2017 CATALOG

Welcome to Metis!

Metis

79 Madison Avenue, 3rd Floor

New York, New York 10016

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INSTITUTION INFORMATION

Mission and Purpose

Metis accelerates your career in Data Science. Our immersive courses, designed by world-class industry practitioners, provide intensive, on-site instruction, access to an extensive network of speakers and mentors, and ongoing career coaching and job placement support. Our goal is to prepare you to succeed as a Data Scientist.

Metis is part of the Kaplan Test Prep business unit of Kaplan, Inc. The mission of Kaplan Test Prep is to help individuals achieve their educational and career goals --- "We Build Futures: One Success Story at a Time."

Philosophy

We strive, we sweat, we swear.

We go the extra mile.

We stage, we fail.

We try again. Get it right.

We learn. Connect. Come together.

Welcome to Metis.

Organizational Structure and Background

Metis is a d/b/a of Kaplan, Inc. and operates as part of the Kaplan Test Prep business unit of Kaplan, Inc., which is a subsidiary of the publicly traded Graham Holdings Company. Kaplan Test Prep (www.kaptest.com) is a premier provider of educational and career services for individuals, schools and businesses. Established in 1938, Kaplan is a global leader in the test prep industry. With a comprehensive menu of online offerings as well as a complete array of print books and digital products, Kaplan offers preparation for more than 90 standardized tests, including entrance exams for secondary school, college and graduate school, as well as professional licensing exams for attorneys, physicians and nurses. Kaplan Test Prep continues to expand its footprint beyond test preparation and assessments and develops solutions for professional school and career advising for undergraduates.

Facilities

Instruction is held at 79 Madison Avenue, 3rd Floor, New York, NY 10016. Metis occupies approximately, 1,300 square feet of classroom and study space. The program is taught in a specially built classroom. The facility is compliant with the Americans with Disabilities Act.

With two senior data scientists teaching the program, the student to teacher ratio is a maximum of 14:1. Students will sit at tables, either individually or in pairs, where the instructors lecture and demonstrate programming in real-time, via a laptop connected to an LCD projector and screen. A whiteboard located at the front of each classroom

also is utilized. During non-lecture hours, students work either individually, in pairs, or in small groups, and are free to change their seating locations to facilitate interaction and discussion.

Students will have access to a Learning Resource Center with reference books, screencasts and talks on the subject matter taught.

Accreditation & Approvals

Accrediting Agencies

Kaplan, Inc. d/b/a Metis is accredited through the Kaplan Test Prep division of Kaplan, Inc. by the:

Accrediting Commission for Continuing Education and Training (ACCET)
1722 N St NW
Washington DC, 20036

Approvals

Metis is a licensed private career school under the jurisdiction of the Bureau of Proprietary School Supervision of the State of New York.

Disclaimer Statement

The student should be aware that some information in the catalog may change. It is recommended that students considering enrollment check with the school director to determine if there is any change from the information provided in the catalog. In addition, a catalog will contain information on the school's teaching personnel and courses/curricula offered. Please be advised that the NY State Education Department separately licenses all teaching personnel and independently approves all courses and curricula offered. Therefore, it is possible that courses/curricula listed in the school's catalog may not be approved at the time that a student enrolls in the school or the teaching personnel listed in the catalog may have changed. It is again recommended that the student check with the school director to determine if there are any changes in the courses/curricula offered or the teaching personnel listed in the catalog.

Administration, Staff, and Faculty

Kaplan Test Prep (Kaplan, Inc.) & Metis Administration

Chief Executive Officer, Kaplan Test Prep, John Polstein

Metis Administration

President and School Director, Jason Moss

Program Manager, Leah Nicolai

Career Advisor, Jennifer Raimone

Data Scientist Faculty

Senior Data Scientist, Julia Lintern

Senior Data Scientist, Joel Wesley

Senior Data Scientist, Michael Galvin

Senior Data Scientist, Vinny Senguttuvan

Data Scientist Teaching Assistant, Reshama Shaikh

Disabilities Coordinator
special.services@kaplan.com

Ownership

Metis is a part of the Kaplan Test Prep business unit of Kaplan, Inc. Kaplan, Inc. is a subsidiary of the publicly traded Graham Holdings Company (formerly the Washington Post Company).

Catalog Certification

Kaplan, Inc. owns and operates Metis, a private institution. Kaplan certifies that the information contained in this publication is current and correct, but is subject to change without notice, and does not constitute a binding agreement on the part of Kaplan or Metis.

ADMISSION INFORMATION

Acceptance to Metis

Admission into Metis is selective. Prospective students must submit a written application with supporting documentation as described below. Applications are reviewed by an Admissions Committee consisting of a combination of Metis Staff and Faculty. In determining whether to advance a prospective student's application into the next round of review, the Admission Committee evaluates the applicant's education and experience including (1) programming experience; (2) statistics experience; (3) effective communication skills; and (4) personality traits of curiosity, grit, and passion.

Prospective students who are advanced to the second round of screening are then sent three challenges that include a technical assessment, an exploratory data analysis, and a data science project challenge, which they have 48 hours to complete. Then, during their subsequent interview, conducted either in-person or online (e.g., Skype) by at least one Metis Faculty member, the applicant presents his/her responses to the challenges (and the extra credit problems).   In conducting the interview, the interviewer(s) will evaluate a second time for an applicant's demonstration of (1) programming experience; (2) statistics experience; (3) effective communication skills; (4) personality traits of curiosity, grit, and passion; as well as (5) motivation and (5) overall fit within Metis. Interviews are recorded and subsequently viewed by at least one Metis Staff member. If the Metis Faculty member(s) and Staff member(s) agree that the person has the potential to succeed at Metis, the applicant is informed in writing of his or her acceptance into the program within two weeks of the interview.

