

Information  
changes  
everything.

2024-2025

# STUDENT HANDBOOK

*Bachelor 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.

## *Navigation*

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# Important Links and Contact Info



## *BSI Academic Advising*

- [BSI Academic Advising Canvas Site](#)
- **Email:** [umsi.advising.bsi@umich.edu](mailto:umsi.advising.bsi@umich.edu)

## *UMSI Academic Success*

- [UMSI Academic Success website](#)
- **Email:** [umsi.academicsuccess@umich.edu](mailto:umsi.academicsuccess@umich.edu)

## *UMSI Registrar*

- [UMSI Course Catalog](#)
- **Email:** [umsi.registrar@umich.edu](mailto:umsi.registrar@umich.edu)

# ACADEMICS

## Bachelor of Science in Information (BSI)

Students bear the primary responsibility for ensuring that their academic course plan meets the graduation requirements for the BSI degree. The curriculum of the School of Information is evolving to meet your needs. Please visit the BSI Academic Advising Canvas site for more information, required coursework, and other degree requirements

Upon successful admission to the BSI program, your upper-level coursework (300+ level or higher) will include required core courses, a final capstone course that tests your knowledge and skill, a path to focus your work and prepare you for your future, and electives to round out your education.

## 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](mailto:umsi.registrar@umich.edu). You should check your unofficial transcript and online degree audit regularly.

The BSI course planning worksheet is available to help plan your coursework to fulfill degree requirements for graduation. To view the course planning worksheet, visit the BSI Academic Advising Canvas 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](mailto:umsi.academicsuccess@umich.edu). Additional information can be found on the MSI or MHI Academic Advising Canvas page within the “Academic Success & Student Support” 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 BSI Academic Advising Canvas site 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 BSI Academic Advising Canvas site.

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 BSI Academic Advising Canvas site.

## Credit Limits

A typical, full-time course load for BSI students is about 15 credits per semester, with a maximum of 18 credits. You must select a minimum of 12 credit hours in the Fall and Winter semesters to be a full-time student. Enrolling in less than 12 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 BSI Academic Advising team.

# Academic Policies and Procedures

## Class Attendance

Students are required to notify faculty in advance in the case of an anticipated absence for a medical appointment, a religious holiday or an event of personal importance, and to arrange to make up for all work missed. It is at the discretion of the faculty member on how to handle the absence.

In the case of an unplanned absence, the student must contact the faculty member as soon as possible with an explanation for the absence. Most faculty outline specific actions in their syllabi; consult the course syllabus for the action appropriate to the faculty member. Again, it is at the discretion of the faculty member on how to handle the absence.

In the case of an extended absence, such as illness or hospitalization, the student should contact their academic advisor, who will then send an email memo to the student's professors and distribute a copy to the student.

When students are absent from class on behalf of the University of Michigan, they must provide the faculty member with reasonable notice (as early as possible, but no later than the fourth week of a term) for dates of anticipated absences and work with the faculty member to make alternative arrangements for fulfilling class assignments. The alternative arrangement should not unduly inconvenience either the faculty member or the student. A letter requesting the absence will be required.

## Class Participation

Students are expected to attend every meeting of every class, both lecture and discussion sections. If the course requires online work, please confirm with your faculty member *ahead* of the online work the appropriateness of working remotely versus being present in class to complete the online work.

## 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](mailto: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](mailto: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](mailto: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](mailto:umsi.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 206), and section number (001, 002, etc.).

Note: Overrides are required for SI 390: “Internship Experience and Seminar in Practical Engagement” and are processed by the Career Development Office, [umsi.careers@umich.edu](mailto: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.

## 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 P 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." 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 or F 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](mailto: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. If you have already registered, you will need to contact the UMSI Registrar Team at [umsi.registrar@umich.edu](mailto: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](mailto: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.

