COLLEGE OF
INFORMATION
STUDIES

MIM | MASTER OF INFORMATION MANAGEMENT

Master of Information Management Student Handbook AY 2022-2023

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MIM | MASTER OF INFORMATION MANAGEMENT

Contents

Welcome

This handbook contains policies, procedures, and program requirements for the Master of Information Management (MIM) program and the Community Planning and Master of Information Management (CPIM) dual degree at the College of Information Studies of the University of Maryland, College Park.

Questions about information contained in this handbook should be directed to mimprogram@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 who have any problems with their email account should contact the Division of Information Technology.

Immunizations

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. Fees vary depending where courses are taken. College Park and online courses have different fees. 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

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.

Students should also become familiar with the variety of shuttles offered by UMD. 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 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 AcademicIntegrity**. 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

Graduate advising is available on the ground floor of Hornbake library in suite 0217. MIM 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 MIM 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

There are two types of advising sessions: virtual advising and scheduled appointments. Read the information below to learn how to choose and make the most of each session.

Virtual Advising

Virtual advising is usually conducted by email, phone, or Zoom. It is often easiest and fastest to have an advising question answered through virtual advising. If/when it becomes clear that virtual advising is not sufficient for a given situation, the advisor will suggest scheduling an appointment.

Scheduled Appointments

Students can schedule appointments with an advisor to go over more complex questions or concerns. Generally, students will receive faster responses through virtual 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 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.

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. **Map your own academic plan**: Students are encouraged to chart their own academic plans. Some tools to help you design and plan for your time in MIM include:
    a. **Suggested academic plans for each focus area or specialization**: See the Focus Area and Specializations sections of the handbook for suggested plans for full-time students. These plans account for requirements, pre-requisites, and the anticipated schedule for

offering each course. Suggested plans are also on the MIM website and in the MIM Student Portal on ELMS.

b. **Testudo**: Testudo is the Schedule of Classes where students can see which courses (including electives) will be offered in the next semester. This is where registration happens as well.

3. **Review degree requirements**: Review all degree requirements, as listed on the MIM program's curriculum page. More information is available throughout this handbook.

College of Information Studies Graduate Student Services	
Jeff Waters Director, Graduate Operations jwaters@umd.edu	**Dustin Smith** Academic Advisor dsmith49@umd.edu

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 Master of Information Management 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. Full-time students generally complete the program in 1.5-2 years. Part-time students typically complete the program in three to four years. Students may take courses in daytime and evening and may switch between part-time and full-time enrollment at their discretion. Refer to the graduate catalog for more information. **International students should confirm with ISSS regarding any stipulations for program completion deadlines dictated by their visas.**

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 availablehere.

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 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 courses (6 credits)
    - ***Note that for Academic Year 2021-2022, students completing the capstone need to complete INFM-737 (3 credits) and an elective related to their specialization and/or focus area (3 credits). INFM-736 will not be offered.***
- 6 elective courses (18 credits)
    - 3 of these 18 credits must fulfill the Advanced Technology requirement. Designated Advanced Technology courses are listed on the specialization checklist.
    - Focus areas and specializations are opportunities to align elective credits; more information can be found on our website and on the next several pages of this handbook.

Grade Requirements

Per Graduate School policy, students must maintain a minimum of a 3.0 GPA. Additionally, MIM students must earn a B or better in each course required by MIM. This includes MIM Core courses, the advanced technology elective, and all 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.

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 students to determine which aspects of information management they find most interesting and useful. **Students must take these core courses during their 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; mental models; characteristics of problems; task analysis; problem solving; 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.

Capstone

MIM students are required to complete the MIM Capstone Experience. ***Note that for Academic Year 2021-2022, students completing the capstone need to complete INFM-737 and an elective related to their focus area or specialization. This has historically been a two-semester course sequence. However, this year INFM-736 will not be offered and all components will be revised and scaled to fit into INFM-737. The INFM-736 requirement is waived.***

The Capstone course involves the following components:

- INFM-737 Information Management Capstone Experience (3 credits)
    - Curriculum covers:
        - Project Requirements Gathering

- Project Planning
- Project Execution
- Project Conclusion

Advanced Technology Courses

The following courses have been approved as advanced technology courses. If you have any questions about an unlisted course meeting your advanced technology requirement, please contact your academic advisor.

