

**iSchool Master of Information
Management
Student Handbook
2017-2018**



COLLEGE OF
INFORMATION
STUDIES

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Welcome to the Master of Information Management Handbook

This handbook contains policies, procedures, and program requirements for the Master of Information Management program at the College of Information Studies of the University of Maryland College Park.

Questions about information contained in this handbook should be directed to the Student Services Office at **301.405.2038** or email

ischooladmission@umd.edu.

iSchooladvisors@umd.edu)

General Information

Fulfill admission provisions (if granted provisional admission)

If you have been granted provisional admission, your official admission letter listed the actions that you must take to secure full admission.

The most common provision is to have a hard copy of your official transcripts sent directly from the institution to the university (or hand-delivered in a sealed envelope). The transcript must show the degree awarded. If you just recently graduated, wait until the transcript records degree awarded.

A common provision for international applicants is the English provision. Visit the Graduate School website for more information (<https://gradschool.umd.edu/admissions>).

You have until the end of the first term to have your provision lifted (or you won't be able to register for the courses offered in the following academic semester).

New Student Orientation

There are three (3) new student orientations held for the MIM program:

- Two (2) online orientation sessions held in summer, introducing the information about the program requirements, curriculum, its policies, student organizations, and student resources. ***Note: Students are required to attend only one session.***
- In-person orientation held approximately two weeks before the beginning of the fall semester on the College Park campus. ***Orientation attendance is required.***

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.

It is the responsibility of the cardholder to keep their ID card safe and secure and to [deactivate a lost or stolen ID card](#). You should immediately deactivate your ID card to prevent use by unauthorized individuals. The University assumes no responsibility for misuse of your card, or for charges to your accounts due to your ID card being lost or stolen.

Once deactivated, you must obtain a new ID card at the Office of the Registrar, First Floor, Mitchell Building, Monday - Friday, 8am - 5pm. The charge for a new ID card is \$20. **A deactivated ID card cannot be reactivated.**

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 (@umd.edu) 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](#).

The University of Maryland requires that all new students provide documentation of inoculation for measles, mumps and rubella. Additionally, every student residing in an on-campus residence hall must be vaccinated against meningococcal disease. Students may request a waiver of this requirement. For more information please contact the University Health Center Information Desk at 301-314-8180 or visit www.umd.edu/health.

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 need to contact [Residency Reclassification Services](#) at (301) 314- 9596 or email resclass@umd.edu.

Tuition & 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, and Online 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.

Change of Address

Change of address can be completed through [Testudo](#). Most documents requested through Testudo are delivered to you via email; however, there are the documents (e.g. the diploma) that are delivered to you via mail; therefore, it is essential to keep your 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) as well as all buildings on the Shady Grove campus are 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 3109 Susquehanna Hall, University of Maryland, College Park, MD 20742.

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.

The MIM program has been designated by the Department of Homeland Security to be eligible for the 17-month extension of Optional Practical Training for F-1 students (STEM Program). The full list of DHS STEM-designated degree programs can be found [here](#) and information about the 17-month STEM extension of OPT can be found on International Student & Scholar Services' website [here](#).

[New International Student Central](#)

Campus Policies

For campus policies and practices, please consult the [Graduate Catalog](#).

UMD Honor Pledge

The University of Maryland Graduate School expects all graduate students to uphold the highest standards of academic integrity and adhere to the [UMD Honor Pledge](#).

Advising

Academic Advisors are available at the College Park, advisors are located in the Student Services office, room 4120 Hornbake Library, South Wing.

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.

College of Information Studies Graduate Student Services	
Graduate Student Services Coordinator	Jeff Waters Room 4120C jwaters4@umd.edu
Graduate Student Advisor	Jasbir Thiara Room 4120A jthiara@umd.edu

General Degree Requirements

Deadline for Program Completion

Full-time students complete the program in 24 months. Part-time students typically complete the program in three to four years. You may take courses in daytime and evening and may switch between part-time and full-time enrollment. However, all coursework must be finished within five calendar years of the first registration.

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 for.

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 and pay the required Graduate School application fee and re-apply to both, the University of Maryland Graduate School and the College of Information Studies. The new application will be evaluated on the basis of admission standards existing at the time of reapplication.

Request for Waiver of Continuous Registration

Certificate, masters, and pre-candidacy doctoral students who will be away from the University may request a [waiver of continuous registration](#) for up to one academic year (2 academic semesters). 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.

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 requested. 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 (5) calendar years from the 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 request additional time to complete up to 6 credit hours per semester - 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.

The difference between a Waiver of Continuous Registration & 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.

