



UW-Madison Information School Student Handbook

MS Information

(Last revised January 2022)

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Department and Campus Contacts

Name	Title	Email	Contact for...
Choi, Dennis	Admissions & Recruitment Coordinator	dhchoi@wisc.edu	
Greiber, Jenny	MS Program Manager & Certificates Coordinator	jgreiber@wisc.edu	General questions and advising (MS), student concerns, additional resources
Hendricks Cobb, Tanya	Student Services Coordinator	tcobb@wisc.edu	Specific student concerns (MA), additional resources for students (MA)
Maurer, Amy	Univ. Services Program Assoc.	asmaurer@wisc.edu	Payroll dates & questions, help with time & leave entry
Sylte, Steve	HR Assistant	ssylte@wisc.edu	Offer letters, new employee paperwork and requirements (I-9, W-4, Direct Deposit, benefits, background checks)
Ushman, Lori	Department Administrator	ushman@wisc.edu	Human resources management & policies/procedures, new employee start-up information (NetID activation, offer letters, funding, benefits, visas)
Wiessinger, Nicole	Associate Director	wiessinger@wisc.edu	General questions, student attendance concerns (MA)
Wyeth Woerpel, Lisa	Curricular Representative	wyethwoerpel@wisc.edu	Course enrollment, course evaluations, issues or questions
Group		Email	Contact for...
DoIT Help Desk		help@doit.wisc.edu	Technical assistance with campus-supported tools
Helen C. White IT		hcwit@hcw.wisc.edu	Technical assistance with

		department tools & A/V
iSchool Library	ischoollib@library.wisc.edu	Library reserves (physical and e-reserves) and copies of previous syllabi
Online TA	online-ta@ischool.wisc.edu	Canvas troubleshooting and other instructional tech needs

Information School Mission

The mission of the Information School of the University of Wisconsin-Madison, is to:

1. educate responsible leaders, critical thinkers, and creative innovators in the information professions who are adept in the creation, retrieval, use, and curation of information in all its forms, who are able to provide access to and understanding of information for all those who need or seek it, and who contribute to individual and collective knowledge, productivity, and well-being;
2. create and disseminate research about past, present, and future information users and uses, the processes and technologies vital for information management and use, and the economies, cultures, and policies that affect information and access to it;
3. contribute to the development of the faculties of information schools through a doctoral program built on interdisciplinary research and teaching excellence; and
4. provide useful service to information professionals, the people of Wisconsin, and all information users.

Approved 8/13

Program Level Learning Outcomes

The Masters of Science (MS) Information degree aims to give students the opportunity to obtain the technical skills needed to understand systems, and the critical thinking, design and communication skills to govern and critique them

Students who successfully complete the Master of Science degree in Information achieve the following program-level learning outcomes:

1. Integrate concepts from information/data management, digital technologies and human behavioral and cultural practices to help solve organizational, community or social challenges.

2. Use legal or ethical principles to critique data and information management practices.
 3. Apply principles of information science to organizational data and information management endeavors.
 4. Use quantitative analysis methodologies and tools to inform decision making.
 5. Demonstrate professional communications, teamwork, and awareness of cultural competencies.
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Advising, Program Planning and Extracurricular Involvement

Advising

The Information School (iSchool) will offer online group advising for both the online and on-campus programs in the summer prior to registration for initial fall classes. Information about these sessions will be sent to all matriculating students, and recordings will be made of the sessions so those who cannot attend may view them later. Additional opportunities for advising will be available during the program's orientation session. Each student will be assigned an individual iSchool academic advisor shortly afterward.

Ongoing advising:

Each semester after first enrollment, the Program Manager, will hold a group advising session to answer questions and remind students about requirements. Students are also strongly encouraged to meet with their assigned iSchool academic advisor each semester around iSchool Advising Week, which occurs each fall and spring semester prior to registration. During iSchool Advising Week, all advisors will make times available for students to sign up for advising appointments. Advisors will communicate their availability prior to iSchool Advising Week. Students are also encouraged to reach out to their advisor throughout the academic year. The advisor serves as an important resource in a student's toolkit for academic success.