INFM-700: Information Architecture
INFM-747: Web-Enabled Databases
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-751: IoT/Streaming Analytics (*Coming Soon*)
INST-752: Location Intelligence
INST-753: Data Governance and Data Quality
INST-754: Data Integration and Preparation for Analytics
INST-760: Data Visualization
INST-762: Visual Analytics
INST-765: Programming for the Web
INST-767: Big Data Infrastructure

Course Waivers

The MIM curriculum is designed to give all students in the program a foundation. Even if students have studied similar topics as part of previous degrees, we still require the courses to ensure that all MIM students have the same information. With that in mind, we will only waive courses in extenuating circumstances. The most updated information regarding waivers can be found on our ELMS MIM Student Portal. Be sure to include all required information when submitting a request.

In addition, all course waiver requests or requests to take a class outside of the iSchool must be submitted **before** the start of the new semester in which you are sending a request for. The last day for submitting these requests for Spring 2023 will be Monday, January 23, 2023.

MIM Focus Areas and Specializations

MIM students are required to complete six (6) elective courses. Focus areas and specializations are a way to guide students through available elective courses. Both of these options provide an opportunity to develop greater depth of knowledge and skills in a particular aspect of information management.

Specializations and focus areas are similar in many ways. The biggest difference between the two is that specializations are a fixed set of courses approved by the university. All courses in a specialization must be completed. Focus areas are more flexible than specializations, as they are suggested sets of courses for particular interest and career areas. **Neither specializations nor focus areas appear on students' transcripts or diplomas.**

Focus Areas	Specializations
• Cyber Threat Intelligence • Data Science and Analytics • Game and Entertainment Analytics • Information Risk Management • Smart Cities and Connected Communities • Strategic Management • Technology Development	• Data Analytics • Strategic Management • Technology Development • Information Management Research (Thesis) • Individualized Program Plan

MIM Focus Areas

The Master of Information Management (MIM) program offers seven options of specializations. Students can focus on Cyber Threat Intelligence, Data Science and Analytics, Game and Entertainment Analytics, Information Risk Management, Smart Cities and Connected Communities, Strategic Management, and Technology Development.

Cyber Threat Intelligence Focus Area

This focus area is designed to provide a foundation for students to understand the complexities of modern telecommunications, distributed enterprise software solutions, and prepare them to understand the information management implications for cybersecurity, ethical hacking, cyber intelligence, and management of cyber threats. Students will learn the methods for analyzing and curating data to attribute cyber attacks to malicious actors and gain skills such as cyber risk assessment, identification and exploitation of cyber vulnerabilities and implementation of cyber threat investigations that will enable them to enter and immediately succeed in the cybersecurity workforce.

Students following this focus area should work these courses into their academic plans. The suggested academic plan can be used as a guide, as it accounts for the prerequisites and anticipated schedule of courses.

- INST-756: Information Risk Management
- INST-771: Foundations of Cybersecurity
- INST-772: Policy and Practice of Ethical Hacking
- INST-773: Cyber Intelligence Fundamentals

Cyber Threat Intelligence Focus Area, Full-Time

Fall 1	Spring 1	Fall 2	Spring 2
INFM-600	INFM-605	INST-771	INFM-737
INFM-603	INFM-612	INST-772	INST-773
ELECTIVE	INST-756	ELECTIVE	ELECTIVE

Data Science and Analytics Focus Area

Our focus area in data analytics intends to inspire our students with a fascination with data and information, a respect for the elegance of analytics, and an adoration of the beauty of data visualization. Students are trained in the use of machine learning, artificial intelligence, and other advanced methods of analysis, as well as understanding how big data infrastructures and tools can be leveraged to implement scalable analytics solutions that transform data into meaningful insights that drive social and organizational decision making.

Students without programming experience following this focus area should work these courses into their academic plans. The suggested academic plan can be used as a guide, as it accounts for the prerequisites and anticipated schedule of courses.

