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Welcome
This handbook contains policies, procedures, and program requirements for the University of Maryland’s online Post-Baccalaureate Certificate of Professional Studies in Information Risk, Privacy, and Security (CIRPS) program.

Questions about information contained in this handbook should be directed to cirps@umd.edu.

General University Information
 Conditional Graduate Student Status
Students should read their admission letter carefully. Students who have been granted conditional admission must complete the specific actions listed in their official offer letter to secure full admission. Some common conditions to admission are missing final official transcripts from students’ previous institution or missing English proficiency requirements. Visit the Graduate School website for more information on admissions policies.

Students have until the end of their first semester to have any provisions lifted. Without meeting the conditional requisites, they will not be able to register for spring semester courses.

International students should confirm with International Student and Scholars Services of any additional deadlines for submitting forms for conditional status.

University Identification Card
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, students must be registered for classes for the current or upcoming semester.

It is the cardholders’ responsibility to keep their ID card safe and secure and to deactivate a lost or stolen ID card. Students should immediately deactivate their ID cards if lost or stolen to prevent use by unauthorized individuals. The University assumes no responsibility for misused cards, including charges to student accounts due to your ID card being lost or stolen. Once deactivated, students must obtain a new ID card. A deactivated ID card cannot be reactivated.

Directory ID/Email Accounts
As soon as students accept their admission into the iSchool, they should activate their Directory ID and Directory password. The Directory ID and password are used to login to most University systems. Complete instructions for setting up the Directory ID are listed on the Division of Information Technology’s website.
The Directory ID and password also serve as students’ UMD domain email account information. The UMD domain email account (@umd.edu) is the default account listed in students’ records. Students can learn more about the email service provided through this DivIT guide. Students who have any problems with their email account should contact the Division of Information Technology.

Immunizations
While this is an online program, please note the requirements for taking any courses on campus, should you choose to do so. 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.

COVID-19 vaccinations will be required for all students, faculty, and staff coming to campus this fall semester. For detailed information on the latest requirements, when and where to get vaccinated, how to confirm your vaccination status, and more, please visit the 4Maryland website.

Residency Classification Office
Students who were classified as out-of-state residents when applying to the University of Maryland but now believe they meet the requirements for in-state tuition and fees may apply for in-state residency. Graduate Admissions and the Office of the Registrar adhere to policies established by the Board of Regents regarding residency classification of students for tuition purposes. Newly admitted graduate students seeking a review of their initial residency designation should contact Residency Reclassification Services.

Tuition & Billing
Student Financial Services and Cashiering posts official tuition and fee information and deadlines. The College of Information Studies also posts our specific tuition and fees. Billing questions should be directed to the Student Financial Services and Cashiering office.

Financial Aid
The Office of Student 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. Note that advisors and program staff cannot view your financial aid.

Change of Address
Students should make sure their mailing address is current, especially as they prepare to graduate. Change of address forms are completed through Testudo. Most documents requested through Testudo are delivered via email; however, there are the documents (e.g. diplomas) that are delivered via mail; therefore, it is essential for students to keep their mailing addresses up to date.
Change of Name
Change of name forms must be filed with the Office of the Registrar.

Transportation & Parking
Should you choose to visit campus, 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 Building #202 Regents Drive Garage on the College Park campus.

UMD also offers a variety of shuttles. Review this webpage for more information, including the shuttle routes, maps, schedules, GPS location of each bus, and a link to the shuttle bus phone app.

IT Resources
The University of Maryland Division of Information Technology provides a wealth of IT resources and downloadable software for UMD students.

Accessibility and Disability Service
The Accessibility and Disability Service office assists with providing reasonable accommodations to students, which may include arranging for interpreters for students with hearing impairments, providing readers for students with visual impairments, providing writers for students with physical impairments, testing accommodations such as extended time, and more. This office provides 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. The campus map also has an accessible pathways feature in the Directions tab.

Both the east and west entrances of the iSchool's Hornbake Building (South Wing) are handicap accessible. Elevators and ramps are available in Hornbake Building (South Wing). Some of our faculty have offices in the Patuxent Building, which is ADA accessible.

International Student and Scholar Services
The University of Maryland provides international students with extensive support services upon entering an academic program. International Student and Scholar Services (ISSS) assists international students as they transition to an American college experience.

International students are required to confirm their biographical and academic information each semester by the end of the schedule adjustment period, 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).

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. Students should visit the ISSS website to determine their eligibility for CPT and/or OPT and to find more information on the CPT/OPT application processes.

Faculty and staff in the iSchool cannot advise international students on any issues regarding their visas. Students must work directly with ISSS on all matters related to their immigration paperwork.

