



COLLEGE OF INFORMATION

Master of Human-Computer Interaction **Student Handbook**

Academic Year 2025-2026

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INTRODUCTION

Our 30-credit M.S. in Human-Computer Interaction (HCIM) is typically completed in two years by full-time students, while offering flexibility to accommodate part-time and professional students. Our core curriculum grounds students in the fundamentals of HCI perspectives and methodologies, while electives offer in-depth insight into specialized areas of the field. The choice of an individual thesis or a client-based team capstone project in the second year allows students to demonstrate the skills they have acquired in the form best suited to their career goals.

The program learning outcomes below outline the major competencies students can expect to develop in their time in the program.

1. Professional Competencies

a) Capstone Track

- Carry out a full lifecycle of design for a project by working closely with an industry client (via the [iConsultancy](#))
- Use Agile design processes to collaborate, design, and deliver a project solution as part of a consultancy team

b) Thesis Track

- Research, write, and defend an academic thesis
- Work with thesis advisor and committee
- Produce a publishable thesis submittable for presentation at CHI or similar conference

c) All Tracks

- Design
- Research
- UX Strategy

2. Design Competencies

- Complete a project from brief through to production design
- Engage in design evaluation and critique
- Iterate from initial concepts to high-fidelity, professional quality mockups.

3. Research and Evaluation Competencies

- Plan and execute an HCI research project
- Conduct background research
- Formulate research questions
- Choose the appropriate qualitative and/or quantitative research methods
- Evaluate the utility, usability, and user experience of a product/service
- Make recommendations for improvements

4. UX Strategy Competencies

- Work with business clients
- Communicate UX/HCI research and design to team members and stakeholders
- Apply an understanding of organizational strategy to the creation of innovative digital products and services
- Utilize techniques to enhance an organization's value proposition and advance its mission and goals

5. Cross-disciplinary Electives

Choice of electives, including but not limited to:

- Data visualization and design
- Health informatics
- Inclusive design and accessibility
- Game design and augmented reality design
- Social computing
- Generative AI in UX
- Machine learning
- Informational architecture

PROGRAM STRUCTURE

The HCIM program requires students to complete 30 credit hours, consisting of core courses (12 credits), electives (12 credits), and either a capstone or a thesis (6 credits).

30 Credits Total

12 core course credits | 12 elective credits | 6 capstone or thesis credits

PROGRAM STRUCTURE THINGS TO NOTE

- The 30 credit hours of academic work must be completed with a **minimum 3.0 GPA** within **five calendar** years from the first semester of registration.
- At least **24** of the **30** total credits must be designated **INST** (Information), **INFM** (Information Management), or **LBSC** (Library Science) courses taken within the INFO College. Up to **6** credits may be taken outside the INFO College.
- Students may opt to take three 1-credit courses in addition to three 3-credit courses to reach their 12 elective credits.
- Students on F1 visas must follow the conditions for [maintaining status](#). In particular, only one online/distance education course can count towards full-time enrollment per semester.
- The UMD Graduate School offers guidance about [transferring up to 6 graduate credits](#) (if they were not used for a previous degree) and about [taking courses at other institutions](#) in the Maryland system under certain conditions.

COURSEWORK

Students in the HCIM program must complete a minimum of 30 credits to graduate. These credits are spread across core courses, capstone or thesis courses, and electives. Each type of course is discussed below. Your HCIM advisor will be available to review your academic plan, course planning, and registration.

Core Courses

All students are required to complete 4 core courses to gain the necessary skills and theoretical foundation to complete their degree.

- INST 630 - Programming Human-Centered Interfaces
- INST 631 - Fundamentals of Human-Computer Interaction
- INST 711 - Interaction Design Studio
- Research Methods (see the [Research Methods](#) section for details)
- INST 710 - User Experience Research Methods

OR

INST 798 - Seminar in Research Methods and Data Analysis

Capstone or Thesis Courses

Students must take 6 credits of individual thesis **or** client-based team capstone courses in their second year. See the [Capstone or Thesis Options](#) section for details.

- INST 775 - HCIM Capstone Prep
 - INST 776 - HCIM Capstone Project
- OR**
- INST 779 - Master's Thesis Research

Core Course Sequencing

- The 4 core courses must be completed **before** taking the capstone or thesis.
- INST 631 Fundamentals of Human-Computer Interaction must be taken in the Fall semester.
- A typical course load is 2-3 courses per semester. More information about what is considered full-time status is available on the [UMD Registrations Policies](#) webpage.

