



COLLEGE OF
INFORMATION

**Master of Information
Management Student Handbook
AY 2026-2027**



COLLEGE OF INFORMATION

Contents

General University Information	5
Conditional Graduate Student Status	5
University Identification Card	5
Directory ID/Email Accounts	5
Immunizations	6
Residency Classification Office	6
Tuition & Billing	6
Financial Aid	6
Change of Address	6
Change of Name	6
Transportation & Parking	6
IT Resources	7
Accessibility and Disability Service	7
International Student and Scholar Services	7
Campus Policies	8
Academic Integrity	8
Advising	8
Advising Expectations	8
Types of Advising Meetings Offered	9
Virtual Advising	9
Scheduled Appointments	9
How to Prepare for an Advising Meeting	9
Graduate School Policies & General Degree Requirements	10
Deadline for Program Completion	10
Program Completion Extensions	10

Continuous Registration Policy	10
The Graduate School Leave of Absence Policy	10
Taking Time off from the University	10
Leaving the University	11
Degree Requirements	11
Grade Requirements	11
Core Courses	11
Course Waivers	12
MIM Tracks	12
Cybersecurity and Risk Management Track	13
Data Science and Analytics Track	14
Flexible Individual Program Plan	14
Thesis Track	15
Dual Degrees with the Master of Information Management	16
Master of Community Planning & Master of Information Management (CPIM) Dual Degree	16
CPIM Program Contacts	17
Internships	17
Internships for Course Credit	17
Course Grading	17
Passing Grades	17
Failing Grades	17
Incomplete Grades	18
Probation and Dismissal	18
Course & Registration Information	18
Schedule of Courses	18
Course Designations	18
Course Prerequisites	19
Registration	19
Registering for Independent Study	19
Summer and Winter Term Registration	19
Registration in Semester of Graduation	19
Add/Drop Period	19
Dropping Courses and Course Refunds	19
Adding Courses after the Deadline	20
Auditing a Course	20
Transfer Credits & Earning Credits Outside of the INFO College	20

Credits Completed Prior to Enrolling in MIM	20
Inclusion of Credits Earned as a Non-Degree Seeking Student	20
Credits Completed away from UMD while a MIM Student	21
Credits completed outside of the INFO College while a MIM Student	21
Changing Programs within the INFO College	21
Graduation	22
Applying for Graduation	22
International Students Applying for Graduation	22
Graduation Ceremonies	22
University-Wide Commencement	22
INFO Graduation Ceremony	22
Diplomas	22
Arbitrary and Capricious Grading	23
Student Representation on Committees	23
College Assembly	23
Program Committees	23
University Senate	23
Glossary	23
UMD Graduate School Resources	24

Welcome

This handbook contains policies, procedures, and program requirements for the Master of Information Management (MIM) program and the Community Planning and Master of Information Management (CPIM) dual degree at the College of Information of the University of Maryland, College Park. Please note that the CPIM program has been paused for the 2026-2027 academic year. For a more thorough description of CPIM, please refer to the 2024-2025 handbook listed [here](#).

Questions about information contained in this handbook should be directed to mimprogram@umd.edu.

General University Information

Conditional Graduate Student Status

Students should read their admission letter carefully. Students who have been granted conditional admission must complete the specific actions listed in their official offer letter to secure full admission. Some common conditions to admission are missing final official transcripts from students' previous institution or missing English proficiency requirements. Visit the [Graduate School website](#) for more information on admissions policies.

Students have until the end of their first semester to have any provisions lifted. Without meeting the conditional requisites, they will not be able to register for spring semester courses.

International students should confirm with International Student and Scholars Services of any additional deadlines for submitting forms for conditional status.

University Identification Card

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

It is the cardholders' responsibility to keep their ID card safe and secure and to deactivate a lost or stolen ID card. Students should immediately deactivate their ID cards if lost or stolen to prevent use by unauthorized individuals. The University assumes no responsibility for misused cards, including charges to student accounts due to your ID card being lost or stolen. Once deactivated, students must obtain a new ID card. A deactivated ID card cannot be reactivated.

Directory ID/Email Accounts

As soon as students accept their admission into the INFO College, they should activate their Directory ID and Directory password. The Directory ID and password are used to login to most University systems. Complete instructions for setting up the Directory ID are listed on the [Division of Information Technology's website](#).