Metis operates its program on an ongoing basis. Application deadlines are driven by the program start dates as listed on page 28 of the Catalog. Applications must be received at least three weeks before the program start date.

Admission Requirements

1. A prospective student interested in submitting an application to Metis must:

   a. be a high school graduate (high school seniors may apply but cannot start the program until submitting acceptable proof of high school graduation), or
   b. possess a General Education Development (GED) certificate, or
   c. possess a Home Study certificate or transcript from a Home Study program that is equivalent to high school level and is recognized by the student's home state.
   d. Have an official high school or college transcript. Foreign transcripts must be accompanied by an explanation of the grading scale and course descriptions, and evaluated for equivalency to a United States high school diploma by an authorized school official or appropriate outside agency and translated into English.

2. Students must be able to speak, read, and write English fluently as all courses are taught in English. Acceptable documentation of English proficiency includes graduation from a high school that teaches all non-foreign language courses in English, or an acceptable score on the TOEFL. A paper-based minimum TOEFL score of 477 or above, or an internet-based minimum TOEFL score of 71 if English is not the student's primary language.

3. Demonstrate through the application process, including the coding challenges, that they have programming experience (i.e., writing code) and experience studying or using statistics (or machine learning or computational modeling) by way of previous coursework, research, or job-related experience.

Technology and Equipment Requirements for Digital Instruction

Every student must bring a laptop to class every day that has an Apple OS X operating system, at least 4GB RAM, at least 2GHz, and at least 100 GB HD.

Requirements for the Data Science Certificate Program: A laptop with the following requirements:

- An Apple OS X operating system.
- At least 4GB RAM
- At least 2GHz
- At least 100 GB HD

At specific times during the program, students will be required to install specific software or to connect to specific platforms. Those include:

- Python
- IPython
- Emacs, SublimeText or other text editor of their choice
- Git
- Github
- Google Chrome
- PostgreSQL
- MongoDB
- bash
- Numpy
- Scipy
- Scikit.learn
- Pandas
- D3
- Amazon Web Services
- Flask
- Spark
- Hadoop
- Hive

STUDENT INFORMATION AND SERVICES

Student Responsibilities

Students accepted into Metis have certain rights and responsibilities. These rights and the associated responsibilities shall establish a student code of professional conduct. Primary to this code is access to an environment free from interference in the learning process.

1. Students have the right to an impartial, objective evaluation of their performance and their pace relative to their peers. Students shall receive in writing information outlining the method of evaluating student progress (including pace) toward, and achievement of skills required for the program.
2. Students will be treated in a manner conducive to maintaining their worth and dignity. Students shall be free from acts or threats of intimidation, harassment, mockery, insult, or physical aggression.
3. Students will be free from the imposition of disciplinary sanctions without proper regard for due process. Formal procedures have been instituted to ensure all students subjected to the disciplinary process are adequately notified.
4. When confronted with perceived injustices, students may seek redress through grievance procedures outlined in the Grievance Policy. Such procedures will be available to those students who make their grievances known in a timely manner.
5. Students may take reasoned exception to the data or views offered in any program of study and may form their own judgment, but they are responsible for learning the academic content of any program in which they are enrolled.
6. Students will be given full disclosure and an explanation by Metis of all fees and financial obligations.
7. Students have the right and responsibility to participate in program and instructor evaluations and to give constructive criticism of the services provided by Metis.
8. Students have the right to quality education. This right includes quality programs; appropriate instructional methodologies and content; instructors who have sufficient educational qualifications and practical expertise in the areas of instruction; the availability of adequate materials, resources, and facilities to promote the practice and application of theory; and an environment that stimulates creativity in learning as well as personal and professional growth.
9. Students have the responsibility to conduct themselves in a professional manner within Metis and to abide by the policies of Metis.
10. Students are expected to conduct all relationships with their peers, Metis staff and faculty with honesty and respect.
11. Students are to comply with directions by Metis faculty and staff members who are acting within the scope of their employment, subject to their rights and responsibilities.
12. Students are encouraged to apply creativity in their own learning processes while striving for academic excellence, and to share their knowledge and learning experiences with fellow students in the interest of greater learning and better practice of the profession.

Conduct

In today's competitive job market, professional conduct is a crucial factor in obtaining and keeping a job. Emphasis is continually placed on regular attendance, promptness, honesty, and a positive attitude. Students must not engage in the following:

1. All forms of dishonesty including cheating, plagiarism, forgery, and intent to defraud through falsification, alteration, or misuse of Metis documents. Except for permitted uses of third party content or code, such as open source code, copying other's work or written text from any source, including the Internet, without properly crediting the source of information, is plagiarism and violates a third party's intellectual property rights.
2. Theft, deliberate destruction, damage, misuse, or abuse of Metis property or the private property of individuals associated with Metis.
3. Inappropriate or profane behavior that causes a disruption of teaching, research, administration, disciplinary proceedings, or other Metis activities.
4. Being under the influence of alcoholic beverages or controlled substances on the Metis property, including the purchase, consumption, possession, or sale of such items.
5. The use of any tobacco products in Metis buildings, or any location other than designated areas.
6. Bringing dangerous items such as explosives, firearms, or other weapons, either concealed or exposed, onto the Metis property.
7. Failure to comply with Metis officials acting within the scope of their employment responsibilities.
8. Violence or threats of violence toward persons or property of students, faculty, staff, or Metis.
9. Improper use of e-mail and Internet access. Failure to comply with federal software piracy statutes forbidding the copying of licensed computer programs.
10. Inappropriate use of pagers, cell phones, or other electronic devices.
11. Audio or video recording of any class or lecture offered at Metis is not permitted, unless otherwise allowed on an individual basis due to an accommodation under the Americans with Disabilities Act.
12. Physical abuse, verbal abuse, intimidation, harassment, coercion, stalking, or any conduct that threatens or endangers the physical or psychological health/safety of another person.
13. Rape, including acquaintance rape and/or sexual assault, in any form.

