2024-2025

STUDENT HANDBOOK

Master Of Health Informatics &
Master Of Science in Information

SCHOOL OF
INFORMATION
UNIVERSITY OF MICHIGAN

ABOUT THIS HANDBOOK

Purpose

This handbook covers policies and procedures, program requirements, and some tips on student life at the School of Information. You will continue to reference this book throughout your time at the School, so please plan to bookmark this as a resource for all of your graduate student needs. If you have a question, please reference this handbook first and if at any time you need clarification, please reach out to an academic advisor.

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- **MSI Academic Advising Resource Site**
  - **MSI Academic Advising Canvas Site** (phased out May 2024)
- **Email: umsi.advising.msi@umich.edu**

MHI Academic Advising

- **MHI Academic Advising Resource Site**
  - **MHI Academic Advising Canvas Site** (phased out May 2024)
- **Email: umsi.advising.mhi@umich.edu**

UMSI Academic Success

- **UMSI Academic Success website**
- **Email: umsi.academicsuccess@umich.edu**

UMSI Registrar

- **UMSI Course Catalog**
- **Email: umsi.registrar@umich.edu**

ACADEMICS

Master of Health Informatics (MHI) and Master of Science in Information (MSI)

The curriculum of the MHI and MSI programs are always evolving to meet your needs. Rather than reproduce details of the program here, we ask that you refer to the appropriate section of the respective program's Academic Advising Resource Site for information about the degree, specific degree requirements, course planning, and other important information. This handbook includes policies, procedures, program and service offerings, and other helpful information.

Mission Statement

The School of Information Mission Statement is available online at https://www.si.umich.edu/about-umsi/history-mission-and-goals/our-mission .

UMSI Faculty

The most up-to-date information about faculty is maintained in the online directory, which includes a complete listing of faculty, adjunct lecturers, and/or visiting faculty. Areas of research interests are also listed.

Academic Calendar and Registration Deadlines

The University maintains current and future academic calendars on the Office of the Registrar website, as well as a listing of important registration deadlines (http://www.ro.umich.edu/calendar/). For example, you must register before the first day of the term to avoid a late registration fee.

Programs and Events

UMSI provides comprehensive programming and events throughout the student experience. We assess student interests and organize programs and events to support students' holistic needs including academic support, wellness, inclusive community building, and personal/professional development. We consult and collaborate with UMSI student organizations and other interested students in formulating program plans. To learn more about UMSI programs and events, visit the UMSI website and check the UMSI Student Events Calendar.

Academic Planning Tools

An online degree audit tool is available for students through Wolverine Access. This tool tracks your progress toward degree requirements based on the coursework you have completed. A staff member must enter some online degree audit details manually, such as course waivers. Thus your online degree audit may not be completely accurate until these items have been entered. To view your online degree audit, use the following navigation: Wolverine Access > Student Business> Log In > Degree Progress/Graduation > My Academic Requirements.

Note the online degree audit is NOT official. It is intended as a general guide to your academic progress. The School of Information will complete an official graduation audit at the conclusion of your term of graduation. However, if you see any problems with your online degree audit, or if you have any questions, please contact the UMSI Registrar Team at umsi.registrar@umich.edu. You should check your unofficial transcript and online degree audit regularly.

Additional academic planning tools and resources are available in the MHI Academic Advising Resource Site and MSI Academic Advising Resource Site.

Academic Success

The UMSI Academic Success Team, as part of the Academic Programs & Student Life Team, works to holistically support students, both academically and personally. Our team oversees UMSI tutoring and academic skill building programs and works to support students in navigating their time at UMSI. The UMSI Academic Success webpage has information on support services provided by both UMSI and the University of Michigan to help you succeed academically. For academic success strategies, skills development, or more information about support service please contact the Academic Success Team at umsi.academicsuccess@umich.edu. Additional information can be found on the MSI or MHI Academic Advising Resource page within the "Academic Success & Tutoring" module.

Academic Success Resources include: tutoring, academic writing, international student support, academic resources, support resources, technology resources, and central university resources found at the UM Academic Support website.

Academic Advising and Course Registration

Academic Advising

Academic advising at UMSI is a continuous process that engages students in academic planning consistent with their personal and professional goals. Both faculty and staff offer academic advising for students. You are encouraged to take an active role in shaping your educational experience by meeting regularly with your advisors.

Academic advising is offered through the Office of Academic and Student Affairs (OASA). Academic advisors are equipped to provide personal and academic support, inform students on degree requirements and academic policies, support students in creating meaningful academic plans, and help students navigate resources at UMSI and the larger University. You can schedule an advising appointment with an OASA academic advisor in Navigate360, or attend advising drop-in hours.

UMSI faculty can also be consulted for informal advising during office hours. While UMSI faculty should not serve as primary advisors for the purposes of planning your degree progress, faculty can offer students an opportunity for one-on-one mentoring. Many faculty members have shared their office hours or appointment scheduling instructions - the MSI and MHI Academic Advising Resource sites can be referenced for office hour information for faculty. Faculty will be prompted to update availability at the beginning of each term. Faculty can provide course recommendations, information about their research activities, field-specific professional insights, recommended readings and conferences, and mentoring. Office hours are an opportunity for faculty to get to know you outside of the classroom and assist you with your academic plans. Developing a strong relationship can enhance your educational experience and support your academic and professional goals. Faculty may also be able to serve as a reference for scholarships or employment. You can seek

advice from the faculty member(s) of your choice by attending faculty office hours or sending an email to request an appointment. To learn more about faculty interest areas and research projects, review the listing of UMSI faculty.

Course Registration/Wolverine Access

U-M students register for classes online using Wolverine Access. The UMSI course catalog is available on the MSI and MHI Academic Advising Resource Sites.

You may retrieve a copy of your course schedule via Wolverine Access. You may also update your contact information, access your unofficial transcript, and check your student account. Instructions are available on the Wolverine Access website.

Backpacking and Registration

Enrolling in courses is done via the backpacking and registration process.

After your first term, registration appointment times are issued by the Office of the Registrar according to the number of credits you have completed toward graduation. You will be notified of your registration appointment by email and through Wolverine Access alerts. The registration appointment time is the time that registration will open to you. Note - it is not an individual meeting with your advisor.

Prior to formal registration, you can plan ahead for the courses you are seeking to enroll in during the "backpacking" period, which typically opens during the week prior to formal course registration. During backpacking, you can build your course schedule, identify backup plans, and ask questions ahead of formal course registration. In order to register for a course, it must first be added to your backpack.

Dates for backpacking and registration are posted on the Office of the Registrar's website (http://www.ro.umich.edu/calendar/).

For the most current course listings for each term, please refer to Wolverine Access or the UMSI Course Catalog. Students will receive an email from the UMSI Registrar when the schedule is ready for the upcoming term. Changes and updates are announced via email and updated in the online schedule. Course syllabi (as provided by faculty) are linked from the course detail pages within the UMSI course catalog on the web. Resources on Backpacking and Registration can be found on the MSI and MHI Academic Advising Resource sites.

Credit Limits

A typical, full-time course load for UMSI graduate students is about 12 credits per semester, with a maximum of 18 credits. You must select a minimum of 9 credit hours in the Fall and Winter semesters to be a full-time student. Enrolling in less than 9 credits within a term would be considered part-time, which can affect financial aid, degree progress, and (for international students) immigration status. If you are interested in registering for more than 18 credits in a full term, you must request approval from the MSI/MHI Academic Advising team.

Academic Policies and Procedures

MHI Elective Policy

The MHI degree requires that students complete elective credits to meet the minimum credit number required to complete the degree. Elective credit is graduate-level coursework taken in any school/department/unit at UM. Generally, these are courses at or above the 500 level. In special circumstances, elective courses may be transferred in from another university (refer to section on transfer credits). For U-M elective courses, students must verify that it is an approved graduate-level course. As with most departments on campus, we rely on the central list provided within [Rackham's Online Bulletin of Programs and Course Offerings](). Elective courses must be letter-graded and students must earn a grade of C- or better for the course to count toward the degree.

Students register for elective courses in Wolverine Access. For courses outside of the School of Information, students may need instructor or departmental permission to register. The department offering the course processes this permission. In any case, it is a good idea to check with the instructor to get a better idea of what the course is about.

MSI Elective Policy

The MSI requires a minimum of 48 credits to graduate. A minimum of 39 SI credits must be completed as a part of the 48 total credits. Students may choose to fulfill the remaining 9 credits with courses at the University of Michigan outside of the School of Information.-These credits are called electives. Electives are graduate-level courses taken outside the School of Information. Students may take additional courses above and beyond the 48 credit minimum required for the degree, including additional elective courses. Provided that the courses are taken at the University of Michigan and are graduate-level, elective courses do not need to be approved by UMSI.

Elective courses may be taken in other U-M departments or transferred in from another university (refer to section on transfer credits). For U-M elective courses, students must verify that it is an approved graduate-level course. As with most departments on campus, we rely on the central list provided within [Rackham's Online Bulletin of Programs and Course Offerings](). Electives must be letter-graded and students must earn a grade of C- or better for the course to count toward the degree. For courses cross-listed with another department, you must register for the SI section of the course if you would like it to count toward the degree as SI credit.

Students who entered the MSI program in Fall 2019 or earlier should follow the [policy guidelines]() of their entering year.

Recommendations for Exploring and Selecting Cognate Courses:

- [Student-Recommended Cognate Course List](): This is a list of recent elective course recommendations from current MSI students. Please keep in mind that courses can change from year to year. As with all personal recommendations, one student's experience in a course might differ from your own.
- [Wolverine Access](): You can search the Wolverine Access course catalog by course number or department. In addition to the class meeting time and location, course information in Wolverine Access includes the course prerequisites and instructor. As with SI courses, be sure to check course prerequisites for cognate courses.

- **LSA Course Guide**: This online guide is another search tool that can be helpful for finding courses outside of UMSI. Not all U-M departments are included, but many are (including several departments outside of LSA).

Modifying a Course | Dropping, Adding, & Withdrawing from Courses

Dropping, Adding, and Withdrawing from courses are all forms of "modifying" a course.

Drop/Add

You can drop courses online through Wolverine Access up to three weeks after each term begins for a full semester course (2 weeks for a half-semester course) without incurring monetary penalties or a "W" (indicating withdrawal) on your transcript. You can also add a course through Wolverine Access up to three weeks after each term begins for a full semester course (2 weeks for a half-semester course), provided that the course has seats available and you meet all prerequisite requirements. The drop/add deadlines are posted on the Office of the Registrar's website under Student Registration Deadlines.

Late Drop/Add

The drop/add deadlines are posted on the Office of the Registrar's website under Student Registration Deadlines.

After the drop/add deadline, you may request a late drop in Wolverine Access. A "W" (indicating withdrawal) is posted for courses dropped after the drop/add deadline, regardless of the reason for the drop. **The deadline to submit your request for a late drop (withdrawal) is 11:59 PM on the last day of classes for the term or half-term.**

Adding classes after the drop/add deadline requires an online late add request in Wolverine Access. The instructor should also e-mail umsi.registrar@umich.edu to request that a seat be opened for you. Add/Drop/Modifications to a course after the add/drop deadline will need approval from an Academic Advisor.

Course Wait Lists

If an SI course is closed, add yourself to the online waitlist in Wolverine Access. UMSI does not manage waitlists for other departments and schools within the University. You should contact the department offering the course for information. You will be notified by email if a spot opens in the UMSI course for which you are waitlisted. Students graduating in May are given priority on the winter waitlists; December graduates will be given priority on the fall waitlists. Be sure to email umsi.registrar@umich.edu if you are about to graduate or if other issues might affect your need to take a course that particular term. If you do not obtain a seat in the class by the start of the term, you may attend the first class and then follow the override process (see below).

Overrides/Permission to Enroll

An override (permission to enroll) must be obtained to add a class that has reached its initial enrollment capacity or if the class is designated as requiring an override. The UMSI Registrar monitors waitlists and determines priorities for overrides in the weeks or months following registration for an upcoming term. If Wolverine Access is not allowing you to register for a course, and there are seats available, please request an override by e-mailing umsi.registrar@umich.edu. After the first day of classes, you can email the course instructor with your override request and ask the instructor to forward their approval to umsi.registrar@umich.edu. **MHI students seeking overrides for PUBLHLTH or HMP courses should contact sph.registrar@umich.edu.**

Provide the following information in your email request for an override: your name, student ID number, term (fall, winter, or spring/summer), catalog number (e.g., SI 506), and section number (001, 002, etc.).

Note for MSI students: Overrides are required for SI 681: "Internship/Field Experience & Seminar in Practical Engagement" and SI 690: "Internship/Field Experience" and are processed by the Career Development Office, umsi.careers@umich.edu.

Once an override is approved, your override will be processed and you will receive a confirmation email indicating that you may register online. Please allow two business days for your override to be processed. **Receiving an override does not enroll you in the course; you must register through Wolverine Access to claim the seat that has been opened for you.** If you are on a waitlist, do not drop from the waitlist, just register for the course as you normally would.

