Master of Information Management
Student Handbook
AY 2019-2020

Contents

Welcome

This handbook contains policies, procedures, and program requirements for the Master of Information Management program at the College of Information Studies of the University of Maryland, College Park.

Questions about information contained in this handbook should be directed to the Student Services Office iSchoolAdvisors@umd.edu.

General University Information

Conditional Graduate Student Status

Students should read their admissions letters 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 requirements, for example. 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 choosing to use a different email address to receive UMD account messages must change

their official email forwarding address. Students who have any problems with their email account should contact the Division of Information Technology.

Immunizations

All students who take courses on a UMD campus must show proof of immunization. Proof of immunization forms are located on the University Health Center website. The University of Maryland requires that all new students provide documentation of inoculation for measles, mumps and rubella. Additionally, every student residing in an on-campus residence hall must be vaccinated against meningococcal disease. Students may request a waiver of this requirement. For more information, please contact the University Health Center.

Residency Classification Office

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

Tuition & Billing

Student Financial Services and Cashiering posts official tuition and fee information and deadlines. Fees vary depending where courses are taken. College Park and online courses have different fees. The College of Information Studies also posts our specific tuition and fees. Billing questions should be directed to the Student Financial Services and Cashiering office.

Financial Aid

The Office of Student Financial Aid is responsible for processing and viewing all financial aid applications and awards. The iSchool website has some financial aid and scholarship information on the Financial Aid page. Note that advisors and program staff cannot view your financial aid.

Change of Address

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

Change of Name

Change of name forms must be filed with the Office of the Registrar.

Transportation & Parking

Information regarding student parking can be found on the Department of Transportation Services website. Students may register for parking online or by visiting Transportation Services at Building #202 Regents Drive Garage on the College Park campus.

Students should also become familiar with the variety of shuttles offered by UMD. Review this [webpage](#) for more information, including the shuttle routes, maps, schedules, GPS location of each bus, and a link to the shuttle bus phone app.

IT Resources

The University of Maryland [Division of Information Technology](#) provides a wealth of IT resources and downloadable software for UMD students.

Accessibility and Disability Service

The [Accessibility and Disability Service](#) office assists with providing reasonable accommodations to students, which may include arranging for interpreters for students with hearing impairments, providing readers for students with visual impairments, providing writers for students with physical impairments, and more. This office provides wheelchair-bound students with a listing of all the access points on the College Park campus including locations of parking spaces, ramps, restrooms, etc. This office also provides the verification of disability, which must be provided to instructors at the beginning of each semester. The campus map also has an accessible pathways feature in the Directions tab.

Both the east and west entrances of Hornbake Building (South Wing) are handicap accessible. Elevators and ramps are available in Hornbake Building (South Wing). Graduate Student Services (including Graduate advising) is located in Patuxent Building, which is ADA accessible.

International Student and Scholar Services

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

International students are required to confirm their biographical and academic information each semester by the end of the [schedule adjustment period](#), as well as each time their information changes (e.g. in case of changes of student address, new contact information details should be reported within 10 days).

International students are eligible for on-campus employment. In addition to on-campus employment, international students may be eligible to participate in the [Curricular Practical Training](#) as well as [Optional Practical Training](#), including off-campus work, internship, cooperative education, or any other type of required internship or practicum offered by sponsoring employers through cooperative agreements with the school. Students should visit the ISSS website to determine their eligibility for CPT and/or OPT and to find more information on the CPT/OPT application processes.

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

Campus Policies

Students are responsible for following all [university policies and procedures](#).

Academic Integrity

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

Advising

Graduate advising is available in Patuxent building suite 2106. Advisors can be reached at iSchoolAdvisors@umd.edu.

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 understand and monitor their academic progress and check the academic calendars for deadlines.

Advising Expectations

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

Advisors' Expectations of Students:	Students' Expectations of Advisors:
• Take ownership for planning and mapping personal academic plan	• Provide accurate, timely information
• Self-monitor academic progress	• Be available to assist students
• Be prepared for advising meetings	• Be prepared for advising meetings
• Check academic calendars for deadlines	• Provide online and in-person advising
• Comply with all university, college, and program policies	• Assist students in interpreting policies

Types of Advising Meetings Offered

There are three types of advising sessions: virtual advising, drop-in hours, and scheduled appointments. Read the information below to learn how to choose and make the most of each session.