Waiving the Programming Course

A waiver for INST 630 Programming Human-Centered Interfaces will **only** be granted if the student's prior degree, grade, and course content are equivalent to INST 630, and the request for a waiver is approved by the current INST 630 instructor. The course is designed to introduce history and trends in user interface implementation relevant to information professionals. Certifications in programming languages will not be accepted for a waiver.

Students who receive a waiver for this course must replace it with an equivalent 3-credit course.

Research Methods

All HCIM students are required to complete one of the following research methods courses:

INST 710 - User Experience Research Methods is highly recommended for students who anticipate taking the capstone in their second year and pursuing an industry career. INST 710 provides a broad and practical look at UX methods and principles, including contextual inquiry and contextual design, in conducting user research. The course typically includes a team-based project with an external client.

OR

INST 798 - Seminar in Research Methods and Data Analysis is appropriate for students pursuing a pre-doctoral course of study who have prior research methods

experience. Each section of INST 798 provides a deep, narrow dive into a research method and offers preparation for independent scholars. INST 798 sections generally assume that students will conduct solo and self-guided research. Please note that different sections of INST 798 will emphasize different research methods—qualitative and quantitative. Please check with the HCIM graduate student advisor or instructor to get details about each semester’s offerings.

Additional methods courses beyond INST 710 or INST 798 may also be taken as electives. Depending on their anticipated research needs, students may take both INST 710 AND INST 798, and they may also take the INST 798 seminar multiple times if the topics are different.

CORE COURSE GRADE REQUIREMENTS

HCIM students must receive **a grade of B (3.0) or higher in all core and capstone/thesis courses**. If a student receives lower than a B in a required course, the course must be repeated so that credit may be received.

ELECTIVES

While any graduate-level course (**600 and above**) offered *within the INFO College* may be considered an elective, please consult with your academic advisor to ensure that the selected classes benefit your goals and course of study. Students should also read the course description in [Testudo](#) and ensure they meet any knowledge and skill requirements before signing up for an INFO elective course.

In addition, students may take courses *outside the INFO College* that are relevant for their particular path. Both options for elective courses are discussed below.

ELECTIVES THINGS TO NOTE

- Students may take a single relevant 400-level undergraduate class for graduate credit. No additional 400-level courses can be counted toward the HCIM degree, nor can any undergraduate courses below the 400 level.
- A course that was applied towards requirements for any other degree cannot be counted toward the HCIM requirements.
- Course offerings vary every year depending on staffing and scheduling needs and are also contingent on enrollment.

Electives within the INFO College

Strongly Recommended Electives for HCIM Students

- INST 702 - Advanced Usability Testing
- INST 703 - Visual Design Studio

While INST 702 Advanced Usability and INST 703 Visual Design Studio are not required courses, students intending a career in the UX industry are strongly advised to consider them as essential to be well-prepared for available job opportunities.

However, students who intend to pursue research careers, including a PhD, are encouraged to focus their electives on additional methods courses, including statistics.

Additional HCIM-Related Electives

The following are 3 credit courses, unless otherwise indicated.

- INST 608 - Special Topics in Information Studies (*these are highly variable, depending on instructor availability*)
 - INST 608E - Designing for Impact: Community-Centered Projects
 - INST 608N - Becoming a Social Media Influencer
 - INST 608P - Trauma-Informed Information Professionals
 - INST 608Q - Consumer Health Informatics
 - INST 608S - Conspiracy Theories
 - INST 608T - Knowledge infrastructures
- INST 620 - Diverse Populations, Inclusion, and Information
- INST 622 - Information and Universal Usability
- INST 639 (1 credit) - Practical Skills in HCI (*these are highly variable, depending on instructor availability*)
 - INST 639G - UX Strategy
 - INST 639N - Accessibility Evaluation Workshop
 - INST 639M - Mastering the Master's Thesis
 - INST 639P – Augmented Reality Design
- INST 650 - Facilitating Youth Learning in Formal and Informal Environments
- INST 651 - Promoting Rich Learning with Technology
- INST 652 - Design Thinking and Youth
- INST 670 (1 credit) - Introduction to JavaScript Programming
- INST 671 (1 credit) - Introduction to Web Programming
- INST 673 (1 credit) - Hands-on Machine Learning with Weka
- INST 682 - Personal Health Informatics & Visualization
- INST 700 - Information Architecture
- INST 704 - Inclusive Design in HCI
- INST 705 - Game Design

