

# Student Handbook

Master of Applied Data Science



## About this handbook...

This handbook is a helpful guide for new and continuing MADS students. As an enrolled student at UMSI, you are responsible for knowing and understanding the content of this handbook. If you have questions or comments about what is contained in the MADS Handbook don't hesitate to contact us at [umsimadshelp@umich.edu](mailto:umsimadshelp@umich.edu). This is a living document. As the MADS program evolves, we anticipate so too will the handbook. We will alert MADS students to any significant changes if and when they occur. Some parts of this Handbook are contained in other sections of Orientation (ex. Grading Policy).

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# The School of Information

The School of Information Mission Statement is available [online](#). We believe that *Information Changes Everything*.

For the most up-to-date information about UMSI faculty and staff, visit our [online directory](#) which includes a complete listing of faculty, lecturers, visiting faculty, PhD students, and staff. Areas of research interests are also listed.

## Academics

### Drop/Add Policy

You can drop courses up to one week after each one month session begins without incurring monetary penalties or a “W” (indicating withdrawal) on your transcript. After the drop/add deadline, you may request a late drop in Wolverine Access. A “W” (indicating withdrawal) is posted for courses dropped after the drop/add deadline, regardless of the reason for the drop. The deadline to submit your request for a late drop (withdrawal) is 11:59 PM ET on the last day of class(es) for the current session you are enrolled in.

Adding classes after the drop/add deadline requires an online late add request you may complete in Wolverine Access.

### Waitlists

MADS courses are delivered in such a way that waitlists are generally not necessary. However, be sure to e-mail [umsimadshelp@umich.edu](mailto:umsimadshelp@umich.edu) for assistance planning future term schedules if you are unable to register for courses due to missed prerequisites or if you cannot register for a course that you have all necessary prerequisites for.

### Overrides/Permission to Enroll

It is unlikely that MADS students will need overrides; however in the event where a MADS course requires one please follow the protocol listed below. If Wolverine Access is not allowing you to register for a course, and there are seats available, please request an override by e-mailing [umsimadshelp@umich.edu](mailto:umsimadshelp@umich.edu). Provide the following information in your email request for an override: your name, student ID number, term (fall, winter, or spring/summer), catalog number (e.g., SIADS 501), and section number (001, 002, etc.). Once an override is approved, your override will be processed and you will receive a confirmation email indicating that you may register online. Please allow two business days for your override to be processed. *Receiving an override does not enroll you in the course; you must register through Wolverine Access to claim the seat that has been opened for you.*

### Leave of Absence

If you decide to take a leave of absence and have not yet used the online course registration, you do not need to submit any paperwork, but should notify [umsimadshelp@umich.edu](mailto:umsimadshelp@umich.edu) of your intentions. If you have already registered, you will need to submit a term withdrawal form. To register for classes following a term in which you were not enrolled, you will need to contact the Office of the Registrar by email at [umsimadshelp@umich.edu](mailto:umsimadshelp@umich.edu), or phone 734.764.6280 / 734.647.3507, to request a registration appointment assignment. If using email, please include name, UM ID number, term, and school or college in which you wish to register. Students not enrolling within a year (12 months) will have to apply for readmission to UMSI.

### Time Limit

Students are expected to complete all coursework within five years from the date of first enrollment in the program. Students exceeding this time limit must file a petition for modification or waiver of policy (available from the UMSI Intranet). Petitions must describe explicitly the amount of work remaining and a timeline for completion. Students must be making good progress

and have good academic standing to receive an extension. A student who does not complete degree requirements within five years and does not petition for an extension may be withdrawn from the program and required to apply for readmission.

