



THE UNIVERSITY OF ARIZONA

**College of
Information Science**

Student Handbook

Master of Science in Cyber & Information Operations

Certificate in Cyber Operations

2025-2026

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Introduction

Welcome to the College of Information Science at the University of Arizona. The College of Information Science is committed to providing a welcoming learning and research environment and a comprehensive graduate curriculum leading to Master of Science (MS) degree and/or a graduate certificate. Information Science offers several MS degree programs and graduate certificates, including the MS in Cyber & Information Operations (MS CIO) and the Graduate Certificate in Cyber Operations, both of which can be completed fully online. Students who graduate with the MS in Cyber & Information Operations degree or the Graduate Certificate in Cyber Operations will have opportunities in government, defense, and private industry, as these graduate programs will meet the most demanding academic and technical requirements. Many federal government jobs require a graduate degree to offer competitive compensation, thus the MS in Cyber & Information Operations program further prepares graduates for success in these positions. MS CIO graduates will also be well-qualified to teach future generations of Cyber & Information Operations students, an area within the discipline where there is a significant gap in the number of qualified professionals with the knowledge and skills to be instructors at any level.

The purpose of this handbook is to serve as a guide for current graduate students on requirements for completing the MS CIO and Graduate Certificate in Cyber Operations. Graduate students are expected to follow the policies and procedures for both the University of Arizona Graduate College and the College of Information Science. Policies are updated frequently, and it is the student's responsibility to comply with current policies. Graduate College policies can be viewed online at <http://grad.arizona.edu/new-and-current-students>. University policies can be found at: <https://grad.arizona.edu/policies> and in the University catalog at: <https://catalog.arizona.edu/policy/program-graduation/all-program-graduation>

Graduate Studies Administration

The following are key contacts of individuals who will support students in their graduate studies.

Graduate Coordinator

The Graduate Coordinator provides administrative and operational support for Graduate programs, in addition to advising and assisting students with general procedures related to obtaining an InfoSci graduate degree and submitting appropriate forms.

Director of Graduate Studies

The Director of Graduate Studies oversees graduate programs. The duties of the Director of Graduate Studies include the following:

- Providing support and necessary resources to ensure professional well-being and success of graduate students from admission through graduation.

- Manage operations of graduate programs including review and oversight of plans of study, transfer credits, program assessment, and other graduate student petitions.

Contact Information

Dr. Khester Kendrick

Faculty Advisor

Email: kendrikk@arizona.edu

Make an appointment (Trellis):

Holly B. Brown

Graduate Staff Advisor

Director, Graduate Programs and Global Student Services

E-mail: brownhb@arizona.edu

Office: 520-621-7879

Make an advising appointment (Trellis):

<https://ua-trellis.force.com/uastudent/s/advisor-calendar/?NetId=brownhb>

Mike Coleman

Graduate Coordinator

Email: mcoleman@arizona.edu

Make an advising appointment (Trellis):

<https://ua-trellis.my.site.com/uastudent/s/catcloud/services/calendar/?NetId=mcoleman>

Questions? E-mail: infosci-gradadvise@arizona.edu

Mission and Values of the College of Information Science

We explore the intersections of people, data, and technology, empowering a diverse, equitable, and inclusive future through information.

Our mission is to:

1. Lead the global College of InfoSci community catalyzing society's capacity to tackle complex problems ensuring diverse, equitable, and inclusive futures for all.
2. Advance state-of-the-art sociotechnical convergence science—across the university and beyond—equipping students to succeed in addressing our collective grand challenges.
3. Build core strengths in data science and machine learning, extended reality, digital collections and culture into world-class centers of excellence.
4. Generate actualizing resources that foster robust engagement and life-long learning, empowered by compelling partnerships across academic networks, diverse communities, and public and private enterprise.

Master of Science Degree

The Master of Science program in Cyber & Information Operations is designed to prepare individuals for cyber-related occupations and leadership positions in government, defense, law enforcement, and private industry. The curriculum includes both offensive and defensive cyber security and information operations content delivered within our state-of-the-art Cyber Virtual Learning Environment (VLE) to ensure graduate students have extensive hands-on experiences and research opportunities to develop the knowledge, skills, and abilities necessary to succeed in cyber-related careers.

Orientation

All new MS CIO students must attend a mandatory orientation session held prior to the first day of classes. The Graduate Coordinator will inform the incoming students of the time of this orientation in advance.

MS Student Competencies

The following are the program competencies that you should possess by the time you have completed your M.S. in Cyber & Information Systems. We use these competencies as goalposts to guide our programs and to help assess how well our curriculum is meeting our goals.

Competency 1

Students will demonstrate and apply knowledge of offensive cyber operations.

Competency 2

Students will demonstrate and apply knowledge of defensive cyber operations.

Competency 3

Students will identify, evaluate and apply tactics, techniques and procedures used to conduct and defend against information operation campaigns.