The Directory ID and password also serve as students' UMD domain email account information. The UMD domain email account (@umd.edu) is the default account listed in

students' records. Students who have any problems with their email account should contact the Division of Information Technology.

Immunizations

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

COVID-19 vaccinations are not required for students, faculty, and staff coming to campus this fall semester. For detailed information on the latest requirements, when and where to get vaccinated, how to confirm your vaccination status, and more, please visit the [4Maryland](#) website.

Residency Classification Office

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

Tuition & Billing

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

Financial Aid

The [Office of Student Financial Aid](#) is responsible for processing and viewing all financial aid applications and awards. The INFO College's website has some financial aid and scholarship information on the [Financial Aid](#) page. Note that advisors and program staff cannot view your financial aid.

Change of Address

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

Change of Name

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

Transportation & Parking

Information regarding student parking can be found on the [Department of Transportation Services](#) website. Students may register for parking online or by visiting Transportation Services at Building

#202 Regents Drive Garage on the College Park campus.

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

IT Resources

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

Accessibility and Disability Service

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

Both the east and west entrances of Hornbake Building (South Wing) are handicap accessible. Elevators and ramps are available in Hornbake Building (South Wing). Some of our faculty have offices in the Patuxent Building, which is ADA accessible.

International Student and Scholar Services

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

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

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

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

Campus Policies

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

Academic Integrity

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

Advising

Graduate advising is available on the ground floor of Hornbake library. MIM Academic Advisor Dustin Smith can be emailed at dsmith49@umd.edu. You can email your questions or schedule an appointment at this [link](#).

Advisors can help with course planning and resources to complement your educational experience. Advisors should be the first point of contact; if necessary the student will be referred to a staff or faculty member as appropriate.

Students are expected to participate in planning their academic program of study. While it is the responsibility of the College and the advisor to provide accurate and timely assistance in choosing courses, it is ultimately the responsibility of each student to monitor their academic progress and check the academic calendars for deadlines.

Advising Expectations

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

Advisors' Expectations of Students & Students' Expectations of Advisors
● Take ownership for planning and mapping personal academic plan ● Provide timely information
● Self-monitor academic progress ● Be available to assist students
● Be prepared for advising meetings ● Be prepared for advising meetings
● Check academic calendars for deadlines

● Provide online and in-person advising
● Comply with all university, college, and program policies ● Assist students in interpreting policies

Types of Advising Meetings Offered

There are two types of advising sessions: virtual advising and scheduled appointments. Read the information below to learn how to choose and make the most of each session.

Virtual Advising

Virtual advising is usually conducted by email, phone, or Zoom. It is often easiest and fastest to have an advising question answered through virtual advising. If/when it becomes clear that virtual advising is not sufficient for a given situation, the advisor will suggest scheduling an appointment.

Scheduled Appointments

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

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

How to Prepare for an Advising Meeting

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

1. **Run your U.achieve audit:** Before any advising meeting, you should run your audit. You can always monitor your academic progress through u.achieve. The Graduate School has provided this [guide for using U.achieve](#).
2. **Map your own academic plan:** Students are encouraged to chart their own academic plans. Some tools to help you design and plan for your time in MIM include:
 - a. **Suggested academic plans for each focus area or specialization:** See the Focus Area and Specializations sections of the handbook for suggested plans for full-time students. These plans account for requirements, pre-requisites, and the anticipated schedule for offering each course. Suggested plans are also on the MIM website and in the MIM Student Portal on ELMS.
 - b. **Testudo:** Testudo is the [Schedule of Classes](#) where students can see which courses (including electives) will be offered in the next semester. This is where registration happens as well.
3. **Review degree requirements:** Review all degree requirements, as listed on the [MIM program's curriculum page](#). More information is available throughout this handbook.

Jeff Waters

Director, Graduate Operations

jwaters@umd.edu

Dustin Smith

Senior Academic Advisor

dsmith49@umd.edu

Graduate School Policies & General Degree Requirements

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

Deadline for Program Completion

All coursework must be finished within five (5) calendar years of the first registration. Full-time students generally complete the program in 2 years. Part-time students typically complete the program in three to four years. Students may take courses in daytime and evening and may switch between part-time and full-time enrollment at their discretion. Refer to the [graduate catalog](#) for more information. **International students should confirm with ISSS regarding any stipulations for program completion deadlines dictated by their visas.**

Program Completion Extensions

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

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

Continuous Registration Policy

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

The Graduate School Leave of Absence Policy

The Graduate School recognizes that there are often causes to step away from graduate studies for

a brief time before completing a degree. The full leave of absence policy is available [here](#).