Virtual advising is usually conducted over email, but phone and WebEx sessions can be arranged as needed. It is often easiest and fastest to have an advising question answered through virtual advising. If/when it becomes clear that virtual advising is not sufficient for a given situation, the advisor will suggest walk-in hours or scheduling an appointment.

Drop-In Hours

Drop-in advising hours are set periods of time each week that an advisor is available to meet with students. During these periods, meetings are held on a first-come, first-served basis. Drop-in hours are great for quick questions, unexpected issues, or getting signatures.

Scheduled Appointments

Students can schedule appointments with an advisor to go over more complex questions or concerns. Generally, students will receive faster responses through virtual and drop-in advising. However, scheduled meetings are available to students as needed.

A discussion with an advisor is strongly encouraged for new students. Additional meetings are recommended before registering for thesis or independent study and at the beginning of the academic year in which graduation is expected. Students in academic difficulty are expected to meet with an advisor to discuss the details of their plans for academic improvement.

How to Prepare for an Advising Meeting

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

1. **Run your u.achieve audit**: Before any advising meeting, you should run your audit. You can always be monitoring your academic progress through u.achieve. The Graduate School has provided this guide for using u.achieve. *An important note is that in order for u.achieve to be most useful, students will need to declare their specializations so required coursework can populate.*
2. **Map your own academic plan**: Students are encouraged to chart their own academic plans. Some tools to help you design and plan for your time in MIM include:
   a. **Suggested academic plans for each specialization**: See pages 12-14 for suggested plans for full-time students based on each specialization. These plans account for requirements, pre-requisites, and the known schedule for offering each course.
   b. **iSchool Two-Year Course Plan**: Here students can find when the core and specialization required courses will be offered. Electives are not listed, as they are ever-changing.
      i. **MIM Two-Year Course Plan**: This is similar, but only for the MIM program.
   c. **Testudo**: Tesudo is the Schedule of Classes where students can see which courses (including electives) will be offered in the next semester. This is where registration happens as well.
3. **Review degree requirements**: Review all degree requirements, as listed in the specialization checklists on the iSchool website.

College of Information Studies Graduate Student Services	
Jeff Waters	**Dustin Smith**
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Graduate School Policies & General Degree Requirements

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

Deadline for Program Completion

All coursework must be finished within five calendar years of the first registration. Full-time students generally complete the program in 24 months. Part-time students typically complete the program in three to four years. Students may take courses in daytime and evening and may switch between part-time and full-time enrollment at their discretion. Refer to the graduate catalog for more information. **International students should confirm with ISSS regarding any stipulations for program completion deadlines dictated by their visas.**

Program Completion Extensions

Degree requirements must be completed within five (5) calendar years from the initial enrollment in the program. A student who has failed to complete all requirements by the fifth year may submit a written petition to their program's committee for a one-year extension. If the committee grants this extension they will then notify the Graduate School in writing of its decision. The Graduate School will confirm this decision in writing to the student.

In the petition to the program committee, students must be specific about how and when they expect to complete the remaining courses in the program plan. Students must state the reasons for needing the extension clearly. Reasonable factors, such as illness and unforeseen family or work responsibilities, will be considered.

Continuous Registration Policy

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

The Graduate School Leave of Absence Policy

The Graduate School recognizes that there are often causes to step away from graduate studies for a brief time before completing a degree. The full leave of absence policy is 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 Information Management degree from the University of Maryland's iSchool students must complete the 36-credit program, including:

- 4 core courses (12 credits)
- 2 capstone project courses (6 credits)
  - ***Note that for Academic Year 2019-2020, students completing the capstone need to complete INFM-737 (3 credits) and an elective related to their specialization (3 credits). INFM-736 will not be offered.***
- 6 elective courses (18 credits)
  - 3 of these 18 credits must fulfill the Advanced Technology requirement. Designated Advanced Technology courses are listed on the specialization checklist.
  - Specializations are opportunities to focus the elective credits; more info on specializations can be found on our website and on pages 12-14 in this handbook.

