



# COLLEGE OF INFORMATION STUDIES

---

**MLIS** | MASTER OF LIBRARY &  
INFORMATION SCIENCE

## **Master of Library and Information Science Student Handbook**

AY 2021-2022

*Updated Summer 2021*

---

### **Table of Contents**

#### [General University Information](#)

[Directory ID/Email Accounts](#)

[Identification Cards](#)

[Immunization](#)

[Tuition and Billing](#)

[Financial Aid](#)

[Residency Classification Office](#)

[Change of Address](#)

[Change of Name](#)

[Parking](#)

[IT Resources for Students](#)

[Accessibility & Disability Service](#)

[International Student Services](#)

#### [University Policies for Graduate Students](#)

[Deadline for Program Completion](#)

[Continuous Registration Policy](#)

[Program Completion Extensions](#)

[Request for Waiver of Continuous Registration](#)

[Leave of Absence Policy](#)

[Parental Accommodation Policy](#)

[Resigning from the University](#)

[Academic Advising](#)

[MLIS Degree-Specific Requirements](#)

[General MLIS Requirements](#)

[MLIS Curriculum](#)

[Core Requirements](#)

[Postponing a Core Course](#)

[Waiving a Core Course](#)

[MLIS Specializations](#)

[Choosing a Specialization](#)

[Declaring a Specialization](#)

[MLIS Field Study/Internship](#)

[LBSC 707 – Field Study in Information Service](#)

[LBSC 749 \[formerly LBSC744\] – Internship in School Library Programs](#)

[Schedule of Field Study/Internship Courses](#)

[Field Study Contract, Field Study Plan, and Additional Documents](#)

[Waiver of Requirement](#)

[MLIS Thesis](#)

[Thesis Requirements](#)

[Thesis Process](#)

[Selecting a Thesis Committee](#)

[Proposal & IRB Approval](#)

[Coursework](#)

[Thesis Defense](#)

[Publishing and Final Submission](#)

[Prerequisites](#)

[Master of Library and Information Science/Master of Arts in History \(HiLS\)](#)

[Course Grading](#)

[Passing Grades](#)

[Failing Grades](#)

[Incomplete Grades](#)

[Probation and Dismissal](#)

[Auditing a course](#)

[Course Schedules & Registration](#)

[Schedule of Course Offerings](#)

[Registration Dates](#)

[Registration in Semester of Graduation](#)

[Dropping Courses and Course Refunds](#)

[Adding Courses after the Deadline](#)

[Transfer Credits & Courses Outside the iSchool](#)

[Transfer Credits Earned Prior to Enrollment](#)

[Credits Earned as a Non-Degree Seeking Student](#)

[Transfer Credits from other UMD Departments](#)

[Transfer Credits from other University System of Maryland \(USM\) Institutions](#)

[Transfer Credits from the Consortium of Universities of the Washington Metropolitan Area](#)

[Transfer Credits from Outside USM and the Consortium of Universities of the Washington Metropolitan Area](#)

[Transferring Programs within the iSchool](#)

[Graduation](#)

[Applying for Graduation](#)

[Approved Program Forms & u.achieve Audits](#)

[Ceremonies](#)

[Diplomas](#)

[Academic Integrity](#)

[Alleged Arbitrary and Capricious Grading Procedures](#)

[Student Representation on University and College Committees](#)

[College Assembly](#)

[Program Committees](#)

# General University Information

## Directory ID/Email Accounts

The Directory ID and Directory Password should be set up as soon as a student accepts admission into the iSchool. The Directory ID and Password are used to login to most University systems, including registration. 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 a student's UMD domain email account information. The UMD domain email account is the default account listed in a student's record. 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 Help Desk](#) at (301) 405-1500.

## Identification Cards

The University of Maryland photo identification (ID) card is a general form of identification issued for the purpose of accessing programs and services. Authority to issue ID cards is delegated solely to the [Office of the Registrar](#) located on the first floor of the Mitchell Building on the College Park campus. To be eligible for an ID, a student must be registered for classes for the current or upcoming semester.

Students should carry their ID card at all times. Lost or stolen ID cards should be [deactivated immediately](#) to prevent use by unauthorized individuals. Note: A deactivated ID card cannot be reactivated. Lost or stolen ID cards may be replaced for a charge of \$20. Complete details about University of Maryland ID cards can be found here on the [Office of the Registrar's website](#).

## Immunization

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](#).

Students taking courses online are not required to provide an immunization record. However, we **strongly** encourage students to submit the forms. An online student who does not submit records will be required to contact the Registrar's office every semester prior to course enrollment to get a "hold" taken off their account. This is in order to ensure that the student remains an online-only student. If you wish to follow the route of not submitting immunization records and calling the Registrar's Office every semester, you will call (301) 314-8274 each semester to remove the hold.

## **Tuition and Billing**

Student Financial Services and Cashiering posts official [tuition and fee information and deadlines](#). Fees are charged per credit and are standard across format and iSchool classes - please visit the [Tuition and Fees page](#) for information. Billing questions should be directed to [Student Financial Services and Cashiering](#), please email [billtalk@umd.edu](mailto:billtalk@umd.edu).

## **Financial Aid**

The [Office of 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 [Tuition and Fees](#) page.

## **Residency Classification Office**

Newly admitted graduate students seeking a review of their initial residency designation should contact [Residency Reclassification Services](#) at (301) 314-9596 or email [resclass@umd.edu](mailto:resclass@umd.edu). For information about reclassification for in-state tuition or admission, please see the [Policy on Student Classification for Admission and Tuition Purposes](#).

## **Change of Address**

A change of address can be completed through [Testudo](#). Most documents are emailed, but some documents, e.g. the diploma, are mailed, so it is essential to keep your mailing addresses up to date.

## **Change of Name**

Change of name forms must be filed with the [Office of the Registrar](#).

## **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 Bldg. #202 Regents Drive Garage on the College Park campus.

## **IT Resources for Students**

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

## **Accessibility & Disability Service**

The [Accessibility & Disability Service](#) (ADS) office is located in Room 1101 of the Shoemaker Building ((301) 314-7682, voice/TTY). This office assists with arranging for interpreters for hearing-impaired students, providing readers for visually-impaired students, and providing writers for students with physical impairments. They provide wheelchair-bound students with a listing of all the access points on the College Park campus including locations of parking spaces, ramps, restrooms, etc.

To receive accommodations, students must contact ADS and set up an in-person registration interview. After this interview, ADS can then provide students with an "accommodation letter" which students must give instructors at the beginning of each semester.