- INST-627: Data Analytics for Information Professionals
- INST-630: Introduction to Programming for the Information Professional
- INST-733: Database Design
- INST-737: Introduction to Data Science
- INST-750: Advanced Data Science
- INST-754: Data Preparation & Integration for Analytics

Data Science and Analytics Focus Area, Full-Time (Without Prior Programming Experience)			
Fall 1	**Spring 1**	**Fall 2**	**Spring 2**
INFM-600	INFM-605	INST-737	INFM-737
INFM-603	INFM-612	INST-754	INST-750
INST-627	INST-733	INST-630	ELECTIVE

Students with programming experience following this focus area should work these courses into their academic plans. The suggested academic plan can be used as a guide, as it accounts for the prerequisites and anticipated schedule of courses.

- INST-627: Data Analytics for Information Professionals
- INST-733: Database Design
- INST-737: Intro to Data Science
- INST-750: Advanced Data Science
- INST-754: Data Preparation & Integration for Analytics
- INST-767: Big Data Infrastructure or INST-751: IoT and Streaming Analytics

Data Science and Analytics Focus Area, Full-Time (With Prior Programming Experience)			
Fall 1	**Spring 1**	**Fall 2**	**Spring 2**
INFM-600	INFM-605	INST-737	INST-750
INFM-603	INFM-612	INST-754	INST-767 or INST-751
INST-627	INST-733	INFM-737	ELECTIVE

Game and Entertainment Analytics Focus Area

This focus area is designed for students interested in applying analytics methods and skills to devise analytical applications, support the design, operations, and improvement of delivering products and content in the Game & Entertainment industries as well as other opportunities in the experience economy. Students will be trained to work with media/entertainment content and game designers to ascertain their information and analytics requirements and employ analytics techniques to inform the design process. Graduates will be positioned to help develop customer profiles and analyze customer behaviors to influence improvements and drive profitable behaviors when developing an entertainment experience. They will help develop reporting methods that provide operational intelligence to business professionals, predictive and prescriptive analytical models to identify business opportunities, integrate real-time analytics into continuously-running applications, and understand and address the constraints set by global privacy laws and help in their compliance. Graduates are positioned for careers in Data Scientist, Data Analyst, Data Analytics Engineer, Entertainment Analytics Engineer, Analytics Specialist, among other exciting roles.

Students <u>without analytics experience</u> following this focus area should work these courses into their academic plans. The suggested academic plan can be used as a guide, as it accounts for the prerequisites and anticipated schedule of courses.

- INST-627: Data Analytics for Information Professionals
- INST-661: Introduction to GEM Analytics
- INST-728E: Game Design
- INST-730: Entertainment Environments
- INST-737: Introduction to Data Science

Game and Entertainment Analytics Focus Area, Full-Time (Without Prior Analytics Experience)			
Fall 1	**Spring 1**	**Fall 2**	**Spring 2**
INFM-600	INFM-605	INST-661	INFM-737
INFM-603	INFM-612	INST-730	ELECTIVE
INST-627	INST-728E	INST-737	ELECTIVE

Students <u>with analytics experience</u> following this focus area should work these courses into their academic plans. The suggested academic plan can be used as a guide, as it accounts for the prerequisites and anticipated schedule of courses.

- INST-661: Introduction to GEM Analytics

- INST-728E: Game Design
- INST-730: Entertainment Environments
- INST-767: Big Data Infrastructure
- INST-751: IoT & Streaming Analytics

Game and Entertainment Analytics Focus Area, Full-Time (With Prior Analytics Experience)			
Fall 1	**Spring 1**	**Fall 2**	**Spring 2**
INFM-600	INFM-605	INST-730	INFM-737
INFM-603	INFM-612	ELECTIVE	INST-751
INST-661	INST-728E	ELECTIVE	INST-767

Information Risk Management Focus Area

This focus area is designed to prepare students to understand a variety of vulnerabilities, threats, and risks to an organization associated with data quality, sensitive data protection, and compliance with government laws as well as industry standards. Students will be trained to review government regulations and legislation, translate legal requirements into information policy specifications, and assess vulnerabilities impeding auditable compliance. Graduates will be qualified to identify key information management dependencies, assess information processes to isolate where information policies need to be implemented and enforced, integrate methods for data validation and business rule compliance, as well as help architect, socialize, and deploy corporate information governance programs.