- INST 713 - Futures of Work
- INST 725 - Legal Research for Information Professionals
- INST 728 - Special Topics in INFO
 - INST 728A - Digital Accessibility Law and Management
 - INST 728C - Advanced Visual Design for Interfaces
 - INST 728F - Generative AI in UX: Transforming UX Practice
 - INST 728M - Special Topics in INFO; UX Business Basics
 - INST 728X - Designing Technology with Older People
- INST 730 - Games as Emergent Experiences
- INST 733 - Database Design
- INST 756 - Information Risk Management
- INST 760 - Data Visualization
- INST 762 - Visual Analytics
- INST 764 - Data Literacy for Arts and Entertainment Management

Electives Outside of the INFO College

Students are required to take a minimum of 24 credits within the INFO College and may also request to take up to 6 credits of HCIM-relevant courses outside of INFO. On occasion, students have searched Testudo and found relevant offerings that are open to them within other departments and colleges, including Art, Computer Science, Education, and Journalism. **Please pay special attention to any listed prerequisites or restrictions.**

If you are considering a course relevant to your degree but outside of the INFO College, you must submit a request using the [approval form](#). If approval is granted, you are responsible for also getting approval from the instructor and host department, and following any other registration requirements. For more information, contact your academic advisor.

Students may seek out courses unavailable at UMD, but available at other institutions. See the [UMD Graduate Catalog](#) and search for *Inter-Institutional Registration* or *The Washington Consortium Arrangement* for details on how to initiate inter-institutional enrollment.

Self-Designed Summer Learning

The summer between your first and second year is open for you to pursue interests relevant to your degree. Options include internships, faculty research, volunteering, independent projects, or additional technical programs. While learning outside of a registered summer course will not result in degree credits, it can be essential for portfolio-building and preparing for capstone or thesis projects. We strongly encourage you to report your summer plans to the program coordinator by completing the Summer Activities Survey that will be distributed late spring, and to connect with the University's Career Center at <https://careers.umd.edu/handshake> and watch for postings about internship and career fairs. Your student advisor can help you prepare for opportunities that you're excited about.

FULL-TIME & PART-TIME OPTIONS

The HCIM program may be attended on a full-time or part-time basis. Please note that some required courses may only be offered during the day. Working students should be prepared to make arrangements in their schedules to attend daytime classes.

While some INFO electives may be offered online, core HCIM courses are offered in person on campus.

International students should consult with the [International Student and Scholar Services \(ISSS\)](#) office regarding any special requirements related to in-person or online courses for those holding F1 visas.

Full-Time and Part-Time Status

Courses are assigned 3-credit or 1-credit values, and students must have 30 credits of core, elective, and capstone/thesis credits to graduate.

In addition, the UMD Graduate School uses a [unit system](#) in making calculations to determine whether students have full-time or part-time status. This determination may be relevant for student loans, assistantships, and/or visa status.

Please note that graduate units are different from credit hours. The number of graduate units per credit hour is calculated in the following manner:

- Courses in the series: 400-499 carry 4 units per credit hour.
- Courses in the series: 600-897 carry 6 units per credit hour.
- Master's Research: 799 carries 12 units per credit hour.

To be certified as full time for student loans, assistantships, and/or visa status, a graduate student without a graduate assistantship appointment must have **48 units per semester**. Graduate assistants holding regular appointments (20 hours/week) have full-time status if they are registered for at least **24 units in addition to the assistantship**. Holders of half-time assistantships (10 hours/week) are considered full-time if registered for **36 units in addition to the assistantship**. Audited courses cannot be used in calculating full-time or part-time status.

Full-Time Status for International Students

International students on F-1 or J-1 student visas must maintain full-time status according to Federal regulations governing F-1 and J-1 students. Under certain circumstances, international students may drop down to part-time status during their final semester in the program. More information about [maintaining status](#) is available through [International Student and Scholar Services \(ISSS\)](#).

International students should always consult with ISSS regarding any questions about their status. You can [schedule an appointment with ISSS advisors](#) or [chat with an advisor online](#).

Sample Course Plans

The following course plans are intended to provide a possible picture of an HCIM student's course load under various conditions. These are not a prescriptive registration guide; students are encouraged to develop their course plans in consultation with their advisor and remember that while core courses and capstone/thesis courses are offered every year, elective courses are offered on a rotating basis.