Independent Study

Students who are wanting to explore a research project or particular topic with a UMSI faculty member that is not currently being offered within an existing course may choose to enroll in an independent study course. Students may count a maximum of three (3) Independent Study credits toward the degree.To enroll in an independent study course, SI 691: Independent Study, propose a paper or project to a UMSI faculty member. Students can identify a mentor from all regular faculty, clinical faculty, lecturers III and IV, as well as faculty with courtesy appointments. With the faculty member, determine between 1-3 credits for the work to be done. Content, assignments, meeting times, and grade requirements are arranged with the faculty member.

SI 691: Independent Study has individual faculty IDs for the section number (this section number will be used in place of general section numbers (e.g., 001 or 002) when using online course registration. Please have the faculty member you will be working with send their approval to umsi.registrar@umich.edu and an override will be processed for you.

*As of Winter 2019, the Course ID for the Independent Study has changed from SI 791 to SI 691.

Visiting ("Auditing") an SI Course

"Visiting" is the official University term for taking a class for no grade and no credit toward your degree. This is also commonly referred to as "auditing" a course. Per University policy, students or others who are attending (or auditing) a class must register and pay the appropriate tuition and fees.

To audit a class (also known as an official visit), you must first register for the class as you normally would, then use an election form (available from UMSI Office of Academic and Student Affairs) to request a change to official visit status. The form must be signed by the instructor and by the UMSI Registrar. Then you submit the form to the U-M Registrar's Office.

It is up to you and the faculty member to agree on expectations for the audit, though typically students are expected to attend class, participate, and complete assignments (and even tests), though they would receive a grade of "VI" for visitor instead of receiving academic credit with a letter grade and honor points. Students who need a class for credit will receive priority for seats. Students may not change their status to official visit after the last day of class.

Repeating a Course

If a UMSI course was taken and a grade of A+ through C-, or S was earned, then repetition of this course results in no additional credit or honor points. The second iteration of the course and grade appear on the transcript with the notation "Not for Credit." There are a limited number of special exceptions made to this rule:

- SI 690/681 (the MSI Internship course) - MSI students are allowed to register for this course multiple times to allow them access to 6-9 credits of internship experience.
- SI 691 (the independent study course) - MSI/MHI students are allowed to register for this course multiple times to allow them access to up to 3 credits of independent study during their time in the program.
- SI 574 (MHI Seminar) - MHI students must register for this course twice (once in the first fall semester and once in the first winter semester).

A student repeating a course in which C- through D- was previously earned will receive honor points but no additional credit toward a degree. The course appears on the transcript with the notation "Repetition." Repetition of a course in which an E, F, or U grade was originally earned produces both credits toward a degree and honor points for courses elected on the graded pattern; there is no special transcript notation. In all such cases, the first election and grade earned remain on the transcript. The grades earned by repetition of courses are not averaged and posted as a single entry; but are posted as separate elections.

Disenrolling/Withdrawal

To withdraw from all classes/credits for a given term, you must contact the UMSI Registrar Team at umsi.registrar@umich.edu to request a term withdrawal form. If you must withdraw, it is strongly recommended that you do so before the start of the term (to avoid registration and disenrollment fees), or by the drop/add deadline of term to avoid a "W" (indicating withdrawal) on your transcript and additional monetary penalties. Please meet with an academic advisor to discuss your situation prior to withdrawing.

Leave of Absence

If you decide to take a leave of absence and have not used the online course registration (Wolverine Access) to enroll in any courses for the semester you are taking a leave of absence for, you do not need to submit any paperwork, but should notify your academic advisor of your intentions (MSI students: umsi.advising.msi@umich.edu; MHI students: umsi.advising.mhi@umich.edu). If you have already registered, you will need to contact the UMSI Registrar Team at umsi.registrar@umich.edu (see "Disenrolling/Withdrawal" above).

To register for classes following a term in which you were not enrolled, you will need to contact the University of Michigan's Central Office of the Registrar by email at wolverineservices@umich.edu, or phone 734.764.6280 / 734.647.3507, to request a registration appointment assignment. If using email, please include name, UM ID number, term, and school or college in which you wish to register.

Students not enrolling within a calendar year (12 months) may be required to apply for readmission to UMSI, and will be required to meet with the academic advising team to develop a degree completion plan prior to being considered for reactivation in the relevant degree program.

Retroactive Withdrawals

A retroactive withdrawal is defined as a request made to withdraw from a course or term after the last day of classes. While students need faculty permission to drop a course after the drop/add deadline, the last day of classes is the last possible date that a student may request a course or term withdrawal. It is the student's responsibility to adhere to the published deadlines of the University. Any changes to the student's enrollment record after that date are retroactive and should be considered significant exceptions to university policy. The University has a fiduciary responsibility to maintain and report an actual accounting of class and student enrollment totals for state, federal and other agencies. As such, at no point after the term has ended will a class be removed from the student record. It will remain on the record with a grade of W, if the exception is approved. Please see Appendix A for more detailed information about situations that would be considered for a retroactive withdrawal.

Transfer of Credit

Up to six hours of graduate credit may be transferred from another institution, provided the outlined provisions in the [UMSI Transfer Credit form](#) are followed. The UMSI Transfer Credit Policy is owned by the UMSI Registrar Team. Students interested in transferring credits to the University of Michigan should review the linked form.

Tuition

Tuition bills are due just before the beginning of each term, or on a schedule if you are using the tuition payment program. Failure to meet the payment schedule will result in a financial hold credit placed on your record. This hold credit may prevent registration for the next term, may result in diplomas and transcripts being held, and may also delay payment of financial aid by the Office of Financial Aid. Wolverine Access provides you with easy access to your account and other information.

If you have received a scholarship from UMSI, this will be posted as a credit on your tuition statement. If it does not appear, contact the UMSI Funding Team at umsi.funding@umich.edu.

Time Limit to Degree

Students are expected to complete all coursework within five years from the date of first enrollment in the program. Students exceeding this time limit must file a petition for modification or waiver of policy. Petitions must describe explicitly the amount of work remaining and a timeline for completion. Students must be making good progress and have good academic standing to receive an extension. A student who does not complete degree requirements within five years and does not petition for an extension may be withdrawn from the program and required to apply for readmission.

International students must also meet the time limit requirements of their student status. Students who request an [I-20 extension on their student status](#) must work with the International Center and the UMSI Office of Academic and Student Affairs to ensure they are following proper procedure and meet the eligibility criteria. Academic advisors are the designated signatories for the request for extension on student status form. Please contact umsi.advising.msi@umich.edu (MSI) or umsi.advising.mhi@umich.edu (MHI) for assistance with I-20 extension requests.

Residency

[University of Michigan residency regulations](#) are maintained by the Residency Classification Office within the Office of the Registrar. You may contact the Residency Classification Office directly if you have questions about residency classification.

Accommodations for Students with Disabilities

The School of Information's commitment to diversity and inclusiveness extends to students with disabilities. UMSI is committed to the academic success, professional development and general well-being of all students.

Students with disabilities who require reasonable accommodations from UMSI to assist them in meeting the requirements of their degree program are strongly encouraged to register with the [U-M Services for Students with Disabilities office (SSD)](#) and also meet with an academic advisor in the UMSI Office of Academic and Student Affairs. UMSI, through its

faculty, staff, and administrators, may require a student to register with SSD to confirm reasonable accommodations and reserves the right to determine if the accommodations recommended by SSD are reasonable. Reasonable accommodations are those that 1) do not fundamentally alter the academic program, academic standards, or professional standards of UMSI; and 2) do not cause an undue burden on UMSI. Only reasonable accommodations first approved by SSD and/or agreed to by a faculty instructor, staff member, or administrator will be provided. UMSI does not provide retroactive accommodations.

Information regarding SSD, the services available to students with disabilities, and the rights and responsibilities of students with disabilities is available on the [Services for Students with Disabilities](#) website. If you have questions about obtaining authorized accommodations, please contact the UMSI Academic Success Team at umsi.academicsuccess@umich.edu.

If you have a concern regarding disability accommodations in terms of fairness and equity, contact the Academic Success Team at umsi.academicsuccess@umich.edu and/or refer to the academic dispute resolution policy sections of this handbook.

Steps to secure a reasonable accommodation:

1. Complete the Student Application Form in [Accommodate](#) and meet with your assigned coordinator in the Services for Students with Disabilities office (SSD). Alternatively, provide documentation of your disability to your faculty instructor and to your academic advisor in the Office of Academic and Student Affairs to determine a reasonable accommodation. Note that UMSI reserves the right to require that you register with SSD and obtain approved accommodations.
2. You must seek reasonable accommodations for each course for which an accommodation is needed, and you should communicate with the faculty member and with an academic advisor in the Office of Academic and Student Affairs in advance of the start of the term or as soon as possible thereafter. Requests for accommodations for exams, quizzes, or any other assignments or projects must be presented to the instructor at least two weeks before the due date.
3. For any other event or services offered by UMSI for which you need accommodations, submit your request to the appropriate staff member at least two weeks in advance or at the time you register or RSVP if applicable.
4. Because the decision to request reasonable accommodations due to a disability is a matter of individual choice, students have the responsibility to request reasonable accommodations in a timely manner. As a result, we do not assume that an accommodation provided in one course is appropriate or desired in another situation. Similarly, UMSI treats such requests in as confidential a manner as possible. Therefore, do not assume that because one faculty or staff member is aware of your need for an accommodation that others are also aware. You should request a reasonable accommodation each time you determine that one is needed.
5. If you are working with fellow students in group projects or research, it is your choice to disclose your disability and/or to describe needs you may have for completing work as a team. Every student will have their own strengths and challenges, but if you have a disability that may impact your ability to work effectively on a team, discussing this up front and coming up with creative strategies can be important to your success and the success of the group.

Student Parental Accommodation

The Student Parental Accommodation Policy assists graduate students immediately following the birth or adoption of a young child. The purpose of this policy is to make it possible for a student to maintain registered full time student status, along with all the benefits of such status, while facilitating the return to full participation in courses, research and teaching. The policy applies to full time, enrolled students who are in good academic standing, and making satisfactory progress toward completion of their degree. The policy covers the situation of students who experience childbirth or the adoption of a child under the age of 6 for whom the student has parental responsibilities. These eligibility requirements cover all three provisions of the policy. Students with questions should contact the UMSI Academic Success Team at umsi.academicsuccess@umich.edu.

The three primary accommodations available are:

1. Eligible students are entitled to an extension of one year per childbirth or adoption to the 5-year maximum time to degree policy. UMSI must approve requests for extension of time limits.
2. All eligible students will be granted a Parental Accommodation period up to six weeks long immediately following the birth of a child or the adoption of a child under the age of 6 for whom the student has parental responsibilities. During this period of accommodation, the student will continue to be enrolled as a full time student. Because the student remains enrolled as a full time student and continues to pay tuition, this is not a leave of absence. It is instead a modification of deadlines and academic expectations to accommodate the student's new parental responsibilities. Students are expected to work with faculty and staff in advance of their leave to develop a workable plan.
3. Students in GSRA positions are eligible to continue in their positions with funding and to have modified schedules and the stated 6 weeks leave time upon birth of a child or adoption of a child. The terms of employment for students with GSI or GSSA appointments are covered by the contract between the University and the Graduate Employees Organization. The provisions of the contract will govern stipend and benefits for these students. Students receiving fellowship or scholarship funds will remain enrolled and as such these funds will not be impacted.

Petitions

The UM School of Information (UMSI) policies appear in the student handbooks available on each program's Advising Resource site. All School policies have been formulated with one objective: the pursuit of academic quality. This goal requires that the policies be equitably and uniformly applied to everyone. However, the School of Information does recognize the infrequent occurrence of extenuating circumstances that warrant individual consideration. School of Information students may petition the school for a modification or waiver of any UMSI policy by submitting this form. In completing the form, state in writing all facts that have a bearing on the case you wish to present. If the petition involves a course, it should also be endorsed by the instructor. Please note that a reduction in time to degree, a reduction in tuition, or a reduction in final term enrollment, are not extenuating circumstances for a modification or waiver of policy. If you'd like to submit a UMSI Petition Form, please contact your advising team first for a conversation about your petition request.

Grades and Academic Standing

Letter Grades and Points

The method of grading at UMSI is the letter-grade system (A, B, C, D, E), except for special courses as noted. The minimum grade requirement for each course in the MSI and MHI program is a C- or better. Courses in which a D+, D, D- grade are earned do not count for SI credit, but will still count towards the overall UM degree. A grade of E earns honor points but does not earn credit. Grades of + and – may be given to students whenever such fineness of discrimination is possible. These letter grades are translated into points for each hour of credit in a course as indicated in the following table:

Grade	Points	Interpretation
A+	4.0	Extraordinary achievement. Rarely given.