Both the east and west entrances of Hornbake Building (South Wing) are handicap accessible. Elevators and ramps are available in Hornbake Building (South Wing).

## **International Student Services**

The University of Maryland provides international students with extensive support services upon entering an academic program. The [International Student and Scholar Services \(ISSS\)](#) assists international students as they transition to the American college experience. Their office is located at 1126

H. J. Patterson Hall.

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

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](#). This includes off-campus work, internship, cooperative education, or any other type of required internship or practicum offered by sponsoring employers through cooperative agreements with the school. Visit the ISSS [website](#) to determine if you are eligible for the CPT and/or OPT options and to find more information on CPT/OPT application processes. Please note that students who participate in 11+ months of full-time CPT become ineligible to apply for OPT.

# University Policies for Graduate Students

## Deadline for Program Completion

The MLIS program must be completed within 5 years from the first semester of initial registration. The program can be completed on a full-time or part-time basis. Students are considered full-time if enrolled for nine credit hours, which is typically three courses per semester. Part-time students take one or two courses per semester. It is not recommended to take more than three classes per semester.

## Continuous Registration Policy

All graduate students must register for courses and pay associated tuition and fees each fall and spring semester until the degree is awarded.

A student who fails to register and has not requested and been granted either a [waiver of registration](#) or a [leave of absence](#) is eligible for dismissal by the Graduate School.

A student who is dismissed due to non-registration may appeal the dismissal during the period following the end of the semester of non-registration. Instructions on the appeal process will be included in the dismissal letter from the Graduate School. If the student does not appeal or if the appeal is denied, and the student wishes to continue in the Graduate School, the student must [reapply for admission](#).

## Program Completion Extensions

[Degree requirements](#) must be completed within five calendar years from 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, the student 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.

## **Request for Waiver of Continuous Registration**

Certificate, masters, and pre-candidacy doctoral students who will be away from the University may request a waiver of continuous registration for up to one year. Waivers of registration will be granted only if the student is making satisfactory progress toward the degree at the time of the request and can complete the degree requirements within the required total time limits. A waiver of continuous registration cannot be used to justify a total time-to-completion extension.

Permission for non-registration is obtained from the MLIS Program Director and academic advisor, and a [waiver](#) must be filed with the Graduate School. Students who are not registered may not use any University facilities, including the library, and should expect to consult with members of the Graduate Faculty and Staff seldom or not at all.

A request for a waiver of registration should be filed at least 30 days before the beginning of the semester for which the waiver is sought.

## **Leave of Absence Policy**

In recognition of the effects that childbirth, adoption, illness, caring for incapacitated dependents (such as children, ill or injured partners, or aging parents), or military orders have on the time and energy that graduate students can devote to their educational programs, the University allows students to apply for a leave of absence up to two semesters in length. During a leave of absence, a student is not required to make academic progress toward the completion of their degree. The time taken on an approved leave of absence is **not** included in the total time-to-completion for a degree and advancement to candidacy.

To request a leave of absence, a student must:

- Consult their advisor and receive written approval on the [Request for Leave of Absence form](#).
- Submit the completed form to their advisor for approval and the advisor will submit it to the Graduate School.

- NOTE: While a doctor's note is not formally required, the Graduate School will rarely support a leave of absence in the case of illness without a doctor's note. This note can be vague (simply stating that you are under their care), but we strongly encourage this submission.

Application for a leave of absence may be made on a one- or two-semester basis. A leave of absence will not ordinarily be granted for more than one academic year. Leaves requested for a longer period are approved only in exceptional circumstances. An approved leave for one semester may be extended to two semesters if the student requests an extension prior to the expiration of the approved one-semester leave of absence. When returning from a leave of absence, the student must submit a [Return from Leave of Absence form](#) to the Graduate School in order to register.

### **What is the difference between a Waiver of Continuous Registration and a Leave of Absence?**

Both exempt a student from registering for either a semester or a year.

A Waiver of Continuous Registration does not require a reason and does not stop the student's time-to-degree clock.

A Leave of Absence requires additional explanation and letters of support and can only be granted for cases of illness, childbirth, adoption or dependent care. A Leave of Absence will add the time missed to the end of the student's time-to-degree termination date.

### **Parental Accommodation Policy**

The [Parental Accommodation Policy](#) is for registered students who would like to request extra time to complete up to 6 weeks' worth of work. This enables students to maintain full-time enrollment status, rather than take a leave of absence.

### **Resigning from the University**

Students who wish to resign from the University must notify both their department and the [Graduate School](#). A written letter of resignation must include the student's 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 student soon after.

If a student is registered for a single class at the time of resignation they must send a written request to the Graduate School to drop the course. The [Office of the Registrar](#) will process the official drop.

If a student is registered for more than one course at the time of resignation, they may drop all but one course. Once the Graduate School receives the resignation request, the course will be dropped.

### **Readmission**

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

## Academic Advising

Academic advising is offered through the office of [Graduate Student Services](#). Advisors are available by phone, email, or in person to answer student questions. Walk-in appointments are sometimes available, but students are encouraged to schedule an appointment with their advisor in advance. The MLIS Program Advisor is Nicole Pietruca ([npietruc@umd.edu](mailto:npietruc@umd.edu)). To make an academic advising appointment, please visit the online scheduling system by clicking [here](#).

Advisors are the best resource for navigating iSchool degree programs and all University, Graduate School, and iSchool policies. Advisors can help with course planning, filling out forms and paperwork, and navigating other University offices/services such as the Graduate School, the Office of the Registrar, etc. **Advisors should be the first point of contact and they will refer students to a staff or faculty member as appropriate.**

Students are expected to actively 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.

### U.achieve

[U.achieve](#) is a degree auditing system that allows you to track your progress towards degree completion by auditing completed coursework, GPA information, and other tracking items specific to your graduate program. Any courses you are currently enrolled in will appear as "in-progress". U.achieve will be used as an advising, planning, and tracking tool within your graduate department. Instructions for using U.achieve can be viewed [here](#).

A discussion with an advisor is 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 experiencing academic difficulty are expected to meet with an advisor to discuss the details of their plans for academic improvement.

For any advising questions, please contact Nicole Pietruca ([npietruc@umd.edu](mailto:npietruc@umd.edu)).

# **MLIS Degree-Specific Requirements**

## **General MLIS Requirements**

MLIS students must complete 36 credit hours of coursework within five calendar years from their first registered semester. At least 24 of the 36 required credits must be LBSC, INST, or INFM courses taken in the iSchool.

