College of Information Studies

INFOSCI | Bachelor of Science in Information Science

Undergraduate Student Handbook

Fall 2021

IDENTIFICATION CARDS

The University of Maryland photo identification (ID) card is a general form of identification issued for the purpose of accessing programs and services. Authority to issue ID cards is delegated solely to the Office of the Registrar located on the first floor of the Mitchell Building on the College Park campus. To be eligible for an ID, a student must be registered for classes for the current or upcoming semester. It is the responsibility of the cardholder to keep their ID card safe and secure and to deactivate a lost or stolen ID card. You should immediately deactivate your ID card to prevent use by unauthorized individuals. The University assumes no responsibility for misuse of your card, or for charges to your accounts due to your ID card being lost or stolen. Once deactivated, you must obtain a new ID card at the Office of the Registrar, First Floor, Mitchell Building, Monday - Friday, 8am - 5pm. The charge for a new ID card is $20. A deactivated ID card cannot be reactivated.

IT RESOURCES FOR STUDENTS

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 is located in Room 0126 of the Shoemaker Building ((301) 314-7682, TDD (301) 314-7683). This office assists with arranging for interpreters for hearing impaired students, providing readers for visually impaired students, and providing writers for students with physical impairments. They provide wheelchair-bound students with a listing of all the access points on the College Park campus including locations of parking spaces, ramps, restrooms, etc. This office also provides the verification of disability, which must be provided t o instructors at the beginning of each semester. Both the east and west entrances of Hornbake Building (South Wing) as well as all buildings on the Shady Grove campus are handicap accessible. Elevators and ramps are available in Hornbake Building (South Wing) and each building of the Shady Grove campus.

INTERNATIONAL STUDENT SERVICES

The University of Maryland provides international students with extensive support services upon entering an academic program. The International Student and Scholar Services (ISSS) assists international students as they transition to the American college experience. Their office is located in 3109 Susquehanna Hall, University of Maryland, College Park, MD 20742. International students are required to confirm their biographical and academic information each semester by the end of Schedule Adjustment as well as each time their information changes(e.g. in case of changes of student address, new contact information details should be reported within 10 days). More details on SEVIS Verification process could be found here. International students are eligible for on-campus employment. In addition to on-campus employment, international students may be eligible to participate in the Curricular Practical 8 Training as well as Optional Practical Training, including off-campus work, internship, cooperative education, or any other type of required internship or practicum offered by sponsoring employers through cooperative agreements with the school. Visit ISSS website to determine if you are eligible for the CPT and/or OPT options and to find more information on CPT/OPT application processes.

UMD HONOR PLEDGE

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

BACHELOR OF SCIENCE IN INFORMATION SCIENCE (BSIS)

Information Science Degree Competencies

The Bachelor of Science in Information Science (InfoSci) program at the University of Maryland prepares students to solve organizational and societal problems using information and technology in innovative ways. Through coursework and research experiences students will:

1. Understand information design and management, and the relationships between information consumers and creators.
2. Design, develop and manage information to meet the needs of diverse users.
3. Improve the impact of existing or emerging technologies on information practices and the flow of information.
4. Employ state-of-the-art tools and techniques to create, manage, and analyze information.
5. Grasp critical information issues including the security, privacy, authenticity and integrity of information.

The INFOSCIANNOUNCE Listserv

Students who declare InfoSci are automatically added to the INFOSCIANNOUNCE listserv. Students will receive important information about job and internship opportunities, events, registration deadlines, department and University policies, and other critical information via this listserv. We recommend you do not remove yourself from this listserv as it is our primary means of communicating with undergraduate students.

Students are also added to iSchoolAnnouncements which is a College-wide listserv that all members of the College (undergraduates, graduate students, faculty, and staff) are added to. Official information from the College is sent to this list.

Academic Advising

Undergraduate students in their first semester in the iSchool have MANDATORY ADVISING. This advising requirement must be met in order to be given registration stamps for the upcoming semester.Failure to complete your mandatory advising requirement will impact your ability to register for courses on time and ensure a seat in a course(s).

Advisors for the InfoSci program are located in the Undergraduate Student Services Office, 0217 Hornbake. Advisors are available via:

- Scheduled appointments for Mandatory Advising
- In-person drop-in advising hours during the Fall/Spring semesters which are posted on the iSchool website
- Virtual drop-in advising hours as posted on the iSchool website

Family Education Rights and Privacy Act (FERPA) is a Federal law that protects a student's privacy interest in his or her "education records." FERPA says that the University of Maryland may disclose education records, or personally identifiable information from such records, only to university officials who have been determined to have legitimate educational interests.