Grade Requirements

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

Students who receive a B- or lower will be required to retake the course. Students may repeat a course only once. If a student fails to earn a B or better in the repeated course, they will be referred to the Students in Academic Difficulty Committee and may be dismissed from the program.

Core Courses

MIM core courses provide a foundation of skills and knowledge related to information, technology, user analysis, and management. They are also opportunities for students to determine which aspects of information management they find most interesting and useful. **Students must take these core courses during their first 18 credits in the program.** If for any reason, students are not able to complete all required core courses within their first 18 credits, they must submit a Postpone a Core Course form for their program.

- INFM-600: Information Environments
  - An exploration of various models and methodologies used to capture and deploy internal and external information and knowledge in a number of settings; organizational analysis in terms of information creation, flow, sharing, conservation, and application to problem solving; internal and external influences on the management of information and knowledge; various information flows; information management in a variety of settings. All students have to take this course in their first academic semester in the program.
- INFM-603: Information Technology and Organizational Context
  - Application of communication and information technologies to support work processes, including technology-enhanced communication networks, computer-supported collaborative

work, decision-support systems, interactive systems, and systems analysis. Acquisition of information systems and their integration into the organization.
- INFM-605: Users and Use Context
  - Use of information by individuals; nature of information; information behavior; mental models; characteristics of problems; task analysis; problem solving; decision making; methods for determining information behavior and user needs; information access; information technology as a tool in information use.
- INFM-612: Management of Information Programs and Services
  - Key aspects of management focusing on planning, organizing, leading and controlling; the evolution of management; innovative management for the changing world; management styles and leadership; managerial planning, goal setting and decision making; ethical issues; designing adaptive organizations; responding to change; global environment; diversity; and utilizing the appropriate technology to provide effective management of information programs and services.

Capstone

MIM students are required to complete the MIM Capstone Experience. **Note that for Academic Year 2019-2020, students completing the capstone need to complete INFM-737 and an elective related to their specialization. This has historically been a two-semester course sequence. However, this year INFM-736 will not be offered and all components will be revised and scaled to fit into INFM-737.**
The Capstone course involves the following components:
- INFM-737 Information Management Capstone Experience (3 credits)
  - Curriculum covers:
    - Project Requirements Gathering
    - Project Planning
    - Project Execution
    - Project Conclusion

Course Waivers

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

MIM Specializations

MIM students are required to complete six (6) elective courses. Specializations are a way to guide students through available elective courses. Specializations provide an opportunity to develop greater depth of knowledge and skills in a particular aspect of information management.
The Master of Information Management (MIM) program offers two specialization tracks: Information Analysis and Technology Design. These specializations allow students to focus their studies in a particular information management area of your professional interest. The Information Analysis track offers Data Analytics or Strategic Management specializations, and the Technology Design track offers specializations in User Experience or Technology Development. There is also an option for the thesis track, titled Information Management Research. Students interested in developing a general course of study will pursue the Individualized Program Plan.

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

Declaring a Specialization
The sooner students declare their specialization, the easier course planning will be. Students will know exactly what they will need to do to stay on track toward their goals. The process to declare a specialization is simple.
1. Complete the Specialization Declaration form
    a. Students should be prepared to include their intended academic plans.
    b. If students are unsure how to do this, review the sections in the handbook academic advising. Students can use advising services to prepare for declaring a specialization as well.
2. Approval of the specialization
    a. Advisors will confirm the specialization declaration
    b. The change will be reflected on u.achieve

Changing a Specialization
Students are permitted to change their specializations during their time in MIM. Students should be aware that while there is some overlap in course requirements, it is possible that switching late may require taking more than 36 credits or extending beyond their intended graduation date. If either of those becomes likely, students can pursue the Individualized Program Plan.
1. Complete the Specialization Change form
    a. Students should be prepared to include their intended academic plans.
    b. If students are unsure how to do this, review the sections in the handbook academic advising. Students can use advising services to prepare for declaring a specialization as well.
2. Approval of the specialization
    a. Advisors will confirm the specialization declaration
    b. The change will be reflected on u.achieve

Information Analysis Track
Data Analytics Specialization
The Data Analytics specialization allows students to gain skills needed to manipulate and mobilize data in order to support decision-making process and organizational goals in a variety of sectors. Students completing this specialization will be able to use quantitative analysis, methods, and tools for examining, cleaning, transforming, and modeling data to create valuable information. This specialization prepares you for a variety of positions such as: data scientist, data analyst, or information analyst.