## External Transfer Credits

Students who transfer from another institution are permitted 60 transfer credits. If a student has completed an Associate's degree that requires 62 credits, the student will be permitted 62 transfer credits, and the upper-level credit requirement (300-level or higher courses) will be reduced to 58.

If a course is transferable, credit is not allowed if the final grade earned is lower than a "C-." This includes all transferable credit earned outside the University of Michigan. (All credits and grades from the University of Michigan-Dearborn and -Flint campuses transfer.) Credit cannot be transferred from another school if that credit is also being counted toward another baccalaureate or graduate or professional degree.

Students interested in electing out-of-residence credit should consult their academic advisor about the appropriateness of the intended elections. The School of Information will review credits, but students can also review the tables of transfer equivalencies available on the [Office of Undergraduate Admissions Transfer Credit Equivalency Database](#).

Students who wish to take a course not listed on the equivalency tables may have that course evaluated by using a Transfer Credit Equivalency form. This form can be completed on the [Office of Undergraduate Admissions Transfer Credit Equivalency Request](#).

If credit elected out-of-residence is to be included in a plan for BSI-specific credit, approval should be obtained *in advance* of enrollment in the course(s).

Official transcript(s) of the completed transfer work should be sent to:  
The Office of Undergraduate Admissions  
University of Michigan  
300 Student Activities Building  
515 East Jefferson Street  
Ann Arbor, MI 48109-1316.

## Advanced Placement and Placement Exam Credits

Any credit earned in a cross-campus transfer student's most recent UM program of enrollment prior to enrolling in the School of Information will be transferred to the School of Information, including previously approved Advanced Placement and/or Placement Exam credits. Advanced Placement and/or Placement Exam credit that is not accepted at the student's most recent UM program of enrollment will not be re-reviewed by the School of Information.

## Non-UMSI Courses Counting for UMSI Credit

Courses completed at the University of Michigan can be counted towards the 120 total credits required for graduation. Non-UMSI courses are not counted towards UMSI degree requirements, unless noted in the BSI degree requirements worksheet. Generally, non-UMSI courses are not approved to count for UMSI credit unless in the case of study abroad.

## 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](mailto:umsi.funding@umich.edu).

## Time Limit to Degree

The BSI program will generally take two academic years for a full-time student to complete all degree requirements. If at the time of expected graduation, a student has met degree requirements, they should apply for graduation. If a student has not met degree requirements at the time of expected graduation, they should meet with an academic advisor to discuss their plan for graduation.

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.

## 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.

### ACADEMIC RESIDENCY

At least 60 of the 120 credits required for a degree must be earned in residence (58 if an Associate's degree requiring 62 credits has been completed, see *External Transfer Credits* below). Residence credit is granted for courses elected on the Ann Arbor campus or at off-campus sites directed by Ann Arbor faculty present on the site.

- At least 30 of the last 60 credits for the degree must be earned in residence.
- No more than 60 credits may be earned through **Advanced Placement**, **credit by examination**, correspondence courses, **transfer credit from other institutions**, and off-campus independent study.
- **Cross-campus transfer** students may receive credit for a maximum of 90 credits from a previous college or school on the Ann Arbor campus. No more than 60 of these 90 credits may have been completed at other institutions. UMSI residency requires that a student earn at least 45 UMSI credits.

## 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](mailto: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](mailto: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.

## Petitions

The UM School of Information (UMSI) policies appear in the student handbooks available on each program's Advising Canvas page. 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*

### Class Standing

For the purposes of financial aid and registration appointments, the following number of credits earned toward a degree determines class standing:

- First-Year: fewer than 25 credits
- Sophomore: 25 through 54 credits
- Junior: 55 through 84 credits
- Senior: 85 credits or more

At the University of Michigan, full-time undergraduate enrollment is defined as 12-18 credit hours per term; 6-9 credit hours in a half term. Federal guidelines for financial aid and University guidelines for academic progress, however, require a minimum of only 12 credits per term. Students must obtain special permission from an academic advisor to register for more than 18 credits. Registering for more than 18 credits incurs an additional tuition charge.