Aiding or abetting others in any of the aforementioned conduct violations.

A student found responsible for involvement in any of the violations listed above may be sanctioned accordingly. Sanctions range from a written letter of reprimand to immediate dismissal from Metis.

Intellectual Property Protection and Ownership

Metis respects intellectual property rights and ownership. These policies ensure against unauthorized use of copyrighted material and information technology systems and provide guidance as to ownership of intellectual property.

Metis may provide opportunities for Students to create projects, post comments or contribute their own writing, designs, images, code or other content as part of or in connection with Programs ("**Student Content**"). Students are solely responsible for their own Student Content. Metis does not endorse Student Content and has no responsibility or liability for Student Content. Each Student represents and warrants that his or her Student Content is original and he or she has the unrestricted right to share such Student Content. If Students share any ideas with Metis about our Programs or our business ("**Suggestions**"), students agree that Metis has the unlimited right to use Suggestions without compensation to the Student.

The Program, the Metis website(s), all associated logos and trademarks, all materials to which Students are given access as part of the Program ("**Materials**"), whether those materials be digital or hard copy, all belong to Metis, its partners or its licensors (collectively, "**Metis IP**"). Metis IP may not be copied, reproduced, republished, uploaded or distributed in any way without Metis' prior written consent. Students may not share, sell, rent, give away or otherwise transfer Materials or other Metis IP to any other party without Metis' written consent.

Student Complaint Procedure/Grievance Policy

Metis encourages students to bring all complaints or grievances about academically related situations to its attention. Many questions or concerns that students may have can be resolved simply through discussion.

A student may present a grievance through the following complaint and dispute resolution procedures. Metis will investigate all complaints or grievances fully and promptly.

A grievance is defined as a student's written expression of dissatisfaction concerning conditions of enrollment or treatment by instructors, other students, or staff. Grievances may include misapplication of Metis' policies, rules, regulations, and procedures, or unfair treatment.

STEP 1

A student should first bring the grievance to the attention of the appropriate instructor.

STEP 2

The student should next bring the grievance to the attention of the Program Manager.

STEP 3

Should the student's grievance not be resolved to the student's satisfaction after completing steps 1 and 2, or if steps 1 and 2 are otherwise impracticable because the grievance is related to those individuals, the student should next bring the grievance to the attention of the Director.

STEP 4

Should the student's grievance not be resolved to the student's satisfaction after completing steps 1 and 2 and 3, or if steps 1 and 2 and 3 are otherwise impracticable because the grievance is related to those individuals, the student should next bring the grievance to the attention of one of the Co-Founders of Metis.

STEP 5

If the grievance cannot be resolved between Metis and the Administration, the student may contact:

NYS Education Department

Bureau for Proprietary School Supervision

Telephone Number: (212) 643-4760

E-mail: BPSS@MAIL.NYSED.GOV

Web: www.acces.nysed.gov/bpss/

STEP 6

If a student does not feel that Metis has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission for Continuing Education and Training.

Accrediting Commission for Continuing Education and Training (ACCET)

1722 N St NW

Washington DC, 20036

Nondiscrimination Policy

Metis encourages diversity and welcomes applications from all minority groups. Metis does not discriminate on the basis of race, color, religion, ancestry, national origin, age, disability, gender, sexual orientation, marital status, or veteran status in the recruitment of students, or in the implementation of its policies, procedures, and activities. Sexual harassment is a prohibited aspect of sexual discrimination under this policy.

It is Metis policy to maintain an environment in which all individuals are treated with respect and dignity. Each individual has the right to learn in an atmosphere free from discriminatory practices, including sexual harassment and harassment based on race, religion, gender, color, sex, age, national origin, disability, marital status, sexual orientation, gender identity, veteran status, or any other legally protected status. Discrimination of any kind is unacceptable and will not be tolerated at Metis.

Harassment is verbal or physical conduct that denigrates or shows hostility or aversion towards an individual because of his or her protected status, or that of persons with whom the individual associates. For example, racial harassment includes harassment based on an immutable characteristic associated with race (e.g., skin color or facial features).

Prohibited sexual harassment includes, but is not limited to:

- Coerced sexual acts
- Touching or assaulting an individual's body, or staring, in a sexual manner
- Graphic, verbal commentary about an individual's body or sexuality
- Unwelcome or offensive sexual jokes, sexual language, sexual epithets, sexual gossip, sexual comments or sexual inquiries
- Unwelcome flirtations, advances or propositions
- Continuing to ask an individual for a date after the individual has indicated that he or she is not interested
- Sexually suggestive or obscene comments or gestures
- The display of graphic and sexually suggestive objects, pictures, or graffiti or any computer-generated sexually explicit pictures or graffiti
- Negative statements or disparaging remarks targeted at one's gender (either men or women), even if the content of the verbal abuse is not sexual in nature
- Any form of retaliation against an individual for complaining about the type of behavior described above or supporting the complaint of the alleged victim

Metis encourages individuals who believe they are being harassed or discriminated against to firmly and promptly notify the alleged offender that his or her behavior is unwelcome. However, whether or not the individual chooses to discuss the incident with the alleged offender, anyone who either experiences or observes harassment or discrimination should report the incident immediately by speaking with the Director, or follow the Student Complaint Procedure/Grievance Policy in the Catalog. Metis will take any necessary action to promptly investigate the complaint to resolution. Metis cannot address allegations unless it is made aware of the complaint.