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

Strategic Management Specialization
The Strategic Management specialization focuses on managerial, administrative, and organizational aspects of information analysis. Students gain a strong understanding of the role information and technology play in the management and operation of organizations as well as the knowledge and

skills required to support organizations in developing and managing strategic information strategies. This track prepares students for such positions as: project manager, IS consultant, business analyst, and chief information officer (CIO).

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

Technology Design Track
User Experience Specialization
The User Experiences specialization focuses on the design, creation, and evaluation of interactive information systems and implementation of user interfaces. It prepares students for such positions such: UI/UX designer, usability analyst, and website developer.

User Experience, Full-Time			
Fall 1	Spring 1	Fall 2	Spring 2
INFM-600	INFM-605	INFM-737/Elective	INFM-737/Elective
INFM-603	INFM-612	INST-710/INST-701	INST-702
INST-630	INST-765	INST-631	INST-711

Technology Development Specialization
The Technology Development specialization focuses on the development, implementation, and maintenance of systems that support information management. The coursework is designed to provide an understanding of the technical, design, and managerial issues which arise during the creation and implementation of information systems. This track prepares you for positions such as: systems analyst, senior developer, and chief technology officer (CTO).

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

Individualized Program Plan Specialization
The Individualized Program Plan specialization allows students to design a custom specialization that best meets their interests and needs. The students will choose an area of focus and choose their courses to create their own area of specialization. This specialization combines a foundation of general knowledge in Information Management and Technology with customizable options for particular circumstances.

Information Management Research Specialization
The Information Management Research specialization focuses on conducting research advancing the state-of-the-art and state-of-the-practice in information technology and management, where the student will conduct specific research and present the result as a thesis. It prepares students for

advanced study in information science doctoral programs and careers in cutting- edge corporate or entrepreneurial environments.

Thesis Guidelines

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

1. Students speak with their academic advisor to discuss how pursuing the thesis option will impact their plan of study.
   a. For students pursuing certain specializations, completing a thesis will require additional coursework beyond the 36 credits required for the degree.
   b. MIM students completing the thesis option are not required to complete the capstone course sequence.
2. Students should identify their Thesis Committee Chair (the Chair/faculty advisor) as soon as possible. The Chair should be someone who meets the criteria specified in the Graduate School Policies, is willing to work with the student, and who ideally has expertise in the area the student wishes to study. The Thesis Committee Chair will be the student's faculty advisor. This Chair will not be assigned and the program cannot require a faculty member to advise a thesis. Thus, it is each student's responsibility to seek out a Chair who agrees to supervise the thesis project.
3. Students work closely with their academic advisor and thesis Chair to design an appropriate research plan and course schedule. It is strongly recommended that students take the research methods course in their first semester. For MIM students, the required research methods course (i.e., INST-701 or alternate research methods course approved by the Chair) must be completed prior to enrolling in the master's thesis research course(s).
4. Students assemble their Thesis Committee (Committee) with their thesis Chair. In addition to the Chair, the Thesis Committee must include at least two other members who meet the criteria specified in the [Graduate School Policies](#).
5. As soon as the Committee has been determined, but at least six weeks prior to examination and in accordance with the university's academic deadlines, students submit the Nomination of Thesis Committee Form to the Graduate School.
6. Under the direction of the Chair, students develop a thesis proposal that describes the work to be accomplished as part of the thesis.
7. Students submit their thesis proposals to their respective thesis Committees. The Committee must approve the proposal before the student can register for the master's thesis research course(s).
8. Before research on the thesis can begin, any relevant Research Assurances, including the use of human subjects in the research, must be submitted to and approved by the [Institutional Review Board (IRB)](#) following their established procedures.
9. Students complete 6 credits of the master's thesis research course.
   a. For MIM students, these credits may be one semester or spread over multiple semesters. MIM students must have a grade point average (GPA) in the MIM program of 3.5 at the point of registration for their master's thesis research course and may not have more than 3 credits of Independent Study (i.e. INFM-719).
10. Students complete research and draft thesis with guidance and input from the Chair as needed. Thesis should be formatted according to the University of Maryland Electronic Thesis and Dissertation (ETD) [Style Guide](#).
11. Students submit draft thesis document to their Chair by the deadline established by the students and their Chairs. The Chairs review the thesis draft and any necessary revisions are made by the students to the satisfaction of the Chair.
12. The Chair ensures the students are eligible to schedule an oral defense.