### Grades and Grading Policy

To earn a bachelor's degree at the School of Information, you must complete a minimum of 120 total credits, including at least 60 hours of upper-level credit (300-level or higher). A minimum of 45 hours of the 60 upper-level credit must be UMSI coursework with a **cumulative grade point average of 2.0 (C) or higher**. Dual degree student's cumulative GPA will be determined by their chosen home school.

### 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 BSI 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 an undergraduate 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 an undergraduate student level.
D+	1.3	Significantly below standards for undergraduate 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.

## Pass (P) and Fail (F) Grades

At UMSI, “P” and “F” grades are used only for credit-based internships and SI 300 - Career and Internship Studio. “P” means that you have achieved a level of performance that the instructor regards as satisfactory at the undergraduate level. Conventionally, this means that you would have earned a “C-” or better if such fineness of distinction were possible or appropriate to the course. “F” grades are assigned when you do not meet this criterion. The earning of either an “P” or a “F” grade generates no points, and such grades are not calculated in your grade point average. “P” grades count toward the minimum credit hour requirements of your degree program and “F” grades do not. Independent studies are given a letter grade. All courses counting towards the 45 SI credit requirement with the exception of credit-based internships, SI 300, and any courses marked for transfer as study abroad must be taken for a letter grade.

## 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 "C" 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 2.0, 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 2.0 (C) 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 2.0 (C), 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. 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 2.0 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 2.0 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.academicssuccess@umich.edu](mailto:umsi.academicssuccess@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 2.0 for <b>ONE TERM</b>	Required to meet with BSI Academic Advisor	Cumulative GPA is a 2.0 or higher after the next term of enrollment

Academic Progress Notice 2	Cumulative GPA falls below 2.0 for <b>TWO CONSECUTIVE TERMS</b>	Required to meet with Assistant Director of Academic Success	Cumulative GPA is a 2.0 or higher after the next semester of enrollment
Academic Break	Cumulative GPA falls below a 2.0 for <b>THREE CONSECUTIVE TERMS</b>	Required to meet with 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.
Reinstatement	Student is placed on Academic Progress 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 2.0 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 BSI student whose cumulative GPA continually falls below a 2.0, 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 BSI have a multitude of opportunities available to them to help supplement their primary degree programs, including the opportunity to pursue dual degrees and minors, study abroad, earning credit for internships, and more.

### Dual Degrees

It is the student's responsibility to develop, with advisors in both schools, a strategy for completing degree requirements for both undergraduate degrees, as well as learn the academic policies of both academic units. Both academic units' handbooks contain information about requirements for their own degrees as well as other information of interest to undergraduates. Students are responsible for knowing the information resources for both schools.

The following guidelines apply:

- A student pursuing a dual degree must designate either the School of Information or the second academic unit as their "home school," for purposes of registration, student record keeping, and tuition fees.
- Prospective undergraduate students to the School of Information must already be enrolled in the second academic unit when they apply for cross-campus transfer to the School of Information.
- If a current BSI student would like to pursue a dual degree with a second academic unit, the student must meet with a representative of the second unit to determine the procedure for pursuing the second degree.
- The student must submit the Undergraduate Dual Degree Approval Form with signatures from both academic units (found on the BSI Academic Advising Canvas Site). The student must obtain written permission to pursue a dual degree from both academic units.

BSI students are able to pursue a joint degree with the **College of Literature, Science, and the Arts**; the **Ross School of Business**; **College of Engineering**; **School of Music, Theatre and Dance**; **School of Kinesiology**; and the **Stamps School of Art and Design**. The University requires that a student earn a minimum of 150 credits for a dual degree. All degree requirements for both academic units must be fulfilled. The student must earn both degrees simultaneously. If requirements for either degree are not met, neither degree will be awarded. For more detailed information on Dual Degrees, please refer to the BSI Academic Advising Canvas site.