Metis recognizes that false accusations of harassment can cause serious harm to innocent persons. If an investigation results in a finding that the complainant knowingly, falsely accused another person of harassment, the complainant will be subject to disciplinary action, and may be subject to expulsion from Metis with due process.

No Retaliation

Metis will not retaliate against any individual who makes a report of perceived harassment or discrimination, nor will it permit such behavior by any person at Metis. Retaliation is a serious violation of Metis policy, and those who feel they have been subjected to any acts of retaliation should immediately report such conduct to the Director.

Students Seeking Reasonable Accommodations

Information pertaining to an applicant's disability is voluntary and confidential. If this information is supplied, it will be used to reasonably attempt to overcome the effects of conditions that limit the participation of qualified disabled students. Metis has appointed a Disabilities Coordinator to assist those who require ADA accommodations. The Disabilities Coordinator will consult with students requesting an accommodation and provide an ADA Accommodations Request Form. All inquiries about accommodations should be made to the Disabilities Coordinator at special.services@kaplan.com.   Reasonable accommodations will be made on an individual basis. However, it is the responsibility of persons with disabilities to seek available assistance and to make their needs known to the Disabilities Coordinator as soon as those needs arise.

Career Services

Metis offers career services to all its graduates. Organized by Metis' Career Advisor, these career services include:

- Workshops, resources, and individualized support on resume writing, interviewing, identifying job openings, salary negotiation, technical interviewing, and other job search activities.

- Direct access to potential employers through the organization of an on-site Speaker Series that runs throughout the program, and the organization of an on-site Career Day right before graduation.

- Post-graduation support in the form of techniques on seeking and securing employment, including introductions to employer contacts, if possible; access to Employ, our proprietary online hiring portal; networking events; and integration into Metis' online private alumni network.

While placement services will be provided, it is understood that Metis does not promise or guarantee employment, level of anticipated income or wage rate to any student or graduate. If a student fails to attend a job interview arranged by Metis, the service may no longer be available to that student.

Students are responsible for informing Metis of their employment information. Although average wage information based on data received from employers and graduates may be available to prospective students, no employee of Metis can guarantee that a graduate will earn any specific amount. Each student's program of study, academic performance, employer needs and location, current economic conditions, and other factors may affect wage levels and career prospects.

Student Health Services

Metis does not provide health services for students. In the event of a student medical emergency, an alerted staff member will dial 9-1-1 for medical services. Students requiring nonemergency medical care will be given information about medical services or agencies they may contact. Any costs incurred for medical services will be the student's responsibility.

Summary of Delivery System

Programs will be delivered through pre-work completed online prior to attending the intensive, in-person classroom instruction, special guest lectures and industry events.

Required, self-paced, online pre-work

The pre-work is approximately 25 hours of minimum academic work with additional hours to get set-up, software downloaded, and review introductory materials depending on the student's level of programming experience, statistics background, and additional time the student has available to master the pre-work. Metis requires students to follow and complete a full Command Line Crash Course; become familiar with Python; follow a number of install package tutorials (i.e., NumPy, SciPy, Pandas, Scikit.learn); and engage in some preliminary statistics work.

The pre-work is intended to provide students with the essential background knowledge they'll need in order to start the Metis Data Science program. The pre-work is continuously reviewed by the Metis Faculty member(s) to ensure students are progressing and understanding the material. Students have online access to one another, as well as to the Metis Faculty member(s), through Slack, an online group chat forum.

Following enrollment, students will have access to the following support services:

- Access to the Program Manager
- Access to the Data Science Teaching Assistant(s) through Slack, an online discussion forum
- Option to meet in-person with Metis Staff and Faculty member(s)

Family Educational Rights and Privacy Act

Student records are maintained for a minimum of five years from the student's last day of attendance, with academic transcripts maintained indefinitely. The Family Educational Rights and Privacy Act (FERPA) affords eligible students and their parents certain rights with respect to their education records including:

- The right to inspect and review the student's education records during normal school hours with an appointment within 45 days of the day the Director receives a written, dated request for access. Metis does not permit students to inspect or review confidential student guidance notes maintained by Metis, or financial records (including any information those records contain) of their parents or guardians.

- The right to request amendment of educational records that the student believes are inaccurate, misleading, or a violation of privacy. Students requesting amendment of an education record should submit a written, dated request to the Director, clearly identify the part of the record they want to be changed, and specify why it is inaccurate, misleading, or a violation of privacy. If Metis decides not to amend the record, Metis will notify the student in writing and/or verbally of the decision and of the student's right to an administrative hearing regarding the request for amendment. Additional information regarding the administrative hearing procedures will be provided to the student when he/she is notified of the right to a hearing.

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without prior consent from the parents or the eligible student, as applicable. Metis may neither release nor disclose personally identifiable information contained in the student's education records to outside employers, agencies, or individuals

without first securing a written release from the parent or eligible student, as applicable, unless permitted by the Act.

One exception to the above student record release policy permits disclosure without consent to school officials with legitimate educational interests. A school official is a person employed by Metis in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff) or a person or company with whom Metis is affiliated or has contracted (such as an attorney, auditor, or collection agent). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill a professional responsibility.