## Academic and Professional Integrity

We regard the highest standards of academic and intellectual integrity as crucial for information professionals in a civil society. In pursuit of our goal to educate future professionals, we treat any breach of academic and intellectual integrity as a learning opportunity. To respect the importance of integrity, we also assign appropriate and fair consequences for breaches. Students are expected to read, understand, and abide by all policies indicated in this handbook upon entry to the program. If a faculty member identifies a minor issue or question regarding academic misconduct on the part of a student in their class, such as a student making a mistake with proper citation format, they may address this directly with the student. If a faculty member identifies a second occurrence, a more significant problem with intentional or unintentional plagiarism (including improper attribution and citation), or any other breaches of academic integrity as outlined in this handbook, they are to report the incident to the Associate Director of Academic Programs, who serves as the academic integrity officer for UMSI. The student will be asked to meet in person with her and will have the opportunity to discuss the situation fully. For more serious offenses the student will also be required to meet with the Executive Director of Academic and Student Affairs, and/or Senior Associate Dean for Academic Affairs (SADAA). Sanctions related to academic misconduct may range from assignments such as educational readings, workshops, or writing a statement to demonstrate understanding of an issue, to discontinuation from the program, depending on the nature of the offense. The instructor will determine the consequences of a breach on the grade for the assignment and/or the final course grade. Additional sanctions may be imposed by the SADAA. A clear sense of academic and professional honesty and responsibility is fundamental to good scholarship. This policy statement has been written to affirm and clarify the general obligation of students to maintain high standards of academic and professional integrity. It defines some of the serious offenses of academic misconduct and outlines, in general terms, the standards to which students are held relative to professional conduct.

## Proctoring

In order to maintain standards of academic integrity and to mitigate risk of plagiarism there are occasions throughout the MADS program where students will be asked to participate in live proctored exams. These exams will likely be proctored by a third party company UMSI contracts with to manage the proctoring process. MADS students will know ahead of time when a test is proctored, and will have the opportunity to schedule proctoring at a time that is convenient for them.

## Understanding Plagiarism

At the University of Michigan, plagiarism (for example, using the writings or ideas of another without proper attribution) is considered a serious academic offense. Penalties for violators of academic policy regarding plagiarism range from loss of a grade to expulsion from the University. It is the responsibility of each student to understand what plagiarism is and the consequences of committing plagiarism, whether intentional or unintentional. There is a comprehensive overview of what constitutes plagiarism, especially as it relates to computer programming, in this Orientation. The University Library also offers [information about plagiarism](#) and how you can protect yourself. Also see the "[Policy Statement on the Integrity of Scholarship](#)" on the U-M Research website. MADS students, as they complete their degree on Coursera, are required to uphold the [Coursera Honor Code](#) which includes registering for only one account, using your own work for homework, quizzes, and exams except when explicit permission is given to collaborate, not sharing solutions with others unless given explicit permission by the instructor, and not engaging in activities that will dishonestly improve or damage your results or the results of others. If a MADS student violates the Coursera Honor Code in a Coursera learning opportunity (MOOC, degree course, etc.) this is considered a violation of the UMSI MADS academic and professional integrity policy as well.

## The Roles and Responsibilities of Students

A clear sense of academic honesty and responsibility is fundamental to our scholarly community. To that end, UMSI and the University of Michigan expect their students to demonstrate honesty and integrity in all their academic activities. As professionals in training, students assume various roles depending on their coursework and activities. These include the roles

of scholar/researcher, teacher, supervisor of employees, representative to the public (of the University, the discipline and/or the profession), and professional colleague and even the role of provider of services to clients. Therefore, students are responsible for maintaining high standards of conduct while engaged in coursework, research or thesis preparation, and other activities related to academics and their profession. Because students take on multiple roles in multiple settings, some types of conduct are both academic and professional in nature; hence, the inclusive nature of this policy. Graduate training, like future professional life, includes demands that might tempt some students to violate integrity standards. There are pressures on graduate students to achieve high grades, obtain financial support, meet research or publication deadlines, gain recognition from the scholarly community, and secure employment. Although faculty members can help students to maintain academic integrity despite these pressures, each student has final responsibility for maintaining integrity in their individual conduct. Finally, conduct that violates the ethical or legal standards of the University community or of UMSI may result in serious consequences, including immediate disciplinary action and future professional disrepute. In support of UMSI's commitment to maintain high standards of integrity, this policy makes provisions for bringing forward and hearing cases of academic and professional misconduct.