Full-Time Plan

Year 1	Year 2
Fall <ul style="list-style-type: none">• INST 630• INST 631• INST 710 or 798 (methods)	Fall <ul style="list-style-type: none">• INST 775 or 799• Elective (3-credit or three 1-credit combo)
Spring <ul style="list-style-type: none">• INST 711• Elective (3-credit or three 1- credit combo)• Elective (3-credit or three 1- credit combo)	Spring <ul style="list-style-type: none">• INST 776 or 799• Elective (3 credit or three 1-credit combo)

Part-Time Plan

Year 1	Year 2	Year 3
Fall <ul style="list-style-type: none">• INST 631• INST 630	Fall <ul style="list-style-type: none">• INST 710 or 798• Elective (3-credit or three 1-credit combo)	Fall <ul style="list-style-type: none">• INST 775 or 799
Spring <ul style="list-style-type: none">• INST 711• Elective (3-credit or three 1-credit combo)	Spring <ul style="list-style-type: none">• Elective (3-credit or three 1-credit combo)• Elective (3-credit or three 1-credit combo)	Spring <ul style="list-style-type: none">• INST 776 or 799

CAPSTONE OR THESIS OPTIONS

All students must complete either a capstone project or a thesis as a culmination of their studies. Each option currently requires registering for:

6 credits

3 credits in Fall | **3** credits in Spring

The HCIM program team will help students determine which option is right for them, with discussions starting early in the second semester of the program.

Capstone or Thesis Course Sequencing

Please note that certain program requirements must be completed before students begin their thesis or capstone.

- The core curriculum (INST 630, 631, 711, and a research methods course such as 710 or 798) must be completed before students begin their capstone or thesis work.
- The thesis and capstone are arranged to start in the fall of the student's final academic year, and the required capstone or thesis coursework must be completed over two consecutive semesters.

Capstone

Students who register for the HCIM capstone work on group projects for external clients who come to us with a challenging problem or opportunity that requires user research and iterative design to produce product designs and interactive prototypes.

During the capstone course

Students will:

- Apply and refine their UX skills in user research, design concepts, interaction and visual designs, and interactive prototypes, all validated through iterative refinement with end users and stakeholders.
- Meet with and present to the industry client, sharing their work frequently at intervals.

- Learn what to expect in industry, and hone the skills needed to be successful (including project management and team collaboration) .

As an outcome of the capstone, students will have a major UX project that they can publicly discuss, present, and share in their portfolio.

You can read more about capstone projects on the [iConsultancy](#) webpage.

Capstone students are responsible for making end-of-semester presentations to their clients on a schedule determined by the instructor in conjunction with the client.

CAPSTONE THINGS TO NOTE

- Students register for INST 775 and INST 776 in consecutive semesters.
- The instructor is responsible for assigning students to project teams and guiding overall learning.
- Student teams will also have a point of contact within the client organization sponsoring the project.

Thesis

The thesis is a research project supervised by a professor/advisor. Students will design and execute a project of publishable quality in their topic area, which they will complete during their second year. Depending on the method used, this may involve user recruitment and human subjects testing, which requires an [Institutional Review Board \(IRB\) submission](#) and [Collaborative Institutional Training Initiative Training \(CITI Training\)](#) for human subject research. Students may fill out a Human Subjects Research Determination from the IRB to determine if their research is exempt from IRB oversight, and should plan to do this before starting research.

A thesis is expected to be approximately 75 pages long and include sections on:

- 1) Introduction (Motivation for/Framing of the Work)
- 2) Prior Work (Literature Reviews)
- 3) Methods
- 4) Results/Findings
- 5) Discussion (Implications, Limitations, Future Work)
- 6) Conclusion (Contributions)

This format may vary slightly by discipline and intended publication venue.

Thesis projects are best undertaken by those with well-developed research topics and strong writing and organizational skills. The faculty thesis advisor and committee members will provide feedback on the work and support the student in identifying the standards for publishable quality in their topic area, but the research will be the student's own.

Due to the comparative time constraints of a master's thesis, the work is expected to have a narrow and specific scope. Due to the timelines of an [IRB review process](#) and experiment design, preparation for the thesis begins in the **Spring semester of your first year**, with a project proposal you present to your thesis advisor.

Getting Started

To get started with the thesis track, interested students should complete the following.

- 1) Spring semester of first year
 - **Step 1:** Review the [Graduate School's Academic Policies: Master's Degrees](#) document and note those sections relating to the thesis.
 - **Step 2: Write your project idea out** as a speculative proposal that you can share with potential advisors. **With this document in hand, find a thesis advisor** who is willing and able to supervise a master's thesis in your desired topic area. The best approach is to begin talking to faculty members very early in the process to see if your project idea fits with their research agenda and if they have time to advise you on the project.

2) Summer after first year

- Register for INST 799 with the advisor's section number in the fall and an additional 3 credits of INST 799 with the same advisor in the spring of your second year.