The difference between a Leave of Absence & 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.

Master of Information Management Degree Requirements

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

- Complete the 36 credit program, including:
 - 4 core courses (12 credits)
 - 2 capstone project (6 credits)
 - 6 elective courses (18 credits)

CORE COURSES

MIM core courses provide a foundation of skills and knowledge related to information, technology, user analysis, and management. They are also opportunities for you to determine which aspects of information management you find most interesting and useful. To ensure that you make the most of your MIM coursework, you must take these core courses during your first 18 credits in the program. 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.

- **INFM 600 Information Environments** - An exploration of various models and methodologies used to capture and deploy internal and external information and knowledge in a number of settings; organizational analysis in terms of information creation, flow, sharing, conservation, and application to problem solving; internal and external influences on the management of information and knowledge; various information flows; information management in a variety of settings. ALL STUDENTS HAVE TO TAKE THIS COURSE IN THEIR FIRST ACADEMIC SEMESTER IN THE PROGRAM.
- **INFM 603 Information Technology and Organizational Context** - Application of communication and information technologies to support work processes, including technology-enhanced communication networks, computer-supported collaborative work, decision-support systems, interactive systems, and systems analysis. Acquisition of information systems and their integration into the organization.
- **INFM 605 Users and Use Context** - Use of information by individuals. Nature of information. Information behavior and mental models. Characteristics of problems, task analysis, problem solving, and decision making. Methods for determining information behavior and user needs. Information access. Information technology as a tool in information use.
- **INFM 612 Management of Information Programs and Services** - Key aspects of management - focusing on planning, organizing, leading and controlling. The evolution of management, innovative management for the changing world, management styles and leadership, managerial planning, goal setting and decision making. Ethical issues, designing adaptive organizations responding to change, global environment, diversity, and utilizing the appropriate technology to provide effective management of information programs and

services.

Eligible students may be exempted from the requirement to take INFM 603, INFM 605, and INFM 612 core courses. Please refer to the [waivers section](#) to find more details on the course waiver criteria and process. Please note, all required documentation should be submitted along with your waiver submission form. 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.

MIM students must receive a B or better in MIM Core, MIM required courses, and courses required for the 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.

Capstone Project

MIM students are required to complete the MIM Capstone Experience. It consists of 2-full semester courses (INFM 736 and INFM 737), totaling 6 credits, and allowing students to work on an information management related project.

The 2 Capstone courses involve the following components:

- INFM 736 Information Management Experience (3 credits)
 - Must be taken prior to INFM 737
 - Offered only in the fall semesters
 - Curriculum covers:
 - Project Requirements Gathering
 - Project Planning
- INFM 737 Information Management Capstone Experience (3 credits)
 - Offered only in the spring semesters
 - Curriculum covers:
 - Project Execution
 - Project Conclusion

During INFM 736 the students will be presented with a list of the capstone projects offered during that academic year. The students will indicate which projects they are most interested in, indicating how their skills and interests will benefit the project, and also how the project will help them reach their professional goals. Project assignments are made by the instructor based on the information provided by the students.

Students have an opportunity to provide their own project. The student submitted project must be approved by the instructor prior to the fall semester.

When all projects are assigned, the clients start working with the students to develop a project proposal, including a full project definition and scope. Once the project plan has been created and approved by the clients, the students work independently for 10-hours each week.

Throughout the projects, students are expected to schedule a 1 hour weekly virtual or in- person meeting with their clients. These meetings allow both the student and the clients to evaluate the progress and direction of the projects.

Each successful capstone project consists of a project deliverable, for example a market research paper, working website, product evaluation report, and a written report describing the project. Both must be approved by the students' clients and course instructor.

At the end of the semester, the students' projects are showcased at the Experiential Learning Expo, where the students present a poster representing the projects. Current and potential clients are encouraged to attend the Expo, allowing an opportunity for the clients to meet the students and faculty at the iSchool, and view other student projects. The University community is also invited and are encouraged to attend.

Capstone Waiver

If you are working full-time (40 hours/week) and have 6 or more years of relevant professional Information Management work experience, we would like to offer you an alternative to taking the Capstone Class. In addition to current work status and experience, you must also be in good standing in the MIM program and you must have a 3.0 or higher GPA to qualify.

If you are approved to waive the courses, you will be expected to pass a comprehensive Information Management examination.

If you meet the above criteria and are interested, you may request to waive INFM 736 and INFM 737. Details can be found here: <http://mim.umd.edu/content/course-waivers>

MIM Specializations

MIM Students are required to complete six (6) elective courses. To guide you through available elective courses, there are MIM Specializations. They provide you with the opportunity to develop greater depth of knowledge and skills in a particular aspect of information management.