A	4.0	Consistently distinguished performance in all course aspects, such qualities as analytical ability, creativity, and originality are exhibited at a very high level.
A-	3.7	Strong, solid achievement in most aspects of the work.
B+	3.3	Good performance. Consistent with performance expected of students in a graduate degree program.
B	3.0	Acceptable
B-	2.7	Borderline
C+	2.3	Poor performance. This is a marginal grade which alerts students to their limited performance in a particular course.
C	2.0	Very poor performance
C-	1.7	Minimal. Performance not at a graduate student level.
D+	1.3	Significantly below standards for graduate work. Course does not count for degree credit. If given for a required course, the course must be repeated.
D	1.0	Extremely poor performance. Course does not count for degree credit. If given for a required course, the course must be repeated.
D-	0.7	Near failure. Course does not count for degree credit. If given for a required course, the course must be repeated.
E	0.0	Failure. Course does not count for degree credit. If given for a required course, the course must be repeated.

Satisfactory (S) and Unsatisfactory (U) Grades

MSI and MHI students are not eligible to take classes "Pass/Fail". Graduate students at UMSI utilize the "Satisfactory/Unsatisfactory" designator. "S" means that you have achieved a level of performance that the instructor regards as satisfactory at the level of the course. Conventionally, this means that you would have earned a "B" or better if such fineness of distinction were possible or appropriate to the course. "U" grades are assigned when you do not meet this criterion. The earning of either an "S" or a "U" grade generates no honors points, and such grades are not calculated in your grade point average.

Please note - S/U credits cannot be used as prerequisites for Mastery Courses. S/U credits cannot be used in Core Areas 1, 2, 3, or 4 courses within the MHI Academic Plan. If an MSI/MHI student changes any letter-graded courses to S/U, the course will not count towards degree credit requirements.

There are two possible scenarios where an S/U course is allowed to count for credit:

1. All MSI/MHI students can count up to 3 credits of S/U credit towards their degree in a graduate-level course that is set-up by the instructor and listed in Wolverine Access with a S/U grading scheme. If an MSI/MHI student changes any letter-graded courses to S/U, the course will not count towards degree credit requirements.
2. Only for the courses designated as S/U grading or listed below, "S" grades count toward the minimum credit hour requirements of your degree program and "U" grades do not. Independent studies are given a letter grade unless S/U grading is requested by you and approved by the instructor.

   MSI S/U Allowable Courses:
   The default method of grading in the MSI is the letter-grade system (A-E), except for specific courses approved by the School and noted in the student handbook. These courses include:
   - SI 505 Career and Internship Studio: Designing Your Success (1 credit)

- SI 5XX Special Topics (1-6 credits)
  - *Note: SI 511 Special Topics (1-6 credits) is letter-graded*
- SI 688 Global Information Engagement Program (GIEP) (6 credits)
- SI 681 Internship/Field Experience (3-6 credits)
- SI 690 Internship/Field Experience (1-6 credits)
- SI 691 Independent Study (1-3 credits)
  - *Note: Default grading is letter-graded; can be modified to S/U grading if requested by student and instructor*
- SI 697 Master's Thesis Option Program - 1st Semester (3 credits)
- SI 702 (Seminar in Organizational Studies)

MHI S/U Allowable Courses:

The default method of grading in the MHI is the letter-grade system (A-E), except for specific courses approved by the School and noted in the student handbook. These courses include:
- SI 574 MHI Seminar (3 credits)
- SI 688 Global Information Engagement Program (GIEP) (6 credits)
- SI 691 Independent Study (1-3 credits)
  - *Note: Default grading is letter-graded; can be modified to S/U grading if requested by student and instructor*
- SI 697 Master's Thesis Option Program - 1st Semester (3 credits)
- SI 702 (Seminar in Organizational Studies)

Incomplete (I) Grades

School of Information students are expected to complete courses during the term in which the courses are taken. However, in unique/special circumstances that render a student unable to complete a course, an instructor may assign a grade of Incomplete ("I"). An "I" grade may be appropriate in unique/special circumstances if a student meets the following standards:

1. The student has completed approximately 50% of the work or more.
2. The unfinished work is reviewed and approved by the instructor.
3. The student's standing in the course is a "B" grade or higher.

When an instructor approves a student's request for a grade of incomplete ("I"), the student and instructor should discuss a schedule for completing the remaining coursework and complete the Incomplete Grade Request Form as a written agreement of the amount of work needed to complete the course and the date by which the work will be done prior to the conferral of the incomplete.

Grades of Incomplete can be changed to letter grades only if the incomplete work is made up within one year of the last day of classes of the term in which the course was taken, regardless of enrollment status in subsequent terms. (For example, the deadline for an incomplete to be changed to a letter grade for a course taken in Fall 2022 would be the final day of classes in Fall 2023). The grade point average will continue to be based on hours of completed work.

Incomplete grades fall under one of three statuses:

1. *Active Incomplete*: An incomplete grade that still may be able to be changed to a letter grade (still within one year of the last day of classes of the term in which the course was taken) and counted toward degree completion
2. *Resolved Incomplete*: A course that was at one time an I grade but has since been completed and a new letter grade has replaced the I grade
3. *Lapsed Incomplete*: An incomplete grade that has passed the deadline of when it can be resolved and the student does not intend to or does not have faculty support to resolve. This incomplete will remain on the transcript but will be removed from the degree audit as it will not count toward degree progress.

Note: For incompletes assigned in terms prior to Fall 2022, the grade of "I" is permanently retained on the student's record. An incomplete grade that has subsequently been completed according to the above procedures will appear on your transcript, e.g. "IB+." Beginning in the Fall 2022 term, the grade of "I" is not retained on the transcript and an incomplete grade that has subsequently been completed will appear on the transcript based on the grading scale of the course, e.g. "B+".

Academic Standing

Each term offers an opportunity for growth and progress for students, regardless of their academic standing. If a student needs academic or personal support, please know this is a normal part of the college experience. UMSI faculty and staff are dedicated to supporting students during their time in the program.

At the end of each academic term (fall, winter, spring/summer), students whose cumulative GPA is below 3.0, or are not in good academic standing (defined below) will be placed on an Academic Progress Notice. This notice is intended as a form of support and is not seen as punitive. This process is in place and designed to help students make continued progress in completing their degree and ensure that students are receiving academic and personal support resources. UMSI is committed to the success of each of our students.

At the end of each term, the academic standing of all UMSI students is reviewed. Students not in good academic standing will receive an academic progress notice via email from UMSI reflecting one of three statuses: Academic Progress Notice 1, Academic Progress Notice 2, or Academic Break. If a student on Academic Progress Notice returns to good academic standing, they will also receive notification.

Good Standing

A student in good academic standing:
- Has a cumulative grade point average of 3.0 (B) or better;
- Is making satisfactory progress toward the completion of degree requirements and is within the time limits of the degree program, including approved extensions;
- Has not been found to have breached the academic integrity policy, such as plagiarism or cheating, or other unethical practices in academic work. (See Academic Integrity Policy for details and process).

A student not making satisfactory academic progress may be required to meet with the Director of Student Success to discuss whether the student may need an academic break or continue to enroll. Examples of not making satisfactory progress include withdrawing from the term or earning multiple W, I, or unsatisfactory grades in a term. Additionally, satisfactory academic progress has implications for financial aid - students who are receiving financial aid must maintain satisfactory academic progress as defined by the Office of Financial Aid in order to maintain eligibility for financial aid.

Academic Progress Notice

A student whose cumulative GPA falls below a 3.0 (B), or who is not making satisfactory progress toward the completion of the degree, will be placed on academic progress notice for the following term of enrollment. Students placed on academic progress notice will receive a notification email explaining the status and how to return to good academic standing. Depending on the assigned Academic Standing Level (see table below), students will also schedule an appointment with a member of the academic advising or academic success team to discuss strategies and steps to return to good academic standing. Students assigned an Academic Progress Notice can enroll in classes.

Students assigned an academic progress notice should periodically discuss their academic progress with the academic advising or academic success team to learn whether they are performing satisfactorily and making sufficient progress toward their degree. When a student's cumulative GPA reaches a 3.0 or higher and is making satisfactory academic progress toward completion of their degree, a student is returned to good academic standing. At the time of return to good academic standing, students will receive an email notification and can plan to continue enrolling in classes and persist toward degree completion.

Academic Break

A required academic break serves as an official notice that a student is in severe academic difficulty with a cumulative GPA below a 3.0 for three (3) consecutive terms. Students on Academic Break are not eligible to enroll in classes for at least one full term after being placed on Academic Break.

Reinstatement

When students are required to take an Academic Break, they must submit a reinstatement petition request before returning to classes. A student returning from an Academic Break, must work with the academic success team and request an initial meeting to discuss the process by emailing umsi.academicsuccess@umich.edu. This meeting request should be sent at least three months before the intended start of the semester the student plans to return.

Upon reinstatement approval and once a student returns, they will be placed on Academic Progress Notice 1, continue to make satisfactory academic progress towards degree completion, and meet regularly with the Academic Success Team.

Below are the levels of academic progress notice based on GPA status:

Academic Standing Level	GPA Status	Required Meeting	Return to Good Standing:
Academic Progress Notice 1	Cumulative GPA falls below 3.0 for **ONE TERM**	Required to meet with Academic Advisor	Cumulative GPA moves to 3.0 or higher after the next semester of enrollment
Academic Progress Notice 2	Cumulative GPA falls below 3.0 for **TWO CONSECUTIVE TERMS**	Required to meet with the Assistant Director of Academic Success OR Associate Director of Online Programs (for MADS students)	Cumulative GPA moves to 3.0 or higher after the next semester of enrollment
Academic Break	Cumulative GPA falls below a 3.0 for **THREE CONSECUTIVE TERMS**	Required to meet with the Director of Student Success and Assistant Director of Academic Success	Students must take a required academic break for one semester and meet with Academic Advising and Academic Success prior to returning to classes and must submit a reinstatement petition request via email.
Reinstatement	Student is placed on Academic Progress Notice 1 for the first semester of enrollment after a required academic break	Required to regularly with the Student Support Manager on the Academic Success Team during the first semester of return	Cumulative GPA is a 3.0 or higher after the next semester of enrollment

Dismissal

Students may be permanently dismissed from the School if continuation in the School is unlikely to lead to a degree. A student whose cumulative GPA continually falls below a 3.0, who is not in good academic standing and not making satisfactory progress toward the completion of their degree, or who is failing to demonstrate an ability to succeed in their plan of studies, may be dismissed from the program. A student with more than two terms of academic progress notices or with severe indicators of academic problems will be offered an opportunity to meet with the Executive Director of Academic and Student Affairs. After this meeting, a decision about academic dismissal will be made after careful consideration of all factors involved by the Academic Discipline Committee. The Academic Discipline Committee includes the Associate Dean for Academic Affairs, Executive Director of Academic and Student Affairs, and Director of Student Success.

When a required academic break or dismissal has been assigned, the student may appeal the action, in accordance with procedures established by the School of Information (see UMSI Academic Dispute Policy and Procedures). The student will be required to explain in writing the particular reasons for the low academic performance and to present a compelling argument why continuing enrollment or readmission should be permitted.

UMSI Academic and Professional Integrity

We regard the highest standards of academic and intellectual integrity as crucial for information professionals in a civil society. In pursuit of our goal to educate future professionals, we treat any breach of academic and intellectual integrity as a learning opportunity. To respect the importance of integrity, we also assign appropriate and fair consequences for breaches. Students are expected to read, understand, and abide by all policies indicated in this handbook upon entry to the program.

If a faculty member identifies an occurrence of academic misconduct (some instructors may use applications or services to detect plagiarism), whether it is intentional or unintentional plagiarism (including improper attribution and citation), or any other breaches of academic integrity as outlined in this handbook, they are to report the incident to the Associate Director of Academic Programs and Student Life, who serves as the academic integrity officer for UMSI. The student will be asked to meet with them and will have the opportunity to discuss the situation fully.

The instructor will determine the consequences of a breach on the grade for the assignment and/or the final course grade. Additional sanctions may be imposed by the school. Sanctions related to academic misconduct may range from assignments such as educational readings, workshops, or writing a statement to demonstrate understanding of an issue, to dismissal from the program, depending on the nature of the offense.

A student with repeat instances of academic misconduct, or with a severe one-time instance, will be offered an opportunity to meet with the Executive Director of Academic and Student Affairs. In follow-up, a decision about academic dismissal will be made after careful consideration of all factors involved by the Academic Discipline Committee. The Academic Discipline Committee includes the Associate Dean for Academic Affairs, Executive Director of Academic and Student Affairs, and Associate Director of Academic Programs and Student Life.

A clear sense of academic and professional honesty and responsibility is fundamental to good scholarship. This policy statement has been written to affirm and clarify the general obligation of students to maintain high standards of academic and professional integrity. It defines some of the serious offenses of academic misconduct and outlines, in general terms, the standards to which students are held relative to professional conduct.