13.   The Chair selects a time and place for the oral defense of the thesis and notifies the other members of the Committee and thesis students at least two weeks in advance. Additional procedures for the oral examination can be viewed in the Graduate Catalog.
14.   The members of the Committee must receive the thesis at least seven working days before the scheduled oral examination. Should the Committee deem it reasonable and appropriate, it may require submission of the thesis more than seven working days in advance of the examination.
15.   The thesis defense is announced, including student and Committee member names, time, location, title and abstract, to the University via the College's electronic lists at least five working days in advance of the scheduled date.
16.   The Chair secures the Report of the Thesis Examining Committee form from the iSchool Student Services Office. The Chair must request this form at least 2 weeks prior to the scheduled oral examination.
17.   The student presents the research questions, methods, and findings to attendees during the oral examination. He/she also typically fields questions from attendees and Committee members.
18.   After the oral examination is complete, the Thesis Committee meets together without the student and decides on the outcome. Once decided upon, they share the outcome with the student, and, when appropriate, those still in attendance. Procedures for the Oral Examination, including outcome options, can be viewed in The Graduate Catalog.
19.   The Chair uses the Report of the Thesis Examining Committee document to record the outcome of the defense after its completion.
20.   Student submits the Report of the Thesis Examining Committee and the Thesis Electronic Publication Form to the Graduate School by their stated deadlines. More information about Submission and Publication of the Thesis can be found in The Graduate Catalog and information about Thesis & Dissertation Filing can be found on the Graduate School's website.

Internships

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

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

Internships for Course Credit

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

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

Course Grading

Passing Grades

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

Students who receive a B- or lower will be required to retake the course. Students may repeat a course only once. If a student fails to earn a B or better in the repeated course, they will be referred to the Students in Academic Difficulty Committee and may be dismissed from the program. If a course is repeated both grades are used to calculate the student's grade point average.

Failing Grades

Students receive a grade of F for failing work. F grades are used in calculating grade point averages. If a course is repeated both grades are used to calculate the student's grade point average.

Incomplete Grades

Instructors must submit an [Incomplete Contract](#) to the Student Services Office. Students must coordinate with their professor to define the terms to remove the incomplete grade. Students have one year to complete and submit the work for a change of grade or the course must be repeated. If a student receives an incomplete grade in a 400-level course, the grade will be converted to an "F." "S" Satisfactory is a passing grade and will count toward the overall credit count.

Probation and Dismissal

All students must maintain an overall grade point average of 3.0. A student with a GPA lower than 3.0 is put on academic probation by the Graduate School. The student has one semester to raise the GPA or face dismissal.

The iSchool may dismiss a student if the benchmarks set by the program are not met. The iSchool will send the decision and rationale to the Graduate School, who issues the formal letter of dismissal.

Course & Registration Information

Schedule of Courses

Some courses may be offered during only once per year (only in the fall, for example). Students should consult the [MIM Two-Year Course Plan](#), the University's [Schedule of Classes](#), and their advisor for additional information. Note that the three-year course plan is the iSchool's best estimate of when classes will be scheduled, and is subject to change.

Course Designations

The iSchool has three course designations:
- INFM: Information Management
- INST: Information Studies
- LBSC: Library Science

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

- MIM students have priority in INFM courses
- MLIS Students have priority in LBSC courses
- INST courses are open with equal availability to all students

Course Prerequisites

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

Registration

Students register for courses each semester using Testudo, UMD's online information system. The Student Services Office 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. Advisors are available to assist with course registration. **Registering as soon as possible helps prevent courses being cancelled due to low enrollment.**

Registering for Independent Study

Students may not earn more than 9 credits under LBSC-709/INFM-719, nor more than a total of 12 hours from LBSC-708/INFM-718 and LBSC-709/INFM-719 combined.