#### Dual Degree Timeline and Steps:

1. Identify which school will serve as the "home school"
2. Complete a detailed course plan outlining your course sequence (what terms you will take which courses) using the Dual Degree Planning Sheet found on the BSI Academic Advising Canvas site.
3. Complete the "Undergraduate Dual Degree Approval Form" found on the BSI Academic Advising Canvas site. Your secondary school should sign this document first. Once you have received a signature from your secondary school, you can send the form to your home school, who will then send it to the Central Registrar's office.

#### IF UMSI IS YOUR HOME SCHOOL:



1. Schedule an advising appointment with a BSI Academic Advisor to discuss your interest in a dual degree.
2. Send your Course Plan and Dual Degree Approval Form that has been signed by your secondary school to [umsi.advising.bsi@umich.edu](mailto:umsi.advising.bsi@umich.edu) to request approval as an MDDP student.
3. Once the BSI Academic Advising team approves your course plan, they will send your request to the Central Registrar to get you processed and activated as a dual-degree student.

#### **IF UMSI IS YOUR SECONDARY SCHOOL:**

1. Schedule an advising appointment with a BSI Academic Advisor to discuss your interest in a dual degree.
2. Send your Course Plan and Dual Degree Approval Form to [umsi.advising.bsi@umich.edu](mailto:umsi.advising.bsi@umich.edu) to request approval as an MDDP student.
3. Once the BSI Academic Advising team approves your course plan, they will send your request and signed form to your home school, who will then sign the form and complete processing through the Central Registrar.

#### **Double-Counting as a Dual Degree Student**

UMSI will not prevent a student from double-counting SI coursework towards a second non-UMSI degree, provided that UMSI is the student's home unit and that the student's other degree program permits SI coursework to fulfill degree requirements for their program. Coursework taken in another degree program above the 300-level may also double-count towards the required 60 upper-level credits in the BSI, outside of the 45 upper-level SI credits.

## **Independent Pathway**

BSI students with existing relevant experience or a strong interest in a very specific area of study in Information may seek to pursue an independent pathway in lieu of the traditional pathways of User Experience Design or Information Analysis. Please note that crafting an independent pathway requires careful and advance planning, the support of a faculty member, and ongoing connection with academic advising - it should not be considered as a way to bypass requirements in the traditional pathways, and is not a good fit for the vast majority of BSI students. As part of the process to create your own path, you will need to create a proposal that a faculty advisor will sign off on, and you should plan on connecting with your academic advisor early and frequently.

#### **Independent Pathway Timeline and Steps**

1. Meet with the Assistant Director of Academic Programs to discuss your interest in pursuing an independent path of study.
2. Develop a proposal for an independent path of study to present a faculty advisor for approval. The proposal should describe:
  - a. Your academic and professional career goals, and why an independent pathway would help you achieve those goals more effectively than the existing BSI curriculum.
  - b. A framework of types of courses that will assist you in realizing these goals
  - c. Specific SI courses (45 credits) and non-SI courses you have taken or expect to take
  - d. Proposed final-project course (with at least 4 prerequisite courses that build up your skills).
3. Identify a faculty member to serve as your faculty advisor for your independent pathway. If you need guidance in identifying a faculty advisor, please reach out to the BSI Faculty Director.
4. Once you have received approval for your independent pathway proposal from a faculty advisor, please complete the "Independent Pathway Declaration Form" for processing.

## **Minors**

The School of Information recognizes all the minors offered at the University of Michigan-Ann Arbor, provided the minor department permits UMSI students to pursue their respective programs.



If you are interested in declaring a minor, please discuss the minor with the relevant minor department and an academic advisor at UMSI. One semester before graduation, contact the relevant minor department and request a minor release. This information will go to the UMSI Registrar Team and will be used in your final audit for conferral of your degree. If this release fails to reach the School of Information before degrees are conferred, students risk losing the minor when they graduate.

