



COLLEGE OF  
INFORMATION  
STUDIES

AT



**The Universities**  
AT SHADY GROVE

BACHELOR OF SCIENCE IN INFORMATION SCIENCE

# STUDENT HANDBOOK

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ACADEMIC YEAR 2020 - 2021



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## ABOUT THE PROGRAM

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Starting in fall 2018, the University of Maryland's College of Information Studies began enrolling students at The Universities at Shady Grove campus for its undergraduate program.

Qualified transfer students are admitted to the Bachelor of Science in Information Science (InfoSci) program as a cohort group with a pre-set class schedule to ensure admitted students are able to complete their degree in four consecutive semesters. Students complete their degree over four consecutive semesters as full-time students, taking five 3-credit courses per semester, and graduate with a Bachelor of Science in Information Science degree from the University of Maryland, College Park.

Successful InfoSci @ Shady Grove applicants have either completed a two-year Associate of Arts or Associate of Science degree in Information Science, Information Systems, Computer Science, or related field, or have completed 60 transferable college credits, including required benchmarks or their equivalents.

The InfoSci @ Shady Grove program offers the same outstanding nationally recognized faculty, uniquely qualified for excellent learning classrooms, academic support, valuable financial resources, career advising, and various student engagement and leadership opportunities.

## INFORMATION SCIENCE DEGREE COMPETENCIES

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The 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.

# CURRICULUM

This program requires the completion of twenty courses comprised of ten core courses, five INST major electives, four free electives, and one professional writing course.

Major Core Courses – 30 credits	
Course	Prerequisite
<b>INST301</b> Introduction to Information Science	
<b>INST311</b> Information Organization	Pre/Co-requisite: INST301
<b>INST314</b> Statistics for Information Science	INST301, MATH115, and STAT100
<b>INST326</b> Object-Oriented Programming for Information Science	INST301 and INST126 (or equivalent)
<b>INST327</b> Database Design and Modeling	INST126 (or equivalent)
<b>INST335</b> Teams and Organizations	PSYC100 and INST301
<b>INST346</b> Technologies, Infrastructures and Architecture	INST301, INST326, and INST327
<b>INST352</b> Information User Needs and Assessment	INST301 and INST311
<b>INST362</b> User-Centered Design	PSYC100, INST301, and INST311
<b>INST490</b> Integrative Capstone	INST314, INST335, INST346, INST352, and INST362

Students who successfully complete the program earn a degree in Information Science with a specialization in **Data Science**. Students are permitted to pursue a general Information Science degree by taking upper-level INST major elective courses (300 or 400 level) at the College Park campus. Note that major specializations will not appear on the diploma and will only appear on the official transcript.

Major Elective Courses – 15 credits
<b>INST354</b> Decision-Making for Information Science
<b>INST377</b> Dynamic Web Applications
<b>INST414</b> Advanced Data Science
<b>INST447</b> Data Sources and Manipulation
<b>INST462</b> Introduction to Data Visualization

As part of the InfoSci program, students are required to take **4 free elective courses**. Because of the pre-set nature of the program, free elective courses are selected which complement and reinforce the major courses. Students are, however, welcome to pursue other free elective courses in consultation with the InfoSci Advisor that may be of interest to them, or that may better suit their own personal and professional goals. Free elective courses may be any course taken at any level to meet the minimum 120 credits required to graduate.

Finally, **Professional Writing** is a required course in the program for students to complete their general education requirements. Additionally, although strongly encouraged, students are not required to complete an internship in order to complete the program.

## THE *INFOSCIANNOUNCESG* LISTSERV

Shady Grove InfoSci students are automatically added to the **InfoSciAnnounceSG** 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 that you do not remove yourself from this listserv as it is our primary means of communication with undergraduate students.

Students are also added to **iSchoolAnnouncements** – 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.

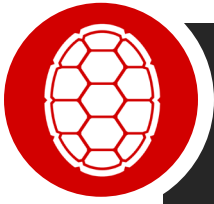
## ACADEMIC ADVISING

Undergraduate students in the iSchool are required to attend a MANDATORY ADVISING session every semester prior to registering for the next semester classes. This advising requirement must be met in order to be given registration stamps for the upcoming semester. Failure to complete the mandatory advising requirement will impact a student's ability to register for courses on time.

### *InfoSci Advising Office Location*

The Universities at Shady Grove  
9631 Gudelsky Drive  
Building IV, Office 4107  
Rockville, MD 20850

Students are also permitted to request a virtual advisement appointment through Zoom. Students should email the InfoSci advisor to schedule their mandatory advising appointment.



**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 schedule at least 1 business day in advance, and Universities parties involved must be notified that the student's parent, legal guardian, or family members will be present at the meeting. The students 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, the advisor 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.*

# COURSE GRADING & REGISTRATION

## COURSE GRADING

If a student fails to successfully complete an InfoSci course with a grade of C- or better, they will be required to repeat it. Students may attempt a course up to two times (note: dropping a course with a grade of W is considered an attempt). If a course has been attempted twice and must be taken for a third time, the student is required to meet with the Academic Advisor to discuss the situation. Under the University of Maryland repeat policy, a student may only repeat up to 18 credits. For more information, students should consult the University's **repeat policy** (<https://go.umd.edu/UMDRepeatPolicy>).