The Master of Information Management (MIM) program offers two specialization tracks: Information Analysis and Technology Design. These specializations allow you to focus your studies in a particular information management area of your professional interest. The information Analysis track offers Data Analytics or Strategic Management specializations, and the Technology Design track offers specializations in User Experience or Technology Development. In addition, the MIM program also has a joint specialization with the iSchool's Master of Library and Information Science program (MLIS) in Archives and Digital Curation. There is also an option for the thesis track, titled Information Management Research. If students are interested in developing a general course of study, there is also an option for the Individualized Program Plan.

Data Analytics Specialization

The Data Analytics specialization allows students to gain skills needed to manipulate and mobilize data in order to support decision-making process and organizational goals in a variety of sectors. Students completing this specialization will be able to use quantitative analysis, methods, and tools for examining, cleaning, transforming, and modeling data to create valuable information. This

specialization prepares you for a variety of positions, such as: data scientist, data analyst, or information analyst. As MIM student pursuing this specialization, you will complete the following coursework:

- **Four Core courses* (12 credits)**
 - 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
- **One Advanced Technology course (3 credits)**
 - INFM 700 Information Architecture
 - INFM 747 Web Enabled Databases
 - INFM 743 Development of Internet Applications
 - INST 733 Database Design
 - INST 734 Information Retrieval Systems
 - INST 735 Computational Linguistics I
 - INST 736 Computational Linguistics II
 - INST 737 Introduction to Data Science
 - INST 750 Advanced Data Science
 - INST 767 Big Data Infrastructure
 - Other courses from Computer Science (CMSC) with permission
- **Two Project courses (6 credits)**
 - INFM 736 Information Management Experience
 - INFM 737 Information Management Capstone Experience
- **Three Specialization Required Courses (9 credits)**
 - INST 733 Database Design
 - INST 627 Data Analytics for Information Professionals
 - INST 737 Introduction to Data Science
- **Two Specialization Electives (6 credits)**
 - INFM 714 Principles of Competitive Intelligence
 - INFM 732 Information Audits and Environmental Scans
 - INFM 747 Web-Enabled Databases
 - INST 714 Information for Decision Making
 - INST 750 Advanced Data Science
 - INST 767 Big Data Infrastructure

Further Electives are under development.

Strategic Management Specialization

The Strategic Management specialization focuses on managerial, administrative, and organizational aspects of information analysis. Students gain a strong understanding of the role information and technology play in the management and operation of organizations as well as the knowledge and skills required to support organizations in developing and managing strategic information strategies. This track prepares students for such positions as: project manager, IS consultant, business analyst, and chief information officer (CIO). Students interested in this area should take

the following courses:

- **Four Core courses* (12 credits)**
 - 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
- **One Advanced Technology course (3 credits)**
 - INFM 700 Information Architecture
 - INFM 747 Web Enabled Databases
 - INFM 743 Development of Internet Applications
 - INST 733 Database Design
 - INST 734 Information Retrieval Systems
 - INST 735 Computational Linguistics I
 - INST 736 Computational Linguistics II
 - INST 737 Introduction to Data Science
 - INST 750 Advanced Data Science
 - INST 767 Big Data Infrastructure
 - Other courses from Computer Science (CMSC) with permission
- **Two Project courses (6 credits)**
 - INFM 736 Information Management Experience
 - INFM 737 Information Management Capstone Experience
- **One course in Foundations of Information Management (3 credits)**
 - INFM 620 Introduction to Strategic Information Management
- **One course in Information Privacy and Policy (3 credits)**
 - INST 611 Privacy and Security in a Networked World
 - INST 612 Information Policy
- **One course in Information Management Technologies (3 credits)**
 - INFM 700 Information Architecture
- **Two Electives (6 credits)** (Note: Any management or advanced technology course not taken to fulfill the previously requirements may be taken as an elective)
 - INFM 714 Principles of Competitive Intelligence
 - INFM 732 Information Audits and Environmental Scans
 - INFM 757 Organizational and Business Process Modeling
 - INST 610 Information Ethics
 - INST 630 Programming for the Information Professional
 - INST 631 Fundamentals of HCI
 - INST 646 Principles of Records and Information Management
 - INST 647 Management of Electronic Records and Information
 - INST 701 Introduction to Research Methods
 - INST 702 Advanced Usability Testing
 - INST 715 Knowledge Management
 - INST 716 Information, Technology, and Society
 - Other LBSC, INFM and INST courses and other courses from Public Affairs (PUAF) or the Business School (BMGT) with permission

Further Electives are under development.