Competency 4

Students will explain the relationship among and apply knowledge of cyber ethics, cyber policy and US and international cyber laws.

Admissions and New Student Information

To be considered for admission into the [MS CIO](#) or CIO certificate you must submit an application through [Grad App](#). Admission will be based on an evaluation of your potential to become a qualified information professional. We consider prior coursework and grades, letters of recommendation, and research/artistic/professional products (e.g. papers, substantive works,

significant contributions to software systems). We admit applicants from a variety of different backgrounds, including sciences and engineering, social sciences and the arts and humanities.

Admission Requirements

- A bachelor's degree from the University of Arizona or from an accredited college or university recognized by the University of Arizona.
- A grade point average of 3.0 or higher. For more information about GPA calculation, please see [best practices for GPA evaluation](#).
- Academic Statement of Purpose (750-1000) indicating why you are interested in the program. Please highlight any skills and experience you have that will make you a successful candidate for this degree.
- Transcripts - In your online application, you must upload unofficial transcripts from ALL of your previous educational institutions. (Please note that unofficial transcripts are needed from each individual institution even if they are listed on the final transcript where the degree was issued.)
- Resume/CV - upload a current resume or CV to your online application.
- See additional requirements for [international applicants](#)
- A GRE is not required. You may still submit one if you choose to.

Required Documents

Once formally admitted to the University of Arizona, *official* versions of transcripts and diplomas/degree certificates (for international students) from all previously attended higher education institutions will be required. Please note that any documents submitted by the student will not be considered official by the University of Arizona. Further information about submitting your transcripts can be found [here](#) and below. Official documents may be submitted the following ways:

- Directly from the institution to transcripts@grad.arizona.edu.
- Directly from the institution as E-transcripts using code **4832**.
- Directly from the institution to the Grad College physical address.
- Directly from the institution to the College of Information Science's physical address:
 - *College of Information Science*
 - *THE UNIVERSITY OF ARIZONA*
 - *Attention: Amanda Davidson*
 - *PO Box 210076*
 - *Tucson, AZ 85721*

For any questions or concerns regarding the submission of your transcripts or degree certificates/diplomas, please contact the Graduate College at gradadmissions@grad.arizona.edu.

New and Current Students

Please view the links below to learn more about one (1) Academic Services, policies, and procedures, two (2) Costs and Funding, three (3) Professional Development; Childcare Subsidies and Family Friendly Information, four (4) Health, Wellness and Safety; Other UA Resources & Information, five (5) Third-party Information and Resources, and six (6) New and Current Students FAQ maintained by the Graduate College (see Graduate College Resources link below) The College of Information Science also maintains a New Student Checklist to help guide new students into the University.

- [Graduate College resources](#)
- [College of Information Science resources](#)

Transfer Credits

Graduate College policies on transfer credits must be followed. No more than 6 credits can be transferred from another university. Grades of transfer work will not be used in computing the student's grade point average (GPA). Transfer of credit toward an advanced degree will not be made unless the grade earned was A or B, and unless it was awarded as graduate credit at the institution where the work was completed. Credits must be no more than six (6) years old relative to the semester of graduation. Transfer credits cannot be applied towards core courses. Transfer credit must be approved by College faculty for use towards the degree.

Steps to request evaluation of transfer credits:

1. Speak with and submit the request to transfer credits to the faculty advisor (Khet Kendrick) including syllabi or other course information for review. The faculty advisor will determine the applicability of transfer credit towards degree.
2. If approved, submit an "Evaluation of Transfer Credit" online form before the end of their first year of study, found in GradPath.
3. The Graduate College reviews requests and provides notification of results. Decisions and results can be viewed in GradPath forms.
4. Students should notify the Graduate Coordinator that credits have been reviewed by the Graduate College. Credit can now be pulled into the Plan of Study in GradPath Forms.

More information on transfer credit can be found at: <https://grad.arizona.edu/gsas/degree-requirements/masters-degrees#Transfer%20Credit>.

Policy for Non-Degree Seeking Students (NDS)

Non-Degree Seeking (NDS) students interested in taking College of Information Science classes must apply through the Graduate College. A fee is assessed by the Graduate College for this application. For more information, contact the College of InfoSci's Admissions team at infosci-grad@arizona.edu.

Unless a prospective student has a GPA issue, students interested in pursuing the MS CIO program are advised to apply directly to the program rather than starting as NDS.

Non-Degree Seeking (NDS) students planning to matriculate in the MS CIO program should begin with CIO core classes. It is recommended that NDS students meet with a faculty or staff advisor before or during their first semester to create a plan for admissions into the program of their choice. Please note that NDS students typically do not qualify for federal loans. Click [here](#) to learn more.