Advising Sources:

MS Program Manager:

Provides information on MS Information requirements, graduate school rule questions, visa issues, career interests

Assigned faculty advisor:

Provides information on electives selection, career interests, getting involved with research.

Enrollment Holds

There are a variety of reasons why it may be necessary to require a student to meet with their advisor (general check-in, academic performance, well-being concerns, graduation check, etc). An advisor and/or iSchool administrator may place an enrollment hold on a student's account. The student and advisor will receive a communication indicating the reason for the hold and the necessary steps to get it removed. The student data and enrollment coordinator may place a hold on a student's account per the request of the advisor and/or iSchool administrator.

No-Fault Advisor Change Policy

Students may change academic advisors at any time and for any reason. Once a new advisor has agreed to advise, students must have that advisor sign the Advisor Change form (available from the iSchool website: <https://ischool.wisc.edu/wp-content/uploads/2020/09/Change-of-advisor-form-REV090820.pdf>) and submit the completed form to the Student Data and Enrollment Coordinator. Students do not have to tell former advisors about the change.

Career Advising

The Program Manager, maintains online career information and arranges career-preparation and networking events. The Program Manager also meets one-on-one with students to help evaluate résumés and cover letters, prepare for job interviews, and suggest opportunities. Students who are close to graduating are encouraged to check in with the Program Manager and their academic adviser about their career goals.

Program Planning

Relevant Graduate School policies can be found at <https://grad.wisc.edu/academic-policies/>.

Credit Load for Completing the M.S. Degree

A minimum of eight credits in a regular semester is considered full time at the graduate level. Because iSchool students are expected to gain hands-on experience through paid or volunteer work while in the program, in addition to involvement in iSchool Professional Organizations, students are highly encouraged to take a maximum of 9-10 credits each spring and fall semester, maximum of 6 credits in the summer term, and 3 credits in the intersession (a three-week session held in late May to early June). During the spring and fall semesters, the *minimum* credit load is 2 credits. Students who plan to graduate at the end of the summer term must also be registered for at least 2 credits. Graduate-level study, in contrast to undergraduate courses, places heavy reliance on out-of-classroom work. Students should expect every 3-credit course to be equivalent to 10-12 hours of work per week, and avoid excessive commitments.

International Students must maintain full-time enrollment each fall and spring semester to maintain valid F-1 or J-1 student visa status. For more information visit: <https://iss.wisc.edu/resources/academic-resources/academic-resources-enrollment-requirements/>

Think Ahead: Fixed Course Schedule

The required MS Information courses are offered on a fixed schedule. Students must take the required courses on schedule in order to complete the degree in a timely fashion. If students skip a fixed schedule course, they may have to wait several semesters for it to be offered again. The MS Information program requires a 3-credit internship course. The iSchool recommends students take the 3 credit internship course the summer after their first year in the program. The iSchool MS Information website lists the course schedule; not every course is offered every semester, making course mapping/planning worthwhile.

Interrupted Programs/Leave of Absence

Students who find they must skip a fall or spring semester must follow instructions for Readmission to the Graduate School (See “Leave of Absence” Policy: <https://grad.wisc.edu/documents/leave-of-absence/>) and pay an application fee again. Students should notify their academic advisor in writing and copy the Student Data and Enrollment Coordinator for instructions. This should be done as early as possible to assure space in that term.

Note that time limits apply; see <https://grad.wisc.edu/documents/readmission/> Per Graduate School policy, typically master’s degree students who have been absent for five or more consecutive years lose all credits that they have earned before their absence. Because of the rapid change in the field, time limit policy appeals are rare.

Revised 1/19

Extracurricular Involvement

The iSchool strongly encourages students to take part in extracurricular activities to gain leadership experience and build a network of colleagues among fellow students and working information professionals.

