# Student Handbook

## Master of Science in Data Science (MS-DS) on Coursera

2021 Summer 1 – 2022 Summer 2

# Contents

# Welcome

Welcome to the Master of Science in Data Science (MS-DS), a cutting-edge program designed for the twenty-first century. Hosted on the internationally acclaimed Coursera learning platform, the MS-DS program offers graduate-level courses and a fully accredited Master's Degree in Data Science. We hope you will Olt0.002 Tw (an)-1 (d)T(c)-5.05n0T Tcu0

# Program Policies

## Admissions

The MS-DS degree uses performance-based admissions for enrollment. There is no traditional application for admission to the degree. Students do not need to take the GRE or submit letters of recommendation or proof of language proficiency. Neither a prior degree nor university transcripts are required for admission. Because this is a purely online program, students do not need to complete a background check to enroll.

A student desiring admission to the MS-DS degree program must complete four required protocols:

1. The student must take one Pathway Specialization for credit with at least a grade of C in each Pathway course;
2. The student must achieve a computed pathway specialization grade-point average (GPA) of at least 3.00;
3. The student must have a cumulative GPA of at least 3.00 for all for-credit courses taken to date; and
4. The student must declare their intention to seek the degree, which they can do before, during or after any work in a pathway specialization.

Upon completion of these four steps the student is admitted to the MS-DS degree program.

Students may successfully complete a designated pathway specialization and declare their intent to seek the degree at any point in their academic journey.

Completion of a pathway specialization is not required for students to begin earning academic credit, only to earn the degree. Non-degree-seeking students may enroll in

## Financial Aid

At this time, no financial aid will be administered in this program.

# Courses & Curriculum

## Non-Credit Courses & Specializations on Coursera

All MS-DS courses are hosted on the Coursera platform. A typical non-credit course includes content, discussion forums, and homework assignments of level and scope similar to assignments made in an equivalent on-campus course in the same subject. Many of the courses are organized into sequences called specializations. This term originates with Coursera. Non-credit students may use specializations to earn course and specialization completion certificates from Coursera, but non-credit courses and specializations do not carry CU Boulder credit and are not recorded on CU Boulder transcripts.

## For-Credit Courses & CU Boulder Credentials

Non-credit courses taught by CU Boulder Data Science faculty are the foundation of for-credit courses taught by those same faculty. A course is not considered credit-bearing until a student enrolls in the for-credit session of the course by paying CU Boulder tuition. Enrolling in the for-credit session enables access to additional credit-bearing content and proctored assessments.

A student enrolled in a non-credit session of an MS-DS course may elect to change to the for-credit version of the course at any time, including after completion of the non-credit course. Work performed in the non-credit portion of the course (e.g., assignments and quizzes) automatically transfers with the student to the for-credit option and the student can then continue to complete the remaining homework, exams, projects and lessons.

For-credit CU Boulder courses on Coursera may include proctored assessments or use project-based assignments.

Individuals may take for-credit CU Boulder courses on Coursera as either **non-degree-seeking** students (in which case they do not seek admission to the MS-DS degree) or as **degree-seeking** students (in which case they have followed the four steps to enroll in the MS-DS degree listed above).

## Calendar for Proctored Exams and Projects

ProctorU is available 24 hours a day, 7 days a week. Students in MS-DS courses can complete final exams and projects that use the ProctorU remote proctoring service in each session starting at **9:00 am**

# Degree Curriculum

## Graduation Requirements

Graduation requirements in effect per the Special Programs section of the University Catalog at the time of your admission to the MS-DS on Coursera degree program will apply to you during your course of study. Any revisions to the requirements after the term that you are officially admitted to the MS-DS on Coursera will not apply to you retroactively. Use the University Catalog for the term you were admitted to the program until you graduate, since that governs your graduation requirements.

## Core Courses

The curriculum includes 21 credits of core courses, including the following:

responsibility to monitor these deadlines. Coursera and CU Boulder are not responsible for notifying the students of these deadlines. To drop or withdraw from a course students must complete the appropriate form on the CU Boulder Registrar's Special Programs page.

## Course Drop & Refund

To drop a class and receive a full refund, two requirements must be met:

1.

As noted under Tuition, if a tuition payment does not process successfully, a financial hold is placed on the student's account and the student will be prevented from registering for future courses at CU Boulder until the outstanding amount is paid in full.

See Program Withdrawal for more information about withdrawing from the MS-DS program.

## Grades

Students who access restricted content (e.g., password quiz, honor code verification, final assessment such as final exam/project, etc.) are ineligible for a drop, withdrawal or refund, and are assigned a final grade.

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In order to preserve the integrity of this program, some exams and projects will have live proctoring managed by ProctorU. Read the ProctorU Privacy Policy for details.

## Program Faculty, Course Facilitators, Degree Governance & Student Support

All courses and specializations affiliated with the MS-

### Career Services & Alumni Association

Students who are admitted into the degree will receive lifelong access to Handshake and other selected services and resources via CU Boulder Career Services and the Forever Buffs alumni network.

### Diplomas

Degrees are conferred three times annually. Check the graduation calendar for semester-specific dates. Diplomas are issued to graduating students in both paper and digital formats. See Order a Diploma or Certificate.

### Commencement

Students who graduate from the program and earn the MS-DS degree are welcome to attend on-campus graduation ceremonies but are not obligated to do so.

### Academic Dishonesty & Honor Code

The University of Colorado Boulder takes issues of academic dishonesty extremely seriously.

Students in all of CU Boulder's courses, whether not-for-credit or for-credit, are expected to perform to the highest standards of academic honesty.

Students enrolled in for-credit courses are members of the CU Boulder community and are subject to the Honor Code Office's policies and procedures.

Any suspected violations of the Honor Code, including reports of violation from the MS-DS's proctoring service, will be submitted to the CU Boulder Honor Code Office (honor@colorado.edu).

Students who violate the Honor Code are subject to discipline, including possible academic penalties and non-academic sanctions. The cou

# Petition, Appeal & Grievance Issues

Petitions, appeals, connectivity issues

must be reviewed by an ad-hoc faculty committee or steering committee before an appeal can be filed directly to the Graduate School. Additionally, the University of Colorado Boulder has a guide for information related to appeals, complaints, and grievances, including those for distance and online students.

Students located outside of Colorado must first seek resolution with the University of Colorado Boulder by filing a complaint with the appropriate person or office. If the student bringing the complaint is not satisfied with the outcome of the university's internal processes, the student may file a complaint with the university's SARA Portal Entity at the Colorado Department of Higher Education.

The University of Colorado Boulder also provides access to a list of all state contacts for filing complaints should the person wish to pursue these venues.

Regardless of location, if students are unsatisfied with the resolution and all other avenues provided have been exhausted, unresolved complaints may be filed with the Higher Learning Commission, the University's regional accreditor.

> Higher Learning Commission
> 230 South LaSalle Street, Suite 7-500
> Chicago, IL 60604
> Telephone: 800-621-7440
> info@hlcommission.org
> http://www.hlcommission.org

## Accommodations for Disabilities

To request accommodations because of a disability, please work directly with Disability Services (dsinfo@colorado.edu) in a timely manner so that your needs may be addressed. Disability Services determines accommodations based on documented disabilities in the academic environment and shares accommodation information with faculty. Information on requesting accommodations is located on the Disability Services website.

## Discrimination & Harassment

CU Boulder will not tolerate acts of sexual misconduct (including sexual harassment, exploitation, and assault), in (at)-2 (et)-665002for wsed

# Accreditation & Designations

The University of Colorado Boulder is accredited by the Higher Learning Commission (HLC).