1. NDS students aiming to increase their GPA to meet the Graduate College requirement of 3.0 for matriculation into a degree-seeking status must take a minimum of 6 graded units to be considered admissible to the degree programs.
2. A maximum of 12 NDS units may be transferred toward the program, following Graduate College policy. Students in NDS status should apply to join their academic program of choice **before** earning 12 units of NDS. View more [NDS policy details](#).
3. Non-degree students receiving a grade of "C" or lower will have their performance considered in the admission process and may not be admitted into the program. Courses with grades of "C" or lower cannot be transferred into the program.
4. Non-degree students must be "continuously enrolled" to maintain their non-degree seeking status with the Graduate College. If a non-degree student does not enroll for at least one class in a regular semester, they must re-apply to the Graduate College as a non-degree student to become active again.

MS Degree Requirements

The following degree requirements apply:

- The degree requires 30 graduate level units (must be 500 level and above courses) and can typically be completed in two (2) years for full-time students or four (4) years for part-time students. No course may be counted toward the requirements for more than two degrees (earned at any institution). (See [Degree Requirements](#) and [Enrollment Policies](#) for further information on full-time/part-time status).
- Co-convened courses: The College offers some co-convened courses, which are courses with the same title and topics that offer a combined 400/500 level offering. Students who have taken the 400-level equivalent course as an undergraduate are not able to take the 500-level course for graduate credit. An exception is considered only with faculty advisor approval.

- The majority of coursework must be taken within the College of Information Science. Only with faculty advisor approval may courses be taken outside of the College.
- Graduate College policies on transfer credits must be followed. No more than 6 credits can be transferred from another university. Grades of transfer work will not be used in computing the student's grade point average (GPA). See transfer credit policy on page 6.

The MS in Cyber and Information Operations degree requirements are listed below:

***Note: Students that opt for Master's Thesis will take CYBV 692 Directed Research and CYBV 696 Special Topics (Research Methods) as their 'electives.'**

MS in Cyber & Information Operations		
	Requirements	Min. Units
Prerequisite	<ul style="list-style-type: none"> • CVBV 500 (3) Security Programming *Not required for students who completed recent coursework (within the last 3 years) in computer programming	
Core	<ul style="list-style-type: none"> • 21 units in CYBV CYBV501 (3): Principles of Cybersecurity CYBV523 (3): Covert Python CYBV529 (3): Cyber Law, Ethics & Policy CYBV579 (3): Cloud Security CYBV626 (3): Traffic Analysis CYBV660 (3): Zero Trust Defensive Techniques CYBV685 (3): Information Warfare	21

Electives	<ul style="list-style-type: none"> 6 units of Electives CYBV525 (3): Cyber Physical Systems CYBV528 (3): Operational Tradecraft in the Information Environment CYBV535 (3): Secure Critical Infrastructures with Artificial Intelligence CYBV593 (3): Internship CYBV599 (3): Independent Study CYBV680 (3): Advanced Computational Propaganda CYBV692 (3): Directed Research* CYBV696 (3): Special Topics in Cyber and Intelligence Operations*	6
Report Option	<ul style="list-style-type: none"> 3 units of CYBV 909 (MS Report) 	3
Thesis Option	<ul style="list-style-type: none"> 3 units of CYBV 910 (Thesis)* 	
	Total	30

GradPath forms

As a Masters student, you will need to complete three (3) GradPath forms to ensure a smooth graduation process and to keep your academic information up-to-date. GradPath forms are submitted online through the [UAccess Student Center](#) and are typically reviewed and approved by the staff advisor, faculty advisor, Director of Graduate Studies (DGS), and the Graduate College.

Here are the essential GradPath forms you'll need to be familiar with:

1. **Responsible Conduct of Research:** Before submitting your GradPath Plan of Study, you are required to complete the Responsible Conduct of Research online form. This ensures you are aware of the principles and guidelines for conducting ethical research. Should be submitted in your first semester.

2. **Plan of Study:** Your Plan of Study is a critical component of your academic journey. This plan outlines the courses and requirements you intend to fulfill to meet your degree objectives. This form can take a longer time to process and it is recommended to be submitted halfway through

the program or between the second and third semesters. Upon approval of your Plan of Study, the Graduate College will generate an invoice for your degree candidacy (typically \$35), which will be billed to your Bursar account.

- a) If any changes are needed to the courses listed on your Plan of Study, you will need to update your Plan of Study and resubmit. If you only need to update your graduation term, please notify your degree counselor, Avery Miller-Dakota (amillerdakota@arizona.edu) with your name, student ID, and request to update your grad term.

3. Master/Specialist Committee Appointment Form: It is highly recommended that you submit the Committee Appointment Form no later than the beginning of your final semester. Students in MS CIO will decide early in their program between completing a masters thesis or a masters report for your degree. Students will work closely with the Graduate Coordinator on their choice and review relevant steps. Students pursuing a masters report can select they are **not** completing a thesis on this form. Students completing a thesis can report their thesis committee chair and other details as needed. .

*For GradPath instructions click [here](#) or view this instructional [video](#).

Performance Requirements: A cumulative GPA of 3.0 or higher must be maintained on all coursework taken for graduate credit.