*If you are unable to pass a course, be sure to consult your Academic Advisor to discuss how to make it up. Failure to successfully complete a course may delay your ability to graduate on time.*

## GPA CALCULATION

The University's marking system defines the standards for letting grades as follows:

- A+, A, A- denotes excellent mastery of the subject and outstanding scholarship
- B+, B, B- denotes good mastery of the subject and good scholarship
- C+, C, C- denotes acceptable mastery of the subject
- D+, D, D- denotes borderline understanding of the subject, marginal performance, and it does not represent satisfactory progress toward a degree
- F denotes failure to understand the subject and unsatisfactory performance

Testudo has a GPA calculator to assist students with calculating their GPA for current and possible future semesters, which can be accessed here: <https://www.testudo.umd.edu/gpa/index.html>.

Additionally, students are able to calculate their GPA using the following formula:

$$\frac{\text{Total Quality Points}}{\text{Total Credits Attempted}} = \text{GPA}$$

In order to calculate the GPA, students must first add all of the **Quality Points (QP)** earned in that semester and then divide that number by the total number of **Credits Attempted**, which includes courses in which an F was earned (W grades are not calculated).

To find the Quality Points that were earned in a course, students must multiply the grade's Quality Points by the number of credits that were attempted. Each letter grade is worth a certain number of quality



points based on the number of credits the course has been designated. Students may refer to the grid below to see a breakdown:

Grade Earned	QP for 1 credit course	QP for 2 credit course	QP for 3 credit course	AP for 4 credit course	QP for 5 credit course
A+	4.0	8.0	12.0	16.0	20.0
A	4.0	8.0	12.0	16.0	20.0
A-	3.7	7.4	11.1	14.8	18.5
B+	3.3	6.6	9.9	13.2	16.5
B	3.0	6.0	9.0	12.0	15.0
B-	2.7	5.4	8.1	10.8	13.5
C+	2.3	4.6	6.9	9.2	11.5
C	2.0	4.0	6.0	8.0	10.0
C-	1.7	3.4	5.1	6.8	8.5
D+	1.3	2.6	3.9	5.2	6.5
D	1.0	2.0	3.0	4.0	5.0
D-	0.7	1.4	2.1	2.8	3.5
F	0.0	0.0	0.0	0.0	0.0

## PASS/FAIL

Students are permitted to register for a course under the pass/fail option under certain conditions:

- To register for a course under the pass/fail option, an undergraduate must have completed 30 or more credits hours with a GPA of at least 2.0. At least 15 of these credit hours must have been completed at UMCP with a UMCP GPA of at least 2.0. Courses must be
- Courses must be electives in the student's program; they must not be college, major, field of concentration, or general education program requirements.
- Only one course per semester or summer session may be registered under the pass/fail option.
- No more than 12 credits may be taken under the pass/fail option during a student's college career.
- Students may not choose this option when re-registering for a course.
- Under the pass/fail option, a course that is completed with a passing grade will count toward the student's total credit count, but the grade will not be calculated in the GPA. A course that is completed with a failing grade will appear on the student's record and will be computed in both the overall and in the semester GPAs.

To select the pass/fail grading option, students must input the course information on Testudo when registering and change the grading method from "Regular" to "Pass/Fail." **Note:** Grading option changes may be processed only during the first ten days of classes (Schedule Adjustment Period).

## REPEAT POLICY

Students are permitted to enroll in a course and repeat a course once for a total of two attempts. Students must change their major if they are unable to pass a major required course with a grade of C- or better within those two attempts.

**Students may repeat up to 18 total credits while a student at UMD.** If a student has repeated over 18 credits, they must consult the InfoSci Advisor. Requests to repeat more than 18 credits or to have a third attempt at a course must be submitted and approved through the **Policy Exception Form** (<https://ischool.umd.edu/forms/policy-exception-form>).

Students will only earn credits once for a course taken to meet two or more requirements. Additionally, students will not earn new/additional credits for courses in which they have already earned a grade of A, B, C, or D.

## REGISTRATION

Students register for courses each semester using **Testudo** (<https://www.testudo.umd.edu/>), UMD's online information system. For more help with how to register, students should consult the **How to Register Guide**: <https://go.umd.edu/wTs>.

The InfoSci @ Shady Grove program is a full-time two-year cohort-based program in which degree requirements are offered in only one semester of the 4-semester sequence. The expectation is that students will complete all of their degree requirements at Shady Grove. Students are required to meet with their InfoSci advisor to discuss and register for their courses each semester.