User Experience Specialization

The User Experiences specialization focuses on the design, creation, and evaluation of interactive information systems and implementation of user interfaces. It prepares students for such positions such: UI/UX designer, usability analyst, and website developer. Students interested in this area should take the following courses:

- **Four Core courses* (12 credits)**
 - 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
- **One Advanced Technology course (3 credits)**
 - INFM 700 Information Architecture
 - INFM 747 Web Enabled Databases
 - INFM 743 Development of Internet Applications
 - INST 733 Database Design
 - INST 734 Information Retrieval Systems
 - INST 735 Computational Linguistics I
 - INST 736 Computational Linguistics II
 - INST 737 Introduction to Data Science
 - INST 750 Advanced Data Science
 - INST 767 Big Data Infrastructure
 - Other courses from Computer Science (CMSC) with permission
- **Two Project courses (6 credits)**
 - INFM 736 Information Management Experience
 - INFM 737 Information Management Capstone Experience
- **Three required courses (9 credits)**
 - INST 631 Fundamentals of Human Computer Interaction
 - INST 632 Human-Computer Interaction Design Methods
 - INST 702 Advanced Usability Testing
- **One course on Implementation of User Interface/User Experience (3 credits)**
 - INFM 743 Development of Internet-Enabled Applications
 - INFM 747 Web-Enabled Databases
- **One Elective (3 credits)**
 - Any LBSC, INST, INFS course

Further Electives are under development.

Technology Development Specialization

The Technology Development specialization focuses on the development, implementation, and maintenance of systems that support information management. The coursework is designed to provide an understanding of the technical, design, and managerial issues which arise during the creation and implementation of information systems. This track prepares you for positions such as: systems analyst, senior developer, and chief technology officer (CTO). Students interested in this area should take the following courses:

- **Four Core courses* (12 credits)**
 - 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
- **Two Advanced Technology course (6 credits)**
 - INFM 700 Information Architecture
 - INFM 747 Web Enabled Databases
 - INFM 743 Development of Internet Applications
 - INST 733 Database Design
 - INST 734 Information Retrieval Systems
 - INST 735 Computational Linguistics I
 - INST 736 Computational Linguistics II
 - INST 737 Introduction to Data Science
 - INST 750 Advanced Data Science
 - INST 767 Big Data Infrastructure
 - Other courses from Computer Science (CMSC) with permission
- **Two Project courses (6 credits)**
 - INFM 736 Information Management Experience
 - INFM 737 Information Management Capstone Experience
- **One specialization required courses (6 credits)**
 - INFM 700 Information Architecture
- **One course in Technology Design and Application (3 credits)**
 - INFM 757 Organizational and Business Process Modeling
 - INST 603 Systems Analysis and Design
 - INST 733 Database Design
- **Two elective courses (6 credits)** (Note: Any advanced technology or technology design course not taken to fulfill the previously described requirements may be taken as an elective)
 - INFM 743 Development of Internet Applications
 - INFM 747 Web-enabled Database
 - INST 611 Privacy and Security in a Networked World
 - INST 631 Fundamentals of HCI
 - INST 716 Information, Technology, and Society
 - INST 702 Advanced Usability Testing
 - INST 734 Information Retrieval Systems
 - INST 735 Computational Linguistic I
 - INST 736 Computational Linguistic II
 - INST 737 Introduction to Data Science
 - INST 741 Social Computing Technologies and Applications
 - INST 750 Advanced Data Science
 - INST 767 Big Data Infrastructure
 - Other LBSC, INFM and INST courses
 - Technology courses from other university departments

Further Electives are under development.

Information Management Research Specialization

The Information Management Research specialization focuses on conducting research advancing the state-of-the-art and state-of-the-practice in information technology and management, where the student will conduct specific research and present the result as a thesis. It prepares students for advanced study in information science doctoral programs and careers in cutting-edge corporate or entrepreneurial environments. Students interested in this area should take the following courses:

- **Four Core courses* (12 credits)**
 - 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
- **One Advanced Technology course (3 credits)**
 - INFM 700 Information Architecture
 - INFM 747 Web Enabled Databases
 - INFM 743 Development of Internet Applications
 - INST 733 Database Design
 - INST 734 Information Retrieval Systems
 - INST 735 Computational Linguistics I
 - INST 736 Computational Linguistics II
 - INST 737 Introduction to Data Science
 - INST 750 Advanced Data Science
 - INST 767 Big Data Infrastructure
 - Other courses from Computer Science (CMSC) with permission
- **Three specialization required courses (9 credits)**
 - INST 701 Introduction to Research Methods (3 credits)
 - INST 799 Thesis Research (6 credits)
- **Two courses on a Topic Related to Thesis Domain/Perspective (6 credits)**
- **Two Statistics and Research Methods Courses (6 credits)**
 - INST 714 Information for Decision Making
 - INST 737 Introduction to Data Science
 - EDMS 451 Introduction to Educational Statistics
 - SURV 420 Introduction to Statistics
 - EDMS 645 Quantitative Research Methods I
 - GVPT 622 Quantitative Methods For Political Science
 - PSYC 601 Quantitative Methods I
 - PUAF 610 Quantitative Aspects of Public Policy
 - PUAF 611 Quantitative Analysis of Policy Issues
 - SOCY 601 Statistics For Sociological Research I
 - SURV 615 Statistical Methods I
- **One Quantitative or Qualitative Research Methods Course (3 credits)**
 - ANTH 630 Quantification and Statistics in Applied Anthropology
 - COMM 600 Empirical Research in Communication
 - CMSC 723/LING 723/INST 735 Computational Linguistics I
 - CMSC 724/LING 724/INST 736 Computational Linguistics II
 - EDMS 626 Measurement Techniques for Research

- EDMS 645 Quantitative Research Methods I
- EDMS 646 Quantitative Research Methods II
- EDMS 651 Applied Multiple Regression Analysis
- GVPT 622 Quantitative Methods For Political Science
- PSYC 601 Quantitative Methods I
- PSYC 602 Quantitative Methods II
- PSYC 701 Multivariate Analysis I
- PSYC 702 Multivariate Analysis II
- PUAF 610 Quantitative Aspects of Public Policy
- PUAF 611 Quantitative Analysis of Policy Issues
- SOCY 601 Statistics For Sociological Research I
- SOCY 602 Statistics For Sociological Research II
- SOCY 604 Survey Research Methods
- SURV 615 Statistical Methods I
- SURV 616 Statistical Methods II

Individualized Program Plan Specialization

The Individualized Program Plan specialization allows students to design a custom specialization that best meets their interests and needs. The students will choose an area of focus and choose their courses to create their own area of specialization. This specialization combines a foundation of general knowledge in Information Management and Technology with customizable options for particular circumstances. Students interested in this area should take the following courses:

- **Four Core courses* (12 credits)**
 - 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
- **One Advanced Technology course (3 credits)**
 - INFM 700 Information Architecture
 - INFM 747 Web Enabled Databases
 - INFM 743 Development of Internet Applications
 - INST 733 Database Design
 - INST 734 Information Retrieval Systems
 - INST 735 Computational Linguistics I
 - INST 736 Computational Linguistics II
 - INST 737 Introduction to Data Science
 - INST 750 Advanced Data Science
 - INST 767 Big Data Infrastructure
 - Other courses from Computer Science (CMSC) with permission
- **Two Project courses (6 credits)**
 - INFM 736 Information Management Experience
 - INFM 737 Information Management Capstone Experience
- **Five elective courses (15 credits)** (Note: Any advanced technology not taken to fulfill the previously described requirements may be taken as an elective)

- Any LBSC, INST, INFS course

Further Electives are under development.

Archives and Digital Curation Specialization

The Archives and Digital Curation specialization focuses on the role of archivists, data curation managers and specialists, and other information professionals in contemporary society; linkages between analog and digital assets and how to manage diverse holdings and collection; the records life cycle from pre-creation activities through creation, use, preservation, and access; the intersection of legal, ethical, policy, and political sensitivities in managing analog and/or digital assets.

- **Four Core courses* (12 credits)**
 - 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
- **Two Project courses (6 credits)**
 - INFM 736 Information Management Experience
 - INFM 737 Information Management Capstone Experience
- **Specialization required course (3 credits)**
 - INST604 - Introduction to Archives & Digital Curation
- **One Policy Course (3 credits)**
 - INST 611 - Privacy and Security in a Networked World
 - INST 612 - Information Policy
 - INST 641 - Policy Issues in Digital Curation
- **One Technical Course (3 credits)**
 - INST 630 - Programming for Information Professionals
 - INST 733 - Database Design
 - INST 742 - Implementing the Curation and Management of Digital Assets
- **Three elective courses (9 credits)**
 - INFM 700 - Information Architecture
 - INFM 747 - Web-Enabled Databases
 - INST 611 - Privacy and Security in a Networked World
 - INST 612 - Information Policy
 - INST 627 - Data Analysis for Information Professionals
 - INST 630 - Programming for Information Professionals
 - INST 641 - Policy Issues in Digital Curation
 - INST 643 - Curation in Cultural Institutions
 - INST 644 - Introduction to Digital Humanities
 - INST 715 - Knowledge Management
 - INST 733 - Database Design
 - INST 734 - Information Retrieval Systems
 - INST 737 – Introduction to Data Science
 - INST 742 - Implementing the Curation and Management of Digital Assets
 - INST 745 - Introduction to Digital Arts Curation