Upon request, Metis may disclose educational records to officials of another school in which a student seeks or intends to enroll.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Metis to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington DC 20202-4605

Students who are the age of 18 or older or attend a school beyond the high school level are eligible students and shall have the right to file such complaint. Students who are under 18, their parents shall have such rights.

ACADEMIC INFORMATION

Class Size

The class size is typically 20-28 students taught by two instructors. Student to teacher ratio is between 10:1 and 14:1, depending on the size of the cohort. This ratio only counts the Senior Data Scientists. When the data scientist teaching assistants (TAs) are present, which is often, the ratio drops to between 7:1 and 9:1.

Hours of Operation

The normal hours of operation at Metis are as follows:

Classes

MON-FRI .... ……… 9:30-6:00 with a daily 90-minute lunch break

Optional Question & Answer period with Faculty: 9:00am - 9:30am

Administrative Offices

MON-FRI ....9:00 a.m. to 6:30 p.m.

Required Study Time

Outside study and independent practice, apart from regular classroom work, is required to successfully complete the program. The amount of time will vary according to the individual student's abilities.

Students are responsible for completing any assignments issued by their instructors. All assignments must be turned in at the designated time.

Changes in Programs or Policies

Metis has the right, at its discretion, to make reasonable changes in program content, materials, schedules, sequences of content, or event locations in the interest of improving the student's education, or where deemed necessary due to industry changes, academic scheduling, or professional requirements.

Metis is required to make changes in programs or policies when ongoing federal, state, or accrediting changes affect students currently in attendance.

English as a Second Language Instruction

Metis does not offer English as a Second Language instruction. In fact, students must be able to speak, read, and write English fluently as all courses are taught in English.

Attendance/Tardiness Policy

Attendance is critical to build the proper skills. Active participation each day is required to succeed in the Data Science programs because much of the program is conducted in a hands-on environment. Metis instructors take attendance daily and the attendance records are maintained at the school at all times.

Attendance/Tardiness Policy

Attendance will be taken in the following manner:

1   Attendance will be taken approximately ten minutes after the morning session begins and approximately ten minutes before the morning session ends.

2   Attendance will be taken approximately ten minutes after the afternoon session begins and approximately ten minutes before the afternoon session ends.

3   Students arriving 30 minutes late for a session or leaving early from a session will be marked tardy. (Sessions run for 3 ½ hours each). Tardiness disrupts the learning environment and is discouraged. Continued excessive tardiness or absences in the sessions could lead to disciplinary action up to and including expulsion. Six instances of tardiness will be counted as one absence. The effect of excessive tardiness is that this absence will be counted as one of the three overall unexcused calendar days maximum a student may miss and still pass the program.

Students will be contacted by phone and email when s/he is absent from a session.

Dismissal Policy for Nonattendance

Students are expected to attend and actively participate each day because a significant portion of the Data Science program is hands-on or practical skill based. Missing any portion of the program makes it very difficult for students to adequately complete the required Projects that are graded assessing these specific skills sets.

•   Students who are absent from Metis three (3) consecutive calendar days without notification of circumstances for the absence (excluding holidays, breaks and emergency closures due to unforeseen circumstances such as weather) will be dismissed from the program.

•   If a student has reached two (2) consecutive calendar days of unexcused absences, Metis will advise the student in writing and phone of the student's status and opportunity to provide reasons for the withdrawal which will be recorded in the student's file. If appropriate, the student will be considered for a leave of absence to restart the program with the next available cohort and tuition paid will remain valid.

•   Students may follow the process presented in the Grievance Policy outlined in this Catalog if they feel an error has been made in their attendance calculation.

Make-Up Standards

Weeks 1 – 8 of the program are especially hands-on and students must be in class every day and on time. If instructional time is missed, it is the student's responsibility to make an appointment with the instructor to determine if the missed work can be made up and to make a plan to learn the material covered while absent. During weeks 9-12 when students exclusively work on their Final Passion Project, there is more latitude for making up work, as long as plans for continued work on the Final Passion Project have been approved in advance by the Instructors or the Director.

Make-up work is not permitted for the purpose of receiving veterans educational training benefits.

Leave of Absence/Re-admittance Policy

The program is intensive and hands-on where daily attendance is required to acquire the practical skills necessary to complete the Project Deliverables. There is no leave of absence policy which allows a student to have more than three (3) unexcused days of class sessions without making up work and return to that same scheduled cohort. However, in the event of extenuating circumstances such as medical necessity or death in the family, the student may request to be readmitted to Metis and study with a new cohort by submitting a written request with supporting documentation to the school director. Students who receive approval to return to Metis must restart the program at a subsequent offering of the program within 12 months of the date of the request. A new application for admission is not required to be resubmitted for consideration.

Suspension and Dismissal

All students are expected to conduct themselves as responsible adults, to attend classes regularly, and to maintain a satisfactory level of academic achievement. Metis reserves the right to suspend or dismiss any student who:

- exhibits conduct found by the administration to be detrimental to fellow students, other individuals, the community, or Metis, as addressed in the Conduct section of this catalog;
- fails to maintain satisfactory academic progress;
- fails to meet attendance standards; or
- fails to meet financial obligations to Metis.

Time on suspension will be counted as an absence from Metis and cannot exceed the allowable absences stated in the attendance policy.

Graduation Requirements

In order to receive a Certificate of Completion in the Data Science program, students must

- earn the required total number of clock hours for the program and successfully complete the Project Deliverables;
- meet the attendance policy;
- return all property belonging to Metis; and
- fulfill all financial obligations to Metis prior to graduation unless previous satisfactory arrangements have been made.