Coursework must include the MLIS Core (12 credits) and either a field study (3 credits) or a thesis (9 credits). School Library students must also meet all requirements in their chosen specialization.

All graduate students in the iSchool must maintain a minimum cumulative 3.0 GPA and must earn a B or higher in all core/required courses. Students whose cumulative GPAs fall below a 3.0 will be placed on academic probation, and must bring their GPA above a 3.0 by the end of the following term. If, after that subsequent term, the student still has not surpassed a 3.0 cumulative GPA, the student will be referred to College's Students in Academic Difficulty committee for review and possible dismissal from their program.

Students who earn a B- or lower on core/required courses will be given one semester to retake the course, where they must earn a B or better in their second attempt. If, after the second attempt, the student still does not earn a B or better, the student will be referred to College's Students in Academic Difficulty committee for review and possible dismissal from their program.

Students will be notified if they are being placed on academic probation and/or if they must retake a core/required course. If the student's case is taken to the Students in Academic Difficulty committee, the student will have the option to submit a letter of explanation and an action plan, which will be reviewed by the committee as they decide on possible dismissal. Any decisions of dismissal by the college are final on the part of the college, but students will have the option to appeal the decision with the Graduate School. Instructions on how to appeal will be sent out with the official notification of dismissal from the Graduate School.

## MLIS Curriculum

### Core Requirements

The MLIS degree consists of four foundational (core) education courses. Students in all specializations are required to complete these courses. They were originally designed, and are periodically reviewed, to cover foundational competencies and knowledge with which anyone holding an MLIS degree should be familiar. The MLIS Program has based the core curriculum on the ALA's Core Competencies of Librarianship;<sup>1</sup> knowledge and competencies statements developed by relevant professional organizations;<sup>2</sup> data from focus groups conducted with alumni, employers, and professionals in the LIS field; and research related to LIS curriculum.<sup>3</sup>

The four courses are:

- **LBSC602: Serving Information Needs.** This course covers reference services and information behavior, both of which inform how we interact with our users. Whether you work in a public library, archive, academic library, or other type of institution, there is a very good chance that you will interact directly with users or patrons. Even if you work on the backend (e.g., metadata, cataloguing, digital curation), an understanding of how your users and patrons search for, find, use, and understand information will help you make the information easier to discover and to use.
- **LBSC631: Achieving Organizational Excellence.** This course is generally considered to be our management and leadership course, providing students with baseline knowledge regarding organizational structure, budgetary matters, human resource management, and the like. We have consistently heard from alumni and employers that

---

<sup>1</sup> [ALA Core Competencies of Librarianship. 2009](#)

<sup>2</sup> [ALA's Core Competences of Librarianship. 2021 \[DRAFT\]](#)

<sup>3</sup> For example:

- Saunders, L. (2019). Core and more: examining foundational and specialized content in library and information science. *Journal of Education for Library and Information Science*, 60(1), 3–34.
- Singh, V., & Mehra, B. (2013). Strengths and weaknesses of the Information Technology curriculum in Library and Information Science graduate programs. *Journal of Librarianship & Information Science*, 45(3), 219–231.
- Walther, J. H. (2016). Teaching ethical dilemmas in LIS coursework. *Bottom Line*, 29(3), 180–190.

management and leadership skills are important for entry-level, as well as supervisory positions.

- **LBSC671: Creating Information Infrastructures.** This course introduces students to the lifecycle of information and methods needed to create, acquire, organize, manage and preserve information. Students are often eager to gain specific skills working with particular systems but, as our graduates go into a wide range of positions and institutions, it is more important for MLIS graduate students to gain a foundational understanding of how systems work and why they function the way that they do. As systems and software become obsolete or change, students will be able to adapt using their foundational understanding of information infrastructures.
- **LBSC791 Designing Principled Inquiry.** This course, which is taken after completing 18 credits, serves as a culmination of all of the concepts, topics, and ideas that students have learned or surveyed during their early coursework. The course provides an overview of major topics in the field (ethics, equity, inclusion, policies, law) as well as opportunities to practice skills relevant to various careers (e.g., creating an elevator pitch, developing a budget proposal)

### Postponing a Core Course

If it is not possible for a student to finish the first three core courses within the first 18 credits of the program, the student must complete a request to postpone a core course form.

To postpone a course:

- Consult your advisor to receive approval to move forward.
- Complete the Postpone a Core Course Form: [MLIS Request to Postpone a Course](#)
- Submit form to Nicole Pietrucha at [npietruc@umd.edu](mailto:npietruc@umd.edu).

### Waiving a Core Course

Students who have successfully completed coursework and/or have work experience that provides a comparable, systematic coverage of the skills, knowledge, and issues covered in a required course may be able to waive the course.

To apply for a waiver a student must [complete the waiver form](#), including appropriate documentation of coursework or professional experience along

with a statement indicating why they should be able to waive the course. Students will receive a decision (via email) within 1-2 weeks after all required documents have been received.

## **Electives**

MLIS students are able to choose 7 elective courses from one or more of the program's defined specializations. The specializations were designed to organize our curriculum into areas of strength in which our faculty (both adjunct and full-time) can teach. Students should also use advising material such as the career guides, resources provided by relevant professional organizations, and their own research and experience to help guide their course selection. While some students have specific careers or areas of interest upon which to focus their coursework, others use electives as an opportunity to explore different topics and careers in the LIS field - both approaches have their strengths. Students participating in the School Library specialization have a prescribed set of electives that must be completed in order to be eligible for certification as a school librarian through the state of Maryland.

## **Field Study or Thesis**

MLIS students have the option to complete either an experiential learning (field study) experience or thesis as part of their degree. The field study requires 120-hours of work at an information institution (e.g., a library, archive, or museum) completed in conjunction with LBSC707, a course that helps students reflect on their field study experience and prepare to apply to professional positions. Field studies and practicums are common in MLIS degree programs; the practical experiences that they provide are valued highly by employers. The field study not only increases students' competitiveness in the job market but also provides an opportunity for students to explore a job they have not done before. What it's actually like to work in a public library or archive may be very different from what students expect based on what they learn in the classroom. Experiential learning is a valuable way to confirm whether working in a specific institution is what they want to do upon graduation. It is also possible to find employment through field studies, as about 1 in 5 MLIS students find part or full-time work within the institution at which they complete their field study.