- INST 767 - Big Data Infrastructure
- INST 782 - Arrangement, Description, and Access for Archives
- LBSC 680 - Principles of Records and Information Management
- LBSC 682 - Management of Electronic Records & Information
- LBSC 731 - Special Collections
- LBSC 784 - Digital Preservation
- LBSC 785 - Documentation, Collection, and Appraisal of Records
- LBSC 786 - Library and Archives Preservation
- LBSC 788 - Seminar in Archives, Records, and Information Management

** Students must complete the specified number of credits, chosen from the specified list of courses, to claim a specialization.

Information Management Research Guidelines (Thesis)

If you decide to pursue the MIM thesis option, below are the steps you need to follow:

1. Student speaks with his/her academic advisor to discuss how pursuing the thesis option will impact his/her plan of study.
 - a. For students pursuing certain specializations, completing a thesis will require additional coursework beyond the 36 credits required for the degree.
 - b. MIM students completing the thesis option are not required to complete the capstone course sequence.
2. Students should identify their Thesis Committee Chair (the Chair/faculty advisor) as soon as possible. The Chair should be someone who meets the criteria specified in the [Graduate School Policies](#), is willing to work with the student, and who ideally has expertise in the area the student wishes to study. The Thesis Committee Chair will be the student's faculty advisor. This Chair will not be assigned and the program cannot require a faculty member to advise a thesis. Thus, it is each student's responsibility to seek out a Chair who agrees to supervise the thesis project.
3. The student works closely with his/her academic advisor and the Chair to design an appropriate research plan and course schedule. It is strongly recommended that students take the research methods course in their first semester.

For MIM students, the required research methods course (i.e., INST701 or alternate research methods course approved by the Chair) must be completed prior to enrolling in the master's thesis research course(s).

4. The Chair and the student assemble The Thesis Committee (the 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](#).
5. As soon as the Committee has been determined, but at least six weeks prior to examination and in accordance with the university's [academic deadlines](#), the student submits the [Nomination of Thesis Committee Form](#) to the Graduate School.
6. Under the direction of the Chair, the student develops a thesis proposal that describes the

- work to be accomplished as part of the thesis.
7. The student submits his/her thesis proposal to The Thesis Committee. The Committee must approve the proposal before the student can register for the master's thesis research course(s).
 8. 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.
 9. The student completes 6 credits of the master's thesis research course.
 - a. For MIM students, these credits may be one semester or spread over multiple semesters. MIM students must have a grade point average (GPA) in the MIM program of 3.5 at the point of registration for their master's thesis research course and may not have more than 3 credits of Independent Study (i.e. INFM719).
 10. Student completes research and drafts thesis with guidance and input from the Chair as needed. Thesis should be formatted according to the [The University of Maryland Electronic Thesis and Dissertation \(ETD\) Style Guide](#).
 11. Student submits draft thesis document to the Chair by the deadline established by the student and the Chair. The Chair reviews the thesis draft and any necessary revisions are made by the student to the satisfaction of the Chair.
 12. The Chair ensures the student is [eligible](#) to schedule an oral defense.
 13. The Chair selects a time and place for the oral defense of the thesis and notifies the other members of the Committee and the student at least two weeks in advance. Additional [procedures for the oral examination](#) can be viewed in the Graduate Catalog.
 14. The members of the Committee must receive the thesis at least seven working days before the scheduled oral examination. Should the Committee deem it reasonable and appropriate, it may require submission of the thesis more than seven working days in advance of the examination.
 15. The thesis defense is announced, including student and Committee member names, time, location, title and abstract, to the University via the College's electronic lists at least five working days in advance of the scheduled date.
 16. The Chair secures the Report of the Thesis Examining Committee form from the iSchool Student Services Office. The Chair must request this form at least 2 weeks prior to the scheduled oral examination.
 17. The student presents the research questions, methods, and findings to attendees during the oral examination. He/she also typically fields questions from attendees and Committee members.
 18. 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. [Procedures for the Oral Examination](#), including outcome options, can be viewed in The Graduate Catalog.