To register for an independent study:

- Students must find an iSchool faculty member to be the independent study supervisor. Students may not register for more than one independent study with the same faculty member in the same semester.
- Submit the signed Independent Study Form to the Student Services Office
- Register for the course using the section number that belongs to that faculty member.

Summer and Winter Term Registration

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

Registration in Semester of Graduation

The University requires that students be registered during the semester they plan to graduate. If students are not taking classes on campus, online, or through the consortium, during their semester of graduation they must register and pay for one audit credit hour of independent study. **MIM students register for INFM-719 section 0101.**

Add/Drop Period

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

Students are responsible for adding/dropping classes by the posted deadlines. Students who do not drop a course by the posted deadlines will be financially responsible for all or a portion of the course. Students may add and drop courses before the first day of class without penalty and receive a full refund. Penalties begin on the first day of class and the refund amount is reduced as time passes.

Not attending class or notifying an advisor is not an official drop or an official withdrawal from a course. Students must officially drop through Testudo. All schedule adjustment policies can be found on the Office of the Registrar's website.

Adding Courses after the Deadline
Under no circumstances will students be allowed to add courses after the published add deadline. The course can be dropped and students will incur a penalty. Refer to the academic deadline calendar for deadlines.

Auditing a Course
Graduate students may audit a course. When registering for the course students must select AUD as the grading method. Students may change the grading method from audit to credit bearing class without approval until the tenth class day each semester. **Students cannot audit a course required for the degree.** Letter grades are not given for audited courses; the transcript will have AUD as the grade. Students are responsible for paying all tuition and fees associated with the registration process.

Transfer Credits & Earning Credits Outside of the iSchool
There are a few ways to apply credits completed elsewhere to a MIM degree. This may include courses taken at another institution, in another UMD department, at an institution in the consortium, or courses taken in the iSchool before gaining admission (non-degree seeking students). **Out of the 36 credits required for the MIM degree, 24 of them must be completed in the iSchool.**

Credits Completed Prior to Enrolling in MIM
Students can transfer up to 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 [Academic Policies, Forms, and Handbooks for Graduate Students](#) webpage for transfer documentation and instructions.

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

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

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

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

1. In consultation with an iSchool Advisor, review the requirements of the Receiving program.
2. Notify the Manager of the Host program via email. The Host Manager should notify the Receiving coordinator and Advisor if there are any reservations about the program switch.
3. Submit an online iSchool Program Transfer form. Please complete all required form fields and attach:
    a. Unofficial transcript for further transfer evaluation (can be accessed through Testudo)
    b. 100-word statement explaining why the student wants to transfer to a different iSchool academic program and how this new program fits their educational and professional goals
4. The program committee will review the transcript and statement, or they may elect the Manager and Director of the Receiving program to make the decision in lieu of a committee decision.
5. Once a decision has been reached, the Manager of the Receiving program will notify the student of the decision via email. If the transfer has been approved, the student will be invited for a follow-up appointment with the Receiving program's Manager. Please allow 2 to 4 weeks for a decision.
6. The Receiving Manager will meet with the transfer student to discuss final steps with course plan
    a. International Students must also coordinate with ISSS to verify that the transfer doesn't impact their visa.

7. If all parties are in favor of the transfer, the Receiving program's Manager will notify Host Manager and Student Services
8. Student Services will request the change from the Graduate School
9. Student Services will notify the student, the host program, and the receiving program of the decision by the Graduate School

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 the master's programs. The form must be submitted through Testudo, where students can also view their application status.