## MLIS Specializations

- Archives & Digital Curation
- Diversity and Inclusion
- Individualized Program Plan (IPP)
- Intelligence & Analytics
- Legal Informatics
- School Library
- Youth Experience (YX)

A guide to specializations can be found on the [MLIS Curriculum](#) page of the iSchool website. Specializations are valuable ways to focus your education on a specific topic. Please note, the specialization you choose is not included on your transcript or diploma.

Specializations are not required. Students may pursue an Individualized Program Plan in which they select courses from across the curriculum. Students are welcome to take any of the classes listed under specializations or other electives that are offered.

### Choosing a Specialization

Students may choose to take courses from one or more of these specializations that align with their interests and career goals. A number of other electives will also be offered each semester. Each semester, advisors will notify students of additional electives being offered.

Specializations are not required. Students may pursue an Individualized Program Plan in which they select courses from across the curriculum. Students are welcome to take any of the classes listed under specializations or other electives that are offered.

### Declaring a Specialization

MLIS students who want to complete the **School Library Specialization** must declare this by filling out the [Declaration of Specialization Form](#). The program's academic advisor will meet with the student to discuss the requirements of the school library specialization.

Students pursuing other specializations do not need to declare or change their specialization(s).

## **MLIS Field Study/Internship**

### **LBSC 707 – Field Study in Information Service**

A field study assignment requires a minimum of 120 hours as well as a class component. Often the internship is carried out as a regular number of hours each week of the semester, but other scheduling is permitted if the student, field study supervisor, and field study instructor all agree. A student must complete their field study hours during the semester in which they are registered for the field study course.

A field study must be completed in an information organization under the supervision of an information professional. A field study experience cannot be completed in the same unit in which a student is currently or was formerly employed. A field study in a different unit within the same organization, however, may be considered as an appropriate field study placement site. The course instructor will make the decision regarding the appropriateness of a field study placement. The direct supervisor at the field study institution must be professionally qualified and neither someone that the student works for now nor has ever worked for before.

Students are responsible for finding a field study site and an information professional willing to provide supervision in the semester before they will be completing the field study course. The MLIS program maintains the [iSchool Field Study Database](#) to help students identify potential sites where they can complete their field study experience. **Note that you are not required to obtain your field study placement from this list.**

Students must complete two documents prior to the field study course starting. The [Field Study Contract](#) is due to the field study instructor prior to the first day of classes. The [Field Study Plan](#) is due to the field study instructor two weeks prior to the first day of classes. More information detailing each of these requirements can be found in "[A Guide to a Successful Field Study](#)" which is a required read for all field study students.

**A student who does not have a placement approved before the end of the first week of classes will not be allowed to continue in the course.**

International students who are working 20 hours a week at a paid position may also work at a field study or unpaid internship if it is part of a credit-earning course. They must first obtain work authorization known as the Curricular Practical Training (CPT), which is available from the [Office of International Student & Scholar Services \(ISSS\)](#).

Students who wish to complete more than one internship for academic credit should consult with the Office of Student Services and the MLIS Program Director. To obtain permission, students must submit a letter of justification detailing why a second internship will support their academic and career goals.

### **LBSC 749 [formerly LBSC744] – Internship in School Library Programs**

Each student is expected to participate in the operation of a school library program in both an elementary school and a secondary school for a total of 30 full school days. Each student must complete two placements, which must be in different districts. One placement must be in an elementary school (for a minimum of 15 days). For the second placement, students choose between a middle OR high school (for a minimum of 15 days). Students who are currently working in a school may not complete an internship in the school in which they are employed, but they may request placement at another school within the district.

*Please make sure you have attended the required information session or notified Bridgette Comanda ([comandab@umd.edu](mailto:comandab@umd.edu)) that you are ready to participate in your field study BEFORE you register.*

LBSC749 is a "variable credit" class which means that when you register for it you will choose whether it will be for 1, 2, OR 3 credits. Please note the following and determine which best fits your situation:.

- If you will complete BOTH of your internships (elementary and secondary school) in one semester - register for 3 credits.
- If you will complete your internship over two semesters, register for 1 credit in the first semester and 2 credits in the semester during which you plan to

complete the second internship experience

*Please note: You can only register for LBSC749 twice.*

Students completing the School Library internship are supplied with numerous documents that must be submitted to the instructor electronically throughout the internship experience. In addition, all documents—including those submitted electronically—are to be compiled into an electronic portfolio.

### **Academic Prerequisites for the Field Study**

Students take LBSC 707 after the completion of 18 credits.

School Library students must complete the following courses before taking LBSC 749:

- LBSC 640 - School Librarians as Information Professionals (For students who started the program prior to Fall 2016)
- OR
- INST 650 - Facilitating Youth Learning in Formal and Informal Environments (For students who started the program Fall 2016 or after)
- LBSC 602 - Serving Information Needs
- LBSC 631 - Achieving Organizational Excellence
- LBSC 671 - Creating Information Infrastructures
- In addition, LBSC 741 and LBSC 742 serve as pre- or corequisites for LBSC749.

### **Schedule of Field Study/Internship Courses**

LBSC 707 is offered each spring, summer, and fall semester in the online format. LBSC 749 is offered each spring semester. When LBSC 707 is offered during the summer term, it extends over both six week summer terms so that students have adequate opportunity to complete the required 120 hours.

The in-person LBSC703 version of the field study was discontinued Summer 2020 for a number of reasons. Please contact the MLIS Program Manager (Morgan Adle, [madle@umd.edu](mailto:madle@umd.edu)) if you have any questions or concerns.

Students are encouraged to write about their field study experience, institution, project, etc and submit it to [ischoolcomm@umd.edu](mailto:ischoolcomm@umd.edu) for the College's website. Please contact [madle@umd.edu](mailto:madle@umd.edu) if you are interested in doing this.

## **Field Study Contract, Field Study Plan, and Additional Documents**

### *LBSC 707*

Each student is required to prepare and submit the [Field Study Contract](#) and [Field Study Plan](#) to their instructor, signed by both the student and the site supervisor. The Field Study Contract form describes the nature of the field study experience including the supervisor's responsibilities, benefits to the student and the host institution, and general expectations of field study students. The Field Study Plan requires a specific plan for the student, which must include the following:

- Schedule (including start date, expected end date, and weekly hours);
- Assignments and responsibilities (which should be beginning professional level, as normally expected and appropriate for the site); and
- Goals for the field study.

After negotiating and agreeing to the contract and plan, the student and the field study supervisor sign both documents and the student submits it to the field study course instructor, who must review and approve the contract before the student begins the field study work.