All students are assigned a **Registration Date and Time** (also known as a registration appointment) by the UMD Registrar's Office. Students will be able to register for their classes after having completed their Mandatory Advising session prior to their assigned registration appointment. Students receive an email once registration dates are set with a time and date at which they can begin registration on Testudo. In order to register on time, students must have:

- attended a mandatory in-person advising session with their Academic Advisor;
- taken care of all outstanding bills;
- submitted all immunization and medical forms;
- resolved any advising, academic, or financial blocks.

*When registering for classes, you must follow the required course sequence as outlined by your academic plan, which assures you a timely graduation*

## REGISTRATION LIMITS

### *Registration Blocks:*

Students can see any advising, academic, or financial blocks via Testudo. **All blocks must be cleared prior to registration.** Students must contact their advisor as soon as possible in order to resolve any registration blocks.

### *Credit Limits:*

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

### *Course Prerequisites:*

Students may also be administratively dropped from a course for which they have not successfully completed the prerequisite with a C- or better.

### *Time Conflicts:*

Students are not permitted to enroll in courses that occur concurrently. Courses require a 15-minute buffer between them in order to allow students the time to get to their next class.

Students may request to take two courses that have a time conflict by submitting a **Policy**

**Exception Form:** <https://ischool.umd.edu/forms/policy-exception-form>.

## TAKING COURSES AT OTHER INSTITUTIONS

Students are required to complete all major requirements at the University of Maryland. Only students with *extenuating or unusual circumstances* may be granted permission to enroll in courses at other institutions. Students interested in taking an acceptable course at another institution should:

1. consult the **Transfer Credit Database** (<https://app.transfercredit.umd.edu>)
2. submit the **Permission to Enroll Form** (<https://go.umd.edu/wcQ>).

## SCHEDULE ADJUSTMENT PERIOD

The Schedule Adjustment Period (otherwise known as the add/drop period) occurs during the first 10 days of classes. The Schedule Adjustment Period is the time when students are able to add and/or drop courses without those changes being reflected on their official transcript. If student drops a course during the Schedule Adjustment Period, a withdrawal (W) grade is **NOT** noted on their transcript.

Once the Schedule Adjustment Period ends, students can no longer add courses; however, they are still able to withdraw from a course with a "W" grade noted on their transcript up until the withdrawal period listed in the Schedule of Classes. Please note that professors and instructors cannot authorize over-subscriptions or late registrations. Students must be sure to consult the **Schedule of Classes** to review important registration deadlines: <https://registrar.umd.edu/deadlines.html>.

## WITHDRAWING

Students are permitted to withdraw from a course with a grade of W once the Schedule Adjustment Period has ended. A W grade counts as an official attempt on a course and will be noted on a student's official transcript. Under UMCP policy, students may only drop one course unless special permission is granted for extenuating circumstances. Students must meet with the InfoSci Advisor prior to withdrawing from any courses so that they can plan when they will make up the withdrawn course.

**As mentioned previously, the InfoSci @ Shady Grove program follows a set-sequence of courses; unsuccessful completion of a course may significantly delay a student's graduation.**

If a student feels overwhelmed by the course load, they should consult the InfoSci Advisor to discuss the possibility of withdrawing from a course and retaking it at a later time. Once the student has obtained permission from their advisor to withdraw, they must consult the Schedule of Classes to ensure that they are within the withdrawal period. Students may **NOT** be permitted to withdraw from any course once the withdrawal period has ended. Please note that professors and instructors cannot authorize late course withdrawals.

Students may appeal to retroactively withdraw from a course only for demonstrated extenuating circumstances beyond their control. Doing poorly in class is not considered an extenuating circumstance. Students experiencing serious problems and who are unable to continue with their courses in a given semester must make an appointment to see the InfoSci Advisor for further assistance.

## APPLYING FOR GRADUATION

All candidates for graduation must submit a Graduation Application. The deadline for submission is the 10<sup>th</sup> 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 may also view their application status.

## GRADUATION CLEARANCES

The InfoSci Advisor will check the records of all students who applied for graduation by the end of the semester. Students may review their application status through Testudo, wherein they may have one of the following graduation statuses:

### **Cleared to graduate:**

- Review the “Commencement Ceremonies” section of this handbook to learn more about attending commencement
- Students will receive their diploma by mail

### **Not cleared to graduate:**

- Immediate action is required
- The InfoSci Advisor will send a letter to students listing the reason(s) preventing them from graduating (e.g. lack of credits or missing a required course). Students will be advised on actions that must be taken in order to ensure successful completion of the degree.
- Students who are not cleared to graduate are not permitted to participate in the Commencement Ceremonies

## DIPLOMAS

Diplomas are typically mailed to students approximately 2 months after graduation. Graduates can review their diploma status by visiting Testudo. Diploma Services should be contacted for all diploma related questions:

Phone: (301) 314-8270

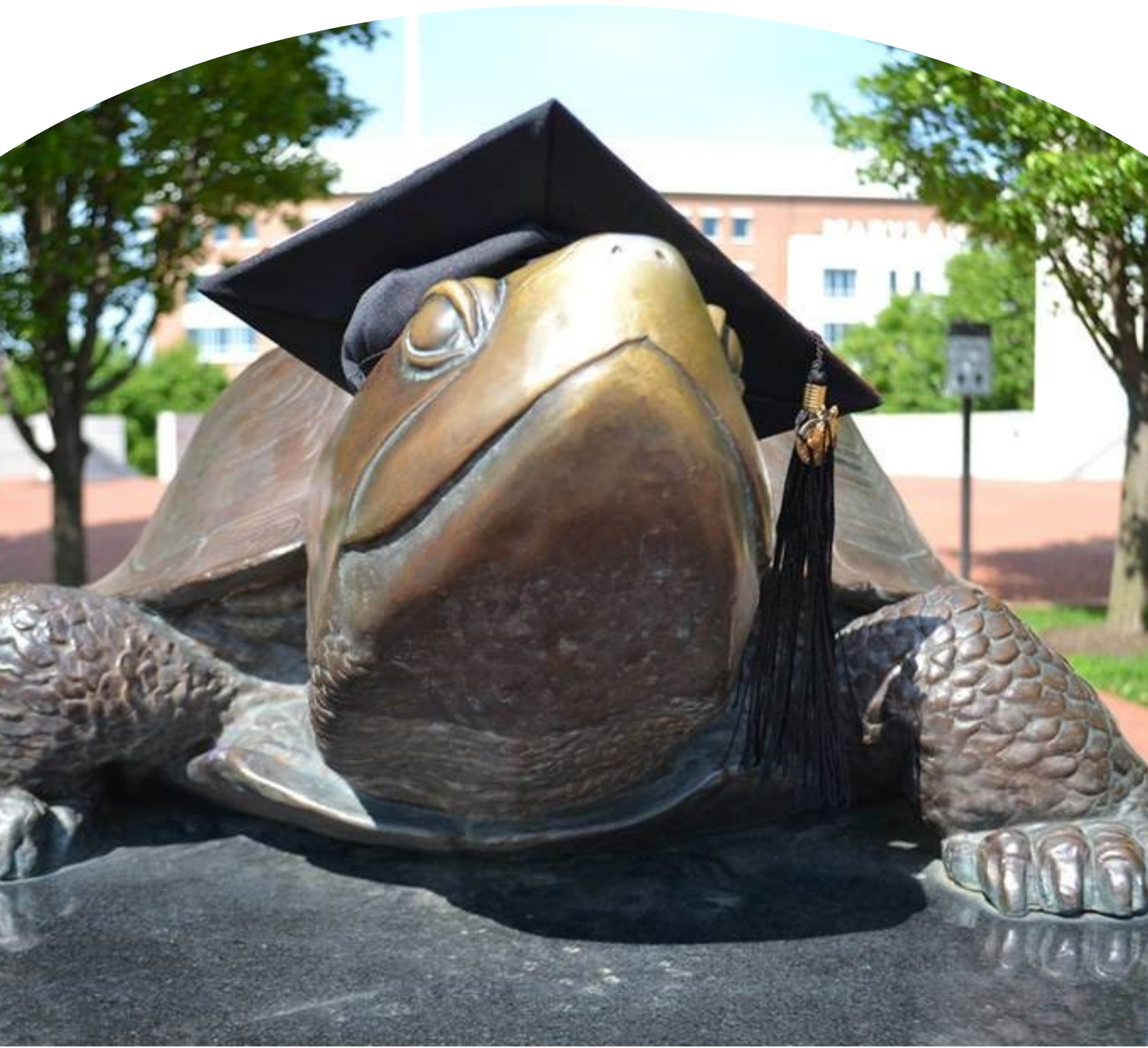
Email: [diploma@umd.edu](mailto:diploma@umd.edu)

## COMMENCEMENT 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. Students

interested in attending the University-wide commencement ceremony should consult the Commencement website: <https://www.umd.edu/commencement/>.

The iSchool hosts its own formal graduation ceremony annually in May and December. Students cleared to graduate will receive an email with information on the iSchool Commencement Ceremony. Staff, faculty, fellow students, friends, and family members have the opportunity to attend. **Only students who are on track to completing all degree requirements may participate in the Commencement Ceremony.**





Because the InfoSci @Shady Grove program is a cohort-based program with a pre-set class schedule, all students will maintain a full-time undergraduate student status of 12 credits or more and will therefore pay the according rate for tuition and additional fees.

Tuition Rate for Full-Time Undergraduate Students (12 credits or more)		
Fee	Maryland Resident (per annum)	Non-Maryland Resident (per annum)
Tuition	\$8,824	\$36,891
Shady Grove Auxiliary Fee	\$696	\$696
Facilities Fee	\$42	\$42
Technology Fee	\$306	\$306
Parking	\$240	\$240
<b>Total</b>	<b>\$10,108</b>	<b>\$38,175</b>

Note: For an additional fee, students may utilize College Park facilities (rec center, athletics, student activities)

## PARKING FEE

Student permit parking can be purchased on an annual, fall/winter, spring/summer, or summer-only basis.