If satisfactory financial arrangements are not made, the graduation credential will be withheld.

Transcripts

Current or former students may request a free copy of their unofficial transcript by submitting a written request to Metis including their name and physical address and/or email address where the unofficial transcript should be mailed or emailed. Transcripts will be marked to indicate they are unofficial copies.

A fee will be charged for official transcripts. Students may order official transcripts through info@thisismetis.com. Official transcripts will not be released for students who have a past-due account with Metis.

Transfer of Credit to Other Schools

Transfer or Articulation Agreements
Metis has no transfer or articulation agreements with any other college or university that provides for the transfer of credits earned in the program of instruction.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Metis is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or certificate that you earn at Metis are not accepted at the other institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that other institution. For this reason you should make certain that your attendance at the other institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Metis to determine if your credits or certificate could be transferred.

Post Graduate Services

Metis offers career services to all its graduates. Organized by Metis' Career Advisor, these career services include:

- Workshops, resources, and individualized support on resume writing, interviewing, identifying job openings, salary negotiation, technical interviewing, and other job search activities.

- Direct access to potential employers through the organization of an on-site Speaker Series that runs throughout the program, and the organization of an on-site Career Day right before graduation..

- Post-graduation support in the form of techniques on seeking and securing employment, including introductions to employer contacts, if possible; access to Employ, our proprietary online hiring portal; networking events; and integration into Metis' online private alumni network.

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ACADEMIC STANDARDS

Grading System

Metis uses a grading system of 1-10 for its Certificate Programs and an overall grade of Pass/Fail on the transcript. Students must maintain satisfactory progress on each required Project Deliverable to receive a Pass for the program. Individual assignments or projects are evaluated by faculty and student learning pace is monitored.

The teaching methods used are hands-on/practical skill and the assessments that demonstrate these skills are Data Science projects. Thus, grading and satisfactory progress focus on acquiring knowledge of five key skills: Design, Data, Algorithm, Tools, & Communication. Each of these five skills are number graded on a 0-2 scale (0 being unsatisfactory, 1 being satisfactory, and 2 being excellent). The maximum score a student can achieve on each project is a 10. [A grade of 1 in each skill set would total 5, the equivalent of a "C" letter grade]. These five skills are assessed throughout the program with five required Unit Project Deliverables and with an Optional Challenge Assignment. Students must receive a minimum average score of 5 overall on the Unit Project Deliverables to receive a Pass for the program.

Satisfactory Academic Progress

Satisfactory academic progress (SAP) standards apply to all students at Metis.

All students must complete their program of study in the normal duration of self-paced minimum academic pre-work of 25 clock hours online typically taking one week and 12 weeks of 420 in person clock hours. In order to graduate, a student must successfully complete 100% of the required assignments, and maintain attendance throughout the program.

Any student who receives 3 or more zeros on a Unit Project Deliverable will receive notification by the Program Manager via email that s/he has been placed on academic probation and is required to sign up for extra help with the instructors. Any student who wants to appeal the grade(s) received may do so by contacting the Program Manager who will have an independent instructor review the student's Project Deliverable. Any student on academic probation who receives 3 or more zeros on a subsequent Unit Project Deliverable will be dismissed from the Program. Any student who submits an Optional Challenge Assignment for grading will have the opportunity to use the grade on the Optional Challenge Assignment to replace it with the grade on a required Unit Project Deliverable

Unit	Project Deliverable	Scores on each Skill using Scale of 0-Unsatisfactory, 1-Satisfactory, and 2-Excellent					Total Grade (0-10)
1	Group Presentation	Design:____	Data:__	Algorithm_	Tools___	Communication_	
2	Presentation	Design:____	Data:____	Algorithm___	Tools____	Communication____	
3	Interactive Dashboard	Design:____	Data:____	Algorithm___	Tools____	Communication____	
4	Report	Design:____	Data:____	Algorithm___	Tools____	Communication____	
5	Presentation	Design:____	Data:____	Algorithm___	Tools____	Communication____	
If Submitted	Optional Challenge Assignment	Design:____	Data:____	Algorithm__	Tools____	Communication____	

Schedule for Evaluation: Satisfactory academic progress will be reviewed five times (each Project Deliverable) during the Program: Week 2, Week 4, Week 7, Week 9, and Week 12.

Satisfactory Progress Standard:

Students are expected to receive no less than a "1" on each skill set. Students must maintain satisfactory progress by an average grade of 5 or more on each of the required Unit Project Deliverables to receive a Pass for the program. Satisfactory academic progress will be checked after each Unit Project Deliverable in Week 2, Week 4, Week 7, Week 9, and Week 12.

The Bootcamp being immersive, hands-on practical skill training must be completed in the 12- week on-site time frame with the exception being that the final Passion Project Deliverable deadline may be extended no more than three (3) weeks with permission of the Director.

FINANCIAL INFORMATION

Scholarships

Diversity Scholarship

Metis recognizes that women and minorities are underrepresented in technology careers such as Data Science. Metis is committed to creating more avenues for talented individuals from underrepresented demographic groups to help drive our future economic growth. A $3,000 scholarship towards Metis tuition is available for women and for individuals from an underrepresented demographic (African-American, Hispanic/Latino-American, Native American, Pacific Islander, mainland Puerto Rico) underrepresented in technology careers, and/or members of the LGBTQ community.

Military Scholarship

A $3,000 scholarship towards Metis tuition is available for active members and veterans of the U.S. military.

