MS Data Science

Program Handbook

2023-2024

Department of Statistics
Department of Computer Sciences

Reference this handbook to learn about the unique policies, requirements, procedures, resources, and norms for graduate students in the MS Data Science program.

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Preface

The [Department of Statistics](#) and the [Department of Computer Sciences](#) are committed to the training and education of its graduate students. To facilitate this practice, we have created this document to help guide students through their education in the MS Data Science program. The MS Data Science program is a joint professional program between the Department of Statistics and the Department of Computer Sciences. It is administered by the Department of Statistics. Because this is a professional program, there are additional policies in areas such as funding and enrollment. The policies of the program are overseen by the MS Data Science Committee.

The [Graduate School at UW-Madison](#) oversees all graduate programs and provides [policies that apply to all graduate students](#). Additionally, departments must create and oversee the specific curriculum and provide additional policies for students in their program. This document is designed to provide information and links to relevant Graduate School policies and outlines departmental and program-specific rules and policies.

Degrees and course requirements may change over time. However, students must meet the degree and course requirements in effect when they entered the program. Additionally, administrative procedures and processes can change over time. Students are required to follow the administrative procedures and processes listed in the current handbook. The information in this handbook is supplemental to the [MS Data Science Graduate Guide](#), which serves as the official repository of program rules, requirements, and policies.

Students who have questions or concerns should contact the MS Data Science program coordinator, Jinda Moore (msdatascience@stat.wisc.edu), and the MS Data Science program chair, Yazhen Wang (yzwang@stat.wisc.edu).

Navigating Policy and Resources at UW-Madison

This handbook is one of many sources to consult to become familiar with the policies, procedures, requirements, resources, and norms of graduate education at UW-Madison:

Program Handbook

On your program's website or Guide page

Detailed reference for your program's unique requirements, policies, procedures, resources, and norms.

May refer you to other sources for policy detail.

Graduate Guide

guide.wisc.edu/graduate

Master catalog of all graduate programs on campus & the official source for your program's policies and requirements.

May reference other sources of policy.

Graduate Student Life

gradlife.wisc.edu

Info about life as a Badger graduate student in Madison that will support your overall well-being.

AP&P

grad.wisc.edu/ academic-policies

The Graduate School's "Academic Policies & Procedures" that defines key components of graduate education on our campus.

Policy Library

policy.library.wisc

Database of university-wide policies.

Not sure where to start?

Find resources curated for prospective and current students, as well as faculty & staff, at:

grad.wisc.edu

Who to Contact for Questions

Many of your questions about how to meet expectations and thrive as a graduate student will be answered by the various sources of policies, procedures, requirements, resources, and norms at the resources provided above as well as in this Handbook.

Several key positions in this department and on campus are ready to answer your remaining questions:

Graduate Program Coordinator
Each graduate program will have at least one department staff person typically called a Graduate Program Coordinator who serves as a point person for program policy and procedures. Graduate Program Coordinators are well versed in most elements of graduate education that extend beyond academic instruction in your program and will likely be your first stop for questions related to anything in this handbook. The Graduate Program Coordinator and Academic Advisor for MS Data Science is Jinda Moore (jinda.moore@wisc.edu).

Director of Graduate Studies
Each graduate program has one faculty member designated to direct its educational vision and structure.

Names and contact information of your Graduate Program Coordinator and Director of Graduate Studies can be found on your program's page in the *Graduate Guide*. Simply navigate to the "Major/Degree" tab, click on your program's name, and look for the contact information box on the righthand side.

Faculty Advisor
Each student will be assigned a faculty advisor in each graduate program in which they are enrolled. Your faculty advisor(s) will be a key source of guidance for your academic development. Further definition can be found in the Policy Library (#1232). Guidelines for finding, changing, and working with your advisor can be found in the Advising & Mentoring section below.

The name and contact information of your faculty advisor can be found on your Student Center on MyUW under "Academic Progress" and then "Advisors."

Graduate School Services
For general inquiries and graduate student services from the Graduate School, see the operations and front desk contact information on the Graduate School's contact page.

Department and Program Overview

Please view the Graduate Guide for an overview of the MS Data Science program and its learning outcomes.

Diversity, Equity, and Inclusion

The MS Data Science program strives to create a sense of belonging among all students, faculty, and staff. We foster an inclusive environment by treating other members of the community with esteem and respect. We honor diversity in our department and promote this sense of belonging by working together considerately toward our common goals of teaching, community engagement, and scientific innovation. We are dedicated to serving the UW-Madison statement on diversity, and we are committed to creating an environment where all feel respected and included.

Students who need to report an incident, please view the Graduate Guide Grievances and Appeals policies, and/or contact the program coordinator, Jinda Moore (jinda.moore@wisc.edu).

