

Student Handbook

Master of Applied Data Science



About this handbook...

This handbook is a helpful guide for new and continuing MADS students. As an enrolled student at UMSI, you are responsible for knowing and understanding the content of this handbook. If you have questions or comments about what is contained in the MADS Student Handbook don't hesitate to contact us at umsi.advising.mads@umich.edu. This is a living document. As the MADS program evolves, we anticipate so too will the handbook. We will alert students to any significant changes if and when they occur. Some parts of this Handbook are also contained in other sections of the Master of Applied Data Science Student Orientation course.

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The School of Information

The School of Information Mission Statement is available [online](#). We believe that Information Changes Everything.

For the most up-to-date information about UMSI faculty and staff, visit our [online directory](#) which includes a complete listing of faculty, lecturers, visiting faculty, PhD students, and staff. Areas of research interests are also listed.

Academics

Master of Applied Data Science (MADS)

The curriculum of the Master of Applied Data Science is evolving to meet your needs. Rather than reproduce details of the program here, we ask that you refer to [MADS Degree Requirements \(Google doc\)](#) and the appropriate section of the [Master of Applied Data Science Student Orientation](#) for information about the MADS curriculum, degree requirements, and academic planning and course scheduling. This handbook includes policies, procedures, program and service offerings, and other helpful information.

Summary of Degree Requirements

To earn a Master of Applied Data Science at the School of Information, you must complete a minimum of 34 credit hours of SIADS coursework, with a cumulative grade point average of a B (3.0) or better, including required coursework and electives.

Drop/Add Policy

You can drop courses in Wolverine Access up to one week after each session begins without incurring monetary penalties or a “W” (indicating withdrawal) on your transcript. The drop/add deadlines for each MADS session are posted on the Office of the Registrar’s website under [Student Registration Deadlines](#) (click “Master of Applied Data Science Online Program” under Professional School Calendars).

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 Eastern Time on the last day of the current MADS session.

Adding classes after the drop/add deadline requires an [online](#) late add request in Wolverine Access. The instructor should also email umsi.registrar@umich.edu to request that a seat be opened for you.

Waitlists

MADS courses are delivered in such a way that waitlists are generally not necessary. However, if you are unable to register for a course that you have all necessary prerequisites for, please email the UMSI Registrar Team at umsi.registrar@umich.edu for assistance with registration. If you cannot register for a course due to missed prerequisites, please contact the MADS Academic Advising Team at umsi.advising.mads@umich.edu for assistance with your academic plan.

Overrides/Permission to Enroll

It is unlikely that MADS students will need overrides; however in the event where a MADS course requires one please follow the protocol listed below. If Wolverine Access is not allowing you to register for a course, and there are seats available, please request an override by emailing the UMSI Registrar Team at 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., SIADS 501), and section number (001, 002, etc.). 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.*

Prerequisites

Course prerequisites are listed in the U-M Course Catalog in Wolverine Access. There are two types of prerequisites listed in the system: “advisory prerequisites” and “enforced prerequisites”. An advisory prerequisite is a recommendation that students complete specific coursework before taking a subsequent course. An enforced prerequisite prohibits students from taking a course if they have not completed a specific course with a passing letter grade (C- or better). Students are responsible for adhering to posted prerequisites and may be required to drop courses for which students do not meet the requirements.

Course prerequisites are established to ensure students have the necessary knowledge and skills as they progress through their degree program. Exceptions to prerequisites are rarely granted. For any SIADS course, except Milestone I (SIADS 593), Milestone II (SIADS 696), and Capstone (SIADS 699), the course instructor may grant a one-time exception to the prerequisites specific to their course. Exceptions do not apply to other courses with the same prerequisite or count toward degree requirements (e.g., students are still required to take the prerequisite course to fulfill degree requirements).