Site supervisors, course instructors, and students all complete evaluation forms near the end of the semester. The course instructor will have access to the site supervisor's evaluation. At their discretion, instructors of field study courses may conduct site visits.

LBSC 707 evaluation forms are submitted through Qualtrics. Links to the surveys will be distributed to both students and supervisors during the semester.

## *LBSC 749*

For LBSC 749, students identify the school districts in which they wish to complete their placements in the semester prior to their field study; however, personnel within the school systems ultimately decide placements. Students identify their district selections by submitting the [Elementary](#) and [Secondary](#) School Internship Application Forms to the field study instructor in the semester prior to the field study. The LBSC 749 instructor will announce specific deadlines for form submission. Some school systems significantly limit the number of students they will accept for placements; therefore, requests for placements in specific districts cannot be guaranteed.

Students may complete one placement in an independent or non-public school. However, the student must identify the school and make the initial contact. The supervising school librarian in any non-public school must be state-certified or eligible for PK-12 Certification in the state in which the school is located.

## **International Students**

International students who are working 20 hours a week at a paid position may also work at a field study or unpaid internship if it is part of a credit-earning course. They must first obtain work authorization known as the Curricular Practical Training (CPT), which is available from the [Office of International Student & Scholar Services \(ISSS\)](#).

## **Waiver of Requirement**

### *LBSC 707*

A student may request a waiver of LBSC 707 Field Study in Information Services.

**A waiver for the field study course does NOT exempt a student from completing 3 credit hours of academic work.** If granted a waiver, a student must take an elective course (3 credit hours) to fulfill the minimum of 36 credit hours required for the Master of Library and Information Science degree.

The MLIS Program Committee requires a minimum of two years of full time relevant professional experience. Applicants with part time experience must demonstrate that the part time work is equivalent to at least two years of full time professional work. Graduate Assistantships cannot be counted as professional experience for this waiver.

Waivers **will not** be considered in the semester a student wishes to graduate.

Students are strongly encouraged to complete the field study even if they meet the minimum waiver requirements because of the benefits of the field study experience including building a professional network and gaining hands-on experience.

### **Waiver Applications**

To apply for a waiver a student must:

- Complete the [MLIS Course Waiver Form](#).
- Submit a letter that describes the reasons for requesting the waiver and provide the necessary qualifying information (e.g., organization, department, duties performed, experience, length of time).
- Submit a document (email or written letter) provided by the student's supervisor confirming the information provided by the student regarding their professional experience.
- Submit a current resume or CV.

### *LBSC 749 Internship in School Library Programs*

The internship is **mandatory** for all students enrolled in the School Library specialization. Students may not waive the requirement.

### **MLIS Thesis**

The Master's Thesis option allows students to develop and complete a substantial research project with the oversight of a faculty member. It is particularly well suited for students who anticipate pursuing a doctoral degree or a professional job where they are expected to conduct or evaluate research. The Master's Thesis requires substantial independent initiative and work. Students who complete a Master's Thesis develop a novel research

question, apply an appropriate methodology to answer the question, and present the findings to an academic audience through published papers and oral presentations.

Students can look at theses that were successfully defended at the College of Information Studies to get an idea of the scope of a thesis. Each differs significantly in topic and research approach, but they provide an idea of the overall scope. Electronic versions can be downloaded from the [DRUM repository](#). The site includes both dissertations and theses, so make sure when looking at specific entries that the "type" field is "thesis," not "dissertation."

### Thesis Requirements

The College of Information Studies and the University of Maryland Graduate School have developed separate, yet complementary, requirements for theses. Students should also review the [Graduate School Requirements](#) and choose those sections relating to the thesis.

### Thesis Process

A thesis is a major undertaking that involves a significant commitment by the student and the faculty members that support the student. In order to successfully meet all the requirements, the student must work closely with their advisor and Thesis Committee Chair to design an appropriate research plan and course schedule. **Students considering the thesis option should meet with the MLIS Program Director as early in the program as possible to discuss the thesis process and to ensure that all requirements are met.**

### Selecting a Thesis Committee

Before beginning the thesis, the student must select a Thesis Committee Chair who is interested in working with the student and who meets the criteria specified in the [Graduate School Policies](#). Committee Chairs need to be full-time faculty members and full members of the graduate faculty. Students should carefully choose their Committee Chair, selecting someone who is willing to work with them and who ideally has expertise in the area the student wishes to study. The Chair works closely with the student on the design, implementation, data analysis, and the writing of the thesis. Upon submission of the Thesis Committee nomination form, the student's

Committee Chair will be known as the Advisor. Please note that this is **not** your Academic Advisor in Student Services; instead, it is your faculty advisor for your thesis. It is technically possible to have a co-Chair, but unless there is a compelling reason, it is discouraged because of the added complexity for the student and faculty members. Students may want to talk with several faculty members about potential thesis topics at the early stages to get new ideas, refine existing ideas, and consider who may be the most effective Chair for them.

The student and the Chair will work to identify and refine the problem to be studied and how the study will be conducted. As a thesis is a research study, the problem selected and methods chosen should reflect a rigorous approach to a valid research problem in the area of Library and Information Studies. Any method or combination of methods appropriate to research in the field—quantitative, qualitative, analytical, historical, evaluation—may be used.

Early in the process, the student and Chair assemble the Thesis Committee. 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. Three Committee members are typically recommended. Qualifications are listed on the [Thesis Committee Nomination Form](#). The Thesis Committee Nomination Form should be submitted as soon as the Committee has been determined, but it has to be submitted no later than the [dates published by the Graduate School](#). Committee members are responsible for approving a proposal and evaluating the Thesis itself (see below for a discussion of each of these).

### **Proposal & IRB Approval**

Under the direction of the Chair, the student must develop a proposal that describes the work to be accomplished as part of the thesis. The Thesis Committee must approve the proposal before the student can register for LBSC 799 Master's Thesis Research. The proposal can be helpful in determining the specific research questions, methods, timelines, and scope of the project, as well as providing an opportunity for Committee members to provide early input into the thesis.

Before research on the thesis can begin, any relevant Research Assurances, including the use of human subjects, must be submitted to and approved by

the [Institutional Review Board \(IRB\)](#) following their established procedures. This process can take many weeks or even months, depending upon the nature of the research, so students are encouraged to submit their IRB applications as early as possible.

## Coursework

The Master's Thesis option requires the completion of 9 credit hours spread over at least 2 semesters, but it is strongly encouraged to be completed over 3 semesters. A thesis student must take the 3-credit hour INST608 Research Methods in Information Studies before registering for LBSC 799 Master's Thesis Research.