Plagiarism

At the University of Michigan, plagiarism (for example, using the writings or ideas of another without proper attribution) is considered a serious academic offense. Penalties for violators of academic policy regarding plagiarism range from loss of a grade to expulsion from the University. It is the responsibility of each student to understand what plagiarism is and the consequences of committing plagiarism, whether intentional or unintentional. UMSI offers a required session on ethics and academic integrity during Orientation. The University Library offers information about plagiarism and how you can protect yourself. Also see the "Policy Statement on the Integrity of Scholarship" on the U-M Research website. Students are strongly encouraged to complete an online tutorial on avoiding plagiarism, which is available at https://plagiarism.iu.edu/certificationTests/.

The Roles and Responsibilities of Students

A clear sense of academic honesty and responsibility is fundamental to our scholarly community. To that end, UMSI and the University of Michigan expect their students to demonstrate honesty and integrity in all their academic activities.

As professionals in training, students assume various roles depending on their coursework and activities. These include the roles of scholar/researcher, teacher, supervisor of employees, representative to the public (of the University, the discipline and/or the profession), and professional colleague and even the role of provider of services to clients. Therefore, students are responsible for maintaining high standards of conduct while engaged in coursework, research or thesis preparation, and other activities related to academics and their profession. Because students take on multiple roles in multiple settings, some types of conduct are both academic and professional in nature; hence, the inclusive nature of this policy.

Educational training, like future professional life, includes demands that might tempt some students to violate integrity standards. There are pressures on students to achieve high grades, obtain financial support, meet research or publication deadlines, gain recognition from the scholarly community, and secure employment. Although faculty members can help students to maintain academic integrity despite these pressures, each student has final responsibility for maintaining integrity in their individual conduct.

Finally, conduct that violates the ethical or legal standards of the University community or of UMSI may result in serious consequences, including immediate disciplinary action and future professional disrepute. In support of UMSI's commitment to maintain high standards of integrity, this policy makes provisions for bringing forward and hearing cases of academic and professional misconduct.

The Role of UMSI Faculty, Staff, and Others in the University Community

The UMSI faculty and staff are accountable for maintaining high standards of academic and professional integrity and for serving as models in this regard. Many of the same policies and codes of conduct that apply to students also apply to faculty.

Since each of the roles played by a student carries with it some measure of public trust, the awarding of a university degree confers on its recipients some assurance of the individual's suitability to bear that trust. Therefore, faculty, staff, and administrators associated with students' education, both at the unit and central levels of the University, must hold students accountable according to these standards. Toward this end and taking into account the pressures on students that may lead to misconduct, faculty members are responsible for educating and mentoring students on matters of integrity and for monitoring students' actions in this regard. Attention to matters of integrity should be given in both courses and research settings. Such guidance is particularly important for students as they assume independent roles as course assistants or begin to conduct their own original work. Traits that should be fostered are those that are common to all scholarship and also those that are unique to a particular specialization.

Forms of Academic Misconduct

Offenses against the standards of academic integrity include the following. More detailed information about these offenses is available in Appendix B.
- Cheating
- Plagiarism and other misappropriation of the work of another
- Falsification of data
- Improperly obtaining or representing laboratory or field data
- Dishonesty in publication
- Publication or attempted publication of collaborative work without the permission of the other participants
- Abuse of confidentiality
- Misuse of computer facilities
- Misuse of human subjects
- Falsification or unauthorized modification of an academic record
- Obstruction of the academic activities of another
- Other forms of academic misconduct that are commonly accepted within the scientific community
- Aiding or abetting academic misconduct
- Attempted academic misconduct

Forms of Professional Misconduct

Professional misconduct is behavior that is inconsistent with ethical standards in any of the professional roles for which the student is being trained that is not covered by policies governing academic integrity. This may include the student's performance in the role of researcher or scholar, teacher or mentor, supervisor, service-provider or colleague. Of particular note in this regard are behaviors that make the workplace hostile for colleagues, supervisors or subordinates. UMSI students are expected to adhere to ethical standards in a variety of work settings (e.g., offices, classrooms, and laboratories) within the explicit standards set by University policies. Being physically or verbally threatening, disruptive, abusive or hostile can make the workplace so unsafe or unpleasant that others cannot do their work. However, education must take place in an environment in which free expression, free inquiry, intellectual honesty, and respect for the rights and dignity of others can be expected. Ethical standards of conduct should help ensure, not compromise, these features of the University environment. Sources of the norms or standards to which students can be held accountable (and charged under this policy if they fail to adhere to them) are as follows:

a) State and Federal Laws: Students, like all members of the University community, are expected to abide by all State and Federal laws.
b) Relevant University-Wide Policy Statements: Students are responsible for being familiar with, and are held accountable to, the formal norms or standards that are identified in University-wide policy statements and that apply to them, including the following. Please note that with the exception of the two policies that are specific to students (the final two policies on the list below), these standards apply to faculty as well as students.
   - The Sexual Harassment Policy for Faculty and Staff (Office of Human Resources and Affirmative Action)
   - The Regents' Bylaw on Nondiscrimination and Affirmative Action
   - The Policy Statement on the Integrity of Scholarship and Procedures for Investigating Allegations of Misconduct in the Pursuit of Scholarship and Research, which applies to all instructional faculties and others in the institution as specified in the document
   - The Statement of Student Rights and Responsibilities
   - The Student Policy on Alcohol and Other Drugs

The text of these policies can be found on the U-M website. See also the Office of the Vice President for Research's site on policies and research responsibility.

a) Specialization-Specific Professional Standards of Conduct or Codes of Ethic: Students are expected to meet professional standards of conduct associated with their own specialization and/or fields as articulated in formal codes of ethics. Such formal codes can include but are not limited to codes of professional conduct or codes of ethics published by professional associations. UMSI faculty and graduate students share responsibility in this regard. Faculty should make such policies available to students, and, in turn, students should take the initiative to familiarize themselves with such codes of conduct or ethics.

b) Additional Forms of Professional Misconduct: In addition, students can be held accountable for the following professionally relevant behaviors, which may or may not be identified as violations in other formal codes of conduct relevant to the student. With respect to the following behaviors, the Senior Associate Dean for Academic Affairs, in consultation with UMSI faculty, serves as the authority for whether a specific student behavior warrants review under this policy.

c) Misrepresentation of One's Credentials or Status, or Failure to Correct Others' Inaccuracies or Misrepresentation of One's Credentials: This includes professional experience, paid or unpaid, including positions held; and relevant timeframes and dates (e.g., the timeframe in which a professional position was held, or the date on which a degree was earned).

d) Unethical Consulting Activity, Including Misrepresentation of One's Status, Credentials, or Level of Expertise to Secure a Consulting Assignment; and Knowingly Taking on a Consulting Assignment Without the Necessary Knowledge or Expertise: Consultation should only be provided by individuals who have demonstrated knowledge, expertise, and competence related to the consultation. To avoid problems in this regard, students are strongly encouraged to seek the advice of their faculty advisors or other appropriate members of the faculty before taking on a consulting assignment.

e) Unethical Professional Practice Based on Conflict of Interest: This includes engaging in unethical professional behaviors to promote, benefit or protect one's self, family, friends, or business colleagues; and exploiting personal knowledge about an individual (e.g., personal life as well as political and religious views).

f) Deliberate Failure to Protect Confidential Records, in Accordance with Relevant Professional Standards

g) Abuse of the Peer Review Process: This includes the following:
    ● Simultaneous submission of a manuscript to more than one journal without approval from the respective editors
    ● Submission of previously published material without clarifying the extent of the previously published material to the editor
    ● Submitting a manuscript without the permission/agreement of all authors
    ● Judging a peer's work on other than professional grounds
    ● Judging a peer's work unfairly or in an uninformed way
    ● Serving as a peer reviewer despite conflict of interest (e.g., having a personal relationship with the author) or otherwise being knowingly unable to judge the merits of scholarly work without prejudice
    ● Trying to unduly influence a colleague's review of one's own work

h) Other Fraudulent Behavior: This includes actions, taken individually or with other people that the Senior Associate Dean for Academic Programs believes to call into question the student's ability to ethically and competently join the profession. Specific examples include knowingly providing false information in one's professional role, embezzling funds, and misusing school resources.

i) Aiding or Abetting Professional Misconduct: Aiding or abetting any individual in the violation of any of the categories of professional misconduct outlined above shall itself be considered misconduct.

j) Attempted professional misconduct: An attempt to commit professional misconduct may be treated as seriously as the completed act.

Other violations of State or Federal laws or University policies, brought to the attention of the School of Information that are not explicitly mentioned in the policies and standards of conduct mentioned above but which appear to merit review under this policy, will be evaluated on a case by case basis.

Academic Dispute Resolution

At the School of Information (UMSI), we are committed to fostering a reflective community working to actively embed equity, accessibility, and inclusion into our policies and daily practices.

UMSI's Academic Dispute Resolution Policy and Procedures are available to students who have a dispute regarding final grades where UMSI is the home unit (UMSI-owned courses); academic policies of UMSI; and sanction, suspension, or dismissal decisions for UMSI students.

If a student has an academic dispute or disagreement with faculty or staff about the equity and fairness of decisions, policies, or procedures that affect their academic standing and progress towards their degree, or feels they have been assigned unfair sanctions, they can have an initial conversation with an academic advisor about their circumstances. Students should consult an academic advisor to decide which avenue is best, and about counseling and university resources that may be appropriate. Please see additional policy, guidance and processes below.

If the basis of a student's academic dispute is that the student was subjected to harassment or discrimination, the student can be referred to the appropriate resources in collaboration with the UMSI DEI Office. While it is not the function of the Dispute Resolution process to evaluate claims of discrimination or harassment, we encourage you to speak with someone and file a report of your concerns with the university. If you are a witness to or experience conduct that discriminates, stereotypes, excludes, harasses or harms you or any person in our community based on an identity (race, ethnicity, national origin, gender identity or expression, sexual orientation, disability, age, work status, or religion), there are multiple options for sharing or reporting concerns. For information on university reporting options, visit the University's Expect Respect website.

Reporting incidents to the university is important — and you can also contact the UMSI DEI Office to discuss the incident, situation or concern and determine ways UMSI can be supportive and responsive. For information on talking to someone at UMSI, visit the UMSI DEI Office Reporting and Feedback webpage.

If the dispute involves multiple offices, please inform the UMSI Office of Academic and Student Affairs. The timeline of the academic dispute will pause until other matters are resolved.

Additional resources, as well as the Academic Dispute Resolution Process and Formal Student Appeals Process can be found here.

Academic Exploration

Students in the MSI and MHI programs have a multitude of opportunities available to them to help supplement their primary degree programs, including the opportunity to pursue research in lieu of a formal degree pathway, as well as dual degrees and certificate programs.

Master's Thesis Option Program (MTOP)

The Master's Thesis Option Program (MTOP) allows individual MSI or MHI students, working closely with a faculty advisor, to conduct original research and write a thesis. Students apply to MTOP at the end of their first year as a graduate student and, if accepted, enroll in the MTOP course in the fall and winter terms of their second year. The program is a good fit for students whose future interests include a doctoral program or a research-oriented career.

Please see the Master's Thesis Option Program (MTOP) Student Guidelines for more information.

Required Courses

- SI 697: Master's Thesis Option Program (3 credits) (F)
- SI 698: Master's Thesis Option Program (3 credits) (W)

Master's theses are a total of 6 credits completed over two semesters - 3 credits each semester - corresponding to roughly 9-12 hours of work per week.

*As of Winter 2019, the Course ID for MTOP has changed from SI 791 to SI 697/698

MTOP Application

The application for the Master's Thesis Option Program is made up of four parts:
1. Statement of career interest
2. Course plan and research experience
3. Resume
4. 3-4 page research proposal that includes some literature review.

The application, **due May 15th**, must be reviewed and approved by a faculty advisor prior to submission. See the application here: 📄 [PUBLIC] MTOP Application

Dual Degrees and Graduate Certificates

UMSI offers dual-degree programs to help students meet their specific career interests. In addition to the established dual degrees below, students can also initiate a dual degree with any other academic unit on campus. To pursue a dual degree, students must apply and be admitted to each program separately, and then work to develop an academic plan with academic advisors in both programs. Dual degrees are generally awarded simultaneously and students should apply for graduation from both programs in the semester they plan to graduate.

Many dual degree programs take between 3 and 4 years to complete. A common sequence of study is to spend one year taking courses in one program, the second year in the other program, and the third year splitting courses between both programs.

Established Dual Degree Programs

Established dual degree programs often do not have double-counting options. Since the established partnership exists between the programs, including credit reductions in each program, most established dual students do not need to complete a Dual Degree Election form and do not need to double-count credits (with the exception of the Master of Science in Information and Master of Public Policy dual degree, which ***does require*** the submission of a Dual Degree Election form).