Governance: Most iSchool standing committees hold positions for iSchool master's students, on-campus or online. Standing committees generally meet once per month during the academic year. Students interested in guiding the iSchool's future should ask their advisor about position availability, ideally near (or even before) the beginning of the fall semester.

Student Organizations: The iSchool sponsors several student chapters of national information organizations. Participation opportunities and leadership positions are available to students across the iSchool. To view current iSchool student orgs see: <https://ischool.wisc.edu/current-students/student-organizations/> Students are encouraged to organize new student organizations based on emerging interests.

Research: MS Information students are encouraged to get involved with faculty research projects. Students may engage in research through 999 enrollment, volunteering, or through a paid hourly research position. MS Information students cannot hold research assistant positions that trigger tuition reimbursement.

Employment: MS Information students are eligible for hourly student jobs on campus as long as those jobs do not trigger tuition remission. The program encourages students to take hourly positions relevant to their career goals or research interests. **RA, TA and PA positions are not permitted.**

Volunteer: The Morgridge Center for Public Service facilitates volunteer connections between UW-Madison students and larger communities: <http://morgridge.wisc.edu/>.

Professional Organizations: Local, state, and national professional organizations also welcome student involvement, and student membership fees are set invitingly low. Some online students find that local organizations provide significant networking opportunities.

Policies and Guidelines

Difficulties with Writing or Coursework

Many students find graduate-level writing unfamiliar or difficult. Among other challenges, it involves integrating information from numerous sources without plagiarizing, and using one or more standardized citation style. iSchool faculty and staff encourage students to consult the Writing Center, conveniently located above the iSchool on the sixth floor of Helen C. White Hall. The Center also consults with online students via email. See their web site: <https://writing.wisc.edu/> or call 608-263-1992.

Students getting behind in their courses, or having trouble in any way, should talk to their instructors, their advisor, or the Student Services Coordinator as soon as possible. Delay may make amending the situation difficult or impossible.

Accommodations

iSchool faculty and staff aim to provide a welcoming and accessible learning environment for all students. We want each student to be as successful as possible, and to feel fully included in all teaching and learning associated with the program. Students with special needs should contact their instructors early each semester to let them know the situation. Students who need academic accommodation must consult the McBurney Disability Resource Center as soon as possible to learn about available services and manage documentation for accommodation requests. See their web site <http://www.mcburney.wisc.edu/> or call 608-263-2741.

Individuals have the right to use facilities consistent with their gender identity. A single-stall gender-neutral restroom is available at 4237 Helen C. White Hall. For a listing of the locations of gender-neutral restrooms across campus, please see: <https://lgbt.wisc.edu/documents/uw-madison-gender-neutral-restrooms/>

International Students

Holders of F-1 and J-1 visas must observe restrictions related to online coursework: Visit <https://iss.wisc.edu/students/current-students/online-course-enrollment/> for further information. UW-Madison requires that international students in the on-campus program be enrolled in an on-campus class the semester they graduate. On-campus international students must not plan to take only online courses in their final semester. International Student Services (ISS; <http://www.iss.wisc.edu/>) offers a wide variety of services and programs to international students at UW-Madison. The ISS staff provides information and programs to international students about the campus and community and provide support and assistance concerning visas and related immigration issues.

Hate and Bias Resources

As the Multicultural Student Center states on its [Hate and Bias Resources page](#):

The University of Wisconsin-Madison values a diverse community where all members are able to participate fully in the Wisconsin Experience. Incidents of bias or hate affecting a person or group create a hostile climate and negatively impact the quality of the Wisconsin Experience for community members. UW-Madison takes such incidents seriously and will investigate and respond to reported or observed incidents of bias.

The iSchool is a learning community in which all members (students, faculty and staff) should feel valued and safe. Any student impacted by an act of hate or bias is encouraged to file a confidential report and receive support through the resources listed here: <https://msc.wisc.edu/hate-bias-resources/>.