Students may substitute another appropriate research methods course offered by another department on campus (e.g., Education, Psychology) if the thesis advisor approves. The student may consult the thesis chair for recommendations about which methods courses are appropriate.

After completion of the methods course and approval of the Thesis Proposal by the Thesis Committee, the student must complete 6 credits of the course LBSC 799 Master's Thesis Research. Although these credits may be taken during one semester, students are **highly encouraged** to spread the coursework over multiple semesters. The 6 credits of LBSC 799 must be completed in consecutive semesters, with the option of the summer term (e.g., Fall 2018 and Spring 2019 *or* Spring 2019 and Summer 2019). Students may register for LBSC 799 during the summer term, but it is not required. Completing LBSC 799 in the consecutive fall and spring semesters will satisfy the course requirement. It is possible to register for LBSC 799 during the winter term, but the student must obtain permission from both their Thesis Chair and the MLIS Program Director.

Students must have a grade point average in the MLIS program of 3.5 at the point of registration for LBSC 799 and may not have more than 3 credits of Independent Study (LBSC 709).

## Thesis Defense

After completing the research, the student will draft a thesis document and share it with the Thesis Committee Chair. Once the Chair has reviewed the document and any necessary revisions have been made, the student will schedule an oral defense. This will be scheduled so that all Committee

members can attend (see [Graduate School Policies](#) for details on emergency cancellations, remote attendance, and related issues). The oral defense typically occurs within the College of Information Studies. Thesis defenses are open to the entire University community and are announced, including student and Committee member names, time, location, title, and abstract, to the University via the College's electronic lists.

Prior to the defense, the Chair of the Committee will secure the Report of the Thesis Examining Committee created by the Graduate School. This document is used to record the outcome of the defense after its completion.

During the oral exam, the student presents the research questions, methods, and findings to attendees. They also typically field questions from attendees and Committee members. 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.

The Committee has a number of options in determining the outcome of the thesis and defense. These options are laid out in the [Graduate School Policies](#) and read as follows:

- To accept the thesis without any recommended changes and sign the Report of Examining Committee.
- To accept the thesis with recommendations for changes and, except for the chair, sign the Report of Examining Committee. The chair will check the thesis and, upon their approval, sign the Report of Examining Committee.
- To recommend revisions to the thesis and not sign the Report of Examining Committee until the student has made the changes and submitted the revised thesis for Thesis Examining Committee approval. The Thesis Examining Committee members sign the Report of Examining Committee when they approve the revised thesis.
- To recommend revisions and convene a second meeting of the Thesis Examining Committee to review the thesis and complete the student's examination.
- To rule the thesis (including its examination) unsatisfactory. In that circumstance, the student fails.

To pass, a student must receive passing votes from all Committee members. One vote of failure means that the student does not pass. The Committee may call a second examination as a result of a failed defense. If the student fails the second defense, or if no second defense is called, the student loses standing as a graduate student at the University of Maryland (see [Graduate School Policies](#) for details).

### **Publishing and Final Submission**

Following the completion of the Report of the Thesis Examining Committee, the student must submit their thesis or dissertation document directly to Proquest's University of Maryland [Electronic Thesis and Dissertation \(ETD\) website](#) (see [Thesis and Dissertation Filing](#) for details).

To be successfully submitted, a thesis must conform to the [electronic thesis guidelines and style guide](#). To facilitate the submission of the thesis, the student should consult these resources early in the process of writing the thesis and follow the requirements accordingly. Please refer to the Graduate School's [Thesis & Dissertation Filing](#) policies.

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

### **Thesis Information by Specialization**

Below you will find the procedure for completing a thesis.

If a student completes a thesis they are not required to complete a field study; instead they are required to take INST 608 (INST808) Seminar in Research Methods and Data Analysis. Thesis students are also required to take six (6) credit hours of LBSC 799 Masters' Thesis Research.

#### *School Library*

Students in the School Library specialization may only write a thesis if they take the 9 required credits as additional classes past the 36 required. School library is entirely prescribed and there is no flexibility with changing courses.

### **Prerequisites**

All students should consult the [Graduate Course Catalog](#) to identify

prerequisites for courses prior to registration. If a student has experiential or academic background that may be the equivalent of the specific academic prerequisite for a course, they may contact the instructor for written permission to enroll.

## **Master of Library and Information Science/Master of Arts in History (HiLS)**

- Complete 54 credit hours of coursework within five calendar years of the first registered semester.
  - 24 credits must be LBSC, INST, or INFM courses in the iSchool, and must include:
    - The MLIS Core
    - A field study OR thesis
      - Note: Writing a thesis to fulfill the MLIS degree requirements does not satisfy the Department of History's thesis requirements.
  - 24 credits must be taken within the Department of History (see [Department of History](#) for course requirements).
  - The remaining 6 credits are electives selected by the student.
- Maintain an overall minimum grade point average of 3.0.
- Students must receive a B or better in MLIS Core and MLIS required (field study or thesis) courses. 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.

## **Certificate in Museum Scholarship and Material Culture**

This 12-credit certificate program is a collaboration between Library and Information Science, American Studies, Anthropology, and History. Certificate core courses must be completed in order. MLIS students are also *strongly encouraged* to choose one of the Library Science elective options as their Certificate Elective. For more information, please visit the [Museum Scholarship and Material Culture website](#).

Students can use the MSMC Certificate Practicum requirement to fulfill their MLIS Field Study requirement. If a student wishes to do this, they need to meet with their academic advisor to discuss it and have the changes made in their u.Achieve course audit.

For the MSMC Practicum to replace LBSC707, the internship must meet the MLIS field study requirements: *The field study must include 120-hours of work and be completed in an information organization under the supervision of an information professional.*

# Course Grading

## Passing Grades

Students must receive a grade of B or better in all core and required courses. If a student earns a B- or lower in a core or required course, they must repeat the course. You may only repeat a course one time. Failure to earn a B or higher upon the second attempt of a core or required course will result in dismissal from your academic program. If a course is repeated both grades are used to calculate the student's grade point average.

"S" Satisfactory is a passing grade and will count toward the overall credit count.

## 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

An Incomplete ("I") is a mark that an instructor may award to a student whose work in a course has been qualitatively satisfactory, but who is unable to complete some portion of the work required due to illness or other circumstance beyond the student's control. Assigning an I is at the instructor's discretion, taking into account the work remaining to be completed. The instructor may also choose to consult with the Director of the MLIS program in making a decision whether to grant an I.