Students Using Military-Connected Benefits: The [Military-Connected Benefits & Certifications](#) office will likely require that you submit your Plan of Study in your first semester in order to process your benefits in a timely manner.

MS Report vs Thesis Option

MS Report Option: The MS report option is designed for those who will work on an applied report. The topic should have practical significance and require application of graduate course material. The report typically involves application of new or existing methodologies to a current industry or community-oriented problem.

MS Thesis Option: Thesis work is designed for students who will work with a faculty member on a specific research topic. The thesis is prepared under the guidance of the faculty advisor (or other designated Graduate Faculty member better suited for specific thesis project) and is reviewed by an examining committee prior to an oral presentation. Students wishing to pursue a Doctoral degree are encouraged to choose the thesis option.

MS Committee for Thesis: Students who pursue an MS thesis are required to have a committee of at least three members. At least two members must be current Graduate Faculty. If the third member is not Graduate Faculty, they must be approved by the Graduate College as a special member.

- Once the committee is formed, the student should submit a *Committee Appointment form* through GradPath.
- Master's Theses must also be archived. More information on this archiving required: <https://grad.arizona.edu/gsas/dissertaions-theses/submitting-and-archiving-your-thesis>.

You must decide which option to take by the time you submit the Plan of Study by the end of the second semester.

Graduate Certificate in Cyber Operations

The Graduate Certificate in Cyber Operations is appropriate for students with a computing or cybersecurity undergraduate degree and students with unrelated undergraduate degrees that desire to enter the cybersecurity domain as practitioners, academics, and researchers. The coursework is a blend of introductory principles in security scripting and cybersecurity principles, followed by more advanced courses in offensive and defensive cyber operations. The curriculum is delivered fully online with some courses utilizing the state-of-the-art Cyber Virtual Learning Environment (VLE). The Graduate Certificate in Cyber Operations is fully stackable to our Master of Science in Cyber & Information Operations.

Orientation

All new Graduate Certificate students must attend a mandatory orientation session held prior to the first day of classes. The Graduate Coordinator will inform the incoming students of the time of this orientation in advance.

Certificate Requirements

The following certificate requirements apply:

- Students must earn at least 18 graduate credits (must be 500 level and above courses)
- If a student is working toward more than one certificate or towards the MS Cyber & Information Operations degree, double-dipping of all credits is allowed in full. Courses cannot be used towards more than two requirements (double dipping).
- Co-convened courses: The College offers some co-convened courses, which are courses with the same title and topics that offer a combined 400/500 level offering. Students who have taken the 400-level equivalent course as an undergraduate are not able to take the 500-level course for graduate credit. An exception is considered only with faculty advisor approval.
- The majority of coursework must be taken within the College of Information Science. Only with faculty advisor approval may courses be taken outside of the college.
- Graduate College policies on transfer credits must be followed. No more than 6 credits can be transferred from another university. Grades of transfer work will not be used in computing the student's grade point average (GPA). See transfer credit policy on page 6.

More information on transfer credit can be found at:
<https://grad.arizona.edu/gsas/degree-requirements/certificate#transfer-credit>

Course work taken more than two years prior to admission to a certificate program cannot be transferred.

The Graduate Certificate in Cyber Operations requirements are listed below:

Graduate Certificate in Cyber Operations		
	Requirements	Min. Units
Core	<ul style="list-style-type: none"> 15 units in CYBV CVBV500 (3): Security Programming CYBV501 (3): Principles of Cybersecurity CYBV529 (3): Cyber Law, Ethics & Policy CYBV626 (3): Traffic Analysis CYBV660 (3): Zero Trust Defensive Techniques	15
Electives	<ul style="list-style-type: none"> 3 units of Electives CYBV523 (3): Covert Python CYBV525 (3): Cyber Physical Systems CYBV528 (3): Operational Tradecraft in the Information Environment CYBV535 (3): Secure Critical Infrastructures with Artificial Intelligence CYBV579 (3): Cloud Security CYBV680 (3): Computational Propaganda CYBV685 (3): Information Warfare CYBV696 (3): Special Topics in Cyber and Intelligence Operations	3
	Total	18

Certificate GradPath forms

As a certificate student, you will need to complete two (2) GradPath forms to ensure a smooth graduation process and to keep your academic information up-to-date. GradPath forms are submitted online through the [UAccess Student Center](#) and are typically reviewed and approved by the staff advisor, faculty advisor, Director of Graduate Studies (DGS), and the Graduate College.

Here are the essential GradPath forms you'll need to be familiar with:

1. Responsible Conduct of Research: Before submitting your GradPath Plan of Study, you are required to complete the Responsible Conduct of Research online form. This ensures you are aware of the principles and guidelines for conducting ethical research. Should be submitted in your first semester.