Students following this focus area should work these courses into their academic plans. The suggested academic plan can be used as a guide, as it accounts for the prerequisites and anticipated schedule of courses.

- INFM-700: Information Architecture
- INST-612: Information Policy
- INST-753: Information Governance and Data Quality
- INST-756: Information Risk Management
- INST-771: Foundations of Cybersecurity

Information Risk Management Focus Area, Full-Time			
Fall 1	**Spring 1**	**Fall 2**	**Spring 2**
INFM-600	INFM-605	INST-753	INFM-737
INFM-603	INFM-612	ELECTIVE	INST-756
INFM-700	INST-612	ELECTIVE	INST-771

Smart Cities and Connected Communities Focus Area

This focus area will train students to recognize and assess information management requirements and dependencies to understand, direct, and manage the interoperability of core information management processes and tools supporting the operations and analytics to improve provision of

citizen services by municipal, county, and state governments. Students will be trained to apply concepts and models of e-government to help interpret information policies and government directives, develop information management architecture for system interoperability, use location intelligence methods and tools dimensional data models, emerging smart city technologies and applications, streaming data from Internet of Things (IoT) sensors and devices to support coordination and innovation among municipal government groups to address challenges and opportunities to improve decision outcomes.

Students without programming experience following this focus area should work these courses into their academic plans. The suggested academic plan can be used as a guide, as it accounts for the prerequisites and anticipated schedule of courses.

- INST-612: Information Policy
- INST-630: Introduction to Programming for the Information Professional
- INST-733: Database Design
- INST-752: Location Intelligence
- INST-754: Data Preparation & Integration for Analytics
- INST-755: eGovernment for Smart Cities

Smart Cities and Connected Communities Focus Area, Full-Time (Without Prior Programming Experience)			
Fall 1	**Spring 1**	**Fall 2**	**Spring 2**
INFM-600	INFM-605	INST-752	INFM-737
INFM-603	INFM-612	INST-754	INST-612
INST-630	INST-733	ELECTIVE	INST-755

Students with programming experience following this focus area should work these courses into their academic plans. The suggested academic plan can be used as a guide, as it accounts for the prerequisites and anticipated schedule of courses.

- INST-627: Data Analytics for Information Professionals
- INST-733: Database Design
- INST-737: Introduction to Data Science
- INST-751: IoT & Streaming Analytics
- INST-752: Location Intelligence
- INST-754: Data Preparation & Integration for Analytics
- INST-755: eGovernment for Smart Cities

Smart Cities and Connected Communities Focus Area, Full-Time (With Prior Programming Experience)

Fall 1	Spring 1	Fall 2	Spring 2
INFM-600	INFM-605	INST-737	INFM-737
INFM-603	INFM-612	INST-752	INST-751
INST-627	INST-733	INST-754	INST-755

Strategic Management Focus Area

Our focus area in strategic management trains our students to help facilitate collaboration and information sharing to support organizations in developing and managing their enterprise information strategies. Students are trained to solicit information requirements from different categories of information consumers, consider ways to evaluate, architect, and integrate technical tools to develop information management solutions, intuit and devise methods of mitigating inherent risks associated with managing information, effectively communicate the benefits and socialize the advantages of governed information management practices and programs to both technical and management teams within and across organizations, and then institute and manage those information management technology solutions.

Students following this focus area should work these courses into their academic plans. The suggested academic plan can be used as a guide, as it accounts for the prerequisites and anticipated schedule of courses.