HOW TO WRITE A GREAT PROJECT IDEA PROPOSAL TO A POTENTIAL ADVISOR

- Introduce your topic.
- Include some relevant studies (you can start by including some citations appropriate to your thesis work).
- What problem do you want to solve?
- Why is this problem important to address?
- What goals do you want to achieve with your research?
- What specific research questions do you want to investigate?
- What research method(s) do you propose to use to investigate your research questions? Include recruitment strategies you're thinking about using and how you'll collect and analyze your data.
- What theoretical framework will you include in your research? (We can discuss ideas about the theoretical framework; you don't have to have them right away).
- What are the limitations of your study (as proposed)?
- What contributions do you plan to make with your research?
- What is your proposed timeline? (Start with the [academic deadlines the graduate school](#) sets for thesis submission, and work backward from that date.)
- What other faculty members do you want to include in your committee? (You will need two additional committee members.)
- Start informally discussing your research idea with the individual you will be most interested in working with, then continue your conversation with the additional potential members.

Establishing a Committee

The student and the advisor, who will serve as the chair of your Thesis Committee, will assemble the complete committee.

1) *Fall semester of second year*

- Identify at least two other members (at least two of whom will be Full Members) who meet the criteria specified in the [Graduate School Master's Degree Policies](#). The Chair of the Committee normally will be the student's advisor, who will be a Full or Associate Member of the Graduate Faculty, or who has been granted an exception to the policy by the Dean of the Graduate School.

2) *By early Spring semester of second year*

- Submit the [Thesis Committee nomination form](#) 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](#). Committee members are responsible for approving the proposal and evaluating the thesis itself (see below for a discussion of each of these).

Proposal and Research

The student works closely with their academic advisor (also known as the Thesis Committee Chair) to design an appropriate research plan and course schedule.

1) *Early Fall semester of second year*

- **Step 1:** Draft a thesis proposal.

Under the direction of the Chair, the student develops a thesis proposal that describes the work to be accomplished as part of the thesis.

- **Step 2:** Submit an IRB

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.

2) *Ongoing from Fall semester to March of second year*

- Complete research and drafts under the guidance of the thesis advisor.

The student completes their research and drafts the thesis with guidance and input from the Chair as needed. The student, Chair, and committee members work out the schedule for reading chapters of the in-progress thesis and reviewing the final draft of the thesis in advance of the defense. Theses should be formatted according to the [University of Maryland Electronic Thesis and Dissertation \(ETD\) Style Guide](#).

Defense Procedure

Step 1: The Chair will schedule the defense after ensuring the student is eligible to defend.

1) *By late March of second year*

- This will be scheduled so that all Thesis Committee members can attend, with at least two weeks advance notice. The Graduate School Master's Degree Policies include details on emergency cancellations, remote attendance, and related issues.

2) *By mid-April of second year*

- The oral defense typically occurs within the College of Information building. Thesis defenses are open to the entire University community and are announced, including student and committee member names, time, location, title and abstract, via the HCIM electronic list at least 5 working days in advance of the scheduled date.

- A [separate REC request to the Graduate School](#) is no longer required. Once The Office of Registrar approves and processes your student's committee form, using the [Nomination of Thesis or Dissertation Committee Form](#), the REC form will be automatically sent out to the committee members three business days prior to the defense date

Step 2: The student will present their oral defense by **mid-April of second year**.

- During the oral exam, the student presents the research questions, methods, and findings to attendees. During or after the oral exam, they also typically field questions from attendees and committee members.

Step 3: The Committee makes its determination.

After the oral examination is complete, the Thesis Committee deliberates in private, without the student and attendees present, and decides on the outcome. Once decided, they share the outcome with the student. They may:

- **Accept the thesis without any recommended changes** and sign the [Report of the Thesis Examining Committee \(REC\)](#).
- **Accept the thesis with recommendations for changes** and, except for the Chair, sign the Report of the Examining Committee. The Chair will check the thesis and, upon their approval, sign the Report of the Examining Committee.
- **Recommend revisions to the thesis** and not sign the Report of the Examining Committee until the student has made the changes and submitted the revised thesis for the Thesis Examining Committee's approval. The Thesis Examining Committee members sign the Report of the Examining Committee when they approve the revised thesis.
- **Recommend revisions and convene a second meeting of the Thesis Examining Committee** to review the thesis and complete the student's examination.
- **Rule the thesis (including its examination) unsatisfactory.** In that circumstance, the student fails.

Passing the Defense

To pass, a student must receive passing votes from all Committee members. One vote of failure means that the student does not pass.

The Committee may call a second examination as a result of a failed defense. If the student fails the second defense, or if no second defense is called, the student loses standing as a graduate student at the University of Maryland (see Graduate School Policies for details).