2. Plan of Study: Your Plan of Study is a critical component of your academic journey. This plan outlines the courses and requirements you intend to fulfill to meet your certificate objectives. This form can take a longer time to process and it is recommended to be submitted halfway through the program. Upon approval of your Plan of Study, the Graduate College will generate an invoice for your degree candidacy (typically \$35), which will be billed to your Bursar account.

a) If any changes are needed to the courses listed on your Plan of Study, you will need to update your Plan of Study and resubmit. If you only need to update your graduation term, please notify your degree counselor, Avery Miller-Dakota (amillerdakota@arizona.edu) with your name, student ID, and request to update your grad term.

*For GradPath instructions click [here](#) or view this instructional [video](#).

Performance Requirements: A cumulative GPA of 3.00 or higher must be maintained on all coursework taken for graduate credit.

Students Using Military-Connected Benefits: The [Military-Connected Benefits & Certifications](#) office will likely require that you submit your Plan of Study in your first semester in order to process your benefits in a timely manner.

Petitions, Grade Appeals and Grievance Policies

Graduate Petitions

The graduate petition is required whenever a student wishes to take a Leave of Absence, request a retroactive change to their enrollment record, or wishes to request permission for an exception to a Graduate College policy. Petition forms route through various reviewers. Submission of a petition does not guarantee that it will be approved.

Visit the Graduate College to access various [petition guides](#).

Leave of Absence

Students who are unable to meet the above continuous enrollment status may need to apply for a formal Leave of Absence (LOA). Graduate students may apply for a LOA up to one year for the master's degree or graduate certificate program. It is important to note that the Leave of Absence cannot be outside of the allotted time required to complete your degree program, (6 years for master's and 4 years for graduate certificates.). If a student fails to register and does not have a Leave of Absence on file, the student will be discontinued from their program by the Graduate College. A new application will be necessary for the student to continue in the program, and re-admission is not guaranteed. For additional information regarding a LOA, visit <https://grad.arizona.edu/policies/enrollment-policies/leave-absence>.

The Graduate Student Leave of Absence form can be completed via GradPath within UAccess. Review [Graduate Petition General Instructions](#) for directions on how to submit a LOA.

Withdrawals

- Information on Course Withdrawals can be found here: <https://www.registrar.arizona.edu/faculty-staff-resources/grading/grading-policies/withdrawals>.
- Information on Complete Withdrawals, defined as leaving the University by dropping all classes after having paid registration fees, can be found here: <https://registrar.arizona.edu/records-enrollment/enrollment/leave-absences/complete-withdrawal-term>. This option for graduate and professional students only applies to the Fall and Spring (regular) Semesters.
- Students can also review the drop day for a refund by visiting the Dates & Deadlines website mentioned earlier <https://www.registrar.arizona.edu/dates-and-deadlines> and choosing the appropriate term.

Grade Appeal

If you want to appeal a course grade after it has been posted, there is a specific process that must be followed exactly, which includes keeping within the scheduled deadlines. The student must initiate the process and track deadlines and guidelines. Your staff advisor is available to assist with the policy and process. Please review the [Grade Appeal](#) process in the University of Arizona catalog.

Graduate Grievance Policy and Support Offices

A graduate student with any type of grievance should first communicate with their faculty advisor. Should the issue not be properly addressed by the faculty advisor, the student may bring the matter to the attention of the Graduate Coordinator and the Director of Graduate Studies.

- When issues cannot be resolved at the department-level, the student is encouraged to review the Graduate College grievance policy; <https://grad.arizona.edu/policies/academic-policies/grievance-policy>
- Summary of Grievance Types and Responsibilities is here: <https://grad.arizona.edu/policies/academic-policies/summary-grievance-types-and-responsible-parties>
- If a student believes they have been subject to discrimination or harassment based on race, religion, color, sex, age, national origin, disability, veteran status, sexual orientation, gender identity or genetic information, they can report such issues to the Office of Institutional Equity: <https://equity.arizona.edu/>
- Student Assistance from the Dean's office also offers [conflict coaching](#), during which you and a staff member would discuss the conflict, ways you can approach it, and options you have. Please call 520-621-7057 to schedule an appointment.
- The [Ombuds Program](#) is an informal, neutral, confidential and independent resource for any academic or workplace concern.
- [Complete withdrawal from term](#) needs, including Medical Withdrawal.

Tuition Payment and Billing

To ensure timely payment, tuition is due on or before the first day of class. The Bursar's Office sends monthly account statements. However, if you increase the number of units you are enrolled in, you may not receive an account statement before the payment deadline. It is essential that you check your account balance on UAccess each time you make changes to your registration. Please note that late fees apply to unpaid tuition, regardless of whether you have been notified.

You do not need to wait for an account statement to make your payment. Detailed [payment options](#) can be found on the Bursar's website.

Tuition Appeal

By registering for classes, students agree to pay all applicable tuition and registration fees. Students are required to pay all tuition and fees for any registered classes, unless enrollment is officially canceled during the 100% refund period. Refunds may be issued outside of the refund period to students who experience medical or extenuating circumstances.