Campus Policies
Students are responsible for following all university policies and procedures.

Academic Integrity
Academic integrity is a crucial part of academic life at American institutions. **Students are required to adhere to university policies and procedures. Students should make themselves familiar with the University of Maryland’s Code of Academic Integrity**. Cheating, fabrication, plagiarism (including self-plagiarism), or the facilitation of another student's academic dishonesty **will not be tolerated**. If students are ever unsure about what the parameters are for an assignment, if collaboration is allowed, or if a behavior would be a breach of academic integrity, they are encouraged to speak with their faculty members **before** completing an assignment.

Advising
Academic advising is available online. CIRPS Academic Advisor Dustin Smith can be emailed at dsmith49@umd.edu. You can email your questions or schedule an appointment at this [link](#).

Advisors can help with course planning and resources to complement your educational experience. **Advisors should be the first point of contact; 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 monitor their academic progress and check the academic calendars for deadlines.**

Advising Expectations
Everyone is joining the iSchool from a different undergraduate experience. Students bring with them a variety of expectations of what happens during an advising meeting. Generally speaking, the role of an Academic Advisor for CIRPS students is to help you navigate the academic options, as well as to uphold university and program policies. To make the most of your advising experience, it is important to have clear expectations.

| Advisors’ Expectations of Students: | Students’ Expectations of Advisors: |
● Take ownership for planning and mapping personal academic plan

● Provide accurate, timely information

● Self-monitor academic progress

● Be available to assist students

● Be prepared for advising meetings

● Be prepared for advising meetings

● Check academic calendars for deadlines

● Provide online and in-person advising

● Comply with all university, college, and program policies

● Assist students in interpreting policies

**Types of Advising Meetings Offered**

All advising for CIRPS will take place by email, phone, or Zoom (video is optional). Read the information below to learn how to choose and make the most of each session.

**Email Advising**

Email advising is great for quick questions or to determine the best way to move forward. Sometimes what you need is to receive more information or resources, and this would be a great place to start. Through email advising, you may be encouraged to make an appointment or visit drop-in hours to talk in more detail.

**Scheduled Advising**

Scheduled advising is conducted by phone or Zoom. Students can schedule appointments with an advisor to go over more complex questions or concerns. Generally, students will receive faster responses through email advising. However, scheduled meetings are available to students as needed.

A discussion with an advisor is strongly encouraged for new students. Additional meetings are recommended before registering. Students in academic difficulty are expected to meet with an advisor to discuss the details of their plans for academic improvement.

**How to Prepare for an Advising Meeting**

There are several steps you can take to prepare for an advising meeting. The three most important steps include:

1. **Run your U.achieve audit**: Before any advising meeting, you should run your audit. You can always monitor your academic progress through u.achieve. The Graduate School has provided this guide for using U.achieve.

2. **Review degree requirements**: Review all degree requirements, as listed on the CIRPS website. More information is available throughout this handbook.

3. **Follow the suggested academic plan**: The suggested academic plan was crafted to allow students to complete the degree in as little as one year.
   
   a. **Testudo**: Tesudo is the Schedule of Classes where students can see which courses will be offered in the next semester. This is where registration happens as well.
Graduate School Policies & General Degree Requirements

Students are required to comply with the Graduate School policies, as well as the policies set by the College of Information Studies and the Information Risk, Privacy, and Security program. Below are some of the policies set forth by the Graduate School. The full list is at the link listed above.

Deadline for Program Completion

All coursework must be finished within five (5) calendar years of the first registration. Refer to the graduate catalog for more information.

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, students must be specific about how and when they expect 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.

Continuous Registration Policy

Graduate students must register for courses and pay associated tuition and fees each fall and spring semester until the degree is awarded. Failure to do so may result in dismissal. The full policy is available in the graduate catalog.

The Graduate School Leave of Absence Policy

The Graduate School recognizes that there are often causes to step away from graduate studies for a brief time before completing a degree. The full leave of absence policy is available here.

Taking Time off from the University

Students may request a leave of absence of up to two consecutive semesters for any of the following reasons: Childbearing, adoption, illness and dependent care (children, ill or injured partners or aging parents). Please note that the Graduate School may require a note from your physician. A Leave of Absence stops the Time to Degree clock.
Students who plan to be away from the University for any other reason are eligible for the Waiver of Continuous Registration for up to two semesters. A Waiver of Continuous Registration does not stop the Time to Degree Clock and if approved, students will not have access to campus resources during this time.