The student must initiate the request for an I before the end of the semester. If the instructor agrees that an I is appropriate under the circumstances, the student and instructor will fill out an [Incomplete Contract](#). The Incomplete Contract will identify the work that the student must complete and the date by which all work must be submitted (which should be no more than twelve months after the end of the semester).

The instructor must submit a signed Incomplete Contract to the Student Services Office. Upon the student's successful completion of the agreed upon work, the instructor will submit the letter grade to the Student Services

Office and the Office of the Registrar. If a student fails to complete the coursework within the specified time frame, the “default” grade (as indicated on the Incomplete Contract) will be posted to the transcript.

### **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 to send out the formal letter of dismissal.

### **Auditing a course**

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

When registering for the course students must select AUD as the grading method. Students may change the grading method from audit to a credit bearing class without approval up until the tenth day of classes 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.

Audited classes do not count towards the 36 credits required for the degree.

# Course Schedules & Registration

## Schedule of Course Offerings

Courses may be offered during only one semester (e.g. spring or fall) per year; courses may also alternate between online and the College Park campus. Students should consult the [iSchool Course page](#), the University's [Schedule of Classes](#), and/or their advisor for additional information, while keeping in mind that these plans are only our best guess and are not guaranteed.

## 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.

## Registration Dates

The Student Services Office will notify students of registration dates when they are released from the [Office of the Registrar](#) 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.

## How to Register

Students register for courses each semester using [Testudo](#), UMD's online information and registration system. For more help with how to register students should consult the [The 2021-2022 Registration Guide](#).

## Registering for Independent Study

An Independent Study is not the same as the field study. It is not to be used for credit for an internship/work experience. It is to be used for doing research and/or pursuing a subject in more depth than typically found in coursework.

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

To register for an independent study:

- Students must find an iSchool faculty member to be their 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 term registration and payment does not follow the standard fall/spring schedule. Payment and deadline information for winter and summer terms can be found on the [Office of Extended Studies'](#) website.

### **Registration in Semester of Graduation**

The University requires that students be registered during the semester they plan to graduate. If a student is 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.

In this instance of needing to register for one audit credit hour of independent study, MLIS students register for INST 709.

### **Dropping Courses and Course Refunds**

If a student no longer wishes to be registered for a course, they can drop the class via Testudo within the deadlines set by the Office of the Registrar's [Academic Deadlines](#). Students are responsible for adding/dropping classes by the posted deadline. 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 classes without penalty and receive a full refund. Penalties begin on the first day of classes and the refund amount is reduced as time passes.

Not attending class or notifying an advisor is not an official drop or withdrawal from a course. Students must officially drop through [Testudo](#). Advisors and professors are not permitted to drop students from classes.

All [schedule adjustment policies](#) can be found on the Office of the Registrar's website.

### **Adding Courses after the Deadline**

Students may add a course to their schedule via Testudo, however this can only be done within the first two weeks of class.

Under no circumstances will students be allowed to add courses after the published add deadline. Please check the [Academic Deadline Calendar](#) for deadlines.

## Transfer Credits & Courses Outside the iSchool

At least 24 of the 36 required credits must be LBSC, INST, or INFM courses taken in the iSchool. A student may take up to 12 credit hours of coursework in other University of Maryland College Park (UMCP) departments. Up to 6 credits may be taken at other University System of Maryland (USM) institutions or through the 14-member Consortium of Universities of the Washington Metropolitan Area, if there is no equivalent course offered at UMCP.

### Transfer Credits Earned Prior to Enrollment

- Students can transfer up to **6** credits earned at an accredited institution prior to enrollment at the iSchool.
- Students can transfer up to **9** credits earned as a [Non-Degree Seeking Student](#) (formerly known as "Advanced Special Student") at the University of Maryland.

Course credits must meet the following requirements in order to be considered for transfer:

- Have been awarded a grade of B or better.
- Have been graduate-level.
- Have been taken at a regionally accredited U.S. institution.
- Have been earned from an ALA-accredited program, if library science courses.
- Have NOT been applied to a previous degree.
- CANNOT duplicate the content of an iSchool course in which the student is currently enrolled or has completed.
- CANNOT be more than five years old at the time of the request (e.g., Fall 2018 would be the last semester in which a course from Fall 2013 would be considered eligible).

Grades from transfer courses taken outside of the University of Maryland 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 [Forms for Graduate Students](#) webpage for transfer documentation and instructions.

## **Credits Earned as a Non-Degree Seeking Student**

If you started your academic career as a Non-Degree Seeking Student (formerly known as Advanced Special Student) and have since been formally admitted to the iSchool, **the credits do not automatically roll over to count toward your 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. Students may transfer up to **9** credits.

## **Transfer Credits from other UMD Departments**

Students may take graduate level courses relevant to their degree from other departments at the University of Maryland, College Park. Graduate credit is given for 400, 600, and 700-level courses. Graduate credit is **not** given for 500 level courses.

In order to take a course in another UMD Department, the student must:

- Consult advisor and receive written approval.
- Contact host department and obtain their approval to take the course.

If approval is given, a student may register for the course.

## **Transfer Credits from other University System of Maryland (USM) Institutions**

Students may take courses on any other campus of the University System of Maryland as part of the [Inter-Institutional Enrollment Program](#). Such credits are considered resident credits (not transfer credits). Students must complete the [Application for Inter-Institutional Enrollment](#), prior to registration.

## **Transfer Credits from the Consortium of Universities of the Washington Metropolitan Area**

The University of Maryland is a member of the [Consortium of Universities of the Washington Metropolitan Area](#). Students enrolled in these institutions are able to attend certain classes at other member institutions and have the credits considered "residence" credits at their home institutions.

A student may not take a course through the Consortium if that course is part of the curriculum of the student's home institution (this is a policy of the Consortium), i.e. the course cannot be something that has been taught, will be taught, or a similar course listed in the [Graduate Catalog](#) even if it may not be offered for an extended period of time.

This opportunity applies to degree-seeking iSchool students only. Non-Degree Seeking Students are NOT eligible.

Students should consult the [Office of the Registrar's](#) website for complete information on taking courses through the Consortium.

**NOTE:** Other Consortium schools often have varying semester schedules that do not necessarily coincide with the UMD schedule.

### **Transfer Credits from Outside USM and the Consortium of Universities of the Washington Metropolitan Area**

Students who seek to take a course outside the University System of Maryland and the [Consortium of Universities of the Washington Metropolitan Area](#), must request approval prior to enrolling in the course. Approval procedures and forms can be found on the [Forms for Graduate Students](#).