Tuition and Fees

Data Science Bootcamp

Non-Refundable Application Fee $100.00
Course Tuition $15,400

TOTAL: $15,500

[There are no additional charges for books or supplies. All instructional materials used are open source and available for free].

Method of Payment: You may either pay the Tuition in total by check or credit card upon Execution of the Enrollment Agreement, or you may provide a deposit of $1,500 followed by three installment payments of $ 4,666.67 until the outstanding balance is paid. If you are eligible for a scholarship, the tuition and any installment payments will be adjusted accordingly.

Timeliness of Payments: Students who pay in installments will receive via email monthly notifications from the Program Manager indicating the amount owed. Students are responsible for making payment within seven (7) days of receipt of the email. Students who do not pay on time will receive up to two email reminders, and an in-person reminder. If a student has still not paid, Metis may decide to involve a collections agency and will withhold the graduation credential.

Refund Policy

Students who wish to cancel their seat in the program are encouraged to notify the school and may contact the Program Manager by any means so that their seat may be opened for another admitted student on a waiting list.   If

notification is not provided and the student fails to attend, the school will automatically terminate the enrollment and process a refund as a no-show.

Student's Right to Cancel

Cancellation/Withdrawal & Refund Policy.

A. A student who cancels within seven (7) days of signing the enrollment agreement receives all monies returned with the exception of the non-refundable registration fee. To cancel this Agreement, let us know by any reasonable means of your intent to cancel no later than the 7th day after signing the enrollment agreement.

B. Thereafter, a student will be liable for

1. The non-refundable registration fee plus

2. The cost of any textbook or supplies accepted (if applicable) plus

3. Tuition liability as of the student's last date of physical attendance.

Tuition liability is based on one quarter of 13 weeks only (1 week online pre-work + 12 weeks on-site).

If student dropped/termination occurs	Student receives	School keeps
During the first week	100%	0%
During the second week	85% minus 10% of unearned tuition	15% plus 10% of unearned tuition
During the third week	77% minus 10% of unearned tuition	23% plus 10% of unearned tuition
During the fourth week	69% minus 10% of unearned tuition	31% plus 10% of unearned tuition
During the fifth week	62% minus 10% of unearned tuition	38% plus 10% of unearned tuition
During the sixth week	50% minus 10% of unearned tuition	50% plus 10% of unearned tuition
During the seventh week or beyond	0%	100%

Unearned Tuition: Represents the weeks that the student did not complete. By way of example if a student drops/terminates during the fourth week, the student's enrollment has 9 weeks of Unearned Tuition.

If a third party paid for tuition on your behalf, the refund transaction will be made to that third party in the amount of the refund due (but in no event greater than what that third party paid to Metis). If there is an excess balance of the refund after payment to that third party, that amount will be refunded to you.

Metis reserves the right to delay or cancel the start of a planned Program for reasons such as low enrollment. If you choose not begin the Program on the delayed starting date or the Program start is cancelled, then Metis will refund all Fees paid including the nonrefundable registration fee.

All refunds due will be made within 45 days of the student's effective withdrawal date or cancellation. Metis refund calculation will be based on the scheduled days of class attendance. The last date of actual attendance is used in calculating any refund amount.

In case of prolonged illness, accident, death in the family, or other circumstances that make it impractical to complete the program, a refund that is reasonable and fair to both parties shall be made, but in no event will the amount refunded be less than that reflected in the applicable refund schedule.

ACADEMIC PROGRAMS

Data Science Bootcamp Certificate Program

Program Description

Upon graduating from the Data Science bootcamp, a student will be prepared to take an entry-level position on a Data Science team as a data scientist, data analyst, data science consultant or data miner.

The Data Science program is 445 clock hours over a period of 13 weeks. The self-paced online pre work is considered the first week of the program and consists of 25 hours minimum academic work which is to be completed anytime prior to the on-site portion which is weeks 2-13. Prior to graduation, students are required to complete a Passion Project of their own design that they can present to potential employers as the final piece in their online portfolio. Proposals for Passion Projects will be reviewed and approved in advance by the Metis Faculty member(s). Upon successful completion of the program, graduates will be awarded a Data Science Certificate.

This program is designed to prepare graduates to pursue entry-level employment in the field, or jobs in related fields, the specific job titles of which may not be represented in the program title or described above. Although the school will assist students with job placement, finding a job is the individual responsibility of the student. The school does not guarantee that any student will be placed in any of the jobs described, or placed at all.

Curriculum

Program Objectives

After completing this course a student is expected to:

- Have a fluid understanding of and practical experience with the process of designing, implementing, and communicating the results of a data science project.
- Be a capable coder in Python and at the command line, including the related packages and toolsets most commonly used in data science.
- Understand the landscape of data science tools and their applications, and be prepared to identify and dig into new technologies and algorithms needed for the job at hand.
- Know the fundamentals of data visualization and have experience creating static and dynamic data visuals using JavaScript and D3.js.
- Have introductory exposure to modern big data tools and architecture such as the Hadoop stack, know when these tools are necessary, and be poised to quickly train up and utilize them in a big data project.

Program Outline and Hours

Online Pre-Work (25 hours)

The self-paced pre-work is completed online only prior to the on-site portion. We will require students to follow and complete a full Command Line Crash Course; become familiar with Python; follow a number of install package tutorials (i.e., Numpy, Scipy, Pandas, Scikit.learn); and engage in some preliminary statistics work.

In-Person Instruction (12 weeks x 35 hours/week = 420 hours)
These hours exclude a 90-minute daily lunch break.