How to Get Involved

As a graduate student at UW-Madison, you have a multitude of opportunities to become involved on campus and in your academic discipline. This involvement often enhances your academic, professional, and personal growth through developing advanced leadership, communication, and collaboration skills. It also provides opportunities for professional networking.

On Campus & In the Community

The Wisconsin Idea is the principle that education should influence and improve people's lives beyond the university classroom. For more than 100 years, this idea has guided the university's work.

You will find a list of ways to engage in campus and local community life at: The Graduate School's Current Student Page.

If you are a student actively involved in leadership and service activities, consider nominating yourself for membership in the following honor society: Edward Alexander Bouchet Graduate Honor Society.

Getting Started as a Graduate Student

New Graduate Student Checklist

Be sure to review all steps listed on the [Graduate School's New Student](#) website.

In addition to a checklist for all new graduate students, this webpage includes sections with additional steps to take if you are a new international student, student with a disability, student veteran, and student with children, or student with funding.

International Student-specific Events

International students will need to attend one of the mandatory [International Student Services (ISS) orientations](#). Click the link in the previous sentence for information on orientation dates and times. Please note that there are specific sections for incoming graduate students.

In Our Program

The Statistics department will have orientation events for incoming MS Data Science students, both online and in person. Additional information can be found in the MS Data Science Orientation course in Canvas and in your email inbox.

Advising and Mentoring

Advising relationships are a central part of academia, important to both the experience and development of students and faculty members alike.

Please see the [Graduate School's definition of an advisor](#). Your advisor has two main roles: 1) To assist you in acquiring the highest possible level of knowledge and competence in the field, and 2) to chair the committee that will determine whether you have performed at an acceptable level in each of your degree milestones (see "Degree Requirements" section below for further information on building your committee). Other roles of your advisor may include tracking your progress in completing your degree (note: this may include use of the [Graduate Student Tracking System](#)), assisting with course selection and planning your academic path, and helping you identify possible research mentors and research opportunities.

Students in the MS Data Science program have access to the MS Data Science program coordinator and MS Data Science committee members for academic advising. Because MS Data Science is a professional program, students do **not** form a graduate advising committee.

Students will need to receive approval for their enrollment each semester via the Course Plan Survey, sent to students' wisc.edu email early each semester. This form can also be used to make edits or updates once enrolled in a term. Students who do not

provide this form will have a hold put on their record for the following semester.

Information will be sent to students regarding courses for the following semester before enrollment begins. Students are expected to check-in with their program coordinator regarding their course enrollment plan, as well as regarding any questions they may have.

Both the student and advisor are responsible for making their expectations clear to each other. Be sure to discuss this with your advisor. Students in the MS Data Science program are expected to read their wisc.edu email on a regular basis; respond to emails from the chair, academic advisor, and program coordinator; fill out their course approval plan form and other requested forms in a timely fashion; and contact the advisors with any questions or concerns. These must all be done in a timely manner. See the [Statistics Department Advising Expectations webpage](#) for further information about advising expectations for both students and advisors.

Office Hours

Professors, teaching assistants, and other instructors schedule time outside of class to meet with students called "office hours." Office hours are times when you can meet your instructor to discuss coursework or other related interests. This may include asking for extra help understanding class materials, or even just following up on something you found interesting in class.

Instructors typically share their office hours' time and location in their course syllabus. Students often visit office hours to discuss their academic and/or professional interests, such as continuing graduate school or future internship or job prospects.

While office hours are not required, many students find that visiting their instructors during this time can be very helpful. Instructors do not have any lessons planned during this time, and it is typically the student's responsibility to lead the interaction. A good way to prepare for office hours is to review your course materials, noting areas where you may need more help along with any questions you may have. It's also a good idea to start attending office hours early in the semester, rather than waiting until you're overwhelmed near the end of the term – it's always easier to keep up with coursework than to try to catch up at the last second.

Note that office hours are not a time when your instructor will complete your assignments for you. Study your materials and try to complete any assignments before going to office hours. This will help you form good questions to discuss with your instructor.

A Graduate Student Guide to Working with Faculty Advisors

Through this interactive, self-paced micro-course, graduate students learn about the characteristics of functional and dysfunctional relationships with faculty advisors, strategies for communicating effectively and aligning expectations, as well as program grievance processes and Hostile and Intimidating Behavior resources. Completion of the micro-course takes about 20 minutes and is optional but encouraged for all graduate students.

Advising Expectations

Clearly defined expectations for both the student and advisor are a crucial starting point for a strong relationship. Programs/departments are encouraged to maintain a practice of producing "Advising Expectations" that clarify and document mutually agreed upon expectations for both the student and advisor. Information about advising compacts can be found at this link.

An Individual Development Plan may also be a helpful tool to reflect upon and plan your academic and professional goals, and may be used in conjunction with advising.