Master of Science in Information and Master of Business Administration (Full-time MBA ONLY)

Students admitted to this dual degree program must satisfy the following requirements:
- All requirements for the MSI degree plus UMSI electives totaling 32 SI credits, which includes:
  - Mastery course* (3 credits) or master's thesis (6 credits)
    - *Students should note that mastery courses have a series of prerequisite courses that must be taken in advance of the mastery course and require advanced planning
  - Elective credits to reach 32 total SI credits
- All requirements for the full-time MBA totaling a minimum of 45 Business Administration credits
- The total credit hours for the dual degree must be at least 77

Master of Science in Information and JD

Students admitted to this dual degree program must satisfy the following requirements:
- All requirements for the MSI degree plus UMSI electives totaling 33 SI credits, which includes:
  - Mastery course* (3 credits) or master's thesis (6 credits)

- - ■ *Students should note that mastery courses have a series of prerequisite courses that must be taken in advance of the mastery course and require advanced planning
  - ○ Elective credits to reach 33 total SI credits
- All requirements for the JD, including a minimum of 71 credits toward the JD through courses taken in the Law School
- The total credit hours for the dual degree must be at least 104

Master of Science in Information and Master of Public Policy

The MSI/MPP dual degree is arranged so that it can be completed in three years. Students may double count a maximum of 16 credits, reducing the total credits required from 96 to 80.

Students admitted to this dual degree program must satisfy the following requirements:
- All requirements for the MSI degree plus UMSI electives totaling 39 SI credits, which includes:
  - ○ Mastery course* (3 credits) or master's thesis (6 credits)
    - ■ *Students should note that mastery courses have a series of prerequisite courses that must be taken in advance of the mastery course and require advanced planning
  - ○ Elective credits to reach 39 total SI credits
- All requirements for the MPP degree, including a minimum of 33 Public Policy credits
- The total credit hours for the dual degree must be at least 80

Master of Science in Information and Master of Social Work

Students admitted to this dual degree program must satisfy the following requirements:
- All requirements for the MSI degree plus UMSI electives totaling 39 SI credits, which includes:
  - ○ Mastery course* (3 credits) or master's thesis (6 credits)
    - ■ *Students should note that mastery courses have a series of prerequisite courses that must be taken in advance of the mastery course and require advanced planning
  - ○ Elective credits to reach 39 total SI credits
- All requirements for the MSW, including a minimum of 45 SSW credits
- The total credit hours for the dual degree must be at least 90

Self-Initiated Dual Degrees

MSI and MHI students may self-initiate a dual degree with other graduate programs at the University of Michigan by contacting each school to find out more about their curriculum and opportunities for dual degrees. Please note: some programs may limit or not allow credit double-counting.

A self-initiated dual degree allows students to double-count some credits, which may reduce the number of terms needed to complete two graduate degrees. The maximum number of credits that may be double-counted is determined by adding the minimum number of credits required for each program and dividing by six, rounding any fraction down to the nearest whole number. A program may overlap with only one other program for the purpose of double-counting credits. Credits may never be used for three or more programs; if a student seeks a third certificate or degree, it must stand alone. To apply for dual degree or certificate programs, you must apply and be admitted to each department separately and then work with both schools' or colleges' advisors to develop your academic plan together.

Self-initiated dual degree students (and MSI/MPP students) must be approved to pursue a dual-degree by completing the Dual Degree Approval Form found on the MSI and MHI Academic Advising Resource Sites. Students pursuing a dual degree with a Rackham program must also complete the Rackham Dual Degree Election Form. Deadlines for submissions of dual degree forms can be found on the MSI and MHI Academic Advising Resource Sites.

Double-counted courses must be taken within five years of the first date of enrollment of the current degree program. Students who have completed a master's degree at UM within the last five years may be eligible for double-counting options in a self-initiated dual degree.

Graduate Certificates

MSI and MHI students have the opportunity to take advantage of the University of Michigan's variety of quality academic programs and interdisciplinary resources through pursuit of a graduate certificate. A graduate certificate is a non-degree credential for study and participation in a scholarly community around a focused topic of special academic interest. A graduate certificate requires a specified set of courses and activities that supplement and enrich a student's primary program of study. The School of Information administers the [Graduate Certificate in Health Informatics (GCHI)](#) and the [Graduate Certificate in Extended Reality (XR)](#).

MSI and MHI students interested in completing a graduate certificate are encouraged to explore certificate options early. Certificate programs are administered by their academic department and the requirements and application process vary for each certificate program. Students interested in a graduate certificate program should contact the certificate program directly for information about the program and application process. Once admitted to a graduate certificate program, students work with advisors in both programs to develop their course plan. MSI and MHI students seeking to complete a graduate certificate program must complete the Graduate Certificate Approval Form found on the MSI and MHI Academic Advising Resource sites. Deadlines for submissions of dual degree forms can be found on the MSI and MHI Academic Advising Resource Sites.

Often, adding a graduate certificate adds at least one semester of study, but this varies by certificate program and by student.

Note: Since the MSI and MHI degrees are not administered through the Rackham Graduate School, students pursuing a certificate offered through departments in the Rackham Graduate School may be required to submit a separate application through Rackham in addition to the regular certificate application process.

Important Certificate Policies:
- Not more than one-sixth of the credits required for a master's degree may be double-counted with a certificate. UMSI allows MSI and MHI students to double count up to 8 credits* (typically two courses) between the certificate program and MSI/MHI, although individual certificate programs may limit or prohibit double counting.
    - *UMSI allows MSI students completing the Graduate Certificate in Health Informatics to double count up to 9 credits (typically three courses) between the certificate program and MSI. *Note: MHI students cannot complete the GCHI.*
    - *UMSI allows MSI and MHI students completing the Graduate Certificate in XR to double count up to 6 credits (typically two courses) between the certificate program and MSI or MHI.
- A program may overlap with only one other program for the purpose of double-counting credits. Credits may never be used for three or more programs; if a student seeks a third certificate or degree, it must stand alone.
- To apply for dual degree or certificate programs, you must apply and be admitted to each department separately and then work with both schools' or colleges' advisors to develop your academic plan together.
- An MSI or MHI student transcript will not list a certificate as complete and the student will not receive a certificate diploma unless the student applies to graduate from the certificate and meet all requirements.
- If students do not apply to graduate from the certificate and do not meet certificate requirements, the certificate will automatically be discontinued at graduation. UMSI does not grant certificates after graduation.
- Certificates can only be conferred at the same time as a U-M degree.
- Certificates are typically not listed in commencement programs.

UMSI Student Support Resources

Career Development Office

The UMSI Career Development Office (CDO) offers tailored professional career development services for students from the time students prepare to enter UMSI, through career exploration and the internship search in the first year, through the job search before and after graduation. The CDO provides comprehensive services and resources to help students build a professional toolkit and guide them in navigating a successful career for a lifetime. CDO staff counsel students on complex career development topics and issues through individual advising sessions, workshops and programs, as well as employer/alumni connections.

For more information on any CDO services, resources and programs, contact umsi.careers@umich.edu.

UMSI Internship Program

Additionally, the CDO provides students with advising, resources, opportunities, as well as funding awards for experiential or engaged learning to support students' career development success. Through internships, community, service and international programs, students have many opportunities to "test" their skills and abilities and apply what they are learning in the classroom to the real world. The office approves and monitors all required and/or credit-based internships for UMSI students.
- MSI/MHI Internship Handbook (2022-2023)
- UMSI CDO Canvas site

UMSI Engaged Learning Opportunities

In addition to internships, the UMSI supports and provides engaged learning opportunities for students through service, community and international programs. Learn more about the opportunities provided by the Engaged Learning Office.
- International Engagement
- Civic and Community Engagement
- Alternative Spring Break Program
- Funding and Grant Resources

For more information on any ELO services, resources and programs, contact umsi.engagement@umich.edu.

University Library Resources

The history of the University Library parallels that of the U-M itself. As new programs have been initiated, the University Library has grown in size and in diversity of formats and disciplines represented. In its more than 185-year history, the library has become one of the premier research libraries in the world. The University Library is located in many buildings across campus with the Shapiro Undergraduate and Hatcher Graduate Library providing general and humanities/social

science collections and services. A number of science libraries have been consolidated in the Science Library within the Shapiro Undergraduate Library. The libraries now represent a collection of more than six million volumes and grow at the rate of more than 100,000 volumes a year. Subject-specialist librarians are responsible for building the collection and also provide reference and instructional services. Electronic resources are a critical component of the library's collections. The University Library's computerized library system, known as MIRLYN, is accessible online, providing access to collections and indexes. The University Library's Web services provide an easy link to library systems across the country. In addition to traditional library holdings, University libraries also provide access to a growing set of electronic information resources, including electronic versions of scholarly journals and digital data sets, including geographic and population studies data.

Information-Related Collection at the Graduate Library

An array of resources that support the School of Information and other users is available within the [Graduate Library collection](#). These materials support the teaching and research activities of UMSI students, faculty, and staff and serve as a resource for University librarians and staff. The library maintains more than 65,000 volumes and 450 current journal titles covering all aspects of the School of Information academic programs. Use the [Library's Find a Specialist List](#) to find the UMSI library liaison.

In addition, through the University Library, you have access to a vast number of electronic and print resources. OCLC FirstSearch, ProQuest, ISI Web of Science, JSTOR, Wilson Indexes, and dozens more, many including full-text content. In particular, library and information science resources such as Library Literature, LISA, ERIC, INSPEC, and many full-text journals may also be accessed across campus or from home.

Within the Graduate Library, you will also find the Knowledge Navigation Center, which is open to all users. It provides tutorials, classes, and problem solving for faculty and students with software and hardware needs.

You may also use the library within the Duderstadt Center on North Campus. This library specializes in engineering and computer science materials. The University Library also has in place a routing service, providing UMSI faculty and students access to material from across its entire library system, regardless of location.

MIRLYN

MIRLYN, the University of Michigan's computerized library system, functions both as an online catalog and a circulation system for all of the University libraries except the law and business libraries. MIRLYN provides access to the bibliographic records of the library's books, periodicals, and other holdings, information as to whether or not an item is available, and computer-based periodical indexes. MIRLYN is available at any of the University libraries' public terminals or online. Instructions for using MIRLYN are available on the system's help screens or at any University library.

GRADUATION, AWARDS, AND HONORS

Graduation

All UMSI graduates are invited to participate in the UMSI Graduate Recognition Ceremony and in U-M Commencement.

Students must apply for graduation online in Wolverine Access. Additional information about the graduation application process is posted on the UMSI website. Although students must apply for graduation for the degree to be conferred, if a student completes all degree requirements, has not been an active student for one year, and never applied to graduate, the school will attempt to confer their degree after one year.

APPLYING FOR GRADUATION
Please follow the steps below to apply for graduation in Wolverine Access:

1. Go to Wolverine Access (https://wolverineaccess.umich.edu).
2. Click "Student Business".
3. Login using your uniqname and UMICH (Kerberos) password.
4. Click "Apply for Graduation".
5. Select the Program for which you wish to apply for graduation. (NOTE: If the program/degree are NOT the ones you are pursuing, please do NOT apply. Contact the UMSI Registrar team right away at umsi.registrar@umich.edu. After making necessary changes, you can apply for graduation.)
6. Follow the prompts to complete your graduation application.
7. Once you have completed the graduation application, click "Submit Application".

For more detailed instructions, click "Help" on the "Apply for Graduation" page.

Awards and Honors

Annually, the School of Information faculty, staff, and students select outstanding members of the academic community for special recognition of achievement and promise. Additional information about UMSI awards and award winners is posted on the UMSI website.

STUDENT LIFE

The [UMSI Student Life](#) mission is to enrich each UMSI student's experience while cultivating an inclusive and welcoming community at the school. UMSI Student Life is committed to enhancing student educational experiences through programs, services, and opportunities that develop skills and foster a positive and accessible environment for all UMSI students. While considering multiple aspects of the student experience, UMSI Student Life strives to engage every student across UMSI's academic programs through its five core pillars: Community; Leadership; Health and Wellness; Diversity, Equity, and Inclusion; and Campus Life. Whether it's hosting an educational workshop, overseeing a leadership retreat, providing grab-and-go snacks as students prepare for midterms, or anything in between, UMSI Student Life is here to serve UMSI students from orientation through graduation.

Student Facilities, MCards, and Transportation

UMSI Student Lounge (1295 NQ)

The Student Lounge in North Quad (NQ) is a shared space available to all UMSI students. It can be used for individual or group work, or just to take a break and meet other students. Your Mcard gives you access to enter the lounge.The Student Lounge is divided into an exterior social lounge and an interior study lounge. The social lounge is a place for you to relax between classes, eat meals, study, and meet for group work. This lounge is equipped with one large refrigerator, a microwave oven, vending machines for your convenience, and a printer. The interior study lounge is designed to provide a place for quiet study. The Student Lounge is locked at all times. You will need your Mcard to enter the space via card swipe access. Please do not prop open the doors. Contact umsi-facilities@umich.edu if you cannot access the student lounge. North Quad building hours are 7:30 AM - 10 PM.