Taking Time off from the University

Students may request a [leave of absence](#) of up to two consecutive semesters for any of the following reasons: Childbearing, adoption, illness and dependent care (children, ill or injured partners or aging parents). Please note that the Graduate School may require a note from your physician. A Leave of Absence stops the Time to Degree clock.

Students who plan to be away from the University for any other reason are eligible for the [Waiver of Continuous Registration](#) for up to two semesters. A Waiver of Continuous Registration does **not** stop the Time to Degree Clock and if approved, students will not have access to campus resources during this time.

Leaving the University

Students who wish to leave the University must notify both their department and the Graduate School. A written letter of resignation must include the students' UID. The resignation will be processed by the admissions coordinator of the Graduate School, and a letter confirming the resignation will be sent to the students.

Degree Requirements

To receive a Master of Information Management degree from the University of Maryland's College of Information, students must complete the 36-credit program, including:

- 4 core courses (12 credits)
- 8 additional courses (24 credits), including:
 - 6 courses required by the track
 - 2 elective courses

Grade Requirements

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

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

Core Courses

MIM core courses provide a foundation of skills and knowledge related to information, technology, user analysis, and management. They are also opportunities for students to determine which aspects of information management they find most interesting and useful.

- INST-624: Modern Techniques for Software Development

The ability to create useful, practical software to solve problems is a crucial tool in the information professional's toolbox. At the same time, while many fundamental concepts remain constant, workflows and capabilities change over time in a shifting landscape of tools, platforms, and frameworks. The overall goal of this course is to provide students with a foundation of concepts as well as training in a set of specific tools, to empower them to continue to write useful, trustworthy software. Students will develop competencies to prepare them for advanced courses in data science, analytics, and/or cybersecurity.

- INFM-600: Information Management Ecosystems

This course explores models and methodologies used to create, collect, process, present, store, and distribute

data, information, and knowledge in a variety of settings, including individuals, groups and teams, organizations, communities, platforms and ecosystems, governments, and society. Specific topics explored in this course include but are not limited to information behavior, mental models, process modeling, data modeling, data preprocessing, descriptive statistics, information visualization, computer-supported cooperative work, media richness, enterprise systems, online communities, communities of practice, digital platform ecosystems, open data, civic informatics, smart cities, data science for social good, hype cycle, and technology landscape.

- **INFM-612: Management of Information Projects, Programs and Services**

This course introduces fundamental and leading-edge management theories and practices, and provides opportunities to develop and apply essential skills that professionals need to participate in, manage, or lead information projects, programs, and services in modern organizations, communities, and society. Specific topics explored in this course pertain to management environments (e.g., organizational culture, professional ethics, and social responsibility) and core management functions such as planning (e.g., mission and vision, goal setting, strategy, and decision making), organizing (e.g., organizational design, innovation and change management, and human resource management), leading (e.g., leadership and motivation), and controlling (e.g., quality control, budgeting, performance evaluation).

- **INFM-737: Industry Capstone Project**

The Information Management capstone experience provides students with the opportunity to integrate and synthesize the knowledge and skills acquired throughout their MIM coursework while working in a real-world Information Management project with a client. The curriculum covers: project requirements gathering, project planning, project execution, and project conclusion.

Course Waivers

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

In addition, all course waiver requests or requests to take a class outside of the INFO College must be submitted **before** the start of the new semester in which you are sending a request for.

MIM Tracks

MIM students are required to complete eight (8) additional courses outside of their four (4) required core courses. Tracks are a way to guide students through available elective courses. They provide an opportunity to develop greater depth of knowledge and skills in a particular aspect of information management.

Tracks
● Cybersecurity and Risk Management ● Data Science and Analytics ● Flexible Individual Program Plan

The Master of Information Management (MIM) program offers three track options. Students can focus on Cybersecurity and Risk Management, Data Science and Analytics, or a Flexible Individual Program Plan. There are limited opportunities for students to complete an independent academic research paper (thesis) in lieu of the capstone. If you are interested in a thesis track, please schedule an appointment with Dustin Smith.