**BSI students are not eligible to declare the UMSI minors in UX Design or Social Media.**

## Independent Study - SI 491

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. Each independent study opportunity is worth a maximum of four (4) credits per term, with a total of 8 credits being allowed during a student's degree program.

Students must work directly with a faculty member to propose a research project or particular topic. Students can identify a mentor from all regular faculty, clinical faculty, lecturers III and IV, as well as faculty with courtesy appointments. The discussion with the mentor should include ideas about course objectives, a project timeline, a list of any readings, any logistical information on how a student plans to carry out the work, and how the planned coursework aligns with total academic credits for a term (1-4 credits per term). In determining workload, the student and faculty mentor should refer to the [UMSI credit hour policy](#). Additionally, SI 491 is a letter graded course, so the faculty mentor should also clearly outline in writing for the student how they will be evaluated and the final course grade determined. Once the student and faculty member are in agreement regarding the expectations of the project, the faculty member should email [umsi.registrar@umich.edu](mailto:umsi.registrar@umich.edu) to request the student be issued a class permission for SI 491: Independent Study.

## Study Abroad

We encourage students to consider spending a term in an off-campus program. Students planning to undertake a study abroad program should meet with the Global Engagement Coordinator and an academic advisor, prior to committing to the Study Abroad program to discuss transfer credits, degree requirements, and other study abroad topics. Courses taken on a study abroad program can, if appropriate, be used toward the BSI degree. Please review the Study Abroad Resource Guide and email [umsi.bsi.abroad@umich.edu](mailto:umsi.bsi.abroad@umich.edu) with any questions.

## Internships

After completing at least two terms of coursework at UMSI, BSI students are eligible to receive one (1) BSI elective credit through enrollment in **SI 390: Intern/Field Seminar** with an approved, information-related summer internship. After you have secured an internship offer, submit **your Internship Proposal via CareerLink**. Consult directly with the Career Development Office (CDO) at [umsi.careers@umich.edu](mailto:umsi.careers@umich.edu).

Upon submission, your Internship Proposal will be reviewed and approved by the UMSI CDO. Once this process is completed, you will receive permission to enroll in SI 390. SI 390 can be added only to the terms directly adjacent to the summer internship experience. Typically, students choose to have SI 390 added back to their previous Winter term or to the Fall term directly after their internship. You cannot enroll in SI 390 without having an Internship Proposal approved by the UMSI CDO.

**To be eligible to propose a summer internship for credit, you must have...**

1. Completed at least two terms of coursework at UMSI (study abroad students are required to complete one term at UMSI if abroad their junior year)

## *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](mailto: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.

- [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](mailto: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

As you work through your program, please meet regularly with your academic advisor to make sure you are meeting the requirements for graduation. In addition, check your transcript or Wolverine Access each term. You want to take steps to ensure no changes are needed after you apply for graduation.

## Potential Roadblocks to Graduating

The following items *must* be resolved or completed in order to graduate:

- Academic Standing: BSI students must have a minimum 2.0 (C average) cumulative GPA to graduate.
- Incompletes: All incompletes that count toward meeting the minimum requirements for your degree must be resolved.
- Transfer Credits: If you are using transfer credits towards degree requirements, you should be regularly reviewing your transcript to ensure that all credits have successfully transferred to the University. All transfer credit should be listed on your transcript at least three months prior to graduation.
- Debts and Holds: Ensure all debts to the University have been cleared; e.g., library fines, financial holds, etc.
- Dual Degree Student: The University requires that a student earn a minimum of 150 credits for a dual degree. All degree requirements for both academic units must be fulfilled. The student must earn both degrees simultaneously. If requirements for either degree are not met, neither degree will be awarded.
- Minors: One semester before graduation, contact the relevant minor department and request a minor release. This information will go to the UMSI Registrar Team and will be used in your final degree audit for conferral of your degree. If this release fails to reach the School of Information before degrees are conferred, students risk losing the minor when they graduate.