Mentoring Networks

In addition to your formal advisor, you are encouraged to develop a broad network of individuals who can provide academic and professional mentorship during and beyond your time as a graduate student.

Students are encouraged to visit their instructors' office hours (time instructors set aside to meet with their students) in order to develop a professional relationship with their instructors as well as better understand coursework. Students may also consider joining graduate student clubs, such as the Statistics Graduate Student Association (SGSA) in the Statistics Department and/or the Student Association for Computing Machinery (SACM) and the Women's Association for Computing Machinery (WACM) in the Computer Sciences Department.

Funding, Employment, and Finances

"Funding" is a term used to describe university employment or support to cover some or all of your costs of graduate education. It varies in kind, amount, and level of guarantee.

As a professional MS program, the MS Data Science program is allowed to set its own market rate-based tuition, which is $1,600 per credit (2023-24 academic year, subject to change from year to year) plus any relevant student fees. The tuition rate is the same for all students and is credit based.

General information on the current tuition rate and fees can be found on the [Bursar's website](#): the MS Data Science program is the "Tier 1600 with Segregated Fees" rate. To find our specific program, click the link in the previous sentence, select the correct term and academic year, and then search for "Data Science MS".

MS Data Science students are expected to be self-supported and will need to pay the appropriate tuition during their time of study.

The Graduate School maintains policies related to graduate student funding/employment:
- [Maximum Levels of Appointments](#)
- [Concurrent Appointments for Fellows/Trainees](#)
- [Enrollment Requirements for Graduate Assistants](#)
- [Eligibility for Summer RA, TA, PA, and LSA Appointments](#)

Assistantships

Per [UW-Madison campus policy](#), students enrolled in the MS Data Science program may be employed in a graduate assistantship (teaching assistant/TA, research assistant/RA, project assistant/PA), but are **not** eligible to receive tuition remission from graduate assistantship appointments. Corporate tuition support and waiver of tuition for veterans is not included in these categories.

See the Graduate School's [policy document regarding tuition remission](#) to learn more about what tuition remission is and the sorts of positions that would grant remission.

Finding Funding without a Guaranteed Appointment

Campus-Wide and External Sources

To help students find resources to pay for costs related to graduate education, the Graduate School provides a comprehensive overview of the funding process on campus as well as descriptions of the types of funding available, sources of funding, minimum stipend rates and benefits, and links to applicable human resources policies (e.g. GAPP) at the following websites:

- [Graduate School: Funding and Financial Aid](#)
- [External Fellowship Database](#)
- [UW-Madison Libraries Grants Information Collection](#)
- [UW-Madison Student Jobs](#)

Additional Policies & Resources
- [Graduate School Policy: Residence for Tuition Purposes](#)
- [Employee Disability Resources](#)
- [Graduate Assistantship Policies and Procedures (GAPP)](#)

Degree Requirements

All students in the MS Data Science program are responsible for keeping aware of the following requirements to complete the degree.

Prerequisite Courses

Students admitted to the MS Data Science program are expected to have courses equivalent to the UW-Madison courses listed on the MS Data Science Graduate Guide Admissions page.

MS Data Science Requirements

For all current catalog year requirements to complete your degree (i.e. credits, courses, milestones, learning outcomes/goals, etc.) see the MS Data Science Requirements page in the Graduate Guide. Navigate to guide.wisc.edu/graduate, then select "Degrees/Majors," your program's name, the "Named Option of your program (if applicable; found near the bottom of the Requirements tab), and then "Requirements" from the navigation bar on the right side. You will be taken to a subsection of your program's *Guide* page that contains all official requirements for your degree. Similarly, see "Policies" from the navigation bar of your program's page to learn about policies affecting these requirements (e.g., prior coursework, probation, credits per term allowed, time constraints, grievances and appeals, etc.).

Note that when you look at the *Guide* to learn about program requirements, you will be viewing the current year's version. To find past versions of program requirements, see the Guide Archive and search for your program and the year you would like to reference.

Per campus policy, students in this program may not take courses outside the prescribed curriculum without faculty advisor and program director approval. Students in this program cannot enroll concurrently in other undergraduate, graduate or certificate programs. Doing so may result in a student being removed from the MS Data Science program.

Course Plan Survey

Each semester, MS Data Science students will be required to submit a course plan survey indicating the courses that they are enrolled in for the upcoming semester. This allows MS Data Science program coordinators to ensure that students in our program are continuing to make satisfactory academic progress in the program and are enrolling according to MS Data Science program requirements.

The link to the course plan survey will be emailed to all students' wisc.edu email address at the beginning of each semester. If students do not submit their course survey plan by the specified date, a hold will be placed on their record preventing any future enrollment (add/drop/swap current courses or future semester enrollment). All changes to enrollment after students' course plans are approved **must** be approved by an MS Data Science program coordinator. Students who do not inform program coordinators of enrollment changes risk not making satisfactory academic progress, which may jeopardize their graduation status.