If a student wishes to request an exception to a course prerequisite, they may contact the course instructor to request permission. Students can find the name of the course instructor(s) in the U-M Course Catalog in Wolverine Access (if there are multiple instructors, please contact the first instructor listed). In the request to the instructor, please specify which prerequisite(s) are missing and include a summary of other experiences (academic, professional, etc.) that have prepared the student for the

course. If the instructor approves the request, the student and instructor must notify the UMSI Registrar & Student Services Team (umsi.registrar@umich.edu) for processing.

Independent Study

Students who want to pursue an independent research project or explore a data science topic not currently being offered within an existing course may consider enrolling in an independent study course(s). Students may count a maximum of two (2) Independent Study credits toward the MADS degree. To enroll in an independent study course, SIADS 691: Independent Study, propose a paper or project to a UMSI faculty member (mentor). Students may identify a mentor from all regular UMSI faculty, clinical faculty, lecturers III and IV, as well as faculty with courtesy appointments. With the faculty member, determine one (1) to two (2) credits of work. Content, assignments, meeting times, and grade requirements are arranged with the faculty member; however the expected scope of work should roughly comply with the one (1) credit per month MADS model. It is encouraged, although not required, to enroll in back-to-back SIADS 691 sessions if electing two (2) credits.

Visiting (“Auditing”) a SIADS 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 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 the UMSI Registrar Team at umsi.registrar@umich.edu) to request a change to official visit status. The form must be signed by the instructor and by the UMSI Registrar or your MADS academic advisor. 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. 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.

Petition for Modification or Waiver of Policy

The School of Information policies are detailed in this student handbook. 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 a [UMSI Petition 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 must 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 first contact the MADS Academic Advising Team at umsi.advising.mads@umich.edu to discuss your petition request with an advisor.

Term Withdrawal

To withdraw from all classes/credits for a given term, you must submit a term withdrawal form, available from the UMSI Registrar Team (umsi.registrar@umich.edu) and have approval from the School of Information. If you must withdraw from the term, 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 to avoid a “W” (indicating withdrawal) on your transcript and additional monetary penalties. Please contact the MADS Academic Advising Team at umsi.advising.mads@umich.edu to discuss your academic plan prior to withdrawing.

Leave of Absence

If you decide to take a leave of absence and have not yet used the online course registration, you do not need to submit any paperwork, but should notify the MADS Academic Advising Team at umsi.advising.mads@umich.edu of your intentions. If you have already registered for classes you will need to submit a term withdrawal form available from the UMSI Registrar Team (umsi.registrar@umich.edu).

To register for classes following a term in which you were not enrolled, you will need to contact the Office of the Registrar by email at ro.registration.questions@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 year (12 months) will have to apply for readmission to UMSI.

Time Limit

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.

Grades and Grading Policy

To earn a Master of Applied Data Science degree from the University of Michigan School of Information, you must complete a minimum of 34 credit hours of graduate coursework, with a minimum cumulative grade average of B and a minimum grade of C- or greater in any course, including all required courses.

Within the 34 credit hours of graduate coursework, a minimum of 34 credits must be coursework taken within the MADS program (SIADS courses). Additionally, you must complete all Milestone and Capstone courses. Currently MADS does not accept transfer credit of any kind including credit earned from other academic programs or MOOC certificates.

Letter Grades and Points

The method of grading is the letter-grade system (A, B, C, D, E), except for special courses as noted. Courses in which D or E grades are earned do not count for degree credit. Grades of + and – may be given to graduate students whenever such fineness of discrimination is possible. These letter grades are translated into points for each hour of credit in a course as indicated in the following table.

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

D	1.0	Extremely poor performance. Course does not count for degree credit. If given for a required course, the course must be repeated.
D-	0.7	Near failure. Course does not count for degree credit. If given for a required course, the course must be repeated.
E	0.0	Failure. Course does not count for degree credit. If given for a required course, the course must be repeated.

Grade of Incomplete (I)

If a MADS student needs to drop a course, effort should be made to do so within the first week (or seven days) from when the course starts, before the MADS drop/add deadline. However, when extenuating circumstances prevent completion of coursework by the end of the MADS session, and the student participated in the course past the standard MADS drop/add deadline, a grade of incomplete ("I") may be assigned.