[Procedures for the Oral Examination](#), including outcome options, can be viewed in the [Graduate Catalog](#).

The Chair uses the [Report of the Thesis Examining Committee \(REC\)](#) document to record the outcome of the defense after its completion.

You can find all academic deadlines (upcoming and archived) on the [Academic Deadlines](#) webpage.

Publishing and Final Submission

Following the completion of the [Report of the Thesis Examining Committee \(REC\)](#) document, the student must submit that form and the [Thesis and Dissertation Electronic Publishing Form](#) signed by the student and the Chair to the Office of the Registrar. More information about [Submission and Publication of the Thesis](#) can be found in The Graduate Catalog.

To be successfully submitted, a thesis must conform to the [University of Maryland Electronic Thesis and Dissertation \(ETD\) Style Guide](#). To facilitate the submission of the thesis, the student should consult these resources early in the process of writing the thesis and follow the requirements accordingly. ***Last year, the final date to submit the thesis to ETD System was April 29, 2024.***

The thesis and accompanying forms must be submitted by the [deadlines posted by the Graduate School](#).

Guidelines for Structuring the Thesis Year

Early in the fall semester of their second year, thesis students are encouraged to work backwards to create a schedule for completion of the thesis in the spring semester, keeping in mind these key dates. Pending instructor availability, an INST 639M 1-credit

course under the title Practical Skills in HCI: Mastering the Master's Thesis may be available. This course is intended to provide supplemental research training, although students are generally expected to understand how to conduct a literature review and do productive HCI research by the conclusion of their required (core) courses.

- The University specifies a final date by which thesis projects must be submitted to the Graduate School electronically each semester. See the [academic deadlines](#). The deadline is typically in late April.
- Students are responsible for scheduling their oral defense with their advisor and committee at least two weeks in advance of the thesis submission date to allow time for requested changes and corrections made by the committee. This usually means thesis projects must be defended by **the second week of April**.
- Further, students must submit a final draft of their thesis to their Thesis Committee no less than **two weeks** before their oral defense date. This typically means sharing a copy of their draft thesis at **the end of March**.

Working from these known deadlines, students can then continue to work backward to allow ample time to conduct their research and write their thesis. As this is a large and complex undertaking, students should build out a schedule in advance in consultation with their advisor, allowing ample time for feedback and revision along the way.

GRADUATION

Applying for Graduation

All candidates for graduation must submit a [Graduation Application](#) by the 10th class day of their final semester. The deadline date is posted on the [Graduate School website](#). The form must be submitted through [Testudo](#), where students can also view their application status. Students who **miss the application deadline must file a [petition](#)** with the Graduate School and their academic advisor.

International Students Applying for Graduation

In addition to the steps outlined above, international students must provide an official final copy of their transcripts to the Graduate School in order to be considered to graduate. The final copy will have the school seal and the certification of courses.

GRADUATION THINGS TO NOTE

Failure to complete the above steps 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.

University-Wide Commencement

Graduating students are eligible to participate in Maryland's University-wide commencement ceremony in May. Details will be provided on the [UMD Commencement](#) webpage.

Students who complete their degree requirements in a summer or fall term may attend and participate in the Spring graduation as well.

INFO Commencement Ceremony

The INFO College hosts its own formal graduation ceremony in May. Depending on space requirements, graduating students may be asked to RSVP for themselves and their guests. Students who graduate in summer or fall are also eligible to be recognized in the ceremony in the spring.

Diplomas

Diplomas are mailed to students approximately 2 months after graduation. [Diploma Services](#) should be contacted for all diploma-related questions.

Calculating Grades

Grades are calculated in the following format:

- A+ at 4.0 quality points
- A at 4.0 quality points
- A- at 3.7 quality points
- B+ at 3.3 quality points
- B at 3.0 quality points
- B- at 2.7 quality points
- C+ at 2.3 quality points
- C at 2.0 quality points
- C- at 1.7 quality points

Every graduate student must maintain a cumulative grade point **average (GPA) of 3.0** for all courses taken at the University to maintain good academic standing. A student may repeat a course to earn a better grade. Whether higher or lower, the most recent grade is used to compute the grade point average.