A student's lack of knowledge or misunderstanding of the refund period or financial hardship are not considered to be extenuating circumstances. If a student wishes to request a refund outside of the refund period, they must submit a [Tuition Appeal Request](#). Tuition Appeal Requests must be submitted within one year from the last day of class for the term in question. This procedure is managed through the Office of the Registrar.

Academic Expectations

Graduate students are required to maintain a minimum 3.00 cumulative GPA. Students should consult with both their faculty advisor and Graduate Coordinator to discuss issues pertaining to unsatisfactory progress that may result in academic probation:

<https://grad.arizona.edu/policies/academic-policies/academic-probation>.

Students who fail to meet the GPA requirement will be placed on academic probation for one semester. Students on academic probation, under the advisement of their advisor, will meet to develop a plan to raise the cumulative GPA. If after one semester the cumulative GPA has not been raised, the College of Information Science will decide whether to: (1) academically disqualify the student from the program; or (2) with approval from the Graduate College, allow the student to continue probation upon approval of a justification waiver. The student is expected to continue working with their faculty advisor and Graduate Coordinator to improve their academic standing. Students who fail to make satisfactory progress for two consecutive semesters will be dismissed from their program.

Grade of C. Students may present one C grade for graduation in their program, but it may *not* be in a required course (i.e. core courses, distributed electives, internship or capstone). A “C” in a required core course must be repeated in the next semester the course is scheduled.

Grades below C. A grade of **D or E** may *not* be presented for graduation. If the course is a required course, it must be retaken. If the course is not a required course, the student may retake the course or take an alternative course.

Students are required to maintain a GPA of at least 3.00. If students’ GPA falls below 3.00, they are placed on [academic probation](#). Students placed on academic probation **must** meet with the faculty advisor to plan a course of action. **Students on academic probation for two consecutive semesters (including the first semester the grades were earned) are removed from the program by the Graduate College.** Such students must re-apply to both the Graduate College and College of Information Science as non-degree seeking students until GPA is restored. See NDS policies for more information.

GRO Policy. Effective Fall 2025, *The Grade Replacement Opportunity (GRO) offers students the limited ability to replace an earned grade by repeating the course. Grades earned using the GRO will replace one previous grade for the course in the calculation of the [grade-point-average \(GPA\)](#), even if the grade from the repeated attempt is lower than the first attempt. Both the original grade and the grade from the repeated attempt remain on the academic record. Credit is earned for the GRO attempt only.*

- Graduate students may attempt GRO for 1 course with an original earned grade of C, D, or E, with program approval.
- Students in the Juris Doctorate program may attempt GRO for 3 courses (maximum 10 total units) with original earned grades of C- or lower.

- *GRO is not available to undergraduate students enrolled in graduate courses, or to students in Medicine, Pharmacy, or Veterinary Medicine programs.*

Incomplete Grades

Per the [University of Arizona General Catalog](#):

"The grade of **I** may be awarded only at the end of a term, when all but a minor portion of the course work has been satisfactorily completed. The grade of **I** is not to be awarded in place of a failing grade or when the student is expected to repeat the course; in such a case, a grade other than **I** must be assigned. Students should make arrangements with the instructor to receive an incomplete grade **before** the end of the term."

College of Information Science Instructors will award and incomplete grade as a contract with the student and will note the following information:

- **Date the student last attended class**
 - If attendance is not taken, this should be the date of the last academically related activity (paper, quiz, D2L). This date can be approximated by using the first of the month, the 15th or the last date of the month.
- **Grade the student earned as of the last date of their attendance**
 - This is not the estimated grade the student will earn when completing course requirements, but the **grade the student earned with currently completed work.**
- **Remaining coursework**
 - Listing of all remaining assignments, classwork, and any other tasks needed to finish the course, so the student understands specifically what they need to do to earn their final grade.

It is the responsibility of the student to keep in touch with the professor and make sure to turn in all assignments needed to complete the course within one (1) year of the course. Once the agreed upon coursework has been turned in the instructor will change the "I" grade to a letter grade. If for any reason the student feels they are not able to complete the course within the 1-year time frame they must submit a [Course Extension Petition](#) located in their GradPath forms in UACCESS.

Continuous Enrollment

A student admitted to a Master's degree or graduate certificate program must register every fall and spring semester for a minimum of 1 graduate unit, from original matriculation until all course and thesis requirements are met. A semester in which a student is enrolled for course credit will be counted toward continuous enrollment. Non-credit courses, audited courses, or courses from which the student withdraws do not count toward the determination of continuous enrollment. For more information, please see: <https://grad.arizona.edu/policies/enrollment-policies/continuous-enrollment>. If you are receiving financial aid, you may have to take more

credits per semester to keep your financial aid active. Please contact Financial Aid for details: <https://financialaid.arizona.edu/>.