Leaving the University

Students who wish to leave the University must notify both their department and the Graduate School. A written letter of resignation must include the students’ 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 students.

Degree Requirements

To receive a Post-Baccalaureate Certificate of Professional Studies in Information Risk, Privacy, and Security (CIRPS) from the University of Maryland’s iSchool, students must complete the 12-credit program, including:

- INST-612: Information Policy
- INST-753: Data Governance and Data Quality
- INST-754: Data Integration and Preparation for Analytics
- INST-756: Information Risk Management

Grade Requirements

Per Graduate School policy, students must maintain a minimum of a 3.0 GPA. Additionally, per iSchool policy, CIRPS students must earn a B or better in each course.

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.

Course Grading

Passing Grades

Per Graduate School policy, students must maintain a minimum of a 3.0 GPA. Per Graduate School policy, students must maintain a minimum of a 3.0 GPA. Additionally, per iSchool policy, CIRPS students must earn a B or better in each course required by the program.

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. 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 graduate students in the iSchool must maintain a minimum cumulative 3.0 GPA and must earn a B or higher in all core/required courses. Students whose cumulative GPA fall below a 3.0 will be placed on academic probation, and must bring their GPA above a 3.0 by the end of the following term. If, after that subsequent term, the student still has not surpassed a 3.0 cumulative GPA, the student will be referred to College's Students in Academic Difficulty committee for review and possible dismissal from their program.

Students who earn a B- or lower on core/required courses will be given one semester to retake the course, where they must earn a B or better in their second attempt. If, after the second attempt, the student still does not earn a B or better, the student will be referred to College's Students in Academic Difficulty committee for review and possible dismissal from their program.

Students will be notified if they are being placed on academic probation and/or if they must retake a core/required course. If the student's case is taken to the Students in Academic Difficulty committee, the student will have the option to submit a letter of explanation and an action plan, which will be reviewed by the committee as they decide on possible dismissal. Any decisions of dismissal by the college are final on the part of the college, but students will have the option to appeal the decision with the Graduate School. Instructions on how to appeal will be sent out with the official notification of dismissal from the Graduate School.

Course & Registration Information
Schedule of Courses
Some courses may be offered only once per year (only in the fall, for example). Students should consult the CIRPS website, the University’s Schedule of Classes, and their academic advisor for additional information.

Registration
Students register for courses each semester using Testudo, UMD’s online information system. The Office of Graduate Student Services will notify students of registration dates each semester. Students are strongly encouraged to register on or close to the first available date/time of registration for best schedule planning. Your Academic Advisor is available to assist with course registration. Registering as soon as possible helps prevent courses being cancelled due to low enrollment.
Summer and Winter Term Registration
Summer and winter term registration and payment do 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 students are not taking classes on campus, online, or through the consortium during their semester of graduation they must register and pay for one audit credit hour of independent study. CIRPS students register for INST-709.

Add/Drop Period
The Office of the Registrar’s Academic Calendar contains information about specific add/drop deadlines for the academic year.

Dropping Courses and Course Refunds
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. 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. Refer to the academic deadline calendar for deadlines.

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 & Earning Credits Outside of the iSchool
There are a few ways to apply credits completed elsewhere to a CIRPS degree. This may include courses taken at another institution, in another UMD department, at an institution in the consortium, or courses taken as a non-degree seeking student in the iSchool before gaining admission.
Credits Completed Prior to Enrolling in CIRPS
Students may be able to transfer up to six (6) credits earned at an accredited institution prior to enrollment at the iSchool. To be eligible for transfer courses must:

● Have been awarded a grade of B or better
● Have been 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 [Handbooks and Policies](#) webpage for transfer documentation and instructions.

**Inclusion of Credits Earned as a Non-Degree Seeking Student**
Students can include up to nine (9) credits earned as a University of Maryland non-degree seeking student in their CIRPS degree. These credits do not automatically count toward the graduate degree. Students must complete the [Inclusion of Credit form](#). A signed Inclusion of Credit form must be submitted to the Office of Graduate Student Services for processing and submission to the Graduate School.

**Credits Completed away from UMD while a CIRPS Student**
There are some instances when students can take credits at another institution while enrolled in CIRPS. Refer to the [iSchool’s website](#) under Courses Outside the iSchool for more information.