To request an "I" grade for a course that has not been awarded a letter grade or course withdrawal (W), students must complete the [MADS Incomplete Request Form](#) as soon as possible, and no later than the last day of the MADS session (11:59 PM Eastern Time). After the request is submitted, an academic advisor will partner with the student to create a plan for resolution of the incomplete, typically through placement and participation in the course in a future session. Students with an active incomplete from a previous session are also required to meet with an academic advisor when requesting an incomplete.

The MADS Academic Advising team will notify the course instructor when a student's request for an incomplete is approved so that an "I" can be submitted as the student's final course grade.

An "I" grade is not calculated into the student's term or cumulative GPA. The grade point average is based on credit hours of completed work.

An "I" grade can be changed to a letter grade only if the incomplete is resolved within one year (12 months) from the end of the term in which the course was started, regardless of the student's subsequent enrollment status. If an "I" remains on a student's record after that point, it becomes a lapsed incomplete, or a permanent "I" grade, and credit can only be earned by retaking the course under a new registration. Students planning to resolve the incomplete through placement and participation in a future session may be manually enrolled in the course one (1) time (within one year from the end of the term in which the course was started).

An incomplete has one of three statuses:

- **Active Incomplete:** The "I" grade is within the resolution deadline (within one year from the end of the term in which the course was started) and may be able to be changed to a letter grade and counted toward degree requirements.

- Resolved Incomplete: This status refers to a course that previously had an “I” grade, but has been subsequently completed and received a letter grade. The letter grade replaced the “I” grade.
- Lapsed Incomplete: An “I” grade that has passed the resolution deadline (one year from the end of the term in which the course was started) and is not eligible to be resolved. The lapsed incomplete remains on the transcript but will be excluded from the Degree Audit in Wolverine Access, as it does not count toward degree requirements.

For more information about requesting an “I” grade, please refer to the [MADS Incomplete Policy Student Guide](#).

Academic Standing

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

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

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

Good Standing

A student in good academic standing:

- Has a cumulative grade point average of 3.0 (B) or better;
- Is making satisfactory progress toward the completion of degree requirements and is within the time limits of the degree program, including approved extensions;
- Has not been found to have breached the academic integrity policy, such as plagiarism or cheating, or other unethical practices in academic work. (Refer to the [Professional and Academic Integrity Policy](#) for additional information.)

A student not making satisfactory academic progress may be required to meet with the Director of Student Success to discuss whether the student may need an academic break or continue to enroll.

Examples of not making satisfactory progress include withdrawing from the term or earning multiple W, I, or unsatisfactory grades in a term. Additionally, satisfactory academic progress has implications for financial aid - students who are receiving financial aid must maintain [satisfactory academic progress as defined by the Office of Financial Aid](#) in order to maintain eligibility for financial aid.

Academic Progress Notice

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

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

Academic Break

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

Reinstatement

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

Dismissal

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

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

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 Director of Student Success and Residential Programs, 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 Director of Student Success and Residential Programs.

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.

Proctoring

In order to maintain standards of academic integrity and to mitigate risk of plagiarism there are occasions throughout the MADS program where students will be asked to participate in live proctored exams. These exams will likely be proctored by a third party company UMSI contracts with to manage

the proctoring process. MADS students will know ahead of time when a test is proctored, and will have the opportunity to schedule proctoring at a time that is convenient for them.

Understanding 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. There is a comprehensive overview of what constitutes plagiarism, especially as it relates to computer programming, in this Orientation. The University Library also 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. MADS students, as they complete their degree on Coursera, are required to uphold the [Coursera Honor Code](#) which includes registering for only one account, using your own work for homework, quizzes, and exams except when explicit permission is given to collaborate, not sharing solutions with others unless given explicit permission by the instructor, and not engaging in activities that will dishonestly improve or damage your results or the results of others. If a MADS student violates the Coursera Honor Code in a Coursera learning opportunity (MOOC, degree course, etc.) this is considered a violation of the UMSI MADS academic and professional integrity policy as well.