Student Permit Parking		
Student Permit Term	Rate	Student Payment Plan Rate
Annual	\$240	\$30 over 8 payments; monthly from August through November and January through April
Fall/Winter	\$120	\$30 over 4 payments; monthly from August through November
Winter Only	\$60.50	N/A
Spring/Summer	\$120	\$30 over 4 payments; monthly from January through April
Summer Only	\$60.50	N/A

For general parking information, please contact [usgtransportation@umd.edu](mailto:usgtransportation@umd.edu).

## FINANCIAL AID AND SCHOLARSHIP INFORMATION

There are various forms of financial aid that are available to students. Typically, students are able to apply for federal student aid as well as take advantage of any scholarships. Scholarships may be offered directly through the institution, or they may be third party scholarships. Students are often encouraged to apply for any financial aid that best suit their needs.

In order to be eligible for federal and state aid (Pell Grant, Perkins Loans, etc.), students must fill out the **Free Application for Federal Student Aid (FAFSA)** through <https://www.fafsa.ed.gov>. The School Code for the University of Maryland is **002103**. Students may have several options for federal and state aid depending on their Expected Family Contribution (EFC). These options may include:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (SEOG)
- Subsidized & Unsubsidized Loans
- Howard P. Rawlings Program of Educational Excellence Awards
- Federal Work Study

The state priority deadline is March 1<sup>st</sup> and the institutional priority deadline is January 1<sup>st</sup>. Students interested in reviewing these options should consult the Office of Student Financial Aid website: <https://financialaid.umd.edu/types-aid>.

In addition to federal student aid, students are encouraged to apply for **scholarships** through the University of Maryland and through the Universities at Shady Grove. Both campuses offer a variety of scholarships that students are urged to take advantage of.

- UMD Transfer Merit Scholarships: <https://admissions.umd.edu/finance/transfer-merit-scholarships>
- USG Scholarships: <https://shadygrove.umd.edu/admissions-aid/scholarships>

Students may also enroll in the **Terp Payment Plan**, which is a service that allows students to make monthly payments over the course of the semester (fall or spring) or over the course of the school year (Annual Plan). To learn more about this service, students should visit <https://billpay.umd.edu/TPP>.

Students may also pursue **private forms of financial aid** (scholarships or loans) for which they qualify. Scholarships offered through the Universities at Shady Grove are private scholarships made available to USG students by local businesses, foundations, community organizations and individual donors. Student are, however, not limited to the private scholarships made available only to USG students.

Students who wish to review their options in greater detail should email the Center for Student Engagement & Financial Resources at [shadygrove@umd.edu](mailto:shadygrove@umd.edu) to schedule an appointment.



## VETERAN RESOURCES

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Students attending the University under the Veteran's Education Assistance Act can receive assistance and enrollment certification at the Office of the Registrar:

113 Clarence M. Michell Jr. Building  
Phone: 301.314.8239  
Fax: 301.314.9568  
Email: [vabenefits@umd.edu](mailto:vabenefits@umd.edu)

Veterans are certified on a per-semester basis (i.e., benefits do not automatically roll over from one semester to another); all returning University of Maryland, College Park students must complete the UMD VA Enrollment Certification Request Form (<https://go.umd.edu/5Nn>) before beginning each semester (winter and summer are optional) so that benefits will not be interrupted. The **UMD Office of Veteran Benefits** serves a large group of students; therefore, to avoid delays in processing claims, it is extremely important to submit all the requested supporting documents in a timely manner, immediately upon registering for the upcoming term.

To prevent delays in receipt of benefits, the University is required to notify the Department of Veteran Affairs of the following changes:

- Credit level or grading option change
- Change of major
- Change of address
- Term of graduation
- Academic probation or dismissal
- Intent to transfer from the College Park campus

Veterans and Military Connected Students should visit the VA Benefits page (<https://registrar.umd.edu/veteran-benefits.html>) for more information about guides and information regarding VA Benefits and how they apply to them.

In addition to Veteran Benefits offered through the VA, UMD provides some financial resources for its military veterans and military connected students. Students interested in learning more should visit the Veterans and Military Connected Students page on the Office of Student Financial Aid website: <https://go.umd.edu/vafinaid>. Additionally, the UMD Veterans Student Life page (<https://go.umd.edu/vastamp>) includes resources for getting involved on campus, counseling, housing, health care, and UMD Veteran Scholarships.

## CAREER OUTLOOK

Many new and emerging job positions are becoming available in the Information Science field. It is expected that the demand for individuals who can fill those positions will continue to grow. iSchool graduates will be prepared to compete for these positions in all types of organizations, including government institutions, non-profits, educational and cultural institutions and the private sector.

The InfoSci degree will prepare students to compete for a variety of positions and job functions. Below are some of the types of positions that may be of interest to an InfoSci graduate.