Sexual Harassment

The iSchool follows all UW-Madison policies with regard to sexual harassment and discrimination. All incoming students are required to complete University Health Service's online violence-prevention program.

Students who feel they have been sexually harassed can:

1. Seek advice. We encourage students to speak with the iSchool Student Services Coordinator, the iSchool HR Administrator, the iSchool Director or Associate Director, or any campus resource to discuss options for resolution. Students who speak with a University of Wisconsin faculty or staff member should be aware that "Under Title IX, all UW-Madison faculty and staff, with the exception of employees who provide or support the provision of advocacy, counseling, health, mental health, sexual assault-related services or disability-related services, are expected to report incidents of sexual harassment, sexual misconduct or sexual violence to the campus Title IX Coordinator." (UW-Madison Provost's Memo of May 11, 2015)

The following confidential sources of information and support on campus may be helpful:

- a. UHS Survivor Services (<https://www.uhs.wisc.edu/survivor/>)
- b. UHS Counseling and Consultation (includes 24 hour phone line) (<https://www.uhs.wisc.edu/mental-health/>)

For a more complete list, see:

<https://compliance.wisc.edu/titleix/campus-procedures/reporting/complainant/confidential-resources/>

2. Students may choose to seek informal resolution and/or file a sexual harassment complaint. The campus Title IX, Office of Compliance contains sexual harassment information and resources, including a form to file a formal complaint:

<https://compliance.wisc.edu/titleix/campus-procedures/reporting/complainant/>

3. Students may find it helpful to seek support from a trusted colleague.
4. Students may want to keep notes of what happened, when, where and who was present, and retain copies of any correspondence.
5. Students may consider informing the individual(s) involved that the conduct is unwelcome and that they expect it to stop.

Academic and Non-Academic Misconduct

The iSchool follows the Graduate School's academic and non-academic misconduct policies and procedures in full. Consult the following websites for information:

- Graduate School Academic Misconduct Policy:
<http://grad.wisc.edu/acadpolicy/#misconductacademic>
- Graduate School Non-Academic Misconduct Policy:
<http://grad.wisc.edu/acadpolicy/#misconductnonacademic>
- Dean of Students Non-Academic Misconduct Standards Statement:
<http://students.wisc.edu/doso/nonacadmisconduct-statement.html>
- Dean of Students Non-Academic Misconduct Process:
<http://students.wisc.edu/doso/nonacadmisconduct.html>

Access to Student Records

The Family Educational Rights and Privacy Act of 1974 (FERPA) gives students the right to review educational records that are maintained about them, and restricts access to these records by others. A helpful overview available from the Office of the Registrar (http://registrar.wisc.edu/ferpa_overview_fac.htm) explains campus application of this law. Below is an outline of the application of the law within the iSchool.

Students may see their electronic student record by asking the Student Data & Enrollment Coordinator in the iSchool office. The other set of records is an electronic file kept for each student and recent graduate containing application materials, copies of correspondence, and various administrative and academic records. Students wishing to review their file may make an appointment to see the Student Services Coordinator, to determine if any materials in the file are not subject to review, such as confidential letters written before January 1, 1975, or letters they have waived their right to see. All other materials are open to their inspection.

The iSchool is not one of the campus offices authorized to give out transcript information; transcript requests will be referred to the Registrar. The iSchool will not disclose information from students' educational records to others without students' prior consent. Only permanent iSchool faculty and staff have access to student records, and they may obtain only that information relevant to the discharge of their responsibilities in the iSchool.