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 the UMSI Faculty and Others in the University Community

The UMSI faculty is 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 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 and Professional Misconduct

Forms of Academic Misconduct

Offenses against the standards of academic integrity include the following:

- 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. Language or behavior that is threatening, disruptive, abusive or hostile can make the workplace so unsafe or unpleasant that others cannot do their work. However, graduate 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:

State and Federal Laws: Students, like all members of the University community, are expected to abide by all State and Federal laws.

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 to graduate 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 site on policies and research responsibility.

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.

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.

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).

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.

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).

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

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

Other Fraudulent Behavior: This includes actions, taken individually or with other people that the 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.

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.

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.

Additionally resources, as well as the Academic Dispute Resolution Process and Formal Student Appeals Process can be found [here](#).

Petitions

The UM School of Information (UMSI) policies appear in the student handbooks for each program. 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 the [UMSI Petition 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 must 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.

Accommodations for Students with Disabilities Policy

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 MADS Academic Advising Team at umsi.advising.mads@umich.edu.

If you have a concern regarding disability accommodations in terms of fairness and equity, contact the Associate Director of Academic Programs and/or refer to the 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.

UMSI Student Parental Accommodation Policy

The Student Parental Accommodation Policy assists graduate students immediately following the birth or adoption of a young child. The purpose of this policy is to make it possible for a student to maintain registered full time student status, along with all the benefits of such status, while facilitating the return to full participation in courses, research and teaching.

The policy applies to full time, enrolled students who are in good academic standing, and making satisfactory progress toward completion of their degree. Students must have completed at least one full time semester of their degree program to become eligible for coverage under this policy. The policy covers the situation of students who experience childbirth or the adoption of a child under the age of 6 for whom the student has parental responsibilities. These eligibility requirements cover all three provisions of the policy.

The three primary accommodations available are:

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

Funding

Conference Presentation Travel Grant

Generally funding is provided to **support only primary presenters at a field related conference**. Requests for funding must be made at least two weeks in advance of the trip. Requests can be made up to 120 days following graduation if the conference is related to coursework or research done while a student. Conference travel grants are based on availability of funds.

MSI, MHI, and MADS students interested in requesting a travel grant to assist with travel expenses to present at a field related conference should fill out the [Travel Grant Request Form](#).

MSI, MHI, and MADS students can receive up to **\$2,000** for the academic year (September 1 - August 31). Per grant, a student can receive:

- Up to \$2,000 for US locations outside of the contiguous 48 states and other international locations.
- Up to \$1,000 for US locations within the contiguous 48 states.

It is important to note that the awarded amount is based on the student's expected budget.

Eligibility

MSI, MHI, and MADS students are eligible to apply for a UMSI Conference Presentation Travel Grant if:

- The student is in good academic standing; and
- The work being presented is related to coursework or research done at UMSI
- The student has been accepted as the primary presenter of a poster or paper at a field related conference OR the student has been accepted to present a case/presentation at a scholarly competition.

Expectations

- If a student is traveling internationally, they must complete the [UM Travel Registry](#).
- Students do not need to submit receipts or sign a student payment form when they return from their trip.
- Your request will be reviewed and you will be notified of the status of your award within 5 business days.
- The awarded amount will be transferred to your student account prior to travel.

Exceptions

- Students traveling for non-educational purposes will not be awarded travel grants.
- Students funded by a faculty member must go through a reimbursement process saving all itemized receipts and emailing umsi.funding@umich.edu.
- Students traveling on behalf of UMSI or SPH (Sponsored by departments such as OASA, Marketing and Communications, Development and Alumni Relations) will not be awarded a travel grant on top of the reimbursements they receive from the department.
- Please notify the UMSI Funding Team at umsi.funding@umich.edu if you are receiving any funding other than the UMSI travel grant. This information can be reported via the [Travel Grant Request Form](#).