19. The Chair uses the Report of the Thesis Examining Committee document to record the outcome of the defense after its completion.
20. Student submits the Report of the Thesis Examining Committee and the [Thesis Electronic Publication Form](#) to the Graduate School by their stated [deadlines](#). More information about [Submission and Publication of the Thesis](#) can be found in The Graduate Catalog and information about [Thesis & Dissertation Filing](#) can be found on the Graduate School's website.

Internship

Students enrolled in the Master of Information Management (MIM) program are strongly encouraged to complete an internship program. Internships allow you to apply your classroom knowledge in the workplace as well as help you enhance your academic, career, and personal development. Other internship benefits for you include:

- a. Learn about field from the inside
- b. Decide if this is right career
- c. Learn new skills and add to knowledge base
- d. Practice communication and teamwork skills
- e. Meet new people and practice networking skills
- f. Establish a network of professional contacts, mentors, and references
- g. Gain valuable experience and accomplishments for resume
- h. Potential full time job opportunity

MIM Internship Courses

There are two courses offered by the iSchool MIM program that you can take in conjunction with your internship program.

- i. INFM 735 MIM Internship course (3 credits)
 - i. Is designed to provide students with the knowledge, skills, and experiences that will help shape their goals as they begin successful high-impact career in the information management field.
 - ii. Helps students to successfully define their career short-term and long-term goals, develop their professional plan as well as build a strategy enabling them to make the most of their internships.
 - iii. Is offered online during summer semesters.
 - iv. Can be counted towards student elective courses in the program.

Note: Students are required to complete the MIM core classes (INFM 600, INFM 603, INFM 605, and INFM 612) prior to enrolling in INFM 735.

Additional Information for International Students

According to the U.S. Citizenship & Immigration Services (USCIS) regulations, prior to starting their internship, international students **must obtain work authorization** known as Curricular Practical Training (CPT), which is available from the UMD International Student and Scholar Services office (ISSS) located at 3109 Susquehanna Hall, University of Maryland, College Park, MD 20742. More information on how CPT works and application process could be found on ISSS website.

MIM students often complete their internships in organizations located in and around the Washington, DC metro area, such as:

Bank of America	Paradyme Management
Links Media, LLC	Goldman Sachs
Atlac Copco	Ernst and Young
National Foreign Language Center	Time Warner Cable
Wal-Mart E-commerce Labs	Freescale Semiconductor
Columbia University	American International Group, Inc.
DSFederal	REI Systems
BAIDU Cloud, Inc.	Titan Telecom
Institute for Systems Research	Maryland Population Research Center
DreamBig Studios LLC	Avaya

Internship search

The MIM program has yet to have a single case where a student has not been able to find an internship. We have many resources available to students, including:

- [MIM Internship Database](#)
- [MIM Central](#)
- [MLS Field Study Database](#) listing many organizations interested in working with MIM students with more technical skills
- [University of Maryland's Career Center](#)
- [Campus Career and Internship Fairs](#)

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:

j. LBSC: Library Science

k. INFM: Information Management

l. 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

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.

MIM students register for: INFM 719 section 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](#).

Course Prerequisites

All students should consult the Graduate Course Schedule 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.

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 **9** credits earned as a [Non-Degree Seeking Student](#) (formerly known as “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.
- **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 a Non-Degree Seeking Student

If you started your academic career as a Non-Degree Seeking Student (formerly known as 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, who will approve or deny the request.

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. Non-degree seeking 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.

Changing Programs within the iSchool

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

If you decide to transfer from one to another academic program within the iSchool, you must:

1. In consultation with an iSchool Advisor, review the requirements of the Receiving

program

2. Notify the coordinator of the Host program via email a. The Host coordinator should notify the Receiving coordinator and Advisor if there are any reservations about the program switch
3. Submit an online iSchool Program Transfer form (*refer to the last page of this document for more details about the form*). Please complete all required form fields and attach:
 - a. Your unofficial transcript for further transfer evaluation (could be accessed through Testudo)
 - b. 100 words statement explaining why you want to transfer to a different iSchool academic program and how this new program fits your educational and professional goals
4. The program committee will review the transcript and statement, or they may elect the coordinator and director of the Receiving program to make the decision in lieu of a committee decision.
5. Once a decision has been reached, the coordinator of the Receiving program will notify the student of the decision via email. If the transfer has been approved, the student will be invited for a follow-up appointment with the Receiving program coordinator. Please allow 2 to 4 weeks for your documents to be reviewed and for a decision to be made.
6. The Receiving coordinator will meet with the transfer student to discuss final steps with course plan a. International Students must also coordinate with ISSS to verify that the transfer doesn't impact their visa
7. If all parties are in favor of the transfer, the Receiving program coordinator will notify Host coordinator and Student Services
8. Student Services will request the change from the Graduate School
9. Student Services will notify the student, the host program, and the receiving program of the decision by the Graduate School

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 in their final semester. 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 out the University graduation application, students must submit additional documentation to Student Services, including, but not limited to, Certification of Master's Degree Without Thesis form and Approved Program form. All submissions are done electronically through the [Intent to Graduate webform](#).