## The Graduation Process

Messages come out from the UMSI Registrar each term with the process and timeline to apply for graduation within that term. Students must apply to graduate for the degree to be conferred. Please check your inbox regularly for emails related to applying for graduation in the term that you are planning to graduate. For questions related to this process, you can email [umsi.registrar@umich.edu](mailto:umsi.registrar@umich.edu).

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](mailto: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.

## GRADUATION CEREMONY

As a BSI graduation candidate, you may participate in the University of Michigan Commencement and the School of Information Graduate Recognition Ceremony/Reception. See the [School of Information website](#) for more details about these events. You will receive an email with information on the UMSI ceremony/reception.

Other graduation ceremony information:

- If you plan to participate in the University ceremony, you must wear a cap and gown. You can obtain caps and gowns from the Michigan Union or Ulrich's Bookstore. Wearing the cap and gown to UMSI's event is optional.
- Regardless of whether you borrow or purchase your cap and gown, you will need to purchase a tassel for your cap. The School of Information color is lemon yellow.

## Diplomas

Official diplomas will be mailed six to eight weeks after you graduate to the permanent address you provided when you applied for graduation online. Be sure to confirm your permanent address in Wolverine Access and make updates if needed. Any questions regarding your diploma after graduation should be directed to the Diploma Office at [ro.diploma.staff@umich.edu](mailto:ro.diploma.staff@umich.edu) or (734) 763-9066.

## Awards and Honors

Candidates for the BSI degree are recognized for outstanding performance, based on the ranking of the student according to GPA:

- Degree with Highest Distinction (summa cum laude) – top 3%
- Degree with High Distinction (magna cum laude) – top 10%
- Degree with Distinction (cum laude) – top 20%

Note: Distinction ranges for Winter term graduation will not be calculated until all grades are posted for all graduates for the Winter term. You will not officially know at the time you participate in commencement activities. Summer and Fall term graduates will follow the GPA cutoffs from the previous April/May graduates (within the same calendar year). The final distinctions will be listed on your official transcript and diploma.

The University of Michigan holds an annual convocation recognizing undergraduate students for their distinguished academic achievements. Please visit the [Honors Convocation website](#) to read more about this important academic tradition and eligibility.

# 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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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 BSI students are automatically members of the School of Information Bachelor's Association (SIBA). 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](http://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.

# UNIVERSITY SERVICES



## **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 BSI Academic Advisor or by meeting with a member of the Academic Success Team (email: [umsi.academicssuccess@umich.edu](mailto:umsi.academicssuccess@umich.edu)). The UMSI Emergency Fund policy and criteria are available on the BSI Academic Advising Canvas Site.

## **English Language Institute (ELI)**

Provides a full range of English for Academic Purposes courses for international graduate students. ELI also offers a graduate writing clinic, a graduate speaking clinic and Conversation Circles.

## **First-Generation Students**

The First Generation website seeks to provide first-generation students at the University of Michigan with resources, insight and inspiration that can help you thrive and succeed on campus as you pursue your degree.

## **Sweetland Center for Writing**

A comprehensive writing center that supports student writing at all levels and in all forms and modes. Sweetland offers one-to-one tutoring and writing help for graduate students in Writing Workshop.

## **Services for Students with Disabilities (SSD)**

Students with disabilities are encouraged to contact the Office of Services for Students with Disabilities (SSD), G625 Haven Hall, by calling (734) 763-3000. The office provides counseling to students and assists in finding qualified attendants, readers, and interpreters. Other services include note-taking assistance, accessibility and orientation information, and use of specialized reading, communication, and mobility equipment. Campus Lift provides transportation services for those with temporary or permanent disabilities. The Resource Handbook for Students with Handicaps is a comprehensive guide to services and facilities available to handicapped students at the University.