Cybersecurity and Risk Management Track

This track is designed to provide a foundation for students to understand the complexities of modern telecommunications, distributed enterprise software solutions, and prepare them to understand the information management implications for cybersecurity, ethical hacking, cyber intelligence, and management of cyber threats. Students will learn the methods for analyzing and curating data to attribute cyber attacks to malicious actors and gain skills such as cyber risk assessment, identification and exploitation of cyber vulnerabilities and implementation of cyber threat investigations that will enable them to enter and immediately succeed in the cybersecurity workforce.

Students following this track should work these courses into their academic plans. The suggested academic plan can be used as a guide, as it accounts for the prerequisites and anticipated schedule of courses.

Cybersecurity and Risk Management Track, Full-Time			
Fall - Year 1	Spring - Year 1	Fall - Year 2	Spring - Year 2
INST624: Modern Techniques for Software Development (if needed, or an Elective)	INST###: Networked Infrastructure	INST756: Information Risk Management	INFM737: Industry Capstone Project
INFM600: Information Management Ecosystems	INST###: Cyberdefense and Ethical Hacking	INST###: Human-Centered Cybersecurity	INFM612: Management of Information Projects, Programs, and Services
INST771: Foundations of Cybersecurity	INST726: Information Governance	Elective	Elective

Data Science and Analytics Track

Our track in data analytics intends to inspire students with a fascination for data and information, a respect for the elegance of analytics, and an adoration of the beauty of data visualization. Students are trained in the use of machine learning, artificial intelligence, and other advanced methods of analysis, as well as understanding how big data infrastructures and tools can be leveraged to implement scalable analytics solutions that transform data into meaningful insights that drive social and organizational decision making.

Data Science and Analytics, Full-Time			
Fall - Year 1	Spring - Year 1	Fall - Year 2	Spring - Year 2
INST624: Modern Techniques for Software Development (if needed, or an Elective)	INST754: Data Integration and Preparation	INST767: Big Data Infrastructure	INFM737: Industry Capstone Project
INFM600: Information Management Ecosystems	INST###: Transforming Unstructured Content with AI	INST762: Visual Analytics	INFM612: Management of Information Projects, Programs, and Services
INST627: Foundations of Data Science	INST737: Data Science Techniques	Elective	Elective

Flexible Individual Program Plan

In the Master of Information Management (MIM) Flexible Individual Program Plan track, you will be able to tailor your plan of study to align with your specific career goals. If you are interested in this track, schedule an appointment with Dustin Smith.

Flexible Individual Program Plan			
Fall - Year 1	Spring - Year 1	Fall - Year 2	Spring - Year 2
INST624: Modern Techniques for Software Development (if needed, or an Elective)	Elective	Elective	INFM737: Industry Capstone Project
INFM600: Information	Elective	Elective	INFM612: Management of

Management Ecosystems			Information Projects, Programs, and Services
Elective	Elective	Elective	Elective

Information Management Research Specialization (Thesis)

The Information Management Research track focuses on conducting research advancing the state-of-the-art and state-of-the-practice in information technology and management, where the student will conduct specific research and present the result as a thesis. It prepares students for advanced study in information science doctoral programs and careers in cutting- edge corporate or entrepreneurial environments.

Thesis Guidelines

If students decide to pursue the MIM thesis option, below are the steps they need to follow: 1. Students speak with their academic advisor to discuss how pursuing the thesis option will impact their plan of study.

- a. For students pursuing certain specializations, completing a thesis will require additional coursework beyond the 36 credits required for the degree.
 - b. MIM students completing the thesis option are not required to complete the capstone course sequence.
2. Students should identify their Thesis Committee Chair (the Chair/faculty advisor) as soon as possible. The Chair should be someone who meets the criteria specified in the Graduate School Policies, is willing to work with the student, and who ideally has expertise in the area the student wishes to study. The Thesis Committee Chair will be the student's faculty advisor. This Chair will not be assigned and the program cannot require a faculty member to advise a thesis. Thus, it is each student's responsibility to seek out a Chair who agrees to supervise the thesis project.
3. Students work closely with their academic advisor and thesis Chair to design an appropriate research plan and course schedule. It is strongly recommended that students take the research methods course in their first semester. For MIM students, the required research methods course (i.e., INST-701 or alternate research methods course approved by the Chair) must be completed prior to enrolling in the master's thesis research course(s).
4. Students assemble their Thesis Committee (Committee) with their thesis Chair. In addition to the Chair, the Thesis Committee must include at least two other members who meet the criteria specified in the [Graduate School Policies](#).
5. As soon as the Committee has been determined, but at least six weeks prior to examination and in accordance with the university's academic deadlines, students submit the Nomination of Thesis Committee Form to the Graduate School.
6. Under the direction of the Chair, students develop a thesis proposal that describes the work to be accomplished as part of the thesis.
7. Students submit their thesis proposals to their respective thesis Committees. The Committee must approve the proposal before the student can register for the master's thesis research course(s).