Policies Specific to the MS Information Program

The following policies apply to students enrolled in the iSchool MS Information program (campus or distance option):

1. Students enrolled in the MS Information program are not permitted to accept teaching assistantships, project assistantships, research assistantships, or other appointments that would result in a tuition waiver.
 2. Students enrolled in this program cannot enroll in other graduate programs nor take courses outside the prescribed curriculum. Students intending to combine study in this program with study in other academic programs at UW-Madison should consider transferring to a different program that allows such activity.
 3. (Distance program only) Students enrolled in the Distance MS Information program do not pay fees associated with on-campus services, and therefore are not able to utilize those services. Students in the MS Information Campus option do pay fees. These include things such as:
 - UW-Madison recreational facilities (e.g. SERF, Natatorium)
 - Student bus pass
 - University Health Services
 - SHIP (Student Health Insurance Plan)
 - Child Care Tuition Assistance Program
 - Student membership in the Union (Students may join as a member of the public, but some events and Union classes require membership that is supported by student segregated fees.)
 - And potentially some registered student organization activities
-

Curriculum Requirements

Required all MS Information must take the following six courses listed below.

Required

All students must complete 18 credits from the below list of required MS Information courses.

1. LIS 705 Intro Analytics for Decision Making
2. LIS 751 Relational Database Design
3. LIS 615 Systems Analysis & Project Management
4. Ethics Requirement (2 options: LIS 461 Data & Algorithm: Ethics and Policy or LIS 661 Info Ethics)
5. LIS 875 Technical Foundations of Information Systems OR LIS 732 Strategic Information Services
6. LIS 620 Internship/Field Experience

Students continue by completing one of three concentrations:

UX Concentration Recommended Electives (12-13 credits):

- LIS/CS 611 UX 1 User Research
- LIS/CS 612 UX 2 Ideation and Design (Prereq UX 1)
- LIS/CS 613 UX 3 Testing and Evaluation (Prereq UX2)
- LIS/CS 614 Capstone (1 credit optional for MS) (Prereq UX 3)

Data Analytics or Management/Governance Concentration Recommended Electives (12 credits):

- LIS 706 Data Mining Planning and Management
- LIS 707 Data Visualization and Communications
- LIS 711 Data Management for Information Professionals

Distributed Concentration

Students pursuing a distributed concentration must complete at least 12 credits of electives from the courses listed above in the UX and Analytics concentration electives, or from the approved Information School electives list above. Students may include a maximum of 3 credits of approved external electives from the list below.

Approved Information School electives:

- LIS 440 Data Revolutions: Concepts of Data & Information Science
- LIS 460 Surveillance, Privacy and Police Powers
- LIS 500 Code and Power
- LIS 501 Introduction to Text Mining
- LIS 510 Information Security & Privacy
- LIS 517 Digital Health: Information and Technologies Supporting Consumers and Patients
- LIS 616 Electronic Records Management
- LIS 632 Metadata Standards and XML
- LIS 645 Intellectual Freedom
- LIS 646 Information Architecture & Interaction Design
- LIS 663 Introduction to Cyberlaw
- LIS 875 Topics in Information Processing and Retrieval
- LIS 999 Independent Study

Approved External MS Information electives:

Students may count a maximum of 3 credits from the below list of external electives toward the MS Information degree. Not all electives available all semesters. Not all external electives are available online.

Computer Science: CS 319 Data Programming (python), CS 570 Human Computer Interaction

Design Studies: DS 341 Design Thinking for Transformation

Industrial Engineering: ISYE 349 Introduction to Human Factors; ISYE 552 Human Factors Engineering Design & Evaluation

Internship Requirement

The objective of the internship requirement is to allow students to integrate and apply the knowledge, skills, and habits of mind they have learned in the classroom in a work

setting. It provides students with beginning professional experience and an opportunity to associate with professionals in a real-world work situation. All students in the MS Information program will be required to enroll in the internship course. Students are encouraged to seek out internship opportunities that align with their career goals.

Exemption & Adjustment of Course Credit Requirements

Requirements Exemption

Students who have previously received a B or better in courses which they believe are equivalent to the iSchool's required courses may ask the Program Manager or Associate Director for referral to the appropriate faculty member to determine course equivalencies and recommend exemptions to the student's advisor. The student may be asked to meet with the iSchool's director in order to make a final determination. Students who have taken other graduate courses from another program should ask the iSchool whether their courses will provide exemptions *before they formally enroll in the program*. Supply the request, a copy of the syllabus (if not available, consult with the Associate Director), and grade earned to the Program Manager.