- INFM-700: Information Architecture
- INFM-757: Organizational and Business Process Modeling
- INST-620: Introduction to Strategic Information Management
- INST-621: Managing Digital Innovations in Organizations
- INST-756: Information Risk Management

Strategic Management Focus Area, Full-Time			
Fall 1	**Spring 1**	**Fall 2**	**Spring 2**
INFM-600	INFM-605	INFM-620	INFM-737
INFM-603	INFM-612	INFM-700	INST-756
INFM-757	INST-621	ELECTIVE	ELECTIVE

Technology Development Focus Area

Our focus area in technology development supporting the user experience trains our students to engage information consumers to understand their data needs and deploy applications that support discovered requirements. Students are trained to assess client use cases and information needs, translate business requirements into technical requirements, identify necessary enabling technologies, evaluate, architect, and integrate technical tools to plan information management solutions, and oversee and contribute to the development, testing, and implementation of those information management solutions.

Students without programming experience following this focus area should work these courses into their academic plans. The suggested academic plan can be used as a guide, as it accounts for the prerequisites and anticipated schedule of courses.

- INFM-700: Information Architecture
- INFM-757: Organizational and Business Process Modeling
- INST-630: Introduction to Programming for the Information Professional
- INST-733: Database Design
- INST-754: Data Preparation & Integration for Analytics

Technology Development Focus Area, Full-Time (Without Prior Programming Experience)			
Fall 1	**Spring 1**	**Fall 2**	**Spring 2**
INFM-600	INFM-605	INFM-700	INFM-737
INFM-603	INFM-612	INFM-757	ELECTIVE
INST-630	INST-733	INST-754	ELECTIVE

Students with programming experience following this focus area should work these courses into their academic plans. The suggested academic plan can be used as a guide, as it accounts for the prerequisites and anticipated schedule of courses.

- INFM-700: Information Architecture
- INFM-757: Organizational and Business Process Modeling
- INST-733: Database Design
- INST-754: Data Preparation & Integration for Analytics

Technology Development Focus Area, Full-Time (With Prior Programming Experience)			
Fall 1	**Spring 1**	**Fall 2**	**Spring 2**
INFM-600	INFM-605	INFM-700	INFM-737
INFM-603	INFM-612	INST-754	ELECTIVE
INFM-757	INST-733	ELECTIVE	ELECTIVE

MIM Specializations

The Master of Information Management (MIM) program offers two specialization tracks: Information Analysis and Technology Design, for five options of specializations. These specializations allow students to focus their 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 a specialization in Technology Development. There is also an option for the thesis track, titled Information Management Research. Students interested in developing a general course of study can pursue the Individualized Program Plan.

Because the course offerings are always in flux, please refer to the MIM website for the most updated information on specializations and their respective requirements.

Declaring a Specialization

The sooner students declare their specialization, the easier course planning will be. Students will know exactly what they will need to do to stay on track toward their goals. The process to declare a specialization is simple. Meet with your Academic Advisor to discuss your goals and make a plan. With your advisor, you can see how any courses you've already taken fit into the specialization and which courses remain. Remember that when following a specialization instead of a focus area, all courses on the list are required. Your advisor will update your uAchieve to reflect the new specialization.

Changing a Specialization

Students are permitted to change their specializations during their time in MIM. Students should be aware that while there is some overlap in course requirements, it is possible that switching late may require taking more than 36 credits or extending beyond their intended graduation date. If either of those becomes likely, students can pursue the Individualized Program Plan. Meet with your Academic Advisor to discuss your goals and make a plan. With your advisor, you can see how any courses you've already taken fit into the specialization, which courses remain, and what's the best way to move forward. Remember that when following a specialization instead of a focus area, all courses on the list are required. Your advisor will update your uAchieve to reflect any changes.

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.

Data Analytics Specialization, Full-Time			
Fall 1	**Spring 1**	**Fall 2**	**Spring 2**
INFM-600	INFM-605	INFM-737/Elective	INFM-737/Elective
INFM-603	INFM-612	INST-737	DA Elective
INST-627	INST-733	DA Elective	DA Elective

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).

Strategic Management Specialization, Full-Time			
Fall 1	**Spring 1**	**Fall 2**	**Spring 2**
INFM-600	INFM-605	INFM-737/Elective	INFM-737/Elective
INFM-603	INFM-612	INFM-700	SM Elective
SM Elective	INST-611/612	INFM-620	SM Elective

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).