8. Before research on the thesis can begin, any relevant Research Assurances, including the use of human subjects in the research, must be submitted to and approved by the [Institutional Review Board \(IRB\)](#) following their established procedures.
9. Students complete 6 credits of the master's thesis research course.
 - a. For MIM students, these credits may be one semester or spread over multiple semesters. MIM students must have a grade point average (GPA) in the MIM program of 3.5 at the point of registration for their master's thesis research course and may not have more than 3 credits of Independent Study (i.e. INFM-719).
10. Students complete research and draft thesis with guidance and input from the Chair as needed. Thesis should be formatted according to the University of Maryland Electronic Thesis and Dissertation (ETD) [Style Guide](#).
11. Students submit draft thesis document to their Chair by the deadline established by the students and their Chairs. The Chairs review the thesis draft and any necessary revisions are made by the students to the satisfaction of the Chair.
12. The Chair ensures the students are eligible to schedule an oral defense. 13. The Chair selects a time and place for the oral defense of the thesis and notifies the other members of the Committee and thesis students at least two weeks in advance. Additional procedures for the oral examination can be viewed in the Graduate Catalog. 14. The members of the Committee must receive the thesis at least seven working days before the scheduled oral examination. Should the Committee deem it reasonable and appropriate, it may require submission of the thesis more than seven working days in advance of the examination.
15. The thesis defense is announced, including student and Committee member names, time, location, title and abstract, to the University via the College's electronic lists at least five working days in advance of the scheduled date.
16. The Chair secures the Report of the Thesis Examining Committee form from the INFO Student Services Office. The Chair must request this form at least 2 weeks prior to the scheduled oral examination.
17. The student presents the research questions, methods, and findings to attendees during the oral examination. He/she also typically fields questions from attendees and Committee members.
18. After the oral examination is complete, the Thesis Committee meets together without the student and decides on the outcome. Once decided upon, they share the outcome with the student, and, when appropriate, those still in attendance. [Procedures for the Oral Examination](#), including outcome options, can be viewed in The Graduate Catalog.
19. The Chair uses the Report of the Thesis Examining Committee document to record the outcome of the defense after its completion.
20. The student submits the Report of the Thesis Examining Committee and the Thesis Electronic Publication Form to the Graduate School by their stated deadlines. More information about Submission and Publication of the Thesis can be found in The Graduate Catalog and information about Thesis & Dissertation Filing can be found on the Graduate School's website.

Dual Degrees with the Master of Information Management

Dual degrees with the MIM program craft a unique blend of courses that pair a particular field or industry's specific knowledge and training with highly transferable information management tactics and principles. By pursuing a dual degree, students are able to maximize their time to degree by studying a thoughtfully designed and interwoven curriculum that applies credits from each degree to meet the requirements of the other. For each dual degree program, students earn two degrees in a shorter amount of time than completing the graduate degrees separately.

Master of Community Planning & Master of Information Management (CPIM) Dual Degree

CPIM Program Overview

As planning has become more data-intensive, decentralized, and democratized, planners must become more information-savvy and information scientists must become more conversant in urban planning. This is a smart cities dual graduate degree program that fills this urgent need, in which students would earn a Master of Community Planning and a Master of Information Management. The dual degree program enables graduate students interested in community planning and information management to complete these complementary degrees by using courses in the partnering programs to satisfy specialization and elective requirements. To earn each degree separately would require 78 credits; this dual degree requires 60 credits and can be completed in three (3) academic years.

The dual degree program builds on the unique strengths of faculty in the School of Architecture, Planning, and Preservation (MAPP+D) and in the College of Information (INFO) by bringing together expertise in data science, eGovernment and the Internet of Things, with expertise in physical, social and economic planning. The program promotes interdisciplinary education by providing advanced knowledge of planning to information management students and advanced knowledge of information management to students in planning, under the concept of “smart cities.”