If the petition to take the course is approved, the student must submit a [Transfer/Inclusion of Credit Form](#) after completing the course with an overall grade of 'B' or better.

### **Transferring Programs within the iSchool**

Students have five years to complete a master's degree. Transferring programs will potentially increase the time to complete the degree requirements.

Students enrolled in one of the iSchool programs (known as the Host Program) may decide to transfer to another academic program (known as the Receiving program) within the iSchool. It is recommended that students initiate their program transfer process by the end of the first academic semester in the program (for international students) or after they complete the first 9 credits in the program (for domestic students). If students initiate

the process after the aforementioned timeline, this may extend their stay in the iSchool.

An iSchool students wishing to transfer to another program within the iSchool must follow the procedure below:

1. In consultation with an iSchool Advisor, review the requirements of the Receiving program.
2. Notify the Manager of the Host program via email. Include the following:
  - a. Your unofficial transcript for further transfer evaluation (could be accessed through Testudo)
  - b. 100 word statement explaining why you want to transfer to a different iSchool academic program and how this new program fits your educational and professional goals
3. Complete and submit the [Petition for Program/Degree Objective Change](#) form with your advisor.
5. The receiving program committee or the committee designee will review the transcript and the statement documents (including in the conversation the student's host program manager and/or academic advisor if necessary).
6. The receiving program committee or the committee designee will make the final student transfer decision.
7. 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 coordinator. Please allow 2 to 4 weeks for your documents to be reviewed and for a decision to be made.
8. The Receiving manager will meet with the transfer student to discuss final steps with regard to the student's course plan
  - a. International Students must also coordinate with ISSS to verify that the transfer doesn't impact their visa.
9. If all parties are in favor of the transfer, the Receiving program manager will notify Host manager and Student Services.

10. Student Services will request the change from the Graduate School.
11. 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 absolute deadline for submission is the 10th class day of the final semester, and students are encouraged to apply during the first week of class in their final semester. The deadline date is posted on the [Graduate School website](#) and is widely publicized by 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.

### *HiLS Additional Graduation Requirements*

1. Students in a dual degree program must file for two diplomas. The Student Services Office in the iSchool will complete the Approved Program Form for MLIS requirements.
2. Students must check with the [Department of History](#) for their graduation procedures.

### *School Library Specialization Additional Graduation Requirements*

1. Students seeking School Library certification must complete the [School Library State Certification Checklist](#) prior to graduation.
2. Students must also submit unopened transcripts of the additional education course, if they did not provide proof of this coursework upon application.

### *International Students Additional Graduation Requirements*

The Graduate School must have an official **final** copy of your transcript. The final copy will have the school seal and the certification of courses. If this is not received you will not be considered a graduate of the University of

Maryland. Please contact the [Office of International Student & Scholar Services](#) for questions about international transcripts.

## **Approved Program Forms & u.achieve Audits**

An [Approved Program Form](#) is a graduation clearance form sent to the [Office of the Registrar](#) for any student who applied for graduation.

Beyond submitting their application for graduation in Testudo (see above section), students in their final semester do not need to complete any additional paperwork. The university requires both an Approved Program Form and a u.achieve degree audit form, both of which are completed and submitted by your academic advisor in the Office of Graduate Student Services.

## **Ceremonies**

The University of Maryland hosts [University-wide commencement ceremonies](#) 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.

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.

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)

# Academic Integrity

The University of Maryland is an academic community. Its fundamental purpose is the pursuit of knowledge. Like all other communities, the University can only function properly if its members adhere to clearly established goals and values. Essential to the fundamental purpose of the University is the commitment to the principles of truth and academic honesty. Accordingly, the *Code of Academic Integrity* is designed to ensure that the principle of academic honesty is upheld. While all members of the University share this responsibility, the *Code of Academic Integrity* is designed so that special responsibility for upholding the principle of academic honesty lies with the students.

Academic dishonesty is a corrosive force in the academic life of any university. It jeopardizes the quality of education and depreciates the genuine achievements of others. Academic dishonesty committed by a student includes any of the following acts.

**CHEATING** - intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.

1. The use of books, notes, calculators, conversations with others, etc., is prohibited unless specifically authorized by the instructor.
2. Students must not allow others to conduct research or prepare any work for them without advance authorization from the instructor. This includes the services of commercial term paper companies.
3. Substantial portions of the same academic work may not be submitted for credit or honors more than once without authorization.

**FABRICATION** - intentional and unauthorized falsification or invention of any information or citation in an academic exercise.

- Invented information may not be used in any laboratory experiment or other academic exercise without notice to and authorization from the instructor.
- A student should acknowledge reliance upon the actual source from which cited information was obtained.
- Students are prohibited from attempting to alter and resubmit returned academic work without notice to the instructor.

**FACILITATING ACADEMIC DISHONESTY** - intentionally or knowingly

helping or attempting to help another to violate any provision of this *Code*.

**PLAGIARISM** - intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise.

- Direct Quotation: Every direct quotation must be identified by quotation marks or appropriate indentation and must be promptly cited.
- Paraphrase: Prompt acknowledgment is required when material from another source is paraphrased or summarized, in whole or in part, in your own words.
- Borrowed Facts or Information: Information obtained in one's reading or research that is not common knowledge among students in the course must be acknowledged. Materials that contribute only to one's general understanding of the subject may be acknowledged in the bibliography and need not be immediately cited.

Academic dishonesty is a serious offense that may result in suspension or expulsion from the University. The normal sanction for academic dishonesty is a grade of "XF," denoting "failure due to academic dishonesty." The XF grade will normally be recorded on the transcripts of students found responsible for acts of academic dishonesty, in addition to any other action taken (e.g., suspension or expulsion). A 40-student Honor Council has the responsibility to investigate allegations of academic dishonesty and to convene Honor Boards to adjudicate charges. In specified circumstances, the Student Honor Council will accept petitions to remove the XF grade from a transcript and replace it with the grade of "F."

The Code of Academic Integrity is reprinted in full on the Student Honor Council's [site](#). For further information, contact the Student Services Office or the [Student Honor Council](#). The Director of Academic Programs should be contacted when an allegation of academic dishonesty is made within the College.

## **Alleged Arbitrary and Capricious Grading Procedures**

To view the complete university policy on Review of Alleged Arbitrary and Capricious Grading, please visit the [Office of the President's website](#).

# **Student Representation on University and College 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, 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 MLIS 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).