**Credits completed outside of the iSchool while a CIRPS Student**
Sometimes there will be classes that are relevant to students’ CIRPS degree that are offered elsewhere on UMD’s campus. Students are permitted to take courses from other colleges providing they receive permission from CIRPS prior to enrolling. To request permission, submit this [request form to take a course outside of the iSchool](#). **If students do not receive permission from CIRPS prior to taking a course outside of the iSchool, there is no guarantee that those credits will count toward their certificate.**

**Changing Programs within the iSchool**
Transferring between programs will potentially increase the time to degree. Students have five years to complete a master’s degree, even when transferring. If you decide to transfer from between academic programs within the iSchool, you must:

1. In consultation with your Academic Advisor, review the requirements of the new program.
2. Meet with the Program Director and/or Program Manager of your current program to discuss your interest in switching programs.
   a. The Director and/or Manager of the current program should notify the new program's Director and/or Manager and advisor if there are any reservations about the program switch.
3. Meet with the Program Director and/or Program Manager of the new program to discuss interests in the new program, career goals, and how the new program is a better match than the current program for reaching desired goals.
   a. When arranging this meeting, students should provide a current transcript (from Testudo) and a brief explanation of your desire to switch programs.
   b. The Program Director and Program Manager may request additional materials.
4. The Program (either the Program Committee or the Program Director and Manager) will review the materials and make a decision.
5. Once a decision has been reached, the Manager of the new program will notify the student of the decision via email. Please allow 2 to 4 weeks for a decision.
6. The new Academic Advisor will meet with the transfer student to discuss final steps and course planning.
   a. International Students must also coordinate with ISSS to abide by visa regulations.
7. If all parties are in agreement about the transfer (student is accepted into the new program and decides to move forward with the program objective change), the new Academic Advisor will request the change from the Graduate School.
   a. The Academic Advisor will notify the student and both the former and new program managers of the Graduate School's decision.

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 deadlines page website and is widely publicized by Graduate Student Services and graduate programs. The form must be submitted through Testudo, where students can also view their application status.

Failure to complete the above step will result in a student not being cleared to graduate. Students who miss the application deadline must file a petition with the Graduate School and their academic advisor. If the petition is not approved, the student must apply for graduation during the next semester, register for a minimum of one-credit course in the following semester, and pay all appropriate tuition and fees for that course in the subsequent term.

International Students Applying for Graduation
In addition to the steps outlined above, the Graduate School must have an official final copy of international students’ transcripts. The final copy will have the school seal and the certification of
courses. If the transcript is not received, students will not be considered graduates of the University of Maryland.

Graduation Ceremonies

University-Wide Commencement
The University of Maryland hosts a University-wide commencement ceremony in December and 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. Students are only eligible to participate in the commencement ceremony at the end of the semester in which they complete their degree requirements. Students who complete their degree requirements in a Summer term are not eligible to participate in the Spring commencement ceremony prior, and are instead invited to participate in the Fall commencement ceremony immediately after the Summer in which they complete their degree requirements.

iSchool Graduation Ceremony
The iSchool hosts its own formal graduation ceremony each December and May. Staff, faculty, fellow students and friends and family have the opportunity to attend. Graduates will be notified if tickets are required, but regardless, we ask that graduates RSVP for themselves and for their guests. Students are only eligible to participate in the commencement ceremony at the end of the semester in which they complete their degree requirements. Students who complete their degree requirements in a Summer term are not eligible to participate in the Spring commencement ceremony prior, and are instead invited to participate in the Fall commencement ceremony immediately after the Summer in which they complete their degree requirements.

Diplomas
Diplomas are mailed to students approximately 2 months after graduation. Students can check their diploma status here. Diploma Services should be contacted for all diploma related questions.

Arbitrary and Capricious Grading
There are university policies that guide students and faculty through any case of alleged arbitrary and capricious grading. If students believe their final course grades are not in line with the syllabus or are not justified, they can follow the procedures outlined in the Graduate Catalog.

Glossary
Add: An official addition 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.

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

**U.achieve:** U.achieve is an online tool that helps students track their degree progress. The Graduate School has compiled a student guide to help you get set up.

**UMD Graduate School Resources**

**UMCP Grad School Deadlines**
- [All Deadlines](#)
- [Academic Deadlines](#)
- [Admissions Deadlines](#)
- [Registration Deadlines](#)
- [Fellowship Deadlines](#)
- [Academic Calendar](#)

**Forms**
- [Graduate School Forms](#)
- [Fellowship and Financial Forms](#)
- [Petitions, Requests, and Waivers](#)
- [Graduation Forms](#)

**Funding**
- [eJobs Portal](#)
- [Fellowship and Awards](#)
- [Financial Aid](#)
- [Assistantships](#)
- [Tuition and Fees](#)

**New Students**
- [The Graduate School's New Student Checklist](#)
- [Graduate Catalog](#)
- [Graduate Student Life Handbook](#)
- [Graduate School Policies](#)