Drop/Add Dates and Deadlines

Students may drop and/or add courses by following instructions and adhering to deadlines set by the Registrar each semester. Typically, most changes can be made through UAccess Student Center until a specified date. The [change of schedule process](#) is for exceptions and those enrollment requests that may need approval of an instructor and/or College or academic unit. To identify when a Change of Schedule and/or a Late Change Petition are necessary, please see the [Dates and Deadlines](#) calendar. Students withdrawing from all classes for a term can use the [Complete Withdrawal](#) form after week 3 of the semester and through the last day of classes.

Graduate Student Conduct

In online courses, you will primarily communicate with instructors and peers virtually through a variety of tools such as discussion forums, email, and web conferencing. Be professional, courteous, and respectful as you would in a physical classroom. Online communication lacks the nonverbal cues that provide much of the meaning and nuances in face-to-face conversations. Choose your words carefully, phrase your sentences clearly, and stay on topic. It is expected that students may disagree with the research presented or the opinions of their fellow classmates. To disagree at times is expected, but to disparage others' views is unacceptable. All comments should be kept civil and thoughtful.

- It is also expected that you will follow the University's policy regarding threatening behavior by students and policies against discrimination and harassment. Information on these policies can be found at: <https://policy.arizona.edu/education-and-student-affairs/threatening-behavior-students>
- <https://policy.arizona.edu/employment-human-resources/nondiscrimination-and-anti-harassment-policy>
- Please also review the University of Arizona Code of Academic Integrity to understand prohibited conduct and rights and responsibilities: <https://deanofstudents.arizona.edu/policies/code-academic-integrity>
- Procedures for various petitions and grievances can be found on the University's Graduate College website: <https://grad.arizona.edu/policies/academic-policies/summary-grievance-types-and-responsible-parties>.

College of Information Science Appropriate Behavior Policy

All policies and codes of the University of Arizona apply to students in the College of Information Science. See: [Dean of Students Office](#) for a full list of policies.

In a class or in communicating with other students, faculty, and staff, it is perfectly acceptable to disagree with opinions expressed in the posts of your instructor or fellow students. However, you are expected to demonstrate professionalism and respect **at all times**. Personal attacks, bullying, flames, rants or lack of respect will **not** be tolerated in email, discussion boards or in person. Repeated violations in the school community in or outside of the classroom will be reviewed by the faculty and **may result in a recommendation for disqualification from the program** or other sanctions to correct the behavior.

Community partners are encouraged to report any behavior issues to the College of Information Science. Before a student can be referred to the Dean of Students and Graduate College for involuntary removal from a class or from the program for inappropriate behavior, the following procedures should be followed. For serious disruptions, the staff or faculty may start at Step 2 or Step 3 as appropriate. The Director of Graduate Studies and the student's Advisor should be informed whenever any of the following steps are taken.

Step 1. Staff or faculty should communicate with the student as soon as possible after the first incident of inappropriate behavior to identify the behavior, review the classroom rules (if applicable) and College of Information Science Appropriate Behavior Policy, and instruct the student on the behavior that is required in the future.

Step 2. If the inappropriate behavior continues, the faculty or staff member should provide a written warning to the student identifying the prohibited behavior that occurred, the rules that were violated, and the behavior that is required in the future. The warning should also include notice that any subsequent violation of the classroom rules and/or the College of Information Science Appropriate Behavior Policy will result in the faculty/staff member filing a complaint with the College of Information Science Director of Graduate Studies. A copy of the warning will be sent to the Director of Graduate Studies and the Graduate Advisor and may be placed in the student's file. If the violation involves classroom behavior the faculty member will also file a [Student Code of Conduct Complaint](#) with the Dean of Students Office. [See policy on [Disruptive Behavior in an Instructional Setting](#)]

Step 3. If the inappropriate behavior is serious or continues after a written warning, the faculty or staff member should document the disruptive behavior in writing and file a College of Information Science code of conduct complaint with the College of Information Science Dean. If appropriate, a faculty member may at the same time file a [Student Code of Conduct Complaint](#) with the Dean of Students Office. The complaint should also include a copy of any written warning provided to the student, as well as any documentation related to prior incidents and the names of any witnesses. The College of Information Science Dean will report the incident to Graduate College and/or Dean of Students and bring the case before the Faculty for a decision on recommendations for any sanctions that should be applied, which may include involuntary academic withdrawal from the program.

Additional Resources for Faculty/Staff: The Dean of Students Office [Dean on Call Program](#) provides faculty and staff with a 24/7 contact to assist with urgent concerns, or emergency and crisis situations impacting the student community.