Other Funding Sources

- Some funding is available through [UMSI DEI](#) for students who do not qualify for the UMSI Conference Presentation Travel Grant.

Financial Aid and Tax Impact

This award is considered as taxable income. International students will have taxes withheld prior to receiving funds, so the actual award amount may be less than indicated above.

For students who qualify for need based financial aid, a UMSI Conference Travel Grant may reduce the original amount of your loan. If this is the case, you will be notified by the Funding Team prior to the team posting the award to determine if you would still like them to post the award.

To determine if your existing aid will be impacted by the award, you can make a copy of your application before submitting it to UMSI, and contact the Office of Financial Aid.

Reimbursements

University of Michigan travel expense policies including but not limited to mileage, per diem rates and other helpful information can be found here: [Procurement Travel Expense Policies](#).

Students funded by a faculty member must go through a reimbursement process saving all itemized receipts and emailing umsi.support@umich.edu. If you plan to use a UMSI travel grant, please see the conference travel grant section above.

Travel expense reports are due no later than 30 days after the completion of the trip.

Students traveling in a student role (academic course *required* field excursion) should submit receipts to the Funding Team, umsi.funding@umich.edu.

Student employees traveling in their employee roles should submit expense reports in Concur. Receipts not submitted within 30 days may result in non-reimbursement. Original itemized receipts are required for all travel-related expenses.

The UMSI Student Payment Form must be included with any expense report for student travel (whether the student is traveling in a student role or an employee role). This form is available in the UMSI Office of Academic and Student Affairs, 333 Maynard Suite 500, or from the UMSI Funding Team at umsi.funding@umich.edu.

Engaged Learning Course and Project Funding

The Engaged Learning Office offers financial support for students and student teams working on engaged learning projects in the curriculum. This includes BSI capstone projects, applied mastery course projects, other client-based course projects, and projects related to co-curricular ELO and UMSI programs. Preference is given to students/teams working with community-based organizations who cannot provide financial support for certain aspects of the project, including user research, transportation, etc. Students and student teams are encouraged to inquire about other needs. Students can learn more and apply at umsi.info/elo-funding.

Computing and Technology

UMSI Email Groups Protocol

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

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

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

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

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

Please note the following expectations:

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

MADS Slack Policy, Standards, and Practices

The [MADS Slack workspace](#) is an official communication tool used by the entire community of MADS faculty, staff, and students. As a MADS student, you are expected to join and participate in the Slack workspace.

As a MADS student, you will be automatically added to the following channels:

- **#official-announcements:** Important news and updates from the MADS program to MADS students. (This channel is read-only.)
- **#orientation:** Ask questions and connect with other incoming MADS students.
- **#discussions:** Discuss data science trends/events, the MADS program/courses, and more. Post general data science questions to discuss.
- An official course channel for each course you are enrolled in. Every MADS course has a new private channel created each session the course runs.

Additionally, there are many public channels available for you to join, like **#peer-to-peer-advice** (for MADS advice from current students) or **#mads-michigan** (for MADS students living in or visiting Michigan). There are channels by industry, interest, and geographic location. To view a list of current channels categorized by official, academic, regional, community-based, random/interests, professional/events, cohort-based, etc. refer to [MADS Slack Workspace Community Channels](#).

As an official communication tool, each workspace member is responsible for their communication and behavior while using Slack. [MADS Slack Policy, Standards, and Practices](#) details expectations for communication and behavior, workspace administration, and best practices for using Slack.

Student Life

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

Reference to [UM Facilities Posting Policy](#) for exterior building posting policy.

Relevant University of Michigan Policies

Statement of Student Rights and Responsibilities

The University of Michigan 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 Policy

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 Interim 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.

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](#).

Graduation Procedures

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.

Adherence to Policies Not Outlined Above

In an instance where a MADS policy is not clearly outlined in this document, UMSI reserves the right to defer to existing UMSI, Rackham Graduate School, or U-M policy.