Please note: the CPIM program has been paused for the 2025-2026 academic year.

CPIM Program Contacts

- MIM Points of Contact:
 - Academic Advisor: Dustin Smith (dsmith49@umd.edu)
 - Emilia Azar: (cazar@umd.edu)

Internships

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

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

Internships for Course Credit

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

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

Course Grading

Passing Grades

Per Graduate School policy, students must maintain a minimum of a 3.0 GPA. Additionally, MIM students must earn a B or better in each course required by MIM.

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

Failing Grades

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

Incomplete Grades

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

Probation and Dismissal

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

Course & Registration Information

Schedule of Courses

Some courses may be offered only once per year (only in the fall, for example). Students should

consult the University's [Schedule of Classes](#), their advisor, and the suggested academic plans for additional information.

Course Designations

The INFO College 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
- **Note that some courses are restricted to particular programs. Seats may become open to students in other programs pending availability and program need.*

Course Prerequisites

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

Registration

Students register for courses each semester using [Testudo](#), UMD's online information system. The Office of Graduate Student Services will notify students of registration dates each semester. Students are strongly encouraged to register on or close to the first available date/time of registration for best schedule planning. Your Academic Advisor is available to assist with course registration. **Registering as soon as possible helps prevent courses being cancelled due to low enrollment.**

Registering for Independent Study

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

To register for an independent study:

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

Summer and Winter Term Registration

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

Registration in Semester of Graduation

The University requires that students be registered during the semester they plan to graduate. If students are not taking classes on campus, online, or through the consortium during their semester of graduation they must register and pay for one audit credit hour of independent study. **MIM students register for INST-709.**

Add/Drop Period

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

Dropping Courses and Course Refunds

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

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

Adding Courses after the Deadline

Under no circumstances will students be allowed to add courses after the published add deadline. The course can be dropped and students will incur a penalty. Refer to the [academic deadline calendar](#) for deadlines.

Auditing a Course

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

Transfer Credits & Earning Credits Outside of the INFO College

There are a few ways to apply credits completed elsewhere to a MIM degree. This may include courses taken at another institution, in another UMD department, at an institution in the consortium, or courses taken as a non-degree seeking student in the College before gaining admission. **Out of the 36 credits required for the MIM degree, 24 of them must be completed in the College.**

Credits Completed Prior to Enrolling in MIM

Students can transfer up to six (6) credits earned at an accredited institution prior to enrollment at the College. To be eligible for transfer courses must:

- Have been awarded a grade of B or better
- Have been graduate-level
- Have been taken at a regionally accredited U.S. institution

- **Not** have been applied to a previous degree
- **Not** duplicate the content of an INFO course in which the student is currently enrolled or has completed
- **Not** be more than five years old at the time of the request (e.g., fall 2014 would be the last semester in which a course from fall 2009 would be considered eligible)

Transfer credit grades are not included in the student's grade point average. **It is recommended that students request the acceptance of transfer credits during their first semester.** Students should consult the [Handbooks and Policies](#) webpage for transfer documentation and instructions.

Inclusion of Credits Earned as a Non-Degree Seeking Student

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

Credits Completed away from UMD while a MIM Student

There are some instances when students can take credits at another institution while enrolled in MIM. Refer to the [College's website](#) under Courses Outside the College for more information.

Credits completed outside of the INFO College while a MIM Student

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

Changing Programs within the INFO College

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

1. In consultation with your Academic Advisor, review the requirements of the new program. 2. Meet with the Program Director and/or Program Manager of your current program to discuss your interest in switching programs.
 - a. The Director and/or Manager of the current program should notify the new program's Director and/or Manager and advisor if there are any reservations about the program switch.
3. Meet with the Program Director and/or Program Manager of the new program to discuss interests in the new program, career goals, and how the new program is a better match than the current program for reaching desired goals.
 - a. When arranging this meeting, students should provide a current transcript (from Testudo) and a brief explanation of your desire to switch programs.
 - b. The Program Director and Program Manager may request additional materials.
4. The

Program (either the Program Committee or the Program Director and Manager) will review the materials and make a decision.

5. Once a decision has been reached, the Manager of the new program will notify the student of the decision via email. Please allow 2 to 4 weeks for a decision.
6. The new Academic Advisor will meet with the transfer student to discuss final steps and course planning.
 - a. International Students must also coordinate with ISSS to abide by visa regulations.
7. If all parties are in agreement about the transfer (student is accepted into the new program and decides to move forward with the program objective change), the new Academic Advisor will request the change from the Graduate School.
 - a. The Academic Advisor will notify the student and both the former and new program managers of the Graduate School's decision.