Syllabus Policies

Students must follow all official policies included in course syllabi. By placing this URL in a syllabus, instructors no longer need to list the individual policies, <https://academicaffairs.arizona.edu/syllabus-policies>. Students are responsible for reviewing these policies. Review this link to see the individual policies that apply to syllabi containing it, including:

- Absence and class participation
- Threatening behavior policy
- Accessibility and Accommodations
- Code of Academic integrity
- Nondiscrimination and anti-harassment
- Subject to change statement

Some tips:

- Avoid using ChatGPT and other AI programs when it comes to software programming assignments
- Read the syllabus and talk to your instructor if you have questions about guidelines
- Know when an assignment can be worked on as a group vs. individual work is needed
- When in doubt, ask your instructor!
- [UArizona Libraries ChatGPT Guide](#)

Student Resources

Graduate Student Academic Services

The graduate student academic services (GSAS) within the graduate college helps students, staff, and faculty advisors keep track of academic progress and the steps needed to complete a graduate degree: <https://grad.arizona.edu/gsas>.

Links to Graduate College Resources	
GradPath is the Graduate College's degree audit system that facilitates tracking and monitoring of academic progress. GradPath allows the graduate student, the College of Information Science and	https://grad.arizona.edu/gsas/gradpath

Graduate College to see where a student is in their academic journey at a glance.	
Overview of Degree Requirements: In addition to InfoSci degree requirements, graduate students must meet requirements of the Graduate College as described in the link on the right.	https://grad.arizona.edu/gsas/degree-requirements .
Important dates and deadlines related to graduate degree	https://grad.arizona.edu/gsas/degree-requirements/important-degree-dates-and-deadlines
Commencement Information	https://grad.arizona.edu/gsas/commencement
Graduate College Forms	https://grad.arizona.edu/forms/gsas
The current Degree Auditor & Admissions Specialist for InfoSci graduate programs	https://grad.arizona.edu/directories/degree-counselors/
Academic Calendar	https://catalog.arizona.edu/2023-2024-academic-calendar
Registration Dates & Deadlines	https://www.registrar.arizona.edu/dates-and-deadlines
College of Information Science Event Calendar	https://infosci.arizona.edu/calendar

The following is a curated set of resources for a productive graduate experience at the University of Arizona.

- Students Using Military-Connected Benefits: The Military-Connected Benefits & Certifications office will likely require that you submit your Plan of Study in your first semester in order to process your benefits in a timely manner.
- UAccess Student enables students to update their information, enroll in courses, and check financial aid status. UAccess Student can be found here: <https://uaccess.arizona.edu/>. To view a video tutorial on how to enroll, watch the [Add and Enroll in Classes Video Tutorial](#).
- University Information Technology Services (UITS) offers 24/7 IT support by phone (520) 626-8324 or online at <http://uits.arizona.edu/departments/the247>
- University of Arizona students can download one copy of the current version of Microsoft Office at no charge: <https://uarizona.service->

now.com/sp?id=kb_article_view&sysparm_article=KB0010339&sys_kb_id=1c7f05884717e25458a1eb95516d437d&spa=1

- Students can download various free or discounted software applications here:
- <https://softwarelicense.arizona.edu/students>
- Career Services offers a variety of services to all University of Arizona students, including Handshake, a career management tool. To learn more, visit: <https://career.arizona.edu/>.
- Professional Development resources including writing resources, teaching workshops and seminars, and resources for expanding language abilities: <https://gradcenter.arizona.edu/resources>
- Graduate Assistant/Associate Benefits including parental leave, family and medical leave, bookstore discount, and health insurance: <https://grad.arizona.edu/funding/ga/benefits-appointment>
- A list of comprehensive services and support for physical, mental, emotional well-being for graduate students: <https://www.arizona.edu/health-wellness-students>
- Link to sign-up for campus emergency alerts - <https://cirt.arizona.edu/ualert>.

Student Support Groups and Organizations:

- Graduate Student Professional Council: <https://gpsc.arizona.edu/>
- Office of Fellowships and Community Engagement: <https://gradcenter.arizona.edu/gcof/>

Information for Prospective Graduate Students

Graduate Admissions

- For regular admissions, applicants must hold a bachelor's degree. Application for admission is made by applying through GradApp: <https://apply.grad.arizona.edu/users/login>.
- No entrance exams are required. International applicants should review Graduate College admission requirements here: <https://grad.arizona.edu/admissions/requirements/international-applicants>
- All applications require academic transcripts. Application deadlines and other admission details are available at: <https://grad.arizona.edu/admissions/requirements>.

Minimum Admission Requirements

Applicants interested in pursuing an InfoSci graduate program must meet the following minimum requirements:

- For degree programs, a minimum 3.0 cumulative GPA in their overall undergraduate degree or in the last 60 units of their undergraduate degree.
- For certificate programs, a minimum 2.75 cumulative GPA in their overall undergraduate degree or in the last 60 units of their undergraduate degree.

- Hold a bachelor's degree.
- Current resume or CV.
- Transcripts: <https://grad.arizona.edu/admissions/requirements/transcript-requirements>
- Copies of transcripts to upload into the graduate application (GradApp).
- Official transcripts from all previously attended institutions.
- Statement of Purpose: A document stating your goals and objectives of gaining this degree and how it will impact your future academic and/or professional goals.
- At least 1 professional or academic letter of recommendation.