Time to Degree
Students are expected to complete the MS Data Science program in 3-4 semesters. Students who wish to pursue the program part time must receive permission from the program chair.

Additional Policies
Additional policies for MS Data Science may be found in the MS Data Science Graduate Guide's Policies webpage.

Enrollment Requirements
Students are responsible for following Graduate School policies related to course enrollment requirements and limitations:

- Adding / Dropping Courses
- Auditing Courses
- Canceling Enrollment
- Enrollment Accountability
- Minimum Enrollment Requirements

Please note that visa-holding and assistantship-holding students have different enrollment minimums, so it is extremely important to understand how these policies apply to your specific situation.

International Students
International students who are on visas are required to be enrolled full-time on the campus that issued their I-20 (F-1 students) or DS-2019 (J-1 students). Visit the International Student Services (ISS) webpage for current students for more information on enrollment requirements for international students.

Students with Assistantships

Students employed in a graduate assistantship (teaching assistant, research assistant, project assistant) have special enrollment requirements to maintain full-time status.

In order to maintain full-time student status during the fall and spring semesters, students holding a teaching assistant or project assistant position of at least 33.33% must be enrolled in a minimum of 6 credits, while those who hold an appointment of at least 50% must be enrolled in a minimum of 4 credits. Research Assistant students are required to maintain a full enrollment load each semester during the academic year (8-15 credits).

Sample Course Schedules

Students are expected to complete the program in 3-4 semesters. Students who wish to pursue the program part time must receive permission from the program chair.

Below are sample course schedules for the typical MS Data Science student. Contact your Graduate Program Coordinator with any specific questions, or to create an enrollment plan that reflects your goals.

Four-semester MS Data Science student
- First Fall term: STAT 611 (3), STAT 613 (3), Computer Sciences core (3-4)
- First Spring term: STAT 612 (3), Computer Sciences core (3-4), Machine Learning core (3)
- Second Fall term: Computer Sciences core (3-4), Machine Learning core (3), Data Science elective (3)
- Second Spring term: Any remaining electives (3)
    - o *Note*: F-1/J-1 visa-holding students must enroll in a minimum of 8 credits in all terms except the final semester, when a Reduced Course Load may be requested. Visit the International Student Services (ISS) website for more information about full-time enrollment requirements and Reduced Course Load for visa-holding students.

Three-semester MS Data Science student
- First Fall term: STAT 611 (3), STAT 613 (3), COMP SCI core course (3-4)
- First Spring term: STAT 612 (3), Computer Sciences core (6-8), Machine Learning core (3)
- Second Fall term: Machine Learning core (3), Data Science electives (6)

One-year MS Data Science student (option for UW alumna)
- Because UW alumni in MS Data Science may come from a variety of academic backgrounds, interested students are encouraged to contact the MS Data

Science program coordinator at msdatascience@stat.wisc.edu for more information.

Final Semester

Students in their final semester with only one credit of program coursework remaining may [request an exception](#) to the UW-Madison Graduate School's minimum enrollment requirement of 2 credits.

Students holding an F-1 or J-1 visa who need to complete less than 8 credits in their final semester must [request a Reduced Course Load](#) (RCL). This maintains active visa status without full-time enrollment. RCL requests need to be submitted prior to the semester in which a student plans to graduate.

Students who intend to graduate must apply for graduation by the end of the 4th week of classes so that graduate program coordinators can request their graduation warrant. Instructions for applying for graduation through the MyUW Student Center can be found on the Registrar's Office [Apply for Graduation website](#).

Summer Graduation: International Students

Visa-holding international students completing degree requirements during the summer term will have additional rules and policies that must be followed, and which may affect future visa-status and employment in the US. International students planning to graduate in the summer are very strongly encouraged to [meet with an ISS advisor](#) to discuss their summer graduation plans and implications.

Master's Degree Checklist: Timeline & Deadlines

The Graduate School maintains a [list of steps to complete a Master's degree](#), including deadlines and other important things to know as students progress toward graduation. In addition to what is posted on this webpage from the Graduate School, you must meet all required steps of the program.

International Student Services: Program Completion Checklist

[International Student Services](#) (ISS) has compiled many resources for visa-holding students who are completing their program of study, including a program completion checklist, timeline, and Frequently Asked Questions section.