Adjustment of Course Credit Requirement

The course credit requirement for the Master of Science Information degree is 30 credits. The program will consider credit adjustments/transfers in the following situations:

Credit Transfer

Special student (ADM & UX certificate) – All credits from the Data Analytics for Decision Making Capstone and User Experience Design Capstone Certificate programs will transfer. Coursework earned five or more years prior to admission to a master's degree is not allowed to satisfy requirements.

UW-Madison special student (non-certificate) - up to 3 credits of approved MS Information electives or required classes may be completed as a special student. But if you use the credit toward your MS degree, you must pay the difference between special student tuition and posted MS Information tuition. Coursework earned five or more years prior to admission to a master's degree is not allowed to satisfy requirements.

iSchool MA students - 6 credits of approved MS Information electives. MA students must transfer programs by the end of the first semester, or within completion of 9 credits

for part time students. Coursework earned five or more years prior to admission to a master's degree is not allowed to satisfy requirements.

***Special Note for 2020/21: 602 & 603 taken Fall 2020 or previous semesters will count for students beginning the MS Information in fall 2021 only. Coursework earned five or more years prior to admission to a master's degree is not allowed to satisfy requirements.

UW program transfer - Will accept up to 9 MS Information course credits taken as part of the D&I degree. Otherwise, students can count up to 3 approved credits from other UW Madison graduate programs. Approved courses will be similar to those in MS Information curriculum.

Prior graduate degree - up to 3 credits of approved graduate credits. Must be equivalent to an existing MS information required course or equivalent to a course on the approved electives list completed within 3 years from an accredited institution. Approval will require providing syllabus and transcript showing grade in course to associate director.

Undergraduate credits – No credits taken as an undergraduate at any institution will be counted toward the MS Information degree.

*****Tuition differential may apply

Policy on Independent Study - LIS 999

MS Information students are encouraged to use 999 study to engage with faculty research projects. Independent study (LIS 999) can only be taken with the approval of both the student's advisor and the faculty/staff member who serves as the instructor. Adjunct instructors may not serve as course instructors for 999s. The instructor will determine the number of credits depending on the proposed area of study or project undertaken, and must receive a written analysis of the experience (and any other required assignments) before submitting a grade. Advisors should approve no more than 3 independent-study credits toward the 30-credit degree.

Standards for Satisfactory Progress

The following are standards adopted by the iSchool Faculty. The Graduate School has minimum standards as well, which can be found at <http://grad.wisc.edu/acadpolicy/#satisfactoryprogress>. Where iSchool rules are more rigorous, they take precedence over Graduate School rules.

Probationary Admission

Students admitted on probation must have that status removed in a timely fashion as outlined in their admissions letter, and by performing satisfactorily during the first semester of full-time study (the first 9-12 credits for part-time students). Please note that the Graduate School will apply an academic hold on their record until satisfactory grades are posted for the first semester; this affects when they can register for the following semester. Students should have their advisor speak with the Program Director after the advising appointment for their next semester.

Satisfactory Progress Toward a Degree

Progress should be maintained per the Graduate School Guide:

<https://policy.wisc.edu/library/UW-1218> Students are responsible for tracking that they have met all requirements for graduation. The checklist at the end of this Guide should help with that.

Incompletes

Incompletes for coursework are given only rarely. Students should request an incomplete only in instances where unforeseen developments prohibit completion of work. Incompletes should be requested before the final exam time for the course. Course instructors reserve the right to determine that an incomplete is not justified, resulting in the assignment of a course grade. Should an incomplete be necessary, students should make clearing the incomplete their highest academic priority.