## The Role of the UMSI Faculty and Others in the University Community

The UMSI faculty is accountable for maintaining high standards of academic and professional integrity and for serving as models in this regard. Many of the same policies and codes of conduct that apply to students also apply to faculty. Since each of the roles played by a graduate student carries with it some measure of public trust, the awarding of a graduate degree confers on its recipients some assurance of the individual's suitability to bear that trust. Therefore, faculty and administrators associated with students' education, both at the unit and central levels of the University, must hold students accountable according to these standards. Toward this end and taking into account the pressures on students that may lead to misconduct, faculty members are responsible for educating and mentoring students on matters of integrity and for monitoring students' actions in this regard. Attention to matters of integrity should be given in both courses and research settings. Such guidance is particularly important for students as they assume independent roles as course assistants or begin to conduct their own original work. Traits that should be fostered are those that are common to all scholarship and also those that are unique to a particular specialization.

## Forms of Academic and Professional Misconduct

### Forms of Academic Misconduct

Offenses against the standards of academic integrity include the following:

- Cheating
- Plagiarism and other misappropriation of the work of another
- Falsification of data
- Improperly obtaining or representing laboratory or field data
- Dishonesty in publication
- Publication or attempted publication of collaborative work without the permission of the other participants
- Abuse of confidentiality
- Misuse of computer facilities
- Misuse of human subjects
- Falsification or unauthorized modification of an academic record
- Obstruction of the academic activities of another
- Other forms of academic misconduct that are commonly accepted within the scientific community
- Aiding or abetting academic misconduct
- Attempted academic misconduct

## Forms of Professional Misconduct

Professional misconduct is behavior that is inconsistent with ethical standards in any of the professional roles for which the student is being trained that is not covered by policies governing academic integrity. This may include the student's performance in the role of researcher or scholar, teacher or mentor, supervisor, service-provider or colleague. Of particular note in this regard are behaviors that make the workplace hostile for colleagues, supervisors or subordinates. MADS students are expected to adhere to ethical standards in a variety of work settings (e.g., offices, classrooms, and laboratories) within the explicit standards set by University policies. Language or behavior that is threatening, disruptive, abusive or hostile can make the workplace so unsafe or unpleasant that others cannot do their work. However, graduate education must take place in an environment in which free expression, free inquiry, intellectual honesty, and respect for the rights and dignity of others can be expected. Ethical standards of conduct should help ensure, not compromise, these features of the University environment. Sources of the norms or standards to which students can be held accountable (and charged under this policy if they fail to adhere to them) are as follows:

**State and Federal Laws:** Students, like all members of the University community, are expected to abide by all State and Federal laws.

**Relevant University-Wide Policy Statements:** Students are responsible for being familiar with, and are held accountable to, the formal norms or standards that are identified in University-wide policy statements and that apply to them, including the following. Please note that with the exception of the two policies that are specific to students (the final two policies on the list below), these standards apply to faculty as well as to graduate students.

- The Sexual Harassment Policy for Faculty and Staff (Office of Human Resources and Affirmative Action).
- The Regents' Bylaw on Nondiscrimination and Affirmative Action.
- The Policy Statement on the Integrity of Scholarship and Procedures for Investigating Allegations of Misconduct in the Pursuit of Scholarship and Research, which applies to all instructional faculties and others in the institution as specified in the document.
- The Statement of Student Rights and Responsibilities.
- The Student Policy on Alcohol and Other Drugs.

The text of these policies can be found on the U-M website. See also the Office of the Vice President for Research site on policies and research responsibility.

**Specialization-Specific Professional Standards of Conduct or Codes of Ethic:** Students are expected to meet professional standards of conduct associated with their own specialization and/or fields as articulated in formal codes of ethics. Such formal codes can include but are not limited to codes of professional conduct or codes of ethics published by professional associations. UMSI faculty and graduate students share responsibility in this regard. Faculty should make such policies available to students, and, in turn, students should take the initiative to familiarize themselves with such codes of conduct or ethics.