Academic Exception Petitions

Academic exceptions are considered on an individual case by case basis and should not be considered a precedent. Deviations from normal progress are highly discouraged, but the program recognizes that there are in some cases extenuating

academic and personal circumstances. Petitions for course exceptions/substitutions or exceptions to the Satisfactory Progress Expectations (academic or conduct) shall be directed to the MS Data Science Committee Chair. The following procedures apply to all petitions:

1. The specific requirement/rule/expectation pertinent to the petition must be identified.
2. The student's academic advisor must provide written support for the petition.
3. All coursework substitutions and equivalencies will be decided by appropriate area-group faculty (MS Data Science program committee).

More generally, the MS Data Science Committee Chair, in consultation with the student's advisor, may grant extensions to normal progress requirements for students who face circumstances (similar to tenure extensions) as noted in university regulations, this includes childbirth, adoption, significant responsibilities with respect to elder or dependent care obligations, disability or chronic illness, or circumstances beyond one's personal control. Where warranted, the petition should provide good evidence of plans and ability to return to conformance with the standard and to acceptably complete the program. The normal extension will be one semester; anything beyond this will be granted only in the event of highly extraordinary circumstances. Extensions will be granted formally with a note of explanation to be placed in the student's file.

Students who wish to request an exception to a requirement (including substitutions) or seek permission to apply previous coursework should first consult with an MS Data Science program coordinator, either by emailing msdatascience@stat.wisc.edu or by [scheduling an appointment](#). If the program coordinator believes the student has a valid reason for an exception, the student will be encouraged to write a formal petition to the MS Data Science Committee Chair.

Academic exception petitions will only be considered in extraordinary circumstances and on a case-by-case basis. All petitions will be reviewed, and students will be notified via email whether their petition has been approved or denied. Note that academic exception petitions may take at least 10 business days for processing and review once submitted.

Exception petitions are not intended to serve as a way for students to bypass MS Data Science program requirements.

Satisfactory Academic Progress

Your continuation as a graduate student at UW-Madison is at the discretion of your program, the Graduate School, and your faculty advisor. Any student may be placed on probation or dismissed from the Graduate School for not maintaining satisfactory

academic progress, and this can impact your academic standing (detailed below), financial aid, or funding (consult your sources of funding, as applicable). Our program has its own definition of satisfactory academic progress and related procedures that supplement the Graduate School policy, as described in this section.

Definition

The Graduate School has specific methods for determining satisfactory academic progress. In addition to the Graduate School's monitoring of satisfactory academic progress, MS Data Science program coordinators regularly review the satisfactory academic progress of its students.

MS Data Science students must follow minimum GPA and grade requirements, which are outlined in the MS Data Science Graduate Guide page. This includes maintaining a minimum cumulative graduate grade point average (GPA) of 3.00 (on a 4.00 scale) for all graduate courses in order to receive a degree.

The MS Data Science program is considered to be a professional program by campus. As such, MS Data Science students cannot take coursework outside of the prescribed curriculum. Doing so would result in not making satisfactory academic progress. Students who feel that they are in an extraordinary circumstance that requires outside coursework must receive approval from the MS Data Science program by contacting the program coordinators prior to enrolling in outside coursework.

Students who have satisfied all MS Data Science program and degree requirements may not extend their time in the program. Students must graduate in the semester in which all program/degree requirements are completed.

Students may not be concurrently enrolled in another academic program, and as such would not be meeting satisfactory academic progress.

Each semester, MS Data Science students must check-in with their program coordinator and/or academic advisor regarding their course enrollment plan for the upcoming semester. All changes to enrollment must be approved by an MS Data Science program coordinator. Students who do not inform program coordinators of enrollment changes risk not making satisfactory academic progress, which may jeopardize their graduation status.

Not Meeting Academic Expectations

Program coordinators will review student progress each term by monitoring grades, course enrollment, and GPA. If MS Data Science program coordinators find that a student has failed to achieve satisfactory progress in the academic expectations set by the program, the student will be contacted and required to meet with the program chair

and/or program coordinator to discuss their plan to return to good standing. Additionally, students in this status may have a hold placed on their record either by the program and/or the Graduate School, and may face disciplinary action or removal from the program.

Graduation

In a student's final term, the program will request an MS Graduation Warrant, provided that all coursework has been or is in the process of being completed. The MS Graduation Warrant will be submitted to the Graduate School once all the final semester grades have been submitted and the program confirms that all grades and the overall GPA meet the standards for satisfactory academic progress.

It can often take 4-6 weeks from the end of the semester until a degree is posted on a student's transcript. Students who need proof of graduation before this time are recommended to request Certification of Graduation from the Office of the Registrar.

Apply to Continue for a Statistics or Computer Sciences PhD

Students who wish to apply for a PhD program in Statistics or Computer Sciences should review the websites regarding the Statistics PhD program and/or Computer Science PhD program for more information on the application process and requirements. Students may also contact the relevant Statistics PhD Coordinator or Computer Sciences PhD Program Manager for clarification of next steps.