GRADING THINGS TO NOTE

- Students do not earn credit toward the degree for courses in which they receive a grade of **D+ or lower**.
- For graduate students, all courses numbered 400 and above are used in the calculation of the grade point average, except 500-level courses, those numbered 799, 898, or 899, and those graded with an S.
- HCIM students must receive a grade of **B or higher** in INST 630, 631, 710, 711, thesis or capstone to be considered passing.
- If a student receives a B- or below in a required course, the course must be repeated, and may only be repeated one time.
- 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

Grades for graduate students remain a part of the student's permanent record. Changes in previously recorded grades may be made if timely (within one semester) and if the original instructor certifies that an actual mistake was made in determining or recording the grade. The change must be approved by the Dean and the Dean of the Graduate School. Graduate credits transferred from another institution are not included in the calculation of the grade point average.

Schedule Adjustment & Tuition Refund Policy

[The Schedule Adjustment Period](#) is the first ten business days of classes during the Fall or Spring semester. A similar time period is designated for Summer, Winter and 12-week terms and any course that does not meet the standard term dates.

Students can add, drop, or change course sections during the Schedule Adjustment Period. Courses added prior to and during the Schedule Adjustment Period will appear

on students' permanent records. Courses dropped prior to or during the Schedule Adjustment Period will not appear on the student record, nor will they count towards the number of attempts a student has for any given course.

Graduate students may obtain refunds for courses that are dropped during the Schedule Adjustment Period. Students may drop and add courses without penalty provided that the changes are made on the same day and that the total number of credits does not change. Graduate students are charged by the credit hour. A percentage charge and/or complete charge will be imposed according to the [Refund Schedule for Drops for Graduate Students](#).

- Prior to the first day of classes: 100% refund. There will be no charge for courses dropped prior to this date.
- During the first five days of classes: 100% refund. There will be no charge for courses dropped during this period. For Summer, Winter, and 12- week terms view the associated [academic calendars](#) for the no charge drop period deadlines.
- After day 5 of schedule adjustment through the end of schedule adjustment: 80% refund. There will be a 20% charge imposed for courses dropped during this period. For Summer, Winter, and 12-week terms view the associated [academic calendars](#) for the no charge drop period deadlines.
- Anytime after the Schedule Adjustment Period: 0% refund. There will be no refund; students incur the full charge for courses dropped during this period.

Incomplete Grades

An “incomplete” is an unusual grade that an instructor may award to a student whose work in a course has been qualitatively satisfactory, but who is unable to complete some small portion of the work required to complete the course because of illness or other circumstance beyond the student's control.

In awarding the grade of “I” for graduate courses other than 799, instructors must fill out an “Incomplete Contract for Graduate Students.” The contract specifies the work remaining to be completed. It must be signed by the instructor and the student. Incomplete grades are permitted at the full discretion of the instructor(s), and must be

accompanied by a signed [Incomplete Contract](#) which stipulates the outstanding work that must be completed, the deadline by which the work must be submitted, and the grade that the student will earn if the work is not completed by the deadline. The signed contract must be submitted to your academic advisor.

Students remain in good standing despite grades of incomplete if the courses are not required for their degrees. For courses required for graduation, students are considered to be making satisfactory progress only if they fulfill the conditions of any outstanding incomplete contracts in a timely manner.

Academic Probation

A student whose cumulative grade point average falls below 3.0 will be placed on academic probation by the Graduate School. Permission of the Program Director and the Director of Graduate Operations is required for a student on probation to register for courses. Probation will be lifted when the student achieves a cumulative GPA of 3.0. A student on probation who has completed fewer than 15 credits must raise his or her GPA to 3.0 or above by the end of the semester in which the student completes 15 credit hours or he/she will be dismissed from the Graduate School and HCIM program. A student who has completed 16 or more hours of coursework and whose cumulative GPA falls below 3.0 will be placed on probation and will have one semester in which to raise his or her cumulative GPA to a 3.0 or he/she will be dismissed from the Graduate School and HCIM program.

A graduate student's academic record (transcript) is intended to serve as a complete history of the student's academic progress at the University of Maryland. Under no circumstances will academic records be altered because of student dissatisfaction with a grade or other academic accomplishment.

Academic Difficulty

All graduate students in the INFO must maintain a minimum cumulative 3.0 GPA and must earn a B or higher in all core courses. Students whose cumulative GPAs 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 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 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.

ACADEMIC INTEGRITY

All students should familiarize themselves with the Graduate School's [policies on academic integrity](#). The University is an intellectual community. Its fundamental purpose is the creation and dissemination of knowledge. Like all other communities, the University can function properly only if its members adhere to clearly established goals and values. Essential to the fundamental purpose of the University is the commitment to the principles of truth and academic honesty. The [Code of Academic Integrity](#) is designed to ensure that the principle of academic honesty is upheld.