It is our policy that if a student wishes to bring parents, legal guardians or family members to a meeting with an advisor, faculty member or other School official, this meeting must be scheduled at least 1 business day in advance, and University parties involved must be notified that the student's parent, legal guardian, or family member will be present at the meeting. The student must also complete a FERPA Academic Release Information Form for the appointment. **Please note that it is your choice whether you wish to sign this form. You are not required to do so, however our advisors will not disclose student record information during the appointment.**

Our policy mandates that if a meeting involving your parent, legal guardian, or family member was not scheduled in advance, you will be asked to schedule this appointment for a future date and time.

No information will be released to others via phone or email as we cannot verify the identity of this person

Recommended Technology Specifications for InfoSci Students

Neither UMD or the iSchool IT unit has the staffing or funding to provide loaner computers for students except in extreme circumstances, and then for only a brief period of time (no longer than two weeks). As a result, the iSchool has put into place a minimum computing technology recommendations for students in its programs.

The iSchool recommends that students participating in any of its programs have regular, consistent, and daily access to a laptop computer with the following minimum specifications:

- 13 Inch Display or above
- 3.0GHz CPU (Intel i5 or equivalent)
- 8Gb RAM
- 256 HDD (solid-state recommended but not necessary)
- Integrated webcam and microphone

Warranty and accidental damage coverage is strongly recommended.

Please note that this is a minimum specification and that specific programs and fields of study may require a computer with capabilities beyond this minimum. If you have questions about the computing requirements for your program, please contact an academic advisor.

It is strongly recommended that students purchase personal laptops to ensure that they have regular access to computing required to complete coursework in a timely manner.

Students may purchase laptops from anywhere that computers are available. The UMD Division of IT operates the [Terrapin Technology Store](#) from which computers can be purchased by students at discounted prices.

Recommended Software for InfoSci Students

Python programming language (version 3). The Anaconda programming platform which includes python and other important packages is [freely available](#).

Py-Charm Community Edition, which is a [freely](#) [available](#) text editor and development environment for Windows, Mac, and Linux.

An advanced text editor (such as Sublime Text, Notepad++, Crimson Editor) and/or
an integrated development environment (such as NetBeans, Eclipse, PyCharm, Geany).

Microsoft Excel or Open Office Calc. Open Office Calc is a free software spreadsheet application available online.

R programming language and software is free and available online.

R studio is an integrated development environment for R and is available online.

MySQL Community Server

MySQL Workbench

InfoSci Degree Program Requirements

All students in the Information Science major must complete all major requirements and keep a GPA of 2.0 to graduate with the degree. The B.S. in Information Science includes **120 credits** organized into five **major content groupings:**

  University General Education
  InfoSci Benchmark Courses
  InfoSci Major Core Courses
  Upper-level Major Elective Courses
  General Elective Courses

University General Education

To earn a baccalaureate degree at the University of Maryland's all undergraduates must complete the General Education Program in addition to their major requirements.

Starting <u>Fall 2012</u> the following students must complete General Education requirements:
   -- new freshmen
   -- new transfer students from non--Maryland public institutions
   -- new transfer students from private schools
   -- returning students who have been away from UMD for 5 plus years

Fundamental Studies [FS] (5 courses, 15 credits)

Mathematics (MA) --   1 course, 3 credits
MATH115 (or higher) is the preferred course because it is a benchmark course. All students are required to complete the MATH placement test when entering the University. The math placement scores from lowest to highest include:

003   010   013   015   110   112   113 S100 111   115   130   120   140

Credits earned from AP/IB or similar exams can be used to satisfy the mathematics requirement.
The MATH requirement <u>cannot</u> be fulfilled with SAT scores.

Analytic Reasoning (AR) --   1 course, 3 credits
Courses in Analytic Reasoning advance and build upon the skills that students develop in Fundamental Mathematics. **STAT100** is the preferred course because it is a benchmark course.

Academic Writing (AW) – 1 course, 3 credits
ENGL101 must be completed with a grade of "C-" or better.

Students may exempt out of English 101 in three ways: by AP/IB test scores, through a course equivalency, or by portfolio. Before students submit any materials, they must contact the Academic Writing Office at 301--405--3771 or on their [website](#).

Professional Writing (PW) – 1 course, 3 credits
ENGL39_ must be completed with a grade of "C--"or better and after 60 credits. There are multiple offerings of professional writing: ENGL 390, 391, 392, 393, 394, 395 and 398. Please check complete list on testudo.

