



# COLLEGE OF INFORMATION STUDIES

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**GEM** | GAME, ENTERTAINMENT, & MEDIA ANALYTICS  
MASTER OF PROFESSIONAL STUDIES

## **Master of Professional Studies in Game, Entertainment, and Media Analytics Student Handbook AY 2023-2024**



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## Welcome

This handbook contains policies, procedures, and program requirements for the University of Maryland’s online Master of Professional Studies in Game, Entertainment, and Media Analytics program.

Questions about information contained in this handbook should be directed to [gem-mps@umd.edu](mailto:gem-mps@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

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).

**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

Graduate advising is available online. GEM Academic Advisor Dustin Smith can be emailed at [dsmith49@umd.edu](mailto: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 GEM 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:
<ul style="list-style-type: none"> <li>● Take ownership for planning and mapping personal academic plan</li> </ul>	<ul style="list-style-type: none"> <li>● Provide accurate, timely information</li> </ul>
<ul style="list-style-type: none"> <li>● Self-monitor academic progress</li> </ul>	<ul style="list-style-type: none"> <li>● Be available to assist students</li> </ul>
<ul style="list-style-type: none"> <li>● Be prepared for advising meetings</li> </ul>	<ul style="list-style-type: none"> <li>● Be prepared for advising meetings</li> </ul>
<ul style="list-style-type: none"> <li>● Check academic calendars for deadlines</li> </ul>	<ul style="list-style-type: none"> <li>● Provide online and in-person advising</li> </ul>
<ul style="list-style-type: none"> <li>● Comply with all university, college, and program policies</li> </ul>	<ul style="list-style-type: none"> <li>● Assist students in interpreting policies</li> </ul>

### Types of Advising Meetings Offered

All advising for GEM 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 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 [GEM program's curriculum page](#). More information is available throughout this handbook and in the ELMS GEM Student Portal.
3. **Follow the suggested academic plan:** The suggested academic plan for full-time students was crafted to allow students to complete the degree in as little as one year. Any students who wish to pursue GEM part-time are encouraged to work closely with the GEM advisor to determine the best course sequence for their schedule.



- a. **Testudo:** Testudo 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.

College of Information Studies Graduate Student Services	
<b>Jeff Waters</b> Director, Graduate Operations jwaters@umd.edu	<b>Dustin Smith</b> Senior 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 Game, Entertainment, and Media Analytics 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 can complete the program in 1 year. Students may switch between part-time and full-time enrollment at their discretion. 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 Master of Professional Studies in Game, Entertainment, and Media Analytics degree from the University of Maryland's iSchool students must complete the 30-credit program, including:

### Core Requirements (18 Credit Hours)

- INST661: Introduction to Game, Entertainment, and Media Analytics (3)
- INST732: Entertainment Theory (3)
- INST627: Data Analytics for Information Professionals (3)
- INST754: Data Integration and Preparation for Analytics (3)
- INST760: Data Visualization (3)
- INST731: Advanced Game, Entertainment, and Media Analytics (3)

### Electives (12 Credit Hours)

- INST737: Introduction to Data Science (3)
- INST705: Game Design (3)
- INST756: Information Risk Management (3)
- INST751: IoT & Streaming Analytics (3)
- INST730: Games as Emergent Experiences (3)
- INST767: Big Data Infrastructure (3)
- INST617: Computational Journalism (3)
- INST633: Analyzing Social Networks and Social Media (3)
- INST723: Managing with Data and Models (3)
- INST733: Database Design (3)
- INST750: Advanced Data Science (3)
- INST752: Location Intelligence (3)
- INST753: Data Governance and Data Quality (3)
- INST762: Visual Analytics (3)

INST764: Data Literacy for Arts Management (3)

Sample GEM Academic Plan

This program can be completed in as little as 18 months, though students might choose a path that takes longer. This is directly dependent on course content expertise and the student’s individual needs. Below are some sample plans, however, please contact your academic advisor for updated information as course availability may change.

**18 Month Sample Academic Plans**

Fall I	Spring I	Summer I	Fall II
INST661 GEM Analytics  INST627 Data Analytics for Information Professionals  INST754: Data Integration and Preparation	INST732 Entertainment Theory  [Elective]  [Elective]	[Elective]	INST760: Data Visualization  INST731: Advanced GEM Analytics  [Elective]

Grade Requirements

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

**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, GEM students must earn a B or better in each course required by GEM.**

**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 GEM website, GEM student portal, the University's [Schedule of Classes](#), and their 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.**

### Registering for Independent Study

Students may not earn more than 9 credits of independent study.

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. **GEM 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 GEM 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 30 credits required for the GEM degree, 24 of them must be completed in the iSchool.**

### Credits Completed Prior to Enrolling in GEM

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 GEM 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 GEM Student*

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

#### *Credits completed outside of the iSchool while a GEM Student*

Sometimes there will be classes that are relevant to students' GEM degree that are offered elsewhere on UMD's campus. Students are permitted to take courses from other colleges providing they receive permission from GEM 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 GEM 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 unenroll 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](#)

[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](#)

[U.achieve Guide \(Degree Audit\)](#)

[Tuition and Fees](#)

[Tuition and Fees Important Dates](#)

[Schedule of Classes \(Testudo\)](#)

### **Academic Progress**

[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](#)