



COLLEGE OF SOCIAL & BEHAVIORAL SCIENCES  
School of Information

# **Undergraduate Student Handbook**

# **iSchool Undergraduate Student Handbook**

## **Introduction**

The School of Information offers three different undergraduate degrees, and this handbook is intended to help students navigate our policies and procedures as easily and efficiently as possible. Although it is impossible to address every situation that may occur, this handbook provides a first place to look for information and includes contact information for people who will be able to help you as you move through your course of study.

## **Majors and Minors**

To declare your major or minor, please complete and submit the form at <https://ischool.arizona.edu/declare>

## **Degrees**

### **Information Science and Arts**

Explore, build, and reshape the digital landscapes of tomorrow with a B.A. in Information Science and Arts. The B.A. degree will give you a solid mathematical and technical foundation and emphasizes computational arts, such as creative coding and digital storytelling.

You'll have access to laser cutters, 3D printers, and other technologies in our new rapid prototyping lab, allowing you to build almost anything you can imagine!

Degree requirements:

<https://ischool.arizona.edu/ba-information-science-and-arts/requirements>

### **Information Science and eSociety**

A degree in Information Science and eSociety will prepare you for contemporary life and work in the 21st century. You'll be introduced to social network theories and analysis, digital storytelling, information manipulation and propaganda, digital discourse, web design, and the impact of social media on daily life. eSociety students are taught to think critically about information technologies and understand human cooperation, behaviors, and biases that underlie digitally mediated communication.

Degree requirements:

<https://ischool.arizona.edu/ba-information-science-and-esociety/requirements>

### **Information Science and Technology**

A B.S. degree in Information Science and Technology will give you the mathematical and computational foundation to analyze and extend the digital world. The B.S. is more technical than our B.A. in Information Science & Arts, including higher math requirements and specialized courses.

Degree requirements:

<https://ischool.arizona.edu/bs-information-science-and-technology/requirements>

## **Minors**

<https://ischool.arizona.edu/undergraduate-minors>

### **Accelerated M.A. Program**

Our Accelerated Master's Program allows you to complete a B.A. in Information Science and eSociety and a M.A. in Library and Information Science in an abbreviated period of time! This program is for exceptional eSociety majors desiring to continue as a graduate student to complete an M.A. in Library and Information Science.

<https://ischool.arizona.edu/accelerated-masters-program>

### **Accelerated M.S. Program**

Our Accelerated Master's Program allows you to complete a B.S. in Information Science and Technology and a M.S. in Information in an abbreviated period of time! This program is for exceptional Information Science and Technology majors desiring to continue as a graduate student to complete an M.S. in Information.

<https://ischool.arizona.edu/accelerated-ms-program>

### **Honors Program**

Graduate with honors from any of our three undergraduate majors and complete independent research with our renowned faculty.

<https://ischool.arizona.edu/honors-program>

## **Undergraduate Academic Policies**

### **Grades Replacement and Appeals**

If you feel you've been given a grade incorrectly, the first step is to contact your instructor to discuss the matter. If you aren't able to resolve things directly, you can consider [filing a grade appeal](#).

You can also consider using the [Grade Replacement Opportunity](#) to raise a grade you've received in a course.

### **Academic Progress and Probation**

All UA students are required to make sufficient academic progress. For undergraduates, this means a cumulative GPA of 2.0. If you've been placed on probation, check out the College of Social and Behavioral Sciences information on [academic progress, probation, and dismissal](#) from the university.

### **Retroactive Withdrawal from Courses**

If you need to retroactively withdrawal from courses due to extenuating circumstances after the semester has ended, you'll need to file a [general petition](#).

### **General Education Substitutions**

In some circumstances, it may be possible to substitute a different course to meet a general education requirement. To learn more and initiate the process, see our [General Education Petition](#).

## **University of Arizona Policies and Resources**

### **UA Code of Academic Integrity**

“Students are responsible for understanding and following the UA Code of Academic Integrity. Students engaging in academic dishonesty diminish their education and bring discredit to the academic community and the campus. Students should avoid situations likely to compromise academic integrity.”

<https://deanofstudents.arizona.edu/policies-and-codes/code-academic-integrity>

### **Avoid Plagiarism, The University Libraries**

<https://new.library.arizona.edu/research/citing/plagiarism>

### **Threatening Behavior by Students**

“The University seeks to promote a safe environment where students and employees may participate in the educational process without compromising their health, safety, or welfare.”

<http://policy.arizona.edu/education-and-student-affairs/threatening-behavior-students>

### **Nondiscrimination and Anti-Harassment**

The University of Arizona is committed to creating and maintaining an environment free of discrimination and harassment.

<http://policy.arizona.edu/human-resources/nondiscrimination-and-anti-harassment-policy>

### **Religious Accommodation**

“The University of Arizona requires its administrators and faculty to reasonably accommodate the religious needs, observances, and practices of their employees and students upon request.”

<https://policy.arizona.edu/human-resources/religious-accommodation-policy>

### **Student Code of Conduct, Arizona Board of Regents**

<https://public.azregents.edu/Policy%20Manual/5-308-Student%20Code%20of%20Conduct.pdf>

### **Catalog**

The UA Catalog provides comprehensive information about all degree programs and policies, including graduation requirements, academic standing, courses, grades, credit, code of conduct, and student rights and responsibilities, and many other topics to help you make the most of your time at the University.

<https://catalog.arizona.edu/>

### **D2L**

Online courses use the D2L platform. Course sites are automatically activated one week prior to the course start date. If you don't see a class in D2L, and it starts in less than a week, your instructor may have made it inactive. If you are concerned about access, please email your instructor. For help learning and using the D2L system, go to

<https://help.d2l.arizona.edu/student/student-home>

### **Email**

Your UA email account is the official means of communication with university student.

Because of this, it is vital that students read all their UA emails. It is each student's responsibility to understand all information sent to their UA email account – even if unread.

**First Day of Class**

It is essential that students attend the first session of each class because important course description information will be distributed and work will begin. For online courses, you must log in on the first day of the semester. At the discretion of your instructor, you may be dropped from your class if you are absent. If you choose not to attend a class you've registered for, you must drop the class on UAccess or on a Change of Schedule form to avoid a failing grade for the class.

**UAccess Student**

Students may access their personal, financial, and academic information from any computer with internet access via UAccess. This site provides information on academics, class schedules, grades, financial information, personal and registration information, degree audits, tax information, and other services.

**Contact Information****Undergraduate Academic Advisor**

Laura Owen  
520-626-3429  
[lauraowen@email.arizona.edu](mailto:lauraowen@email.arizona.edu)  
Harvill 439

**Arizona Online Academic Advisor (for online-only eSociety majors)**

Jill Hewins  
[jillhewins@email.arizona.edu](mailto:jillhewins@email.arizona.edu)

**Campus Pantry**

<https://campuspantry.arizona.edu/>

**Student Centers**

<https://diversity.arizona.edu/student-centers>

**Think Tank**

Offers tutoring and other academic support services

<https://thinktank.arizona.edu/>