## **Center for the Education of Women (CEW)**

CEW advances diversity and inclusion at the University of Michigan by serving as a resource, voice, and advocate to empower women and nontraditional students. CEW provides immediate and ongoing services and financial support needed to ensure educational success and degree completion. Women and nontraditional students are CEW's primary constituency, but all students are welcome. CEW also serves those who encounter education and career obstacles based on their non-linear paths to, and experiences within, the University community.

## **Counseling and Psychological Services (CAPS)**

Provides free and confidential counseling services to currently enrolled students. CAPS also offers a number of undergraduate and graduate groups, hosts a Wellness Zone in the Michigan Union, and maintains a community provider database. [\*\*CAPS after hours urgent support\*\*](#) is available after business hours to any student or person concerned about a UM student.

## **International Center**

Provides services to international students, scholars, faculty and staff, as well as to students seeking opportunities to study, work, or travel abroad. Advises international students on compliance with U.S. immigration laws and regulations related to student visas.

## **University Health Service (UHS)**

The University Health Service serves as the student medical care center and offers a full range of outpatient services. It is available to enrolled students, to non enrolled students who have been enrolled within the past 12 months, and to spouses and dependents (over age 10) of eligible patients.

It is recommended that all students carry health insurance to cover hospitalizations, ambulance services, and visits to other clinics and emergency rooms. UHS maintains information about [health insurance plans available to UM students](#).

## **Office of Financial Aid (OFA)**

Provides information on financial aid (grants, scholarships, loans, and work-study) for prospective and current UM students.

## **Office for Institutional Equity (OIE)**

The Office for Institutional Equity serves as a vital resource and leader in promoting and furthering the university's commitment to diversity and equal opportunity for all members of its community. OIE works with partners on campus to foster and support an environment that is inclusive, respectful and free from discrimination and harassment.

## **Office of the Ombuds**

The Ombuds office is a place where student questions, complaints and concerns about the functioning of the University can be discussed confidentially in a safe environment. The Office offers informal dispute resolution services, provides resources and referrals, and helps students consider options available to them. The Office operates independently as a supplement to existing administrative and formal dispute resolution processes and has no formal decision-making authority. The Office is not an advocate for either side in a dispute. Instead, the Ombuds Office is an impartial advocate for fair and consistent treatment. The Office reports administratively to the Vice President for Student Life.

## **Office of Student Conflict Resolution (OSCR)**

The Office of Student Conflict Resolution (OSCR) provides a variety of programs and services designed to support a safe and peaceful community and help Michigan students learn how to manage and resolve conflict peacefully. Adaptable Conflict Resolution (ACR) services such as mediation are also available free of charge to all Michigan students.

## **Spectrum Center**

With sexual orientation, gender identity, and gender expression as its framework, the Spectrum Center is committed to enriching the campus experience and developing students as individuals and as members of communities. Their work is accomplished through a student-centered, intersectional lens.

## **Student Financial Services**

Student Financial Services manages student account billing and collection at the University of Michigan. There are many resources available throughout this section of the Financial Operations website to assist the University's students with managing and understanding the student bill.

## **Sexual Assault Prevention and Awareness Center (SAPAC)**

The Sexual Assault Prevention and Awareness Center (SAPAC) provides educational and supportive services for the University of Michigan community related to sexual assault, dating and domestic violence, sexual harassment, and stalking. They are committed to fulfilling this mission in a culturally sensitive, empowering, and empathic way. SAPAC offers a number of services to the University of Michigan community including education and training, information and referral, crisis intervention, advocacy, and special events. In addition, SAPAC offers rewarding volunteer opportunities in the networking, publicity, & activism; peer education; and men's activism programs.

## **Trotter Multicultural Center**

The Trotter Multicultural Center promotes a campus and community environment in which all students can prosper academically and socially. The Trotter Center offers ongoing programs and events and free, reservable meeting and event space for registered student organizations.

## **University of Michigan Comprehensive Depression Center**

The mission of the University of Michigan Comprehensive Depression Center is to detect depression and bipolar disorders earlier, treat more effectively, prevent recurrences and progression, counteract stigma, and improve public policy.