No exemption from the Professional Writing requirement will be granted for achievement on the SAT verbal exam, AP/IB scores, portfolio or a grade of "A" in ENGL101.

Oral Communication (OC) – 1 course, 3 credits
Students may fulfill the Oral Communication requirements with COMM 107 or 200, INAG 110, THET 285 or JOUR 130. A complete list of courses that fulfill OC requirement can be found in testudo.

University Policy

Fundamental Math and Academic Writing must be attempted by the time the student has reached the 30--credit level and must be successfully completed by the time the student has reached the 60--credit level. Students who don't fulfill this policy will have a registration block in their account and can only register for classes that the registrar's office.

After a student is admitted at UMD the Fundamental Studies Requirements must be completed at UMD.

Distributive Studies [DS] (8 courses, 25 credits)

Distributive Studies courses expose students to a variety of disciplines even as they concentrate on a chosen field of study. Kinesiology major requirements that have been evaluated in one or more distributive studies (DS) categories can be used to fulfill DS requirements. Below there is a description of Distributive Studies requirements and how Kinesiology majors may fulfill each requirement.

Natural Sciences (NS/NL) – 2 courses, 7 credits

History and Social Sciences (HS) – 2 courses, 6 credits

Humanities (HU) – 2 courses, 6 credits

Scholarship in Practice (SP) – 2 courses, 6 credits

Distributive Studies Policies

AP or IB credit for Distributive Studies is limited to six of the eight courses. At least two of the eight courses (I--series) must be taken at the University of Maryland, College Park.

Distributive Studies courses may not necessarily have to be the 100 or 200 levels, but ideally they should be courses with few or no prerequisites outside Distributive Studies to satisfy General Education requirements.

I-Series [IS] (2 courses, 6 credits)

The I-Series is the signature program of General Education at the University of Maryland. I--Series courses are lively and contemporary. They speak to important issues that spark the imagination, demand intellect, and inspire innovation. They challenge students to wrestle with big questions, and examine the ways that different disciplines address them.

Two of the eight courses in Distributive Studies must be the I--Series courses. AP credit may <u>not</u> be used to satisfy the I-- Series requirement.

Diversity [DV] (2 courses, 4-6 credits)

Two categories of courses comprise the Diversity requirement: Understanding Plural Societies and Cultural Competence.

InfoSci Major Benchmarks

The InfoSci major has benchmarks designed to help students plan course selection that will insure that they are able to successfully complete their degree in a reasonable amount of time, and to help ensure satisfactory academic performance in upper-level major required courses.

Benchmark 1 - Must be completed within the first 30 credits after declaring the major and before continuing on to InfoSci Major Core Courses.
- MATH115 (or higher) - Precalculus (3 credits)
- PSYC100 - Introduction to Psychology (3 credits)

Benchmark 2 - Must be completed within the first 60 credits after declaring the major and/or before continuing on to InfoSci Major Core Courses. ***One semester of overlap is allowed between Benchmark 2 courses and InfoSci Major Core Courses***
- STAT100 - Elementary Statistics and Probability (3 credits)
- INST126 - Programming for Non-CS Majors (3 credits)
- INST201 - Introduction to Information Science (3 credits)

All InfoSci benchmarks must be completed before registering for InfoSci Upper-Level Major Electives.

After admission to the InfoSci major all benchmark courses must be completed at UMD.

It is the responsibility of all students to include the benchmark courses in their academic plan and to follow the plan. All majors are expected to attempt each benchmark course as soon as they are eligible to enroll. Failure to successfully complete a benchmark requirement on time will result in the student being dismissed from the major.

Students who are unclear about the benchmark requirements should make an appointment to see an advisor immediately.

Note to current UMD students who want to change major into InfoSci: If you are a student at UMD and you already had two unsuccessful attempts in any of the courses that are part of the InfoScie major benchmarks, you will not be allowed to change into the major.