A few things to keep in mind:
- Remember to clean up after yourself; for many students, this space is a second home. Please wipe down surfaces, clean the refrigerator and microwave, and wash dishes.
- Mark your food in the fridge with your name and date - make sure to take the food home or throw it away in a timely manner. Similarly, if something is not yours, do not take it.
- If something in the lounge is broken or needs to be replaced such as the light fixtures or the vending machines, let UMSI Facilities know right away by emailing umsi-facilities@umich.edu.
- The additional room at the back of the Student Lounge is a quiet study space. Please respect students studying in this space by keeping conversations and noise to a minimum.
- This is a great space to connect, collaborate, and learn from each other. Let's make this a welcoming space for all UMSI students!

LOCKERS
Approximately 50 lockers are available in the Student Lounge. These are for students who want to temporarily store jackets or books while in class. They are not intended for long-term storage. Please provide your own lock for these lockers. Lockers are assigned via a lottery process run by UMSI Student Life every fall semester. You will be given priority if you indicate you are willing to share a locker with 1 (or more!) person. You are responsible for any items you place in these unlocked lockers, and we recommend storing non-valuable items only.

Project/Meeting Rooms

BSI students are able to reserve NQ rooms (#1243, 1274, 1277, 1278, 1282, 1286) through a scheduling system. Every fall, students will be notified of when reservations open for the year. You can make reservations by [following these instructions](). Please contact umsi-facilities@umich.edu if you cannot access the meeting rooms. North Quad building hours are 7:30 AM - 10 PM.

Please adhere to the following guidelines:
- The rooms are for groups. Project work takes priority over study sessions.
- Treat all the rooms with respect.
- Do not post anything in the rooms.
- Return the chairs to where you found them.
- Wipe down your whiteboard.
- If something in your room is broken or no longer viable such as whiteboard markers or erasers, let UMSI Facilities know right away by emailing umsi-facilities@umich.edu.
- Recurring reservations are permitted, but only through the end of the semester and limited to **2-hour non-consecutive blocks of time**. If you continue booking a room and do not show up for your reservation, you will be notified and your future reservations may be canceled.
- If you cancel your meeting, you must go back into the Robyn system to do so. If you only cancel this on your personal Google calendar, your room reservation will not be removed from the Robyn calendar.

NQ Classrooms, Space 2435, and Media Gateway Reservations

BSI students are able to reserve NQ rooms (#1243, 1274, 1277, 1278, 1282, 1286) through a scheduling system. Every fall, students will be notified of when reservations open for the year. You can make reservations by [following these instructions](). Please contact umsi-facilities@umich.edu if you cannot access the meeting rooms. North Quad building hours are 7:30 AM - 10 PM.

These larger spaces can be reserved for official student organization events. Use https://help.si.umich.edu to request reservations for NQ classrooms. Use https://northquad.umich.edu/reservations to request Space 2435 or the Media Gateway.

Looking for additional space?
North Quad spaces can fill up quickly. Here are some links to additional spaces across campus:
- https://studyspaces.umich.edu
- Idea Hub: https://uunions.umich.edu/service/ideahub/

The Engagement Center

BSI Students are able to utilize the space in the Engagement Center to work either individually or in groups. This space is generally open on weekdays from 8:00 AM - 5:00 PM, with some extended evenings. The Engagement Center is located at 777 N. University, Suite 200, Ann Arbor, MI 48104.

Public Bulletin Board and Posting Information Policy at UMSI

Various public bulletin boards throughout UMSI spaces* have been designated for public use. Officially recognized UMSI or U-M student organizations, as well as UMSI or U-M staff, faculty or students may place posters and advertisements on any public bulletin board within UMSI spaces. All postings must list the name of the sponsoring organization, contact information (such as a group or contact person's email address,) and posted or event date. Posters that do not include identifying information will be removed.

No posting may exceed 11 inches by 17 inches in size. Posters are limited to one per bulletin board on public bulletin boards only. Posters should be affixed to bulletin boards with thumb tacks or push pins only. Staples, nails, or other metal fasteners are not allowed. Posters placed on walls, doors, windows, or any other non-approved location will be removed. Posters should be placed so they do not block or otherwise interfere with adjacent posters. Posters should not run for more than two weeks. Undated or outdated posters will be removed from the bulletin boards.

Bulletin Boards for Research and Administrative Use Only
Please note that there are some bulletin boards that are not designated for public use in the building. UMSI or U-M student organizations and U-M students are asked to refrain from placing posters on any board designated solely for administrative announcements or research outputs. Postings added to bulletin boards or sign holders that are not marked as "public posting boards" may be removed, and undated or outdated materials will be removed.

*UMSI Public Bulletin Boards

- North Quad student lounge (both rooms)
- North Quad 3rd floor near elevator
- North Quad Faculty and Staff Lounges (3rd and 4th floor)
- Collegian 5th floor by the elevator
- Engagement Center by the elevator and in the Great Room

UMSI Bulletin Boards for Research and Administrative Use Only

- North Quad 3rd floor and 4th floor
  - There are bulletin boards on the 3rd and 4th floor that are labeled for specific purposes including:
    - UMSI DEI
    - HR
    - Office of Research
    - Ethnography Corner
    - Recently Submitted Proposal Abstracts
  - Other bulletin boards on the 3rd and 4th floor that are not marked as "public posting boards" are for posting research outputs.

North Quad Public Bulletin Boards

- North Quad 1st floor

Mcards

The Mcard is all you need to identify yourself as a member of the University of Michigan community. Mcard is a multifunction card that is also your photo ID. All new students at U-M are issued the Mcard. You must have your ID card to use most campus facilities, including the computer labs. The card provides access to library facilities, it can be used as an ATM/debit card, and it can be used to provide access to university facilities. The Mcard increases the level of service, improves access to services, reduces the need for cash, and enhances safety for University of Michigan students, faculty, and staff. For more information, visit the Mcard Center, 1000 Student Activities Building, or call (734) 936-2273.

Campus and City Buses

Rides on U-M buses are free and take you to and from the athletic facilities, the Central Campus, and the North Campus. You do not need your Mcard to board. In addition, the Ann Arbor Transportation Authority operates an extensive bus service that can take you throughout Ann Arbor and neighboring Ypsilanti, including many popular shopping and entertainment areas. Rides are free if you swipe your Mcard through the fare box.

Student Organizations and Alumni

Student Organizations

All MSI students are automatically members of the School of Information Masters Association (SIMA). All MHI students are automatically members of the Health Informatics Student Organization (HISO). In addition, you may join the other social and professional organizations listed here that address your specific interests. You can view a complete list of UMSI student groups on the UMSI website.

You may also choose to join any of more than 1,600 student organizations at the University. See Maize Pages for more information.

UMSI Alumni Relations and Alumni Society

The School of Information Development and Alumni Relations Office and the Alumni Society maintain vital links to the School's programs and activities. In addition to supporting scholarships, the Alumni Society sponsors career panels, receptions at UMSI and at conferences for students and alumni, and social and professional events that bring students and alumni together. As a University of Michigan and School of Information alumnus/a, you should be aware of the following benefits:
- You will automatically become a member of the UMSI Alumni Society.
- As a University of Michigan alumnus/a, you are entitled to a one-year free membership in the U-M Alumni Association. For more information about signing up for a free one-year membership, contact the U-M Alumni Association.
- Computer accounts are good for one full term after you graduate.
- Email accounts are available at a modest cost.
- Student-Alumni Network. Even recent graduates are encouraged to join the Student-Alumni Network. Current and new students benefit from contacting you for your insights about academics, internships, careers, and job searching.

RELEVANT UNIVERSITY OF MICHIGAN POLICIES

Student Rights and Student Records Policy

In carrying out their assigned responsibilities, many offices at the University of Michigan collect and maintain information about students. Although these records belong to the University, both University policy and federal law accord you a number of rights concerning these records. The statement on the University of Michigan Student Rights and Student Records is designed to inform you where records may be kept and maintained, what kinds of information are in those records, the conditions under which you or anyone else may have access to information in those records, and what action for you to take if you believe that the information in the record is inaccurate or that your rights have been compromised.

The University's Policies on Student Rights and Student Records is maintained by the U-M Office of the Registrar.

Statement of Student Rights and Responsibilities

The University of Michigan-Ann Arbor is dedicated to supporting and maintaining a scholarly community. As its central purpose, this community promotes intellectual inquiry through vigorous discourse. Values which undergird this purpose include civility, dignity, diversity, education, equality, equity, freedom, honesty, and safety.

When students choose to accept admission to the University, they accept the rights and responsibilities of membership in the University's academic and social community. As members of the University community, students are expected to uphold its previously stated values by maintaining a high standard of conduct. Because the University establishes high standards for membership, its standards of conduct, while falling within the limits of the law, may exceed federal, state, or local requirements.

The Statement of Student Rights and Responsibilities is maintained by the U-M Office of Student Conflict Resolution.

Sexual and Gender-Based Misconduct

The University of Michigan is committed to creating and maintaining a safe and non-discriminatory campus community that is free from Sexual and Gender-Based Misconduct and that enables individuals engaged in its Programs or Activities to participate fully in the scholarly, research, educational, patient care, and service missions of the University. The University does not discriminate on the basis of sex or gender in any of its Programs and Activities.

The University of Michigan Policy on Sexual and Gender-Based Misconduct, along with information on reporting, student resources, and education and training, is posted online at sexualmisconduct.umich.edu.

Religious/Academic Conflicts

It is the policy of the University of Michigan to make every reasonable effort to allow members of the University community to observe their religious holidays without academic penalty. Absence from classes or examinations for religious reasons does not relieve students from responsibility for any part of the course work required during the period of absence. Students who expect to miss classes, examinations, or other assignments as a consequence of their religious observance shall be provided with a reasonable alternative opportunity to complete such academic responsibilities.

It is the obligation of students to provide faculty with reasonable notice of the dates of religious holidays on which they will be absent. Students who are absent on days of examinations or class assignments shall be offered an opportunity to make up the work, without penalty, unless it can be demonstrated that a makeup opportunity would interfere unreasonably with the delivery of the course. Should disagreement arise over any aspect of this policy, the parties involved should

contact the Associate Director of Academic Programs and Student Life. A calendar of religious holidays that may pose conflicts is available on the [U-M Office of the Provost](#) website.

FUNDING OPPORTUNITIES

Financial Aid and Funding Resources

The School of Information offers substantial, yet highly selective tuition scholarships, for students entering the Master of Science in Information or Master of Health Informatics programs. UMSI continues to seek and secure additional scholarship funding through corporate and alumni contributions. In addition, some MSI and MHI students are hired as Graduate Student Research Assistants or Graduate Student Instructors, which provides funding for tuition, a stipend, and health insurance. UMSI also offers travel grants, research grants, and emergency funding, and actively helps students seeking part-time employment.

Students (new and continuing) have also been successful when applying for external funding. In recent years, awards received by UMSI students have included American Library Association Spectrum Scholarships, ARMA International Educational Foundation Scholarships, Association for Women in Computing Scholarships, and more. Tuition scholarships awarded to students by organizations external to the University of Michigan may be eligible for matching funds from UMSI, with a maximum of $10,000 and subject to availability of funds. Submit the original award offer letter you received to umsi.funding@umich.edu.

Sources of Funding from UMSI

School of Information Scholarships

Students who apply by the early admission deadline (January 15) receive first consideration for UMSI's merit-based tuition scholarships. Scholarships offered are typically for four semesters, with funds coming from UMSI's general fund and from UMSI alumni scholarship endowments; a few full tuition scholarships are also awarded. Scholarship decisions are made by faculty serving on the MSI or MHI Program Committee and are based on the full set of application materials. There are no additional forms to complete. All UMSI scholarships and fellowships are awarded upon admission or before the first term of enrollment and are not renewable.

Graduate Student Research Assistantships

Once enrolled at the School of Information, you may be hired as a Graduate Student Research Assistant (GSRA). Positions are competitive and awarded by individual faculty who have funded research projects. Taking courses taught by faculty whose research interests you, discussing mutual interests during office hours or offering to work on an hourly/temp basis are strategies for increasing your competitiveness for GSRA positions, which cover tuition and offer a substantial stipend and health insurance. GSRA positions are awarded on a term-by-term basis

UMSI Conference Presentation Travel Grant Policy

The UMSI Student Conference Grant provides up to $1,000 maximum to support UMSI students presenting at or attending professional conferences in the U.S. The grant aims to help defray the expenses associated with conference registration and travel in order to increase access to these types of professional experiences.

There are three specific areas of focus that the grant supports:

- Conference presenters (prioritized for master's students)
- Conference networking

- Conference attendance focused specifically on DEI-related topics and/or identity-based professional development/networking

Funding for the UMSI Student Conference Grant comes from a variety of sources including the DEI Office and donors to the School of Information. The grant is based on the availability of funds. UMSI cannot guarantee funding for all applicants. Once the budget is expended, UMSI will not be able to offer funding.