Students interested in working with data to find novel information that can help guide strategic decision making or help others analyze data should pursue positions such as:

- Data Analyst
- Data Scientist
- Data Steward
- Database Administrator

Students who wish to work with individuals and teams to understand their information needs and their expectations for tools and applications they will use to work with information should pursue positions such as:

- User Studies Specialist
- User Experience Designer
- User Interface Designer

Students who are in search of a position where they work to gather, organize, and disseminate information to members of an organization to address their information needs should pursue positions such as:

- Content Management Specialist
- Digital Curation Specialist

Students who desire to design, develop and/or deploy an information system, as well as manage individuals and teams who do such work should pursue positions such as:

- Requirements Analyst
- Systems Architect
- Data Architect
- Project Manager

For further career explorations, visit <https://ischool.umd.edu/academics/bachelor-of-science-in-information-science/careers> or visit the USG Career and Internship Services Center to discuss career options and internship opportunities.

The Universities at Shady Grove's (USG) Student and Academic Services (SAS) consists of five centers that work together to support undergraduate and graduate students from all of USG's nine partner universities. These centers provide students with the tools and services they need to succeed during their time at USG. For a brief breakdown of each center, students should visit the Student Services page on the USG website: <https://shadygrove.umd.edu/student-services>.

## CAREER AND INTERNSHIP SERVICES CENTER

The Career and Internship Services Center (CISC) assists students with career advising and professional development needs as they prepare for and secure internships and jobs. They offer resources specific to majors, free students business cards, and individual advising sessions in various career development areas, including:

- Resume and cover letter writing and review
- Job and internship opportunities and search strategies
- Interview preparation
- Salary negotiation
- LinkedIn profile review

The CISC also offers employers opportunities to recruit USG students for internships and employment. Through campus visits and use of the campus's web-based job posting system, **USG Career Connector** (<https://usg-csm.simplicity.com/>), employers can advertise current internships or employment openings, review student resumes and showcase their industry or company.

Students can review featured jobs and internships via <https://go.umd.edu/wpl>. We encourage students to schedule an appointment with a career coach or browse local jobs and internships on USG Career Connector, or practice their interview skills with **Big Interview!** (<https://shadygroveumd.biginterview.com/>). This online interview platform is designed to help students learn and practice interview skills.

## CENTER FOR COUNSELING AND CONSULTATION

The Center for Counseling and Consultation (CCC) provides comprehensive counseling, psychological, and consultative services to the students, faculty, and staff of the Universities at Shady Grove campus. All services are free and confidential. The Center offers a wide range of programs, including

- Intake and emergency services
- Individual psychotherapy
- Career/major counseling
- Couples counseling
- Group counseling
- Workshops

- Self-enhancement sessions
- Bystander training for faculty, staff and students to help those in distress
- Consultation services
- Psychoeducational presentations
- Crisis management services

For those in need, the CCC provides a safe place where they can talk about their concerns and begin to work through them. When you or someone you know would benefit from talking with a friendly and comforting ear, consider the CCC. For further information, please visit <https://go.umd.edu/USGCCC>.

## CENTER FOR ACADEMIC SUCCESS

The Center for Academic Success (CAS) at USG empowers undergraduate and graduate students to develop effective learning strategies, self-efficacy, persistence, and leadership through customized academic and disability support.

Through its programming and resources, CAS assists students in applying newly learned skills and strategies to achieve their academic goals and develop leadership qualities that contribute to USG's goal of providing the region with a "highly educated and skilled workforce."

CAS offered the following services:

- **Writing appointments** for feedback on assignment and personal statements
- **Statistics and Research Methods** assistance with course work, projects, and presentations
- **Academic coaching** on time management and study strategies
- **Disability support services** for students registered with accommodations
- **Peer-led programs** for targeted courses including Guided Study Sessions and Writing Fellows

CAS also provides customized workshops for faculty to help students meet their academic goals. Student should consult the CAS website for information on scheduling appointment or to learn more about the services provided: <https://go.umd.edu/USGCAS>.

## CENTER FOR STUDENT ENGAGEMENT & FINANCIAL RESOURCES

The Center for Student Engagement and Financial Resources (CSEF) is an onsite service center which provides a variety of personalized student services, tailored to meet the needs of each institutional partner. CSEF provides a unique "one-stop-shopping" system with a single point of service for all in a wide variety of service areas, intended to support students through all stages of the "student life cycle."

To promote **Student Engagement**, CSEF works in collaboration with USG's partner institutions to enrich the students' co-curricular experience while cultivating an active, enjoyable and culturally inclusive environment. This work is done by providing opportunities for incoming and current students to think critically and independently, foster meaningful interpersonal relationships, and to develop into civic-minded and ethical leaders at USG.

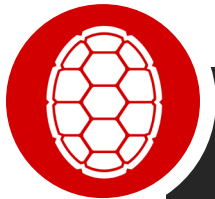
CSEF aims also to provide access and advisory services to **financial resources** and scholarships that will help to achieve their educational goals. CSEF is dedicated to promoting scholarship opportunities that assist in making education affordable while maintaining compliance with established regulations, policies, procedures, and ethical standards set forth by the University of Maryland.

## CENTER FOR RECRUITMENT & TRANSFER ACCESS

The Center for Recruitment & Transfer Access (CRTA) works closely with prospective students to provide seamless pathways to programs offered on the USG campus.