Students may not have more than one incomplete on their record at any time, and it *must* be removed by the end of the semester following the one in which the student originally enrolled in the course. Students carrying more than one incomplete on their record will not be allowed to continue taking courses.

Students must have any incomplete on their record starting their final term completed at least a month before end of term or it may delay their graduation.

Grades

Within the student's total program, one grade of BC or C is allowable in either a required or elective course if it is balanced by a grade of A or AB earned either prior to or concurrently with the unsatisfactory grade. *A second grade of BC or C or any grade of D or F will normally result in the student being dropped from the program.* In addition, a student's graduate-program cumulative grade point average must be maintained at 3.00 or above.

Registration is not a guarantee of enrollment under conditions of unsatisfactory progress. Students who fall into unsatisfactory progress will have an academic hold placed on their record; they should discuss clearing the hold with their advisor.

Grade Appeal Procedure

The assignment of a course grade is a judgment for which the instructor in the course is solely responsible, an appeal of this judgment is a serious matter. A student who feels that a grade assigned for a course is an inaccurate or unjust reflection of their work and learning in the course and wishes to appeal it will embark on the following process:

1. The student must first discuss the matter with the instructor who assigned the grade that is being appealed. This should be done no later than the end of the first two weeks of the semester following the one in which the grade was awarded (Spring semester for Fall grades; Fall semester for Spring and Summer grades).
2. If, after this discussion, the student wishes to appeal the matter further, they should submit an appeal in writing to the Associate Director. This should be done within two weeks of the student's discussion with the instructor.
3. The written appeal will be considered by a committee consisting of Associate Director and two other faculty members selected by the Associate Director, at least one being a member of the iSchool Executive Committee. The instructor will be informed that such an appeal has been submitted. The committee will gather such information and documentation as it deems appropriate.
4. If the committee finds adequate basis for doing so, it will ask the instructor to reconsider the grade and to report the results of the reconsideration to the student and to the ischool Director. Alternatively, the committee may decide that the appeal lacks sufficient basis for action. In either case, the student will be notified of the committee's decision and of the student's right to appeal to the College of Letters & Science, using the L&S procedures.

Unsatisfactory Progress Appeal Process

A student who has fallen into unsatisfactory progress, but wishes to appeal for reconsideration, must petition the iSchool Director in writing through their advisor. This appeal should provide good evidence of plans and ability to return to conformance with the standard and to acceptably complete the program. The petition should be filed immediately upon receipt of notification of unsatisfactory progress. The petition must be received no later than Friday of the first week of classes in the subsequent academic term. If the student has not submitted a petition by at least three days before the "Last Day for 100% Tuition Adjustment on Dropped Classes" as designated by the University Calendar, they will be dropped from the program.

Application for re-admission will be acted upon on an individual basis, depending on the iSchool's judgment of the student's potential for completing the program. Results of the appeal process may include a requirement that a course be repeated, an additional course or courses be taken or other action. Exceptions to the iSchool's regulations may be granted. Requests with justifications should be submitted in writing through the student's advisor to the Director of the iSchool.

COURSE CHECKLIST

MS Information Course Pathway

Fall 2022	All Must Take	Completed
	615 Systems Analysis & Project Management (3 credits)	
	875 Technical Foundations of Information Science (3 credits)	
<i>Fall 2022 Elective</i>	<i>LIS 611 or elective</i>	
Spring 2023	All Must Take	
	705 Introduction to Analytics for Decision Making (3 credits)	
	751 Database Design (3 credits)	
<i>Spring 2023 Elective</i>	<i>612 or elective:</i>	
Summer 2023	All Must Take	
	620 Internship (3 credits)	
Fall 2023	All Must Take	
<i>Fall 2023 Elective</i>	<i>LIS 613 or elective:</i>	
<i>Fall 2023 Elective</i>	<i>Ethics course (LIS 461 or 611) OR Elective choice:</i>	
<i>Fall 2023 Elective</i>	<i>Elective choice:</i>	