**Additional Forms of Professional Misconduct:** In addition, students can be held accountable for the following professionally relevant behaviors, which may or may not be identified as violations in other formal codes of conduct relevant to the student. With respect to the following behaviors, the Senior Associate Dean for Academic Affairs, in consultation with UMSI faculty, serves as the authority for whether a specific student behavior warrants review under this policy.

**Misrepresentation of One's Credentials or Status, or Failure to Correct Others' Inaccuracies or Misrepresentation of One's Credentials:** This includes professional experience, paid or unpaid, including positions held; and relevant timeframes and dates (e.g., the timeframe in which a professional position was held, or the date on which a degree was earned).

**Unethical Consulting Activity, Including Misrepresentation of One's Status, Credentials, or Level of Expertise to Secure a Consulting Assignment; and Knowingly Taking on a Consulting Assignment Without the Necessary Knowledge or Expertise:** Consultation should only be provided by individuals who have demonstrated knowledge, expertise, and competence related to the consultation. To avoid problems in this regard, students are strongly encouraged to seek the advice of their faculty advisors or other appropriate members of the faculty before taking on a consulting assignment.

Unethical Professional Practice Based on Conflict of Interest: This includes engaging in unethical professional behaviors to promote, benefit or protect one's self, family, friends, or business colleagues; and exploiting personal knowledge about an individual (e.g., personal life as well as political and religious views).

Deliberate Failure to Protect Confidential Records, in Accordance with Relevant Professional Standards

Abuse of the Peer Review Process: This includes the following:

- Simultaneous submission of a manuscript to more than one journal without approval from the respective editors
- Submission of previously published material without clarifying the extent of the previously published material to the editor
- Submitting a manuscript without the permission/agreement of all authors
- Judging a peer's work on other than professional grounds
- Judging a peer's work unfairly or in an uninformed way
- Serving as a peer reviewer despite conflict of interest (e.g., having a personal relationship with the author) or otherwise being knowingly unable to judge the merits of scholarly work without prejudice
- Trying to unduly influence a colleague's review of one's own work

Other Fraudulent Behavior: This includes actions, taken individually or with other people that the Associate Dean for Academic Programs believes to call into question the student's ability to ethically and competently join the profession. Specific examples include knowingly providing false information in one's professional role, embezzling funds, and misusing school resources.

Aiding or Abetting Professional Misconduct: Aiding or abetting any individual in the violation of any of the categories of professional misconduct outlined above shall itself be considered misconduct.

Attempted professional misconduct: An attempt to commit professional misconduct may be treated as seriously as the completed act.

Other violations of State or Federal laws or University policies, brought to the attention of the School of Information that are not explicitly mentioned in the policies and standards of conduct mentioned above but which appear to merit review under this policy, will be evaluated on a case by case basis.

## Dispute Resolution

If a student has a dispute or disagreement with faculty or staff about the equity and fairness of decisions or procedures that affect their academic standing and progress towards the degree, or feels they have been treated unfairly or have been assigned unfair sanctions, they can discuss this with the Executive Director of Academic and Student Affairs or the Assistant Dean for Diversity, Equity, and Inclusion. The Assistant Dean for Diversity, Equity, and Inclusion, serves as the dispute resolution officer for UMSI, and students may have an informal and confidential (within limits of university policy and the law) meeting with them to discuss the dispute and for advisement on how to resolve it. If the matter is not resolved, the student may pursue a conflict mediation process, or may pursue UMSI's formal grievance process. In conflict mediation, the parties involved with the guidance of a mediator agree upon a resolution to the conflict. In the grievance process, an advisory appeals committee recommends a resolution and the UMSI Dean makes a final decision on the matter. If the mediation option is pursued and the matter is not resolved, the grievance process can then be pursued.

Students may also choose to meet with the UM Ombuds regarding problems or concerns with UMSI or University policies or regarding unfair treatment.