## **University of Michigan Emergency Alert System**

U-M Emergency Alert is a mass, urgent notification system, composed of a variety of methods by which the University can notify students, faculty, and staff of an active, major campus emergency. When the U-M Department of Public Safety (DPS) determines there is an active emergency in which the public safety of the campus may be at risk, DPS will initiate an urgent notification through the U-M Emergency Alert system. You can register your preferred method of contact through Wolverine Access.

## **University Psychological Clinic**

The University Psychological Clinic provides psychoeducational evaluations and evidence-based psychotherapy to students and faculty at the University of Michigan as well as members of the local community and southeast Michigan.

## **Veteran & Military Services**

Located in the Office of New Student Programs, the Veteran & Military Services Program (VMSP) helps students make the transition from active military duty to U-M, and from U-M to active military duty. The VMSP provides resources and support to help student veterans make the most of their U-M experience.

## **Wolverine Wellness**

Part of University Health Services that works across campus to support and improve student wellness. Individual services include Wellness Coaching, anonymous HIV testing, IMEP (Individual Marijuana Education Program), and BASICS (Brief Alcohol Screening and Intervention for College Students).

# 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](mailto: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](mailto:umsi.students.all@umich.edu) and their relevant degree program email list as follows:

- BSI students: [umsi.students.bsi@umich.edu](mailto:umsi.students.bsi@umich.edu)
- MHI students: [hi.students.masters@umich.edu](mailto:hi.students.masters@umich.edu)
- MSI students: [umsi.students.msi@umich.edu](mailto:umsi.students.msi@umich.edu)
- MADS students: [umsi.students.mads@umich.edu](mailto: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](mailto: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](mailto:umsi.all.open@umich.edu), 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](mailto: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](mailto:umsi.computing.questions@umich.edu).

## BSI Student Laptop Policy

The School of Information requires that all students entering the BSI 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. 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

## U-M Online Directory

As a U-M student, you have an entry in the University of Michigan Online Directory, MCommunity. You should check this once you have your UMSI account to make sure your address is current and that your e-mail address is included. Inclusion in this directory allows others to find your e-mail address and other contact information (should you decide to provide it).

# 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	<p>Non-attendance and/or failure to complete assignments would be expected in the face of:</p> <ul style="list-style-type: none"> <li>• Family crises or physical difficulties requiring the student to leave campus.</li> <li>• A debilitating mental health condition that makes it impossible for the student to go to class or attend to other business.</li> </ul> <p>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:</p> <ul style="list-style-type: none"> <li>• A student breaks a leg and can't complete a dance class</li> <li>• A student with a documented anxiety/panic disorder is unable to complete a class that involves public speaking</li> <li>• 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).</li> </ul> <p>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?</p> <p>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)?</p> <p>Will the change affect the student's athletic eligibility for the term in question (which could disqualify their team per NCAA rules)?</p>
Documentation Required from Student	<ul style="list-style-type: none"> <li>• Attendance or other verification from the instructor indicating the student did not complete the course</li> <li>• 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.)</li> <li>• Physician's documentation concerning relevant physical or mental circumstances.</li> <li>• Documentation of other extenuating circumstances (obituary or other evidence of family emergency)</li> </ul>

	<ul style="list-style-type: none"> <li>• 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)</li> </ul>
Required School or College Signature	<p>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.</p> <p>Forward signed form(s) along with completed Withdrawal Notice or Election Change Form to:</p> <p>Assistant Registrar for Records and Enrollment Office of the Registrar 1210 LS&amp;A Building 500 S. State Street Ann Arbor, MI 48109-1382</p>
Notification from the Office of the Registrar	<p>The Office of the Registrar will notify the school or college:</p> <p>When the request is received, Update on status (record changed, or request denied with reason stated).</p>

# 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 xed, 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 Canvas 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](#).