Personal Conduct Expectations

Professional Conduct

The Office of Student Conduct and Community Standards maintains detailed guidance on student rights and responsibilities related to learning in a community that is safe and fosters integrity and accountability. You are responsible for keeping aware of their policies and procedures.

Students should avoid even an appearance of improper behavior or lack of ethical standards while in the Graduate School at UW-Madison, in all professional settings, and in their personal lives. Students should conduct themselves according to the standards expected of members of the profession to which the student aspires.

Concerns about infractions of Professional Conduct may be effectively handled informally between the instructor/advisor and the student. If a resolution is not achieved, a graduate program representative may be included in the discussion. Separate and

apart from a violation of Professional Conduct, a student may face University disciplinary action regarding the same action. Students are responsible for reading the information here as well as the information published on all the relevant websites. ***Lack of knowledge of this information does not excuse any infraction.***

1. *Professional Ethics*: Students shall show respect for a diversity of opinions, perspectives, and cultures; accurately represent their work and acknowledge the contributions of others; participate in and commit to related opportunities; aim to gain knowledge and contribute to the knowledge base of others; understand the [UW-Madison Student Code of Conduct](); represent their profession and the program; and strive to incorporate and practice disciplinary ideals in their daily lives. Resumes/CVs must reflect accurate information.

2. *Honesty and Integrity*: Students shall demonstrate honesty and integrity as shown by their challenging of themselves in academic pursuits; honesty and ethics in research and IRB applications – including honesty in interpretation of data; commitment to an unbiased interpretation of academic and professional endeavors; and the need to document research activities, protect subject/client confidentiality and HIPAA regulations. Students shall follow through and pull their weight in group activities; understand where collaboration among students is or is not allowed; not plagiarize others or past work (self-plagiarism), cheat, or purposefully undermine the work of others; and avoid conflicts of interest for the duration of their time in the program. As a professional, honesty and integrity also extends to personal behavior in life outside of the academic setting by realizing that students are representatives of the program, UW-Madison, and the profession.

3. *Interpersonal and Workplace Relationships*: Students shall interact with peers, faculty, staff, and those they encounter in their professional capacity in a manner that is respectful, considerate, and professional. This includes and is not limited to attending all scheduled meetings, honoring agreed upon work schedules, being on time and prepared for work/meetings, contributing collaboratively to the team, keeping the lines of communication open, offering prompt response to inquiries, and employing respectful use of available equipment/technology/resources. Chronic or unexplained absences are unprofessional in the workplace and could be grounds for termination or removal of funding. To facilitate the free and open exchange of ideas, any criticism shall be offered in a constructive manner, and the right of others to hold different opinions shall be respected.

4. *Commitment to Learning*: Students are expected to always meet their educational responsibilities. Be actively prepared for class and be ready for questions and answers. Be on time for every class and always show courtesy during class or if you must leave class early. If possible, students should notify the instructor at least one day in advance of a planned absence. Students who are unable to attend class are responsible for finding out what occurred that day

and should not expect instructors to give them individual instruction. Recognizing that the pursuit of knowledge is a continuous process, students shall show commitment to learning by persevering despite adversity and seeking guidance to adapt to change. Students shall strive for academic excellence and pursue and incorporate all critique, both positive and negative, in the acquisition of knowledge to understand and respect the community in which they work.

5. *Professional Appearance*: Students shall convey a positive, professional appearance to represent the program in a dignified manner. Appearance includes a person's dress, hygiene, and appropriate etiquette/protocols for the environment (including safety protocols and protective clothing in environments that require them).

This graduate program, the Graduate School, and the Division of Student Life all uphold the UW-System policies and procedures in place for academic and non-academic misconduct. In addition, graduate students are held to the same standards of responsible conduct of research as faculty and staff. Furthermore, unprofessional behavior toward clients/subjects, faculty, staff, peers, and public are significant issues in the evaluation and promotion of students. In turn, we hold expectations for the highest level of academic integrity and expect professional, ethical, and respectful conduct in all interactions. Students may be disciplined or dismissed from the graduate program for misconduct or disregard for professional conduct expectations regardless of their academic standing in the program. Separate and apart from a violation of professional conduct, a student may face University disciplinary action about the same action. Students are responsible for reading the information here as well as the information published on all the relevant websites. **Lack of knowledge of this information does not excuse any infraction.**

Academic Misconduct

Academic misconduct is governed by state law, UW System Administration Code Chapter 14. For further information on this law, what constitutes academic misconduct, and procedures related to academic misconduct, see:

The Graduate School
> [Academic Policies and Procedures: Misconduct, Academic](#)

Office of Student Conduct and Community Standards
> [Academic Misconduct Website](#)
> [Academic Misconduct Flowchart](#)

University of Wisconsin System (UWS)
> [Chapter 14: Student Academic Disciplinary Procedures](#)