If a student has a dispute or disagreement with another student, they can discuss this matter with an academic advisor in the Office of Academic and Student Affairs or with the Associate Director of Academic Programs. If the matter is not resolved, the student can seek assistance from the UM Office of Student Conflict Resolution (OSCR), which administers the Statement of Student Rights and Responsibilities and offers conflict resolution services.

# Grievance Policy

The School of Information has an appeals procedure for student grievances, as outlined below. If other avenues fail, these procedures may be used for complaints regarding the equity or fairness of UMSI policies or charges of unfair or unethical treatment (including discrimination on the basis of sex, race, age, disability status, national origin, religion, or veteran status, or on the basis of any other characteristic or status discrimination, against which is prohibited by law).

## Purpose

The Student Appeals Procedure is the formal mechanism within the School of Information for reviewing student grievances after all efforts among the parties involved has proven to be unsuccessful. It is the primary intent of this formal procedure to provide a means for dealing with a number of questions relating to student grievances. The appeals procedure is usually concerned with these kinds of academic matters:

1. Final course grades and other degree-related questions
2. Unethical, unfair, and discriminatory treatment of or intimidation of students; and
3. Disciplinary actions arising from alleged student misconduct

The Student Appeals Procedure applies to all students enrolled in, or taking courses in, the School of Information. This includes master's degree students, doctoral students, health informatics students, undergraduate students, special students, and students enrolled in other units who may be taking courses in the School. An ad hoc Advisory Appeals Committee made up of members selected from both the School of Information governing faculty and the student body will review student appeals.

## Appeals Procedure

1. The grievant will make every reasonable effort to discuss the complaint with the faculty member(s) involved. If this discussion is not satisfactory, the grievant should next discuss the matter with the Senior Associate Dean for Academic Affairs, and the grievant may then, if still unsatisfied, submit a written statement to the Senior Associate Dean for Academic Affairs requesting the appointment of an ad hoc Advisory Appeals committee. The written statement must describe the nature of the complaint and the previous efforts made to discuss the complaint with the faculty member involved. The statement must be submitted within 90 days after the last day of the term in which the alleged cause for the grievance occurred.
2. The Senior Associate Dean for Academic Affairs shall appoint the governing faculty members to the committee and ask the officers of the School of Information Master's Association or the enrolled doctoral students (whichever is appropriate) to appoint student members to the committee. Within 10 days following the receipt of the written complaint, the Senior Associate Dean shall notify in writing the parties to the dispute of the action taken.
3. Within 10 days following notification by the Senior Associate Dean, the parties to the dispute may object to appointments made to the committee and may suggest that alternative members be appointed by submitting a written statement to the Senior Associate Dean. If the suggested alternate members are acceptable to those persons responsible for appointments to the committee, the alternate members will replace those originally appointed.
4. If neither party to the dispute objects to the composition of the committee, the Senior Associate Dean shall immediately schedule hearings. These hearings will be open only to persons involved except that either party may bring an adviser. An adviser must agree to respect the confidentiality of the hearing and limit his or her role to that of consultation.
5. The committee shall hear all testimonial and documentary evidence it deems pertinent to the grievance and shall make recommendations to the dean regarding settlement of the dispute. All committee recommendations shall be made by vote by a simple majority.
6. Except in extenuating circumstance, the committee shall make its recommendations to the dean within 30 days after its final appointment.
7. All proceedings of the committee hearings shall be recorded. A copy of the recorded proceedings shall be given to the grievant and to the defendant faculty member(s), and a copy shall be retained by the School.



8. Within 10 days of the issuance of final recommendations, the dean shall provide the parties to the dispute with a written copy of his own final decision.
9. The Senior Associate Dean for Academic Affairs shall dismiss the committee upon completion of the committee's work.

## Student Parental Accommodation Policy

The Student Parental Accommodation Policy assists graduate students immediately following the birth or adoption of a young child. The purpose of this policy is to make it possible for a student to maintain registered full time student status, along with all the benefits of such status, while facilitating the return to full participation in courses, research and teaching.