Please visit the UMSI Student Conference Grant page on MCompass to understand eligibility and grant policies.

Email the UMSI Career Development Office (CDO) at umsi.careers@umich.edu with any questions.

UMSI Emergency Fund

The UMSI Emergency Fund is intended to help meet the financial needs of UMSI students who encounter an emergency situation or one-time, unusual, or unforeseen expenses during their degree program. Situations that are eligible for funding include such events as: personal or family medical, dental, or mental health emergencies; major accidents and events such as fire and natural disasters; or expenses related to the illness or death of an immediate relative. Normal living expenses such as rent, car repairs, child care, utilities, and pet-related expenses are generally not covered by this fund, however, if there are unforeseen circumstances related to unexpected medical, dental, or mental health emergencies, major accidents, or expenses related to the death of an immediate family member, then emergency funding may be used to help cover living expenses. Students are encouraged to discuss their concerns and to help determine eligibility by meeting with their MSI/MHI Academic Advisor or by meeting with a member of the Academic Success Team (email: umsi.academicsuccess@umich.edu). The UMSI Emergency Fund request form is available on the MHI Academic Advising Resource site and the MSI Academic Advising Resource site.

Other Sources of Funding at U–M and Beyond

U-M Office of Financial Aid

The U-M Office of Financial Aid administers need-based aid and educational loans, whereas funding from UMSI is merit-based. The application process and decision process for these two types of funding are separate, and you can apply for both. If you receive a merit award from UMSI, it will affect your need-based financial aid package. You are strongly encouraged to apply for need-based aid and educational loans, since UMSI's merit funding and other merit-based funding are highly selective, meaning even students with outstanding credentials may not receive UMSI merit-based funding. Apply for need-based aid close to the same time you apply for admission; if admitted, you will then receive notice of your need-based aid package. Information specific to international students is also available. Based on your need analysis, you may be eligible for a Work-Study award, which offers the opportunity to earn funds from part-time work performed for employers who qualify for the Work-Study financial aid program under federal or state guidelines.

Graduate Student Instructors

Some UMSI students with relevant backgrounds have obtained Graduate Student Instructor (GSI) positions teaching undergraduates in other departments (such as psychology, communications, English, chemistry, etc.). These positions

cover tuition and offer a stipend and benefits. UMSI now offers an undergraduate degree; UMSI faculty teaching these courses will post Graduate Student Instructor positions to the UMSI community as positions become available.

Center for the Education of Women +

The Center for the Education of Women+ offers a scholarship program for women returning to school. Scholarships are available to part-time and full-time undergraduate or graduate students who are entering or continuing in any U-M program of study.

International Institute

The International Institute and its constituent centers and programs offer or coordinate a range of funding opportunities that contribute to internationalizing undergraduate and graduate-level education. These opportunities include Foreign Language and Area Studies Fellowships administered by area studies centers and funding opportunities for international students.

Professional Organizations

A number of professional organizations offer scholarships. Over the years, many UMSI students have been recipients of scholarships from such groups. See the UMSI website for links to relevant organizations that offer scholarships. We encourage you to seek out such additional sources through scholarship search engines or association websites.

Employment Opportunities for Students During Their Program

UMSI Career Development Office

Many UMSI students work while they take classes to gain the experience that employers generally expect of graduates and to help fund their education. UMSI Career Development assists incoming and current UMSI students with securing part-time employment within UMSI, on campus, and/or in the local community. Many students work within the U-M library system, in various campus departments, and in local organizations while completing their degree. Other students work within UMSI, for example, working for an individual faculty member, UMSI Computing, or UMSI Office of Academic and Student Affairs. Part time positions are posted on the CareerLink job and internship finder. Current students are also invited to attend a part-time job fair during Visiting Days, held in March. Individual consultation is always available to help students find a position that meets their individual needs. Contact umsi.careers@umich.edu for assistance.

U-M Student Temporary Positions in Units and Departments

A number of U-M units and departments hire UMSI students for part-time employment, including Information Technology Services (ITS), schools and colleges, the U-M health system, and museums and libraries.

In particular, the U-M Library hires students to work in the Graduate, Undergraduate, and the divisional libraries (not including the Law and Business School Libraries). Apply at the Library Human Resources Office, 404 Hatcher North (764-2546). If you are interested in working at either the Business or Law School Libraries, you need to apply to those libraries directly. Most students work in student assistant positions that pay hourly rates but do not provide tuition reimbursement.

Work-Study Jobs

Students who apply for need-based aid through the U-M Office of Financial Aid may be eligible for Work-Study Program funding as part of their need-based financial aid package. A work-study award gives eligible students the opportunity to earn funds from part-time work for employers who qualify for the Work-Study Program under federal or state guidelines. The Student Employment Office in the Student Activities Building posts work-study positions as well as some non work-study positions for students.

U-M Employment

Some students work in full- or part-time clerical or professional-technical positions at the University. U-M job postings are available online. Submit applications online. For assistance, contact the Ann Arbor Campus Employment Services Office or the Medical Campus Human Resources Department.

COMPUTING AND TECHNOLOGY

Email Groups Protocol at UMSI

Much of our day-to-day business at UMSI is conducted via email. The University of Michigan Information Technology Services provides email accounts as part of your basic computing package. UMSI students are automatically added to the school's official mailing list (umsi.all.official@umich.edu) for important administrative communications, including policies, events, and announcements that require the attention of the entire community.

In addition to the official list, BSI, MADS, MHI, and MSI students are also added to umsi.students.all@umich.edu and their relevant degree program email list as follows:

- BSI students: umsi.students.bsi@umich.edu
- MHI students: hi.students.masters@umich.edu
- MSI students: umsi.students.msi@umich.edu
- MADS students: umsi.students.mads@umich.edu

Please note that the above official lists are for administrative use only and should not be ignored. These lists allow staff or faculty to reach all students simultaneously with important information. This includes information such as school-wide announcements from leadership and administrative units, course registration details, upcoming program or school events, scholarship/funding opportunities, and other administrative needs at a school or academic program level.

The UMSI community also has an opt-in open listserv at umsi.all.open@umich.edu (opt-in here). The open list may include impromptu discussions and information sharing of interest to the UMSI community. This list includes some UMSI faculty, staff, students, and alumni. Past contributions by group members have included events, causes they deem important, looking for or selling football or concert tickets, lodging questions, whom to hire for home-related jobs, intellectual discussions about news in the field, and the like. We expect respectful communication in umsi.all.open, as with any other U-M email group, but it is not moderated. Group members may unsubscribe from this email group at any time and rejoin later if desired. This email group is inclusive of the University of Michigan's Responsible Use of Information Resources (SPG 601.07) policy.

Please note the following expectations:

- Students and student groups are expected to use affirmative, opt-in consent when creating new email groups for purposes of communicating to UMSI students and community members
- Students may not copy UMSI listservs to create new listservs
- Students and student groups may not create email groups that give the appearance that they are official, owned, or administered by UMSI. For example, please refrain from using UMSI in email group names or email addresses such as umsi.xxxx@umich.edu.

Slack

Residential UMSI students are automatically added to the UMSI Students Slack workspace and their specific degree program channels based on official rosters provided by U-M. The workspace and community are moderated by student peer mentors and sponsored by UMSI Student Life. While you can continue to use the main UMSI workspace for official school-related topics, the UMSI Students workspace offers a more relaxed, student-driven environment to chat about both school and non-school-related topics.
Within the community, you can:

- Connect with other residential UMSI students from the BSI, MSI, MHI, and Ph.D. programs.
- Join channels around specific topics, such as housing, sports, and student organizations.

- Ask questions and get help from your peers.
- Find and get involved in upcoming events, activities, and volunteer opportunities happening around campus.

Please review the #read-me channel when you join for important information about the workspace and the Slack policy for the student workspace. The policy outlines the expectations for student behavior and communication, details on workspace moderation, procedures for reporting misconduct, and best practices for using Slack.

Networks

Each classroom, office, and meeting/assembly room in our physical facilities offers access to our network, either through wires (Ethernet) or wirelessly (WiFi). This network is part of the U-M campus network, which is in turn a part of the global Internet, connecting UMSI directly to thousands of other information providers and users around the world. This network is also available from residence halls and public computing sites, and over home broadband connections.

This all-but-ubiquitous network allows all of our computer users to share digital information with each other; to take advantage of high-quality printers, high-power computation servers, and high-capacity file servers; and to communicate directly with systems used by other researchers, students, and developers at other sites around the world. The network provides connectivity to the services that we use and manage. Our facilities are also equipped with videoconferencing connections, which allow full two-way video conference activities between UMSI and virtually anywhere else in the world with appropriate connections.

UMSI Computing

The UMSI Computing staff provides first-rate information technology services to all UMSI faculty, staff, and students. UMSI Computing is exclusive to the School of Information and should not be confused with Information Technology Services (ITS), which serves the entire University community. UMSI Computing supports the high-quality research and education that occurs at UMSI with the latest in technological services and support, including a distributed computing environment, access to campus-wide and Internet resources, and UMSI's own servers for storage and computational services. All UMSI students receive an UMSI computer account which provides you with access to additional computer resources.

Free high-speed, wireless Internet access is available in all campus buildings, including North Quad (and in many locations around town). At UMSI, many class readings are posted online, so you can reduce your cost — and the paper use and carrying weight — for textbooks and articles. UMSI also provides free access to a package of Virtual Lab software and a print environment to support your needs.

To learn more about what UMSI Computing has to offer and how to use various services, please reach out to umsi.computing.questions@umich.edu.

Student Laptop Policy

The School of Information requires that all students entering the MHI or MSI program have a personal laptop computer. Laptops are used in some classes, in group projects outside of class, and in client based projects. UMSI and U-M are both PC and Mac friendly. At a minimum, laptops must meet the UMSI Recommended Student Laptop Specifications.

UMSI does not provide technical support for student-owned laptops. However, if your laptop fails at a critical time, UMSI has provided a few laptops available in North Quad neighborhood IT for short-term loan while your laptop is being repaired.

Printing

You will be able to print your documents at various locations on Campus, including in the UMSI Student Lounge in North Quad. Instructions are available on the UMSI Computing website and at the printing stations themselves.

Poster Printing

Students often present posters in class or at information sessions, and there are also many opportunities to present at poster sessions at professional meetings. Two places on North Campus print large-size posters:
- [GroundWorks](#) in the Digital Media Commons (in the Duderstadt Center)
- [Media Center](#) at the Taubman College of Architecture and Urban Planning

APPENDIX A

Retroactive Withdrawals: Endorsed Model for Institutional Consistency

A retroactive withdrawal is defined as a request made to withdraw from a course/term after the last day of classes. While individual schools and colleges publish deadlines for course/term withdrawals independently, the last day of classes is the last possible date that a student may request a course/term withdrawal. It is the student's responsibility to adhere to the published deadlines of their school/college. Any changes to the student's enrollment record after that date are retroactive and should be considered exceptions to university policy. The University has a fiduciary responsibility to maintain and report an actual accounting of class and student enrollment totals for state, federal and other agencies. As such, at no point after the term has ended will a class be removed from the student record. It will remain on the record with a grade of W, if the exception is approved.

Approval Process — Governing Board	Each school and college will designate a standing committee made up of faculty and staff members to deal with requests for retroactive changes to a student's academic record. The committee should use consistent and documented criteria for making decisions, and an official appeals process should be in place.
Time Limit	In general, changes will be considered only within 12 months from end of the term.
School/College Position	The school or college will actively discourage retroactive changes, and consider rare exceptions to this rule only when the student 1) makes a compelling case that the withdrawal is appropriate, and 2) provides documentation supporting their case.
Requests for Changes Must: Provide evidence that the student was unable to complete the term Apply to all classes 3) Explain why a late withdrawal petition was not submitted during the term 4) Speak to any financial implications or other consequences of the change	Non-attendance and/or failure to complete assignments would be expected in the face of: • Family crises or physical difficulties requiring the student to leave campus. • A debilitating mental health condition that makes it impossible for the student to go to class or attend to other business. Retroactive withdrawal will apply to ALL classes in the term unless a physical or mental health problem prevented the student from finishing a particular class. Examples include: • A student breaks a leg and can't complete a dance class • A student with a documented anxiety/panic disorder is unable to complete a class that involves public speaking • A student never attends class and forgets to disenroll (can happen, for example, when a student registers early for spring term, but later decides not to stay in Ann Arbor for spring/summer). Is there a compelling reason why the student did not seek an incomplete or a withdrawal during the term? Did the faculty member have a good reason for not giving one? Or was the student too disabled to request one? Will the change disqualify the student from MET/MESP, Veteran's Benefits, or financial aid for the term in question (in which case funding must be returned)? Will the change affect the student's athletic eligibility for the term in question (which could disqualify their team per NCAA rules)?
Documentation Required from Student	• Attendance or other verification from the instructor indicating the student did not complete the course • Statement from the instructor as to whether he or she supports the petition for retroactive withdrawal (The board may be in possession of information that the instructor has not seen.) • Physician's documentation concerning relevant physical or mental circumstances. • Documentation of other extenuating circumstances (obituary or other evidence of family emergency) • Statement from academic advisor or the Office of the Registrar that withdrawal from this course will not affect other classes on the student's transcript (e.g., pre-requisites/repetitions)
Required School or College Signature	If the governing board decides to grant the request, signature of the school or college assistant dean or higher is required prior to submitting to the Office of the Registrar.