Non-Academic Misconduct

Non-academic misconduct is governed by state law, UW System Administration Code Chapters 17 and 18. For further information on these laws, what constitutes non-academic misconduct, and procedures related to non-academic misconduct, see:

The Graduate School

Academic Policies and Procedures: Misconduct, Non-Academic

Office for Student Conduct and Community Standards

Non-Academic Misconduct Website

University of Wisconsin System (UWS)

Chapter 17: Student Non-Academic Disciplinary Procedures
Chapter 18: Conduct on University Lands

Research Misconduct

Graduate students are held to the same standards of responsible conduct of research as faculty and staff. The Graduate School is responsible for investigating allegations of research misconduct. Further information about these standards and related policies and procedures can be found at:

The Graduate School

Academic Policies & Procedures: Responsible Conduct of Research

Office of the Vice Chancellor for Research and Graduate Education

Research Policies

Hostile and Intimidating Behavior (Bullying)

Hostile and intimidating behavior (HIB), sometimes referred to as "bullying," is prohibited by university policy applicable to faculty, academic staff, and university staff. Further definition, policy, and procedures related to HIB can be found at the dedicated UW-Madison HIB webpage. Students who feel that they have been subject to HIB are encouraged to review the informal and formal options available on the "Addressing HIB" tab of this website.

Grievance Process

Each college or program on campus has a grievance process that students can use to address other concerns regarding their experience in the program. The MS Data

Science program's grievance process can be found in detail in the [MS Data Science Graduate Guide](#).

Process and Sanctions for Violations of Conduct Standards

Failure to meet the program's academic or conduct expectations can result in disciplinary action including immediate dismissal from the program. If a student is not making satisfactory progress regarding academic or conduct expectations, the advisor will consult with the program committee to determine if disciplinary action or dismissal is recommended.

Possible Department Disciplinary actions

- Written reprimand
- Denial of specified privilege(s)
- Imposition of reasonable terms and conditions on continued student status
- Removal of funding
- Probation
- Restitution
- Removal of the student from the course(s) in progress
- Failure to promote
- Withdrawal of an offer of admission
- Placement on leave of absence for a determined amount of time
- Suspension from the program for up to one year with the stipulation that remedial activities may be prescribed as a condition of later readmission. Students who meet the readmission condition must apply for readmission and the student will be admitted only on a space available basis. See the Graduate School Academic Policies & Procedures: [Readmission to Graduate School](#)
- Suspension from the program. The suspensions may range from one semester to four years.
- Dismissal from the program
- Denial of a degree

In addition to the program's disciplinary actions, the Dean of Students Office may also have grounds to issue one or more of the following:

- Reprimand
- Probation
- Suspension
- Expulsion
- Restitution
- A zero or failing grade on an assignment on an assignment/exam
- A lower grade or failure in the course
- Removal from course
- Enrollment restrictions in a course/program
- Conditions/terms of continuing as a student

Incident Reporting (Hate, Bias, Sexual Assault, Hazing, Students of Concern, Bullying)

The Dean of Students Office maintains a portal to report incidents of hate, bias, sexual assault, hazing, dating/domestic violence, stalking, missing students, and students displaying other concerning behaviors at UW-Madison.

[Dean of Students Incident Reporting](#)

As noted above in [Personal Conduct Expectations](#), students who feel they have been subject to hostile and/or intimidating behavior (i.e. bullying) are encouraged to review the informal and formal options for addressing this behavior (including filing complaints when desired) at:

[Human Resources Hostile and Intimidating Behavior Website](#)

Professional Development

When students participate in professional development, they build skills needed to succeed academically and thrive in their career. The following are professional development activities that we recommend for your consideration. Additionally, students are strongly encouraged to seek out campus resources that focus on this area.

On Campus

The Graduate School develops and curates a wide variety of resources for professional development, including a tool to assess student skills, set goals, and create a plan with recommended activities on campus (i.e. the [Individual Development Plan](#) or "IDP") as well as programming to help students explore careers, prepare for a job search, build their network, learn more from alumni, manage projects, communicate about research, and much more.

[DiscoverPD](#) helps master's and doctoral students at UW-Madison advance their academic and professional goals with customized recommendations based on a skills self-assessment. The 400+ professional development recommendations available in the DiscoverPD database are available in a range of formats to best meet diverse needs, including in-person, virtual, asynchronous, and synchronous opportunities.

The Graduate School communicates professional development opportunities through an e-newsletter, [GradConnections](#), that all graduate students receive at their wisc.edu

email. Graduate Students in onsite degree programs receive the newsletter weekly during the academic year and every other week in the summer. Graduate students in online degree programs receive the newsletter every other week during the academic year and monthly during the summer.