Students who are found to have falsified, fabricated, or plagiarized in any context, such as coursework, laboratory research, archival research, or thesis / dissertation writing, will be referred to the Office of Student Conduct. The [Office of Student Conduct](#) has some discretion in determining penalties for violations of the University's standards of academic integrity, but the normal sanction for a graduate student found responsible for a violation of academic integrity will be dismissal (suspension or expulsion) from the University.

PROGRAM ADMINISTRATION

The HCIM program is administered under standards and regulations established by the UMD Graduate School under the jurisdiction of the Graduate Council of the University of Maryland.

Within the College of Information (INFO College), the HCIM program falls under the oversight of the Associate Dean for Academic Affairs and the Director of Graduate Operations. It is directed by the HCIM Program Directorship in consultation with the HCIM Committee, which consists of faculty representatives, one representative of the HCIM student body, and the Dean of the College as an ex officio member.

The monthly meetings of the HCIM Committee are open to anyone interested in participating. However, due to legal requirements related to privacy, meetings or portions of meetings during which the HCIM Committee addresses issues pertaining to individual students or applicants to the College are not open to students.

The HCIM Program Directorship (Program Director - Galina Reitz <gmreitz@umd.edu> and Program Co-Director - Stacy Surla <ssurla@umd.edu>) leads the HCIM Committee in performing the following tasks:

- Oversee administration of the program
- Define, evaluate, and modify principles and learning outcomes upon which the program is based
- Make admissions and funding decisions about applicants to the program

The HCIM Program Coordinator (Tatyana N Yevgrafova <tyevgraf@umd.edu>) supports the daily operations of the program. The Graduate Academic Advisor (Dustin Smith <dsmith49@umd.edu>) is the Graduate Student Services representative who provides support and guidance to individual students in the HCIM program on their courses selection, plans, and progress.

PROGRAM COMMUNICATION

The INFO College and the HCIM program use email as the official communication channel for information about key deadlines, scholarships, assistantship opportunities, internships, and other matters, via established listservs.

- HCIM program listserv: hcimprogram@umd.edu
- HCIL listserv: hcil@cs.umd.edu
- HCIM Connections: <https://www.linkedin.com/groups/12847314/>

The HCIM program maintains a mailing list to which all enrolled HCIM students are subscribed through their official UMD email address. Students may forward mail from this address to their preferred personal email account if they wish.

You are responsible for knowing about all program information sent to the list. If you are not receiving mail from the HCIM program listserv, please contact program administration to be added to the list with your official UMD email.

Please check your official UMD email at least once per day to stay current.

THE USE OF GENERATIVE ARTIFICIAL INTELLIGENCE (GENAI) TOOLS AT UMD

Please see the UMD guidance for the use of Generative Artificial Intelligence tools [here](#). Please check a course-specific GenAI policy that defines the appropriate and inappropriate use of GenAI tools. Students should assume that the use of GenAI tools to complete course assignments and assessments is not allowed unless otherwise specified in the course syllabus or assignment/assessment instructions. While using GenAI tools as a learning aid—such as for practicing problems, exploring concepts, or reviewing definitions—is a common practice, students should confer with their instructors about academic integrity policies within their particular courses and assignments.

QUICK REFERENCE GUIDE

Questions about?	Contact	Email	Phone
Tuition and fees	Student Financial Services and Cashiering	billtalk@umd.edu	(301) 314-9000
Financial aid	Office of Student Financial Aid	umfinaid@umd.edu	(301) 314-8377
Billing and payment	Student Financial Services and Cashiering	billtalk@umd.edu	(301) 314-9000
Visas, I-20s, CPT/OPT	International Student & Scholar Services	Schedule Appointment with ISSS Advisor	(301) 314-7740
Registration	Office of the Registrar	registrar-help@umd.edu	(301) 314-8240
Insurance and medical care	University Health Center	health@umd.edu (general comments & questions—not personal health data)	(301) 314-8180
Counseling	University Counseling Center	mmcinty2@umd.edu	(301) 314-7651
Accessibility issues	Accessibility & Disability Service	adsfrontdesk@umd.edu	(301) 314-7682
Legal issues	Graduate Student Legal Aid Office	glao@umd.edu	(301) 405-5807
Parking, bus schedules	Department of Transportation Services	transportation@umd.edu	(301) 314-DOTS (301) 314-3687
Improving your writing	Graduate School Writing Center	gradwritingfellows@umd.edu	(301) 405-9871

Questions about?	Contact	Email	Phone
Registration forms, waivers, graduation	Meet with an Academic Advisor	dsmith49@umd.edu	(301) 405-6453
Program issues	HCIM General Messages	hcim@umd.edu	