Graduation

Applying for Graduation

All candidates for graduation must submit a [Graduation Application](#). The deadline for submission is the 10th class day of the final semester. Students are encouraged to apply during the first week of class. The deadline date is posted on the Graduate School [deadlines page](#) website and is widely publicized by Graduate Student Services and graduate programs. The form must be submitted through Testudo, where students can also view their application status.

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

International Students Applying for Graduation

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

Graduation Ceremonies

University-Wide Commencement

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

INFO College Graduation Ceremony

The College hosts its own formal graduation ceremony each December and May. Staff, faculty, fellow students and friends and family have the opportunity to attend. Graduates will be notified if tickets are required, but regardless, we ask that graduates RSVP for themselves and for their guests. Students are only eligible to participate in the commencement ceremony at the end of the semester in which they complete their degree requirements. Students who complete their degree requirements in a Summer term are not eligible to participate in the Spring commencement ceremony prior, and are instead invited to participate in the Fall commencement ceremony immediately after the Summer in which they complete their degree requirements.

Diplomas

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

Arbitrary and Capricious Grading

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

Student Representation on Committees

College Assembly

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

Program Committees

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

University Senate

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

facilities, and faculty, staff and student affairs (subject to the limitations imposed by laws or mandates from the University of Maryland System Board of Regents or the Chancellor).

Glossary

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

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

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

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

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

Permission of department: Approval of a course from the professor

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

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

Transfer/Inclusion Form: Used for transfer credits and credits earned as a Non-degree seeking student

U.achieve: U.achieve is an online tool that helps students track their degree progress. The Graduate School has compiled a [student guide](#) to help you get set up.

UMD Graduate School Resources

UMCP Grad School Deadlines

[All Deadlines](#)

[Academic Deadlines](#)

[Registration Deadlines](#)

[Fellowship Deadlines](#)

[Academic Calendar](#)

Forms

[Graduate School Forms](#)

[Fellowship and Financial Forms](#)

[Petitions, Requests, and Waivers](#)

[Thesis and Dissertation Forms](#)

[Graduation Forms](#)

Funding

[Student Job Board](#)

[Fellowship and Awards](#)

[Financial Aid](#)

[Assistantships](#)

[Tuition and Fees](#)

New Students

[The Graduate School's New Student Checklist](#)

[Graduate Catalog](#)

[Graduate Student Life Handbook](#)

[Graduate School Policies](#)

[Office of Student Conduct](#)

[Immunization Clinic](#)

[Student Financial Services and Cashiering](#)

[Office of the Registrar](#)

[University Libraries](#)

[Off-Campus Housing Services](#)

[Transportation Services](#)

[Campus Web Map](#)

[UMD Police Department](#)

International Students

[International Student and Scholar Services](#)

[Language Partner Program](#)

[Graduate School Writing Center](#)

Registration

[Before You Register](#)

[Check Your Registration Status](#)

[Registration Deadlines](#)

[Register for Classes](#)

[U.achieve Guide](#) (Degree Audit)

[Tuition and Fees](#)

[Tuition and Fees Important Dates](#)

[Schedule of Classes \(Testudo\)](#)

Academic Progress

[Thesis and Dissertation Filing](#) (Style Guide linked on this page)

[Apply for Graduation](#)

Student Employment

[Student Job Board](#)

[University Human Resources](#)

[Transportation Services - Employment](#)

[Dining Services - Employment](#)

[Athletics - Employment](#)

Student Support Services

[Ombuds Office](#)

[Office of Civil Rights & Sexual Misconduct](#)

[International Student and Scholar Services](#)

[Accessibility & Disability Service Office](#)

[Veteran Student Life](#)

[LGBT Equity Center](#)

[Office of Graduate Diversity and Inclusion](#)

[Interfaith Programs and Spiritual Diversity](#)

[Counseling Center Support Groups](#) (including groups for graduate students)

[Graduate Student Legal Aid](#)

[Income Tax Assistance](#) (Terp Tax)

[University Police Department](#)

Health and Wellness

[University Health Center](#)

[Counseling Center](#)

[University Recreation & Wellness](#)

[Terrapins Athletics](#)