



Advising Supplement

Academic Progress, Degree Policies

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Academic Probation, Grad College

- <http://grad.arizona.edu/policies/academic-policies/academic-probation>
- Academic probation, first semester < 3.0
 - Meet with advisor
 - Develop course of action
- Removed from program if 2 consecutive semesters < 3.0
 - Must reapply as non-degree seeking or for full admission



School of Information C policy

- <https://ischool.arizona.edu/policies-school-information-programs-graduate#cGrades>
- One grade of C or lower -> academic probation
- Two grades of C or lower -> disqualified from program
- May present one C for graduation, but not in a required course
- Students receiving a C in a required course may not register for additional course until the student has registered to retake the required course.





Regular Continuous Enrollment

- Regular, continuous enrollment required
- Minimum enrollment is 3 credits in each of Fall and Spring
- Regular enrollment is 6 to 9 credits Fall and Spring (6 credits required for financial aid)
- Expect to spend about 9-10 hours per week in each 3 credit course
- Advisor approval required for more than 9 credits fall and spring or more than 6 credits in summer I and II or 3 credits in summer pre-session or 9 credits total in summer, or 3 credits in winter.
- Students unable to register for credits in fall or spring may take a one semester or one year leave of absence. Must apply before the beginning of the semester to avoid fees. Inquire in the School of Information office





Incompletes

- 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.
- If the incomplete grade is not removed by the instructor within one year (the last day of finals one year later), the I grade will convert to a failing grade.





Syllabus Policies

- The Syllabus is a Contract
- Course Policies
 - Communication with the instructor
 - Assignment Format and Style
 - Due Dates
 - Late Work
 - Attendance and Absences
 - Grading
 - Academic Integrity
 - <http://deanofstudents.arizona.edu/academic-integrity/students/academic-integrity>
 - <http://www.library.arizona.edu/help/tutorials/plagiarism/index.html>





Time to Completion

- Coursework must be completed within a six year window for the Master's degree
- Certificate coursework must be completed within a three or four year window (depending on the certificate)





Other Policies

<https://ischool.arizona.edu/policies-school-information-programs-graduate>

Communication

- Email
- Listservs
- Behavior (netiquette, harassment, bullying)
- Course add/drop and withdrawal
 - Grade appeal
 - Out of department
 - Policies
 - Transfer limitations
- Graduate College Policies
 - <http://grad.arizona.edu/policies>
- University of Arizona Policies – Policy Portal
 - <http://policy.arizona.edu/>