Technology Development Specialization, Full-Time			
Fall 1	**Spring 1**	**Fall 2**	**Spring 2**
INFM-600	INFM-605	INFM-737/Elective	INFM-737/Elective
INFM-603	INFM-612	INFM-700	TD Elective
INFM-757/INST-603	INST-733	TD Elective	TD Elective

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.

Information Management Research Specialization (Thesis)

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.

Thesis Guidelines

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

1. Students speak with their academic advisor to discuss how pursuing the thesis option will impact their 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. Students work closely with their academic advisor and thesis 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., INST-701 or alternate research methods course approved by the Chair) must be completed prior to enrolling in the master's thesis research course(s).
4. Students assemble their Thesis Committee (Committee) with their thesis Chair. 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, students submit the Nomination of Thesis Committee Form to the Graduate School.
6. Under the direction of the Chair, students develop a thesis proposal that describes the work to be accomplished as part of the thesis.
7. Students submit their thesis proposals to their respective thesis Committees. 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. Students complete 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. INFM-719).
10. Students complete research and draft thesis with guidance and input from the Chair as needed. Thesis should be formatted according to the University of Maryland Electronic Thesis and Dissertation (ETD) Style Guide.
11. Students submit draft thesis document to their Chair by the deadline established by the students and their Chairs. The Chairs review the thesis draft and any necessary revisions are made by the students to the satisfaction of the Chair.
12. The Chair ensures the students are 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 thesis students 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. The 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.

Dual Degrees with the Master of Information Management

Dual degrees with the MIM program craft a unique blend of courses that pair a particular field or industry's specific knowledge and training with highly transferable information management tactics and principles. By pursuing a dual degree, students are able to maximize their time to degree by studying a thoughtfully designed and interwoven curriculum that applies credits from each degree to meet the requirements of the other. For each dual degree program, students earn two degrees in a shorter amount of time than completing the graduate degrees separately.

Master of Community Planning & Master of Information Management (CPIM) Dual Degree

CPIM Program Overview

As planning has become more data-intensive, decentralized, and democratized, planners must become more information-savvy and information scientists must become more conversant in urban planning. This is a smart cities dual graduate degree program that fills this urgent need, in which students would earn a Master of Community Planning and a Master of Information Management. The dual degree program enables graduate students interested in community planning and information management to complete these complementary degrees by using courses in the

partnering programs to satisfy specialization and elective requirements. To earn each degree separately would require 78 credits; this dual degree requires 60 credits and can be completed in three (3) academic years.

The dual degree program builds on the unique strengths of faculty in the School of Architecture, Planning, and Preservation (MAPP+D) and in the College of Information Science (iSchool) by bringing together expertise in data science, eGovernment and the Internet of Things, with expertise in physical, social and economic planning. The program promotes interdisciplinary education by providing advanced knowledge of planning to information management students and advanced knowledge of information management to students in planning, under the concept of "smart cities."

Degree Requirements

- From the College of Information Studies' MIM program, students must complete the following courses (24 credits):
    - INFM 600: Information Environments (3)
    - INFM 603: Information Technology and Organizational Context (3)
    - INFM 612: Management of Information Programs and Services (3)
    - INST: 733: Database Design (3)
    - INST 737: Introduction to Data Science (3)
    - INST 750: Advanced Data Science (3)
    - INST 751: Internet of Things (IoT) Analytics (3)
    - INST 754: Data Integration and Preparation (3)

- From the School of Architecture, Planning, and Preservation, students must complete the following courses (24 credits):
    - URSP 600: Research Design and Applications (3)
    - URSP 601: Research Methods (3)
    - URSP 603: Land Use Planning - Concepts and Techniques (3)
    - URSP 604: The Planning Process (3)
    - URSP 605: Planning History and Theory (3)
    - URSP 606: Microeconomics of Planning Economics (3)
    - URSP 708 (6) or URSP 705/706 (4+2): Community Planning Studio (6)
    - *Required internship (may be taken for credit as URSP 709 but does not have to be; please see "course choice" options below for further information)*