Failure to complete both of the above steps will result in a student not being cleared to graduate. Students may then file a petition with the Graduate School. If the petition is not approved, the student must apply for graduation during the next semester, register for a one-credit audit course in the following semester, and pay all appropriate tuition and fees for that course.

Additional Application Requirements

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.

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>

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 indentation 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](#).

Procedures for Review of Alleged Arbitrary and Capricious Grading

- **DEFINITIONS**

- "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.
- "Day" or "Days" refer to working days at the University of Maryland, excluding Saturdays, Sundays, and holidays.
- "Administrator" refers to the administrative head of the academic unit offering the course.

- **INFORMAL PROCEDURE**

- 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.
- 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.

- 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).
- 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**
 - 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.
 - The committee does not have the authority to:
 - Assign a letter grade for the course;
 - Reprimand or take disciplinary action against the instructor.
 - 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, MLIS, and 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 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 a Non-Degree Seeking Student / Advanced Special Student.

UMD Graduate School Resources

UMCP Grad School Deadlines

[All Deadlines](#)
[Academic Deadlines](#)
[Admissions Deadlines](#)
[Registration Deadlines](#)
[Fellowship Deadlines](#)
[Academic Calendar](#)

Forms

[All Forms](#)
[Fellowship and Financial Forms](#)
[Petitions, Requests, and Waivers](#)
[Thesis and Dissertation Forms](#)
[Graduation Forms](#)
[General Forms](#)
[Faculty and Staff Forms](#)

Funding

[Fellowship and Awards](#)
[Financial Aid](#)
[Assistantships](#)
[Tuition and Fees](#)

New Students

[New Student Checklist](#)
[Advanced Special Student Checklist](#)
[Graduate Catalog](#)
[Graduate Student Handbook](#)
[Campus Policies](#)
[Student Conduct and Integrity](#)
[Ethical and Responsible Conduct](#)
[Immunizations](#)
[Bursar](#)
[Registrar](#)
[Libraries](#)
[Housing](#)
[Transportation](#)
[Maps](#)
[Safety and Security](#)

International Students

[International Student Services](#)
[Language Partner Program](#)
[English Editing Services](#)
[Maryland English Institute](#)
[Glacier Tax Prep](#)

[English Provision](#)
[International Payments](#)

Register and Enroll

[Before You Register](#)
[Registration Guide](#)
[Check Your Registration Status](#)
[Registration Deadlines](#)
[Register for Classes](#)
[Tuition and Fees](#)
[Tuition and Fees due Dates](#)
[Schedule of Classes](#)

Academic Progress

[Admission to Candidacy](#)
[Candidacy Expenses](#)
[Thesis and Dissertation Filing](#)
[Thesis and Dissertation Style Guide](#)
[Doctoral Student Surveys](#)
[Apply for Graduation](#)
[Check Graduation Application Status](#)

Student Employment

[Graduate Assistantships](#)
[Assistantship Opportunities](#)
[University Human Resources](#)
[Transportation Services](#)
[Dining Services](#)
[Athletics](#)

Student Support Services

[Ombuds Office](#)
[Title IX / Sexual Harassment](#)
[International Student Services](#)
[Disability Support Service](#)
[Veteran Student Life](#)
[LGBT Equity Center](#)
[Diversity and Inclusion](#)
[Chapel and Campus Ministries](#)
[Interfaith Programs](#)
[Dissertation Support Group](#)
[Learning Assistance Services](#)
[Legal Aid](#)
[Tax Preparation Assistance Program](#)
[University Police Department](#)

Health and Wellness

[University Health Center](#)
[Counseling Services](#)
[Campus Recreation Services](#)
[Terrapins Athletics](#)

[UMD Golf Course](#)

Getting Involved

[All Student Organizations](#)

[Graduate Student Life](#)

[Graduate Student Government](#)

[Graduate Assistant Advisory Council](#)

[Transportation Services](#)

[Campus Maps and Buildings](#)

[Clarice Smith Performing Arts Center](#)

[Campus Recreation Services](#)

[Terrapins Athletics](#)

[City of College Park](#)