CRTA representatives frequently visit high schools, community colleges, and local organizations to share the benefits of USG and assist students in taking the next step towards continuing their education. The Center is also responsible for hosting several Open Houses at USG throughout the year, which present great opportunities for prospective students to experience the USG campus and learn more about their programs of interest.

CRTA houses the USG Student Ambassador Program, a sought-after leadership opportunity for current students in programs at USG to hone their communication and marketing skills by assisting CRTA staff in recruitment of prospective students. To learn more, students should visit the CRTA page on the USG website: <https://go.umd.edu/USGCRTA>.



*UMD InfoSci @ Shady Grove students have access to all services provided by USG, as well as all student activities, food services, study areas, computer labs, bookstore, library, and gym. In addition to these services, iSchool students also have access to all InfoSci academic and student services and events offered by the iSchool at both the College and Shady Grove campuses.*

*UMD students enrolled in an undergraduate program at USG have access to all UMD College Park services covered by their tuition (e.g. health center, counseling center, libraries, disability support services, career center).*

*UMD students at Shady Grove also have the option of purchasing **additional** UMD College Park services covered by the UMCP Mandatory Fees (e.g. UMCP Recreation Center, athletic tickets, club sports, UMD student organizations, etc.)*

# GENERAL GUIDELINES & POLICIES

All students in the InfoSci program are accountable for each major requirement and to be in compliance with iSchool and University policies. Students should frequently consult the Undergraduate Catalog for information on policies, procedures and guidelines: <https://academiccatalog.umd.edu/undergraduate>.

## ACADEMIC PLAN AND U.ACHIEVE

All students in the InfoSci @ Shady Grove program will receive a **2-Year Academic Plan** that outlines all course requirements that must be completed at UMD prior to graduation. It is the student's responsibility to follow the plan and register/successfully complete all required courses.

Students are expected to follow all prerequisites, course sequences, and major requirements as outlined in their academic plan. Failure to comply with major requirements may impact students' degree progress, delay graduation, or result in dismissal from the major.

Students also have access to u.achieve, UMD's degree audit system which helps students and their advisors evaluate their academic progress towards degree completion. The degree audit system is meant to be an unofficial guide, as several factors may impact an online audit, such as:

- The completeness of transfer course information within the audit
- Program requirements varying depending on the date of matriculation, or major declarations
- The integration of course exceptions into the audit.

Students are also encouraged to review their **u.achieve** audit to keep track of their academic program by going to <https://uachieve.umd.edu>.

## LATIN HONORS

Latin Honors afford recognition for academic excellence achieved over the duration of a student's entire official undergraduate coursework at the University of Maryland. They are awarded to the top 10% of all students graduating in each College or School. Summa cum laude is awarded to students with a GPA equal to or greater than the highest two percent of GPAs from the specific College or School averaged over the previous academic year, magna cum laude to the next highest three percent, and cum laude to the following five percent. Latin Honors are officially annotated on the transcripts and diplomas of students who have graduated.

All of the following must be met to be eligible for Latin Honors:

- At least 60 semester hours must be earned at the University or at a program which credit earned is counted as University of Maryland, College Park, **resident credit**.
- No more than 6 credits taken pass/fail or satisfactory/fail grade modes shall count toward the 60-hour minimum.
- No students with a grade point average of less than 3.3 will be considered for a Latin Honor.
- The final, cumulative GPA meets cutoff levels for the student's graduation year.

The University awards Latin Honors based on a student's cumulative GPA for all coursework taken towards their degree. As such, this GPA is calculated using grades from all courses taken at the University, including the student's final semester of studies.

Latin Honors Cutoff for the College of Information Studies	
Summa Cum Laude	4.000 – 3.789
Magna Cum Laude	3.788 – 3.620
Cum Laude	3.619 – 3.539

## INCOMPLETE GRADE

"Incomplete" is given only to a student whose work in a course has been qualitatively satisfactory, when, because of illness or other circumstances beyond the student's control, he or she has been unable to complete some small portion of the work of the course.

A student must work with a course instructor to complete the **Incomplete Contract Form** (<https://www.sis.umd.edu/incomplete.pdf>) and submit it to the InfoSci Advisor. The "I" grade is removed by the instructor once a student has completed the work assigned by the instructor. It is the student's responsibility to request arrangements for completion of the work. The work must be completed by the time indicated in the contract, usually by the end of the next semester, but no later than one year. If the remaining work for the course as defined in the contract is not completed on schedule, the instructor will convert the "I" grade to the grade indicated on the contract.

## TAKING COURSES AT COLLEGE PARK

The InfoSci @ Shady Grove program is a full-time two-year cohort-based program, in which the degree requirements are offered in only one semester of a student's four-year sequence. The expectation is that students will complete all of their degree requirements at the Shady Grove campus. When students are admitted to the InfoSci program, they are admitted to a specific program location: College Park or Shady Grove.

