instructor shall be held promptly. It is to be non-adversarial and informal; with neither party represented by an advocate. Witnesses may be asked to make statements to the committee if the committee is informed prior to the meeting. The meeting shall not be open to the public.

• The committee shall meet privately at the close of the fact-finding meeting to decide whether a majority believe the evidence supports the allegation of arbitrary and capricious grading beyond a reasonable doubt.

  • The committee shall notify the student, the instructor, and the Dean in writing of the decision within five days of the meeting.

• **AUTHORITY OF THE COMMITTEE**
  
  o The committee has the authority to take any action it believes will bring about substantial justice, including but not limited to:

    • Directing the instructor to grade the student's work anew;
    
    • Directing the instructor to administer a new final exam or paper;
    
    • Directing the cancellation of the student's registration in the course;
• Directing the award of a grade of "pass" in the course.

  o The committee does not have the authority to:
    ▪ Assign a letter grade for the course;
    ▪ Reprimand or take disciplinary action against the instructor.

  o The decision of the committee is final, and binding on both parties. The decision may not be appealed to any other body within the University of Maryland or the University of Maryland System.

• IMPLEMENTATION The Graduate Dean shall be responsible for implementing the decision of the committee.
Student Representation on University and College Committees

College Assembly

College Assembly is composed of faculty, academic administrators, staff, and students of the College and serves as the policy-making body. Students enrolled in degree programs shall be represented by one student elected from each degree program who shall have voting privileges. In addition, one at-large student representative shall be elected by a vote of all students and shall have voting privileges in the Assembly. All elected members of the College Assembly serve for a one-year term and may be re-elected.

Program Committees

Each Program Committee deals with issues specific to their degree program (e.g. MIM, MLS, HCIM). Duties include: the approval of new course offerings and the regular review of courses and specializations, develop and review policies for the recruitment of students, and set admissions requirements and guidelines, review and approval or denial of student petitions, review students in academic difficulty and make recommendations for remedial actions or refer students to the Committee on Student Review, and make decisions regarding scholarships, awards, or honors that may be given only to students in their degree program. Program Committees include one student member currently enrolled in their respective degree program and elected by students enrolled in that MLS Program.

University Senate

The University Senate is one of the largest and most influential governing bodies at the University of Maryland. The Senate is composed of faculty, staff, students, and administrators that are peer-elected, volunteer, or appointed. As Senators and Senate Committee members, these constituents directly participate in the shared governance of our University. The primary function of the Senate is to advise the University President on virtually all campus policy matters and concerns, including but not limited to: education, budget, personnel, campus-community, long range plans, facilities, and faculty, staff and student affairs (subject to the limitations imposed by laws or mandates from the University of Maryland System Board of Regents or
the Chancellor).
GLOSSARY

Add: An official add of a course to your current schedule. This can only be done the first two weeks of class.

Audit: this is a grading method that produces a grade of AUD which does not count toward the grade point average. Students must pay tuition and fees associated with the course.

Course Prefixes

- LBSC Library Science
- LBSO Library Science Online
- INST Courses open to all programs

Drop: The official way to un-enroll from a course via Testudo. Advisors, professors cannot withdraw students from a course. Not attending classes does not mean you have dropped the course. Please check the deadlines on the academic calendar.

Enrollment Verification: This form is used to verify enrollment at the University, and verification of satisfactory academic progress. This form can be found in the registrar’s office.

Forfeiture Fees: Penalties assessed to your account for dropping a course.

Permission of department: Approval of a course from the professor

Resignation: Notification to the grade School and the department of official withdrawal from the University.

Readmission: After an absence of one year or more, students must reapply to the University. If readmitted students must follow any new curriculum requirements.

Transfer/Inclusion Form: Used for transfer credits and credits earned as an Advanced special Student.