InfoSci Major Core Courses
Courses include the core knowledge in InfoSci recognized as being necessary for <u>all</u> students in the curriculum, regardless of career objectives:

INST201 (3 credits) Introduction to Information Science

INST311 (3 credits) Information Organization

INST314 (3 credits) Statistics for Information Science [prereq: MATH115, STAT100]

INST326 (3 credits) Object-Oriented Programming for Information Science [prereq: INST126]

INST327 (3 credits) Database Design and Modeling [prereq: INST126]

INST335 (3 credits) Teams and Organizations [prereq: INST201 and PSYC100]

INST346 (3 credits) Technologies, Infrastructures and Architecture [prereq: INST326, and INST327]

INST352 (3 credits) Information User Needs and Assessment [prereq:INST311]

INST362 (3 credits) User-Centered Design [prereq: INST326]

INST490 (3 credits) Integrative Capstone [prereq: INST314, INST335, INST346, INST352, INST362]

** Course prerequisites are not waived. All InfoSci core courses must be completed with a C- or better at UMD. Students who earn a W, D or F grade in a InfoSci core course that has a lab or discussion must repeat the entire course. **

Upper-Level Major Elective Courses

InfoSci students are required to take 45 credits within the major, 30 credits of which must be major approved coursework with the INST prefix.

In addition to the InfoSci Major Core Courses students must take 15 credits of approved upper-level [300-400 level] electives.

In order to apply non-INST UMD courses towards the InfoSci upper-level major elective requirement students must take courses that have been approved by the program **after** declaring InfoSci as their major. Students must obtain approval for non-INST courses before enrolling in them in order for them to be counted as major electives. Students can do this by submitting an [InfoSci Upper-Level Major Elective Proposal Form](#) through the iSchool website.

Declared InfoSci students must complete all benchmark courses prior to enrolling in major electives.

Students may choose to use their Upper-Level Major Electives to focus in a subset of the information science field.

Cognate Areas

Data Science

Students develop understanding and skills for managing, manipulating, and mobilizing data to develop insight, create value, and achieve organizational goals in a wide range of sectors.

The courses for the Data Science focus area are:

INST354 (3 credits) Decision-Making for Information Science
INST377 (3 credits) Dynamic Web Applications
INST414 (3 credits) Advanced Data Science
INST447 (3 credits) Data Sources and Manipulation
INST462 (3 credits) Introduction to Data Visualization

Cybersecurity and Privacy

Students equip themselves with human-centered cybersecurity skills and perspectives, and prepare to launch careers in the cybersecurity field with particular emphasis on management, policy, and governance-related functions.

The courses for the Cybersecurity and Privacy focus area are:

INST364 (3 credits) Human-Centered Cybersecurity
INST365 (3 credits) Ethical Hacking
INST366 (3 credits) Privacy, Security, and Ethics for Big Data
INST464 (3 credits) Decision-Making for Cybersecurity
INST466 (3 credits) Technology, Culture, and Society
INST467 (3 credits) Practical Hacking for Policy Making
*students can also incorporate a maximum of two courses from the ACES minor

Digital Curation

With this focus area students can launch careers in which they collect, digitize, appraise, curate, and disseminate information assets effectively and efficiently.

The courses for the Digital Curation focus area are:

INST341 (3 credits) Introduction to Digital Curation
INST441 (3 credits) Information Ethics and Policy
INST442 (3 credits) Curation in the Sciences, Humanities, and Social Sciences
INST443 (3 credits) Tools and Methods for Digital Curation
INST448 (3 credits) Digital Curation Research in Cultural Big Data Collections

Health Information

With this focus area students can learn about the ways data informs the decisions made by health professionals, patients, and policy makers with an emphasis on equity and accessibility.

The courses for the Health Information focus area are:

INST401(3 credits) Design and Human Disability and Aging
INST402 (3 credits) Designing Patient-Centered Technologies
INST408A (3 credits) Consumer Health Informatics
INST452 (3 credits) Health Data Analytics

*Students are also encouraged to consider outside courses that would supplement this focus area, and can submit courses for review via the Non-INST Upper-Level Elective Proposal Form on the iSchool website

Undergraduate Students Registering for Graduate-Level Courses

Undergraduate students interested in registering for a graduate-level course must submit an Policy Exception Request through the iSchool Undergraduate Student Services website. In order to qualify for consideration a student must meet the below minimum requirements:

- Have completed a minimum of 90 cumulative credit hours
- Have a minimum 3.5 cumulative GPA
- Have completed Professional Writing (ENGL39_) with a minimum grade of 'B'
- Have permission from the instructor (emailed to infoscipolicy@umd.edu)

Final approval is at the discretion of the Undergraduate Student Services Office and Director of Undergraduate Programs.

Undergraduate students approved for graduate-level coursework will only be issued a stamp to register if: 1) there is an open seat in the course or 2) the instructor has provided permission to oversubscribe the student into the course.

Undergraduate students will not be given permission to register for graduate-level internship or independent study courses.