The policy applies to full time, enrolled students who are in good academic standing, and making satisfactory progress toward completion of their degree. Students must have completed at least one full time semester of their degree program to become eligible for coverage under this policy. The policy covers the situation of students who experience childbirth or the adoption of a child under the age of 6 for whom the student has parental responsibilities. These eligibility requirements cover all three provisions of the policy.

The three primary accommodations available are:

1. Eligible students are entitled to an extension of one year per childbirth or adoption to the 5-year maximum time to degree policy. UMSI must approve requests for extension of time limits.
2. All eligible students will be granted a Parental Accommodation period up to six weeks long immediately following the birth of a child or the adoption of a child under the age of 6 for whom the student has parental responsibilities. During this period of accommodation, the student will continue to be enrolled as a full time student. Because the student remains enrolled as a full time student and continues to pay tuition, this is not a leave of absence. It is instead a modification of deadlines and academic expectations to accommodate the student's new parental responsibilities. Students are expected to work with faculty and staff in advance of their leave to develop a workable plan.
3. Students in GSRA positions are eligible to continue in their positions with funding and to have modified schedules and the stated 6 weeks leave time upon birth of a child or adoption of a child. The terms of employment for students with GSI or GSSA appointments are covered by the contract between the University and the Graduate Employees Organization. The provisions of the contract will govern stipend and benefits for these students. Students receiving fellowship or scholarship funds will remain enrolled and as such these funds will not be impacted.

## Relevant University of Michigan Policies

### Student Rights and Student Records Policy

In carrying out their assigned responsibilities, many offices at the University of Michigan collect and maintain information about students. Although these records belong to the University, both University policy and federal law accord you a number of rights concerning these records. The statement on the University of Michigan Student Rights and Student Records is designed to inform you where records may be kept and maintained, what kinds of information are in those records, the conditions under which you or anyone else may have access to information in those records, and what action for you to take if you believe that the information in the record is inaccurate or that your rights have been compromised. For more detailed information, see the [Office of the Registrar](#) website.

### Statement of Student Rights and Responsibilities

With respect to student rights, the policy — available from the Office of Student Conflict Resolution — reads as follows: "Students at the University have the same rights and protections under the Constitutions of the United States and the State of Michigan as other citizens. These rights include freedom of expression, press, religion, and assembly. The University has a long tradition of student activism and values freedom of expression, which includes voicing unpopular views and dissent. As members of the University community, students have the right to express their own views, but must also take responsibility for according the same right to others.

“Students have the right to be treated fairly and with dignity regardless of age, color, creed, disability, marital status, national origin or ancestry, race, religion, sex, sexual orientation, or veteran status. The University has a long-standing tradition of commitment to pluralistic education. Accordingly, the University, through this Statement, will not discriminate on the basis of group status.

“Students have the right to be protected from capricious decision-making by the University and to have access to University policies that affect them. The University has an enduring commitment to provide students with a balanced and fair system of dispute resolution.”

## Sexual Harassment Policy

The following is excerpted from the Faculty/Staff Sexual Harassment Policy (available online in the Guide to Campus and Community):

“It is the policy of the University of Michigan to maintain an academic and work environment free of sexual harassment for students, faculty, and staff. Sexual harassment is contrary to the standards of the University community. It diminishes individual dignity and impedes equal employment and educational opportunities and equal access to freedom of academic inquiry. Sexual harassment is a barrier to fulfilling the University’s scholarly, research, educational, and service missions. It will not be tolerated at the University of Michigan.”

## Graduation Procedures

All UMSI graduates are invited to participate in the [UMSI Graduate Recognition Ceremony](#) and in [U-M Commencement](#). Students must apply for graduation online in Wolverine Access. Additional information about the graduation application process is posted on the UMSI website.

## Adherence to Policies Not Outlined Above

In an instance where a MADS policy is not clearly outlined in this document UMSI reserves the right to defer to existing UMSI, Rackham Graduate School, or U-M policy.