	Forward signed form(s) along with completed Withdrawal Notice or Election Change Form to: Assistant Registrar for Records and Enrollment Office of the Registrar 1210 LS&A Building 500 S. State Street Ann Arbor, MI 48109-1382
Notification from the Office of the Registrar	The Office of the Registrar will notify the school or college: When the request is received, Update on status (record changed, or request denied with reason stated.

APPENDIX B

Forms of Academic Misconduct

Offenses against the standards of academic integrity include the following:

CHEATING
- Cheating is the attempt to gain an improper advantage in an academic evaluation. Among the forms this kind of dishonesty can take are: obtaining a copy of an examination before it is officially available or learning an examination question before it is officially available; having a substitute take an examination; copying another person's answer to an examination question; consulting an unauthorized source during an examination; or changing a score or a record of an examination result.

- It is also improper to submit the work one has done for one class or project to a second class or as a second project without getting the informed permission of the second instructor. Acceptance of one piece of work that is submitted for two classes must be arranged beforehand.

PLAGIARISM AND OTHER MISAPPROPRIATION OF THE WORK OF ANOTHER
- Plagiarism is the representation of another person's ideas or writing as one's own. The most obvious form of this kind of dishonesty is the presentation of all or part of another person's published work as something one has written. Perhaps less obvious but no less dishonest are, without proper acknowledgment of the source, the adoption of a part of another's writing into one's own discussion, the paraphrasing of another's writing, or the presentation of another's ideas as one's own. In different forms, these all constitute a theft of someone else's work. This is not to say that students should not use the work of others; scholarship and research are, after all, communal activities. To avoid plagiarism all one has to do is fully and properly acknowledge the source of the work presented. To reduce the likelihood of being accused of plagiarism, students must follow the citation styles relevant to the discipline or the journals in which they will publish.
- It is also a violation of integrity to represent another's artistic or technical work or creation as one's own. Just as there are standards to which one must adhere in the preparation and publication of written works, there are standards to which one must adhere in the creation and presentation of music, drawings, designs, and other artistic and technical works. Students who work in these areas must become thoroughly familiar with the relevant standards.

FALSIFICATION OF DATA
- This is the dishonest reporting of investigative results. The most obvious form is the outright fabrication of data, but other examples include improper revision of data, deceptive selective reporting of data to support a particular notion, or the deceptive omission of conflicting data.

IMPROPERLY OBTAINING OR REPRESENTING LABORATORY OR FIELD DATA
- Many activities in graduate school involve the collecting, analyzing, interpreting, and publishing of data obtained in the scientific laboratory or in the field. The opportunities to deviate from accepted behavior might be more numerous in research, and the temptation greater than in the classroom environment, because often research activities are supervised less closely. Forms of improper research practices include fabrication or falsification of data, taking or using the experimental data of others without either permission or due acknowledgment (misappropriation of data), misrepresentation of data or the methods used to collect or analyze them, the deceptive selective reporting of data to support a particular notion or hypothesis, or the deceptive omission of conflicting data. Furthermore, all researchers have a responsibility to refrain from practices that may unfairly inhibit the research of others now or later

DISHONESTY IN PUBLICATION
- In most instances the objective of scholarly research is the dissemination of information, usually in the form of a written and published work. Indeed, in many disciplines career advancement is often based largely on the number and quality of an individual's publications. It is a violation of academic integrity to publish knowingly information that will mislead or deceive readers. This includes falsification or fabrication of data; failure to give full and proper credit to collaborators, including, when appropriate, joint authorship; and the act of listing as authors persons who have not contributed to the work. Plagiarism is also considered a form of dishonesty in publication

PUBLICATION OR ATTEMPTED PUBLICATION OF COLLABORATIVE WORK WITHOUT THE PERMISSION OF THE OTHER PARTICIPANTS
- Written work that is the result of efforts undertaken under the supervision of or collaboratively with one or more faculty members or students should not be presented orally in a formal setting (e.g., at a conference) or submitted for publication without the permission of the other participant(s). If one or more of the collaborators cannot be reached or fails to respond within a reasonable amount of time to requests for permission, written evidence of such attempts should be kept.

ABUSE OF CONFIDENTIALITY

- During graduate training a student may be asked to assist in the evaluation of confidential grant proposals, awarded applications, or manuscripts that will be or may have been submitted for review and possible funding or publication. Likewise, a graduate student may work on projects for which a public or private sponsor expects or requires confidentiality. It's inappropriate to release the ideas or data of others that were given with the expectation that they would be confidential.

MISUSE OF COMPUTER FACILITIES

- Access to information belonging to someone else can sometimes be obtained through a central computing facility despite the fact that much of the information stored in such facilities is usually confidential. Unless one is explicitly authorized to do so, it is improper to obtain a password assigned to another or to copy or modify a data file or program belonging to someone else. Proper authorization to conduct these activities means being granted permission either by the owner or originator of that material or by a member of the faculty, a unit head, a project director, or a member of the computing center staff. Similarly, one should not violate the integrity of a computer system, whether of general or limited access, in order to harass another user or operator or to damage software or hardware. It is also improper to engage in any activity that evades the appropriate monetary charges for access to or use of the computer. (See the Proper Use Policy, Standard Practice Guide 601.7, and the Guidelines for Implementing the Proper Use Policy, at https://it.umich.edu/information-technology-policies/general-policies.)

MISUSE OF HUMAN SUBJECTS

- Human beings are used as research subjects in many ways. They may be respondents to questionnaires or interviews, participants in behavioral studies, or the subjects of medical research. In any of these instances, when a human subject is a participant in a graduate project, approval for such a project must be obtained in advance from the Human Subjects Review Committee and maintained in good standing through periodic mandatory review. Once approval has been granted, it is unacceptable to deviate significantly from the approved protocol without again obtaining Committee approval. It is also improper to violate the confidentiality of a human subject without their approval. (See Research Ethics & Compliance: Human Subjects.)

FALSIFICATION OR UNAUTHORIZED MODIFICATION OF AN ACADEMIC RECORD

- It is a violation of academic integrity to falsify, fabricate, or in any other way modify a student transcript, grade, letter of recommendation, or related document, whether it pertains to you or another individual. Falsification or unauthorized modification of any other official document, including an examination, is also a violation.

OBSTRUCTION OF THE ACADEMIC ACTIVITIES OF ANOTHER

- It is a violation of academic integrity to interfere with the scholarly research of another individual. Such interference includes harassment and unauthorized tampering with experimental data, with a human or animal subject, with a written document or other creation (e.g., a sculpture or an architectural model), with a chemical used for scientific study, or with any other object of study.

OTHER FORMS OF ACADEMIC MISCONDUCT

- Other practices that seriously deviate from those that are commonly accepted within the scientific community, and material failure to comply with legal requirements governing research may also constitute actionable misconduct.

AIDING OR ABETTING ACADEMIC MISCONDUCT

- Aiding or abetting any individual in the violation of any of the categories of misconduct outlined above shall itself be considered misconduct.

ATTEMPTING ACADEMIC MISCONDUCT

- An attempt to commit academic misconduct may be treated as seriously as the completed act.

APPENDIX C

BSI-to-MSI Accelerated Master's Degree Program (AMDP) Details

AMDP ADMISSIONS
- Students apply to the BSI to MSI AMDP in their fall term of their final year of the BSI program, before they want to begin the MSI program. Students must complete their BSI degree in advance of beginning the MSI program. Students are encouraged to begin discussing their plans for the AMDP with their academic advisor during their junior year or at the start of their senior year.
- Students are strongly recommended to start the MSI program the fall term following their graduation from the BSI. The MSI program is fall admit only. Students must follow all AMDP admissions deadlines, and may not apply for the BSI to MSI AMDP after they graduate from the BSI program.

- Students are permitted to defer their admission up to one year (ex: a student originally admitted to the AMDP for FA21 can defer to FA22).
- BSI students are required to complete all undergraduate degree requirements by the end of the summer semester prior to enrollment in the MSI program. In rare circumstances, students may have up to a maximum of 6 credits of undergraduate coursework outstanding upon enrollment in the MSI.
  - Students must submit a petition and academic plan outlining how they will complete their remaining undergraduate requirements as quickly as possible but no later than one month prior to course registration for their first term of the MSI program. If the petition is granted, students may proceed with their plan, and the BSI degree should be awarded as soon as the requirements are met.
  - AMDP is fall-admit only into the MSI program, so if students are finishing undergraduate coursework while starting the MSI program and needing to take MSI courses out of sequence from the traditional fall/winter AMDP course schedule recommendations, there may be limited access to certain courses.
  - Students who have up to 6 credits of undergraduate coursework outstanding, and an approved petition to complete those during their MSI enrollment, are expected to enroll in those credits under their Graduate Information career, paying graduate level tuition. If a student does not complete the undergraduate degree(s) within one calendar year of enrolling in the MSI program, they may not be able to enroll in future terms in the MSI program nor receive their MSI degree until they have completed their undergraduate degree(s).

AMDP DEGREE REQUIREMENTS

The BSI to MSI Accelerated Master's Degree Program (AMDP) requires a minimum of 30 graduate-level credits beginning with your start term in the MSI program, registered under the Graduate Information career, with at least 21 credits being School of Information (SI courses). Students must enroll as a student in the MSI program for at least 2 full-time terms (fall, winter, spring/summer), or three or more part-time terms. The MSI degree requirements for AMDP students can be found on the MSI Academic Advising Resource site.

AMDP TRANSFER CREDIT INFORMATION

In accordance with UMSI transfer credit policy, MSI graduate students are allowed to transfer up to 6 credits of graduate coursework that has not been used towards a previous degree, minor, certificate, supplemental studies, etc, and where the grade in the course was a B or better. Please see the MSI Handbook for details on the transfer credit policy. (Ex: If a BSI student completed all BSI requirements, and additionally completed two 3-credit SI graduate-level courses above and beyond their BSI requirements and earned a B or better, these two courses would likely be able to be transferred to the MSI program).

AMDP Course Waivers

AMDP students are eligible for a number of MSI course waivers based on successful anticipated completion of the BSI degree and specific BSI coursework (with a grade of C- or better):
- SI 506 course waiver for completion of SI 106
- SI 507 course waiver for completion of SI 206
- SI 510 course waiver for completion of SI 410
- SI 520 course waiver for completion of SI 320
- SI 539 course waiver for completion of SI 339
- SI 544 course waiver for completion of STATS 250 or equivalent

- SI 582 course waiver for completion of SI 482
- SI 588 course waiver for completion of SI 388
- SI 618 course waiver for completion of SI 330 AND SI 370
- SI 622 course waiver for completion of SI 422
- SI 664 course waiver for completion of SI 364
- SI 501 course waiver by application

Course waivers are issued to AMDP students prior to registration for the first term in the MSI program. MSI courses waived based on BSI degree completion and BSI coursework should not be taken again in the MSI program.

AMDP - INTERNSHIP

The UMSI Career Development Office (CDO) will work with the AMDP students in seeking and securing an internship, as well as earning course credit for approved internship experiences. It is recommended that AMDP students complete an internship, and that students should begin planning for an internship search once they have been admitted to the AMDP in the Fall term of their senior year in the BSI program. Students would typically do their internship in the summer after they complete the BSI.

- Note that international students may have special requirements and need to work closely with the CDO and the UM International Center.
- Note that students who defer admission to the MSI program typically work with the CDO the summer prior to enrolling in the MSI program to have their internship approved and complete coursework, and should register for these credits in their first term as a matriculated MSI student. Students who plan to defer should work closely with the CDO to determine options available and timing for completing their internship.
- See note below under *Additional Policies* regarding tuition implications for part-time students and note the impact of this additional credit for an approved internship.

AMDP ADDITIONAL POLICIES

- Students enroll in the MSI program after they have completed their BSI degree requirements. Students should apply for graduation for their BSI degree at the end of the semester in which their undergraduate degree requirements are met.
- Students who apply for a second master's degree or a graduate certificate may not double-count credits for the additional program(s) with either the BSI or MSI degrees.
- Once a student begins the MSI degree, they are considered a UMSI MSI student and MSI degree policies apply. This includes the internship work a student is doing that will be part of the MSI degree.
- Students are expected to complete all MSI coursework within five years from the date of first enrollment in the MSI program.
- Students who plan to enroll part-time in the MSI program will take longer than two terms to complete the program and will be assessed graduate tuition per credit enrolled. Details of tuition assessment are located on the [UMich Registrar website](#).