- The following courses are where students have flexibility and choice in their degree plans (12 credits):
    - **Choice between (due to complementary content) (3 credits):**
        - URSP 673: Community Development (3)
        - URSP 688Z: Planning & Design in Multicultural Metropolis (3)
    - **Choice between (due to content overlap) (3 credits):**
        - INST 752: Location Intelligence (3)
        - URSP 688L: Planning Technologies (3)
    - **Choice between (due to content overlap) (3 credits):**

        - INST 755: eGovernment for Smart Cities (3)
        - URSP 688Y: Smart Cities and Urban Data Science (3)
    - **Choice between (due to some students' desire to complete internship <u>not for credit</u>) (3 credits):**
        - URSP 709: Field Instruction (0 or 3)
            - Can be counted for 3 or 0 credits, but an internship and final report must be completed to satisfy the degree requirements
            - If <u>USRP 709</u> is taken for zero (0) credits, students can substitute any 3-credit elective from URSP, such as (among others):
                - URSP 631: Transportation and Land Use (3)
                - URSP 640: Growth Management and Environmental Planning (3)
                - URSP 661: City and Regional Economic Development Planning (3)
                - URSP 664: Real Estate Development for Planners (3)
                - URSP 688A: Community Resilience: Hazard Mitigation, Adaptation, and Disaster Recovery Planning (3)
                - URSP 688G: Story Mapping Neighborhood Change in Washington, DC (3)
                - URSP 688K: Urban Design Software (3)
                - URSP 688M: Intermediate Geographic Information Systems (3)
                - URSP 688N: Urban Transportation Planning and Policy (3)
                - URSP 688O: US Housing Policy & Planning (3)
                - URSP 688Q: Urban Economics (3)
                - URSP 688X: Planning, Policy, and Public Education (3)

Sample CPIM Academic Plans

Option 1

Fall 1	Spring 1	Summer 1	Fall 2	Spring 2	Summer 2	Fall 3	Spring 3
URSP601: Research Methods	URSP600: Research Design and Applications	URSP709: Field Instruction	URSP603: Land Use Planning	**URSP606: Microeconomics and Planning Econ**	URSP705: Summer Community Planning Studio I	URSP688Z	**INST750: Advanced Data Science**
URSP605: Planning History and Theory	URSP604: The Planning Process		*INST752: Location Intelligence*	INST755: eGovernment for Smart Cities	URSP706: Summer Community Planning Studio II	INST754: Data Integration and Preparation	INST751: IoT/Streaming Analytics

						for Analytics	
INFM600: Information Environments	**INST733: Database Design**		**INST737: Intro to Data Science**	**INFM612: Management Concepts and Principles**			
INFM603: Info Technology and Organizational Context							

Option 2

Fall 1	**Spring 1**	**Summer 1**	**Fall 2**	**Spring 2**	**Summer 2**	**Fall 3**	**Spring 3**
URSP601: Research Methods	URSP600: Research Design and Applications	URSP709: Field Instruction *Internship*	URSP603: Land Use Planning	**URSP606: Microeconomics and Planning Econ**	URSP705: Summer Community Planning Studio I	URSP688Z	**INST750: Advanced Data Science (SPRING, F2F or O)**
URSP605: Planning History and Theory	URSP604: The Planning Process		**INFM600: Information Environments**	INST755: eGovernment for Smart Cities	URSP706: Summer Community Planning Studio II	INST754: Data Integration and Preparation for Analytics	INST751: IoT/Streaming Analytics
INFM603: Info Technology and Organizational Context	**INST733: Database Design**		**INST737: Intro to Data Science**	**INFM612: Management Concepts and Principles**		***INST752: Location Intelligence***	

Additional Requirements

- Students are required to meet the requirements of each home program, the Graduate School, and the University. Reminders of some requirements
    - Students must earn a 3.0 (B letter grade) or better in each of their required courses, and maintain a 3.0 GPA. Students who fail to earn a 3.0 in a required course must retake it.
    - Students are expected to attend orientation for both programs
    - Students must apply to graduate in each program. Any questions about this process should be directed to academic advisors for each program.