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

International Students Applying for Graduation

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

Graduation Ceremonies

University-Wide Commencement

The University of Maryland hosts a University-wide commencement ceremony in December and May. All students who are graduating are invited to participate in the University-wide ceremony during their graduating semester. A limited number of tickets are given for the University-wide ceremonies. Students are only eligible to participate in the commencement ceremony at the end of the semester in which they complete their degree requirements. Students who complete their degree requirements in a Summer term are not eligible to participate in the Spring commencement ceremony prior, and are instead invited to participate in the Fall commencement ceremony immediately after the Summer in which they complete their degree requirements.

iSchool Graduation Ceremony

The iSchool hosts its own formal graduation ceremony each December and May. Staff, faculty, fellow students and friends and family have the opportunity to attend. Graduates will be notified if tickets are required, but regardless, we ask that graduates RSVP for themselves and for their guests. Students are only eligible to participate in the commencement ceremony at the end of the semester in which they complete their degree requirements. Students who complete their degree requirements

in a Summer term are not eligible to participate in the Spring commencement ceremony prior, and are instead invited to participate in the Fall commencement ceremony immediately after the Summer in which they complete their degree requirements.

Diplomas

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

Arbitrary and Capricious Grading

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

Student Representation on Committees

College Assembly

College Assembly is composed of faculty, academic administrators, staff, and students of the College and serves as the policy-making body. Students enrolled in degree programs shall be represented by one student elected from each degree program who shall have voting privileges. In addition, one at-large student representative shall be elected by a vote of all students and shall have voting privileges in the Assembly. All elected members of the College Assembly serve for a one-year term and may be re-elected.

Program Committees

Each Program Committee deals with issues specific to their degree program (e.g. MIM, MLIS, and HCIM). Duties include: the approval of new course offerings and the regular review of courses and specializations, develop and review policies for the recruitment of students, and set admissions requirements and guidelines, review and approval or denial of student petitions, review students in academic difficulty and make recommendations for remedial actions or refer students to the Committee on Student Review, and make decisions regarding scholarships, awards, or honors that may be given only to students in their degree program. Program Committees include one student member currently enrolled in their respective degree program and elected by students enrolled in that program.

University Senate

The University Senate is one of the largest and most influential governing bodies at the University of Maryland. The Senate is composed of faculty, staff, students, and administrators that are peer-elected, volunteer, or appointed. As Senators and Senate Committee members, these constituents directly participate in the shared governance of our University. The primary function of the Senate is to advise the University President on virtually all campus policy matters and concerns, including but not limited to: education, budget, personnel, campus- community, long range plans, facilities, and faculty, staff and student affairs (subject to the limitations imposed by laws or mandates from the University of Maryland System Board of Regents or the Chancellor).

Glossary

Add: An official addition of a course to your current schedule. This can only be done the first two weeks of class.

Audit: This is a grading method that produces a grade of AUD, which does not count toward the grade point average. Students must pay tuition and fees associated with the course.

Drop: The official way to un-enroll from a course via Testudo. Advisors, professors cannot withdraw students from a course. Not attending classes does not mean you have dropped the course. Please check the deadlines on the academic calendar.

Enrollment Verification: This form is used to verify enrollment at the University, and verification of satisfactory academic progress. This form can be found in the registrar's office.

Forfeiture Fees: Penalties assessed to your account for dropping a course.

Permission of department: Approval of a course from the professor

Resignation: Notification to the grade School and the department of official withdrawal from the University.

Readmission: After an absence of one year or more, students must reapply to the University. If readmitted students must follow any new curriculum requirements.

Transfer/Inclusion Form: Used for transfer credits and credits earned as an Advanced Special Student.

UMD Graduate School Resources

UMCP Grad School Deadlines
All Deadlines
Academic Deadlines
Admissions Deadlines
Registration Deadlines
Fellowship Deadlines
Academic Calendar
Forms
Graduate School Forms
Fellowship and Financial Forms
Petitions, Requests, and Waivers
Thesis and Dissertation Forms
Graduation Forms
Funding
Fellowship and Awards
Financial Aid
Assistantships
Tuition and Fees
New Students

The Graduate School's New Student Checklist
Graduate Catalog
Graduate Student Handbook
Graduate School Policies
Student Conduct and Integrity
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
Thesis and Dissertation Filing
Thesis and Dissertation Style Guide
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)
Student Legal Aid Office

Income Tax Assistance
University Police Department
Health and Wellness
University Health Center
Counseling Center
University Recreation & Wellness
Terrapins Athletics