Shady Grove students are permitted to take ONE course through the College Park campus (including any online courses) in any given semester. Students interested in taking a course at College Park must consult with the InfoSci advisor to discuss this option.

Students who wish to complete the majority of their coursework at the College Park campus may submit a formal request to transfer; however, College Park reserves the right to reject any request to transfer.

## SATISFACTORY ACADEMIC PROGRESS

All students are required to earn a 2.0 minimum GPA in order to maintain satisfactory academic progress. If a student's GPA falls below a 2.0, they are placed on **Academic Probation** for one semester. Students who fail to achieve the required 2.0 cumulative GPA at the end of their probationary semester may be academically dismissed. Students who attain a cumulative GPA of 2.0 in the preceding winter or summer term will not be subject to dismissal.

Students who have been academically dismissed may apply to the Faculty Petition Board for reinstatement on the ground of mitigating circumstance. The application for reinstatement must include a written statement explaining the circumstances leading to dismissal and a proposed plan to remedy those circumstances. Students are encouraged to consult with the InfoSci Advisor prior to submitting their applications to the Faculty Petition Board. Applications for reinstatement can be completed at <http://studentsuccess.umd.edu/>.

## IDENTIFICATION CARDS

USG, with the support of their nine institution partners, has implemented a USG ID policy which requires all students, faculty, and staff to obtain and carry a USG ID card anytime they are on campus. USG IDs serve as a way to quickly identify students, faculty and staff safeguarding against inappropriate usage of campus facilities. More importantly, USG ID cards are linked to contact data that can be used to locate and contact members of the USG community should an emergency situation arise. For more information on USG ID cards, including how to obtain one, students should consult the USG ID Card page on the USG website: <https://go.umd.edu/USGID>.

## REQUESTING ACCOMMODATIONS

To receive reasonable accommodations, an individual must initiate contact with the UMD Accessibility and Disability Service to schedule an in-person registration interview. Please contact the Counseling Center at College Park at 301.314.7682 to schedule an appointment with an ADS counselor.

Accessibility & Disability Services provide several accommodations that vary on the nature of a student's disability. These include:

- Alternate format of printed materials (textbooks and other required reading materials)
- Classroom accommodations
- Registration and course load accommodations
- Testing accommodations

For more information, students should visit the ADS page at <https://www.counseling.umd.edu/ads/>.



## INTERNATIONAL STUDENT SERVICES

The University of Maryland provide international students with extensive support services 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 the Schedule Adjustment Period as well as each time their information changes (e.g. in case of changes in student address, new contact information details should be reported within 10 days). More details on the SEVIS Verification process can be found here: <https://go.umd.edu/UMDITERP>.

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 (CPT) as well as Optional Practical Training (OPT), 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. International students should consult the ISSS website to determine if they are eligible for the CPT and/or OPT options, and to find more information CPT/OPT application processes: <https://go.umd.edu/UMDISSS>

## ACADEMIC INTEGRITY

The University of Maryland expects all students to uphold the highest standards of academic integrity and adhere to the **Code of Academic Integrity**. As such failure to uphold the standards as outlined within the Code may result in immediate dismissal from the University.

The Code outlines specific actions that are deemed Prohibited Conduct:

- 1. Cheating:** fraud, deceit, or dishonesty in any academic course or exercise in an attempt to gain an unfair advantage, and/or using or attempting to use unauthorized materials, information, or study aids in any academic course or exercise.
- 2. Fabrication:** unauthorized falsification or invention of any information or citation in any academic course or exercise.
- 3. Facilitating Academic Dishonesty:** knowingly helping or attempting to help another to violate any provision of the *Code*.
- 4. Plagiarism:** representing the words or ideas of another as one's own in any academic course or exercise.
- 5. Self-Plagiarism:** the reuse of substantial identical or nearly identical portions of one's own work in multiple courses without prior permission from the current instructor or from each of the instructors if the work is being submitted for multiple courses in the same semester.

If it is determined that an act of academic dishonesty has occurred, a grade of “XF” is considered the normal sanction for undergraduate students. The grade of “XF” is noted on the academic transcript as failure due to academic dishonesty. Lesser or more severe actions may be imposed when there are circumstances to warrant such consideration. Suspension or expulsion from the University may be imposed even for a first offense. The Code of Academic Integrity may be located here:

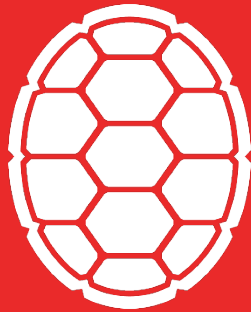
<https://go.umd.edu/wpS>.

The University has a nationally recognized Honor Code, administered by the Student Honor Council. The Student Honor Council proposed and the University Senate approved an **Honor Pledge**. The University of Maryland Honor Pledge reads:

*I pledge on my honor that I have not given or received any unauthorized assistance on this assignment/examination.*

Students are encouraged to review the Student Council website for more information about the Honor Pledge: <https://www.studentconduct.umd.edu/honor-pledge>.





## **UMD InfoSci @ USG**

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