Department of Statistics Professional Development

MS Data Science students are encouraged to join in Statistics Department professional development events and opportunities. Students are also encouraged to meet with the program coordinators for one-on-one help with professional development. The Department of Statistics also maintains a Student Career Resources website.

Department of Computer Sciences Professional Development

Students in the MS Data Science program are encouraged to participate in Department of Computer Sciences professional development events and opportunities. The Computer Sciences Department maintains a Student Career Resources website.

School of Computer, Data & Information Sciences (CDIS) Professional Development

The UW-Madison School of Computer, Data & Information Sciences (CDIS) holds a career fair each fall, which is open to all UW-Madison students with computer, data, or information skills. Check the CDIS Career Fair website for more details.

International Student Services

The International Student Services (ISS) office is a great resource for international students with professional development questions, especially regarding visa status and eligibility for CPT/OPT.

Intellectual Property

Graduate students should seek to understand their rights and obligations related to intellectual property, including how patents and copyrights protect their work and when invention disclosure policies apply. This is especially important if there are special considerations related to external funding sources.

Faculty and instructors should discuss these topics with graduate students, making intellectual property education a part of their research culture. Graduate programs should keep abreast of educational opportunities on the topic of intellectual property and inform their graduate students and faculty about these.

The primary campus resource for intellectual property policy and information is the [Office of the Vice Chancellor for Research and Graduate Education](#) website. Additionally, the [Graduate School Office of Professional Development](#) maintains a collection of online resources aimed at highlight intellectual property topics, including [Introduction to Intellectual Property](#), [Introduction to Patents](#), and other topics of interest to graduate students.

Student Health and Wellness

University Health Services

Students who pay segregated fees are eligible to access [University Health Services](#), also known as UHS. There is no charge to students for many basic services including counseling sessions because services are paid through tuition and fees. Personal health and wellness services are also available in addition to medical services.

Securing Health Insurance Coverage

Graduate students who hold an assistantship appointment (teaching assistant, research assistant, or program assistant) of 33.33% or more, or who hold a fellowship, may be eligible for health insurance and other benefits beyond University Health Services. Contact the staff benefits and payroll coordinator in the unit where you have been hired to see whether you may select one of several healthcare plans within 30 days of your hire date. **Please note that MS Data Science students are not allowed to accept any tuition remission offered with a graduate assistantship appointment.**

Graduate students without an assistantship or fellowship who are currently enrolled can access [University Health Services](#) (UHS), the campus health clinic. Many services are provided at no extra cost, including outpatient medical care during regular business hours, Monday through Friday. UHS is located in the Student Services Tower at 333 East Campus Mall, 608-265-5600 or uhs@uhs.wisc.edu.

Prescription medications, emergency room visits, and hospitalizations are not included in UHS benefits. Therefore, supplemental insurance these drugs and services is recommended for all students and is required for international students. The [UHS Student Health Insurance Plan](#) (SHIP) is an excellent option for many students. Contact the SHIP office at 608-265-5232 or shipmail@uhs.wisc.edu for more information.

Disability Information

Students with disabilities have access to disability resources through UW-Madison's McBurney Disability Resource Center. As an admitted student, you should first follow the steps to apply for accommodations.

Additional non-academic disability campus resources (not found through the McBurney Center) can be found under the Other Resources drop down menu near the top of the page on the McBurney website.

Visit Accessibility @ UW-Madison for a centralized location of campus accessibility and disability resources.

On- and Off-campus Mental Health Resources

University Health Services is the primary mental health provider for students on campus. UHS Mental Health Services offers a wide range of services to the diverse student community of UW-Madison, including immediate crisis counseling, same-day appointments, and ongoing treatment. UHS Mental Health Services can be reached at 608-265-5600 (option 2), and offers 24/7 crisis support at 608-262-5600 (option 9). UHS service costs are covered for students through tuition and fees.

While there are many mental health resources throughout the Madison community, UHS Mental Health Services is the best resource for referrals to off-campus providers. Call 608-265-5600 (option 2) for assistance in finding an off-campus provider.

Inclusion Resources

The Division of Diversity, Equity, and Educational Achievement maintains a list of inclusion resources, which provides information about various activities that have served the campus community in support of equity and inclusivity.

Multicultural Student Center

The Multicultural Student Center (MSC) serves as home to a variety of identity centers, cultural programs, student organizations, and other community building events for students of color on campus. The MSC also provides drop-in hours that are free and open to all students, and which provide help and advice with writing, staying healthy, and more.

Gender and Sexuality Campus Center

The Gender and Sexuality Campus Center (GSCC) focuses on training, education, and campus climate intervention for LGBTQ+ students and allies, to help all students thrive on campus. GSCC provides drop-in space for students, support services, training and

resources, and community involvement activities including discussion groups and a peer mentor program.