CPIM Program Contacts

- MIM Points of Contact:
    - Academic Advisor: Dustin Smith (dsmith49@umd.edu)
    - Emilia Azar: (eazar@umd.edu)

Internships

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

- Learn about field from the inside
- Decide if this is right career
- Learn new skills and add to knowledge base
- Practice communication and teamwork skills
- Meet new people and practice networking skills
- Establish a network of professional contacts, mentors, and references
- Gain valuable experience and accomplishments for resume
- Increase their potential full-time job opportunity

Internships for Course Credit

In some semesters, the iSchool offers a course that students can take in conjunction with their internships. An alternative internship course that the university offers is UNIV-099, which is run through the Career Center. This is a zero-credit course offered each semester.

International students are required to obtain Curricular Practical Training work authorization. Please contact International Student and Scholar Services (ISSS) for more information.

Course Grading

Passing Grades

Per Graduate School policy, students must maintain a minimum of a 3.0 GPA. Additionally, MIM students must earn a B or better in each course required by MIM. This includes MIM

Core courses, the advanced technology elective, and all 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. 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 University's Schedule of Classes, their advisor, and the suggested academic plans for additional information.

Course Designations

The iSchool has three course designations:

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

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

- MIM students have priority in INFM courses
- MLIS Students have priority in LBSC courses
- INST courses are open with equal availability to all students
- **Note that some courses are restricted to particular programs. Seats may become open to students in other programs pending availability and program need.*

Course Prerequisites

All students should consult the Course Schedule to identify prerequisites for courses prior to registration. In certain cases, if students have experiential or academic background that may be the equivalent of the specific academic prerequisite for a course, they may contact the instructor for written permission to enroll. **Courses listed as prerequisites on Testudo are for students' benefit so they are best prepared when entering upper-level courses. Use the listed prerequisites on Testudo as instructions, rather than suggestions.**

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.**

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 to the iSchool's Office of Graduate Student Services
- Register for the course using the section number that belongs to that faculty member.

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.**MIM 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 MIM 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. **Out of the 36 credits required for the MIM degree, 24 of them must be completed in the iSchool.**

Credits Completed Prior to Enrolling in MIM

Students can 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 non-degree seeking student in their MIM 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 MIM Student

There are some instances when students can take credits at another institution while enrolled in MIM. Refer to the iSchool's website under Courses Outside the iSchool for more information.

Credits completed outside of the iSchool while a MIM Student

Sometimes there will be classes that are relevant to students' MIM degree that are offered elsewhere on UMD's campus. Students are permitted to take courses from other colleges providing they receive permission from MIM 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 MIM prior to taking a course outside of the iSchool, there is no guarantee that those credits will count toward their degree.**

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.

Student Representation on 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 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
Thesis and Dissertation Forms
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
Office of Student Conduct
Immunization Clinic
Student Financial Services and Cashiering
Office of the Registrar
University Libraries
Off-Campus Housing Services
Transportation Services

Campus Web Map
UMD Police Department

International Students

International Student and Scholar Services
Language Partner Program
Graduate School Writing Center

Registration

Before You Register
Check Your Registration Status
Registration Deadlines
Register for Classes
Uachieve Guide (Degree Audit)
Tuition and Fees
Tuition and Fees Important Dates
Schedule of Classes (Testudo)

Academic Progress

Thesis and Dissertation Filing (Style Guide linked on this page)
Apply for Graduation

Student Employment

Graduate Assistantships
eJobs
University Human Resources
Transportation Services - Employment
Dining Services - Employment
Athletics - Employment

Student Support Services

Ombuds Office
Office of Civil Rights & Sexual Misconduct
International Student and Scholar Services
Accessibility & Disability Service Office
Veteran Student Life
LGBT Equity Center
Office of Graduate Diversity and Inclusion
Interfaith Programs and Spiritual Diversity
Counseling Center Support Groups (including groups for graduate students)
Graduate Student Legal Aid
Income Tax Assistance (Terp Tax)
University Police Department

Health and Wellness

University Health Center
Counseling Center
University Recreation & Wellness
Terrapins Athletics