Please note, graduate-level course fees may apply.

General Electives

Elective courses can be taken in any department (Biology, Psychology, Community Health, Journalism, Physics, Chemistry, etc.).

The key is to carefully select the electives and tailor them to fit students' needs and career goals:

- **Professional and Graduate school:** Students who want to apply for Professional or Graduate School may complete prerequisite courses as electives.
- Undergraduate research
- Undergraduate TA
- Scholars program
- Study abroad
- Gemstone
- Honors programs
- Minor
- Double degree or double major

Course Grading

Students must receive a grade of "C-" or better in all core major requirements and the Fundamental Studies Academic Writing requirement. Courses in which a student receives a grade lower than a "C-" must be repeated, and are subject to the University's repeat policy.

Double Major/Double Degree

InfoSci students interested in pursuing a Double Major:

- must declare their intent to pursue a double major/degree at least one full academic year before graduation.
- must complete all of the requirements specified for both the primary and secondary major
- may have courses taken for one major may count as appropriate as part of the degree requirements for GenEd
- must designate which college will be the primary major responsible for the maintenance of records and certification of GenEd requirements

In addition to the requirements above, InfoSci students interested in pursuing a Double Degree:

- must complete the degree requirements of both programs with a minimum of 150 credits (180 credits if one of the degrees is in Special Education)
- must ensure that at least 18 credits applied to one degree must be in coursework NOT APPLIED to the requirements of the other degree
- must receive final approval of a double degree program from each of the appropriate departments and colleges

How to Register

Students register for courses each semester using Testudo, UMD's online information system. For more help with how to register students should consult the How to Register Guide.

Summer and Winter Term Registration

Summer and winter term registration and payment does not follow the standard fall/spring schedule. Payment and deadline information for winter and summer terms can be found on the Office of Extended Studies' website.

Course Prerequisites

All students should consult the Schedule of Classes to identify prerequisites for courses prior to registration. If a student has experiential or academic background that may be the equivalent of the specific academic prerequisite for a course, he or she may contact the instructor for written permission to enroll.

Applying for Graduation

All candidates for graduation must submit a Graduation Application. The deadline for submission is the 10th class day of the semester in which the student intends to graduate. Students are encouraged to apply during the first week of class in their final semester. The form must be submitted through Testudo, where students can also view their application status.

Any student who is registered for the coursework that would complete their degree requirements is expected to apply to graduate in that semester. Additionally, if the student is interested in participating in commencement, students are expected to participate in the commencement ceremony that is offered in the semester of coursework completion. For example, a student who completes their degree requirements in Fall must apply to graduate in Fall and is also invited to participate in the Fall ceremony, and would not be eligible to participate in the following Spring ceremony.

Summer Graduates
If a student is registered for summer credits and expects to complete their degree requirements in a summer term, they should apply to graduate for Summer graduation with the university. If that student wishes to participate in a commencement ceremony, they are invited to participate in the Fall ceremony that immediately follows their summer degree completion.

Graduating Before Completing Degree Requirements
If a student wishes to participate in a commencement ceremony, that student must be on track to fully complete their degree program in that semester. If a student is required to complete additional coursework before completing their degree, they are not eligible to participate in commencement until they have completed their degree requirements. For example, if a student applies to graduate in the Spring term, but needs to take coursework in the summer, that student will not be eligible to graduate until Summer, nor will they be eligible to participate in the Spring ceremony. No exceptions will be made for undergraduate students who have completed their coursework for their major but still have outstanding requirements, such as, but not limited to, general education courses and/or requirements to complete a minor.

Ceremonies

The University of Maryland hosts a University-wide commencement ceremony in May and December. All students who are graduating are invited to participate in the University-wide ceremony during their graduating semester. A limited number of tickets are given for the University-wide ceremonies.

The iSchool hosts its own formal graduation ceremony annually in May and December. Staff, faculty, fellow students and friends and family have the opportunity to attend.

Diplomas

Diplomas are mailed to students approximately 2 months after graduation. Graduates can review their diploma status by visiting Testudo: http://www.Testudo.umd.edu/dipstat/index.html.

Diploma Services should be contacted for all diploma related questions:

Phone: (301) 314-8270

Email:diploma@umd.edu

UNIVERSITY POLICIES

All students in the InfoSci major are accountable for each major requirement and to be in compliance with iSchool and University policies. For additional information please consult the Undergraduate Catalog.

Email: Students are strongly encouraged to use their UMD Terpmail account (DirectoryID@terpmail.umd.edu) and for reading all email messages sent by the UMD and the iSchool. Students need to update their email address in Testudo. Emails sent to faculty and advisors need to be written in a professional manner. When writing to faculty and advisors please include proper description in the subject line, name and UID.

Academic Plan: All students majoring in InfoSci are required to complete an 4-Year Plan that outlines all requirements they must complete at UMD prior to graduation.

Progress in the major: Students are expected to follow all benchmarks, prerequisites, course sequences and major requirements. Failure to comply with major requirements could impact students' degree progress, delay graduation or result in dismissal from the major.

Registration:

a. Registration date/time. Students can only register after their assigned date and time, and after completing Mandatory Advising. Each Fall and Spring semesters, the registrar's office gives each student a registration appointment. Seniors register first, then Juniors, Sophomores and then Freshman. Registration date and time are available via Testudo.

b. Registration Blocks. Students can see any advising, academic, or financial blocks via Testudo. *All blocks must be cleared prior to registration.* Contact an Advisor ASAP to resolve all registration blocks.

c. Max credits per semester. At the time of registration students are permitted to enroll in a maximum of:
- 16 credits per Fall/Spring semester
- 4 credits per 3-week Winter/Summer term
- 8 credits per 6-week Summer term

d. Prerequisites: Students will be administratively dropped from a course for which they do not satisfy the prerequisite with a grade of "C-" or better.

e. Credit Overload: Requests for a credit overload of 1 or more credits must be submitted and approved through a Policy Exception Form.

f. Time Conflict: Requests to take two courses that have a time conflict must be submitted and approved through a [Policy Exception Form](#).

g. Taking courses away from UMD. Students are required to complete all major requirements at UMD. Only students with *extenuating or unusual circumstances* may be granted permission to enroll in courses away from UMD.

Students interested in taking an acceptable course at another institution should first consult the [Transfer Credit Database](#) before submitting a [Permission to Enroll Form](#).

h. Repeat Policy:
- Students are allowed to enroll in a course once and repeat a course once. Students have to change their major if they are unable to pass a major required course with a grade of "C--" or higher within 2 attempts.
- **Students may repeat up to 18 total credits while a student at UMD.**
- Students who have repeated over 18 credits must consult an InfoSci advisor.
- Requests to repeat more than 18 credits or have a third attempt at a course must be submitted and approved through a Policy Exception Form (https://ischool.umd.edu/forms/policy-exception-form).

Note to current UMD students who want to change major into InfoSci: If you are a student at UMD you already had two unsuccessful attempts in any of the courses that are part of the InfoSci major benchmarks you will not be allowed to change into the major.

Required GPA: Students will be placed on academic **probation** if their cumulative GPA falls below 2.0.

Fulfilling required GPA, courses and credits
- All major requirements must be completed with a grade of "C--" or better.
- Students will not earn new/additional credits when you repeat a course in which you already earned a grade of A, B, C, or D.
- Students will only earn credits once for a course taken to meet two or more requirements.
- Students must have a minimum of 120 total credits and a 2.0 GPA to graduate.

Upper Level courses during final 30 credits: Students must enroll in 12 credits of major specific coursework and 15 credits of upper--level (300 or 400 level) coursework in their final 30 credits prior to graduation.

Double major, double degree, minor, honors or another programs
- Students must contact their advisor in their other major, degree, minor or program to ensure that they are meeting all requirements to that specific major, minor or program.

Applying for Graduation
- Seniors in InfoSci must apply for graduation during their last semester in the major.
- **Online application via [Testudo](#).**
- **Deadline:** End of schedule adjustment period for the semester the student wishes to graduate.

Graduation Clearance
- The Undergraduate Student Services Office will check the records by the end of the semester of all students who applied for graduation. Students may have one of the following graduation statuses:

    - **Cleared to graduate:**
        - See information below about the Commencement Ceremony.
        - You will receive your diploma by mail.

- ○ **Not cleared to graduate:**
  - ■ Immediate action is required.
  - ■ The Undergraduate Student Services Office will send a letter to students listing the reason(s) students did not graduate (e.g., he/she does not have enough credits or has not met a required course). Student will be advised of the actions they need to take for degree completion.
  - ■ Students who are not cleared are not allowed to participate in the Commencement Ceremony.

Participation in the Commencement Ceremony
- ● Only students who are on track to complete all major requirements may participate in the Commencement Ceremony.
- ● Students cleared to graduate will receive an email with information on the iSchool's Commencement Ceremony.