Unit 1

In the first week, students will complete an entire (mini) data science project from start to finish. Students will gain confidence in the IPython environment, start programming under version control, use commands from the pandas package to perform statistical analysis on their data, and visualize the results using the Matplotlib package. The goals of this unit are to:

- Introduce and gain familiarity with Unix, Git, IPython, pandas, and Matplotlib.
- Finish a mini data science project to completion & communicate results to the public.

Unit 2.1 (Design Process, Web Scraping)

Students will start understanding the decisions and tools they used in the first unit's project in more depth. They will learn the possible contexts of projects in different domains and the iterative design process involved in a data science project. We will introduce the concept of cloud computing, students will work on a remote server instead of directly on their own. As students start their second project, they will get more familiar with web scraping and start fitting simple models to data. The goals of this unit are to:

- Introduce the design process and dimensions of data science projects.
- Create and work in a virtual environment on a cloud computing service.
- Begin working with models.

Unit 2.2 (Regression, Communicating Results)

Students will focus on regression and developing skills for communicating results. The packages used in this week will include regression modules of Scikit.learn and Matplotlib in more depth. Choosing among the analysis methods and approaches to reporting their results, students will finish the second project and present their findings. The goals of this unit are to:

- Deepen understanding of and facility with simple models.
- Increase expertise in python-based data manipulation packages.
- Complete second analysis and communicate results to each other.

Unit 3.1 (Databases, Machine Learning Concepts, Intro to Supervised Learning)

This unit will start off with (relational) databases such as SQL, and more ways of obtaining, cleaning and maintaining data. We will then start teaching machine learning concepts and introduce classification and supervised learning with a few examples such as logistic regression and KNN. We will also discuss feasibility, both in generally for data science projects the students will encounter in the wild, and specifically for their passion projects. The goals of this unit are to:

- Become confident working with SQL databases and writing simple queries.
- Understand core machine learning concepts and apply a supervised learning algorithm.

- Start building intuition around feasibility of projects, size and time limitations.

Unit 3.2 (Supervised Learning)

Following upon the machine learning concepts, we will dive into more detail with supervised learning algorithms, such as SVM, decision trees and random forests. Techniques for feature selection and feature extraction will flesh out these concepts discussed in the previous week. We will also cover the ideas and approach behind deep learning. Students will choose to apply one or more of these algorithms as part of this unit's project. The goals of this unit are to:

- Know the space of supervised learning algorithms and the selection process.
- Be able to use feature selection and feature extraction algorithms when needed.
- Understand deep learning algorithms.

Unit 3.3 (Javascript and d3)

We will visualize our projects using D3.js, a favorite tool for flexible and attractive presentations of data and relationships. Since d3 is a JavaScript library, we'll also cover some JavaScript essentials, and talk about incorporating other js libraries (jquery, crossfilter, bootstrap, etc.) that can make the job much easier. The goals of this unit are to:

- Understand basic principles of good visual design and communication.
- Learn the basics of JavaScript and D3.js.
- Work with D3.js to illustrate data project results.

Unit 4.1 (APIs and other Data Collection Methods, NoSQL)

The project for the fourth unit will involve text data. On its first week, we will explore ways of obtaining data that were not discussed yet, such as APIs and online database servers. The students will also learn about NoSQL databases, and specifically get their hands dirty in MongoDB. The goals of this unit are to:

- Learn the process of acquiring data from APIs.
- Understand NoSQL databases, their strengths, weaknesses, varieties and use cases.
- Create a MongoDB server and interact with the mongo database.

Unit 4.2 (NLP, Naive Bayes, Handling Big Data)

Students will start analyzing the text data they collected in the previous week. To be able to do this, they will learn about naive Bayes and NLP algorithms. They will also learn about how large amounts of data are handled, parallel computing and Hadoop MapReduce. The goals of this unit are to:

- Understand the opportunities and challenges involved with natural language processing.
- Get deep hands-on exposure to naive Bayes classifiers.
- Know when and how to use specialized tools for massive datasets.

Unit 4.3 (Unsupervised Learning)

Building upon the students' work on the current project in the previous week, we will further analyze the data with unsupervised learning algorithms. The lectures will cover K-means, hierarchical clustering, mixture models and topic models. Discussions of parallel handling of data will be followed with further information on system architectures. The goals of this unit are to:

- Develop expertise in unsupervised machine learning algorithms.
- Outline "the stack" and design choices in data engineering.

Unit 5 (Passion Project)

Following the decisions they made and building upon their work up until this point, students will finish their passion project. They will also learn more on cloud computing, system architectures and feasibility evaluations. The goal of this unit is to:

- Enable students to make their own decisions for the algorithms, software tools, visualization choices and present their results.

Occupational Outcomes

Data Science **(Certificate)**

Upon earning a certificate of completion for the *Data Science* program, the student will prepared to pursue entry-level data scientist, data analyst, data science consultant, and data miner positions. This means a student shall:

- Have a fluid understanding of and practical experience with the process of designing, implementing, and communicating the results of a data science project.
- Be a capable coder in Python and at the command line, including the related packages and toolsets most commonly used in data science.
- Understand the landscape of data science tools and their applications, and be prepared to identify and dig into new technologies and algorithms needed for the job at hand.
- Know the fundamentals of data visualization and have experience creating static and dynamic data visuals using JavaScript and D3.js.
- Have introductory exposure to modern big data tools and architecture such as Hadoop and Spark, they will know when these tools are necessary, and be poised to quickly train up and utilize them in a big data project.

Metis provides assistance to eligible graduates in obtaining employment as entry-level data scientists. Graduate students will continue to receive support post graduation.

Potential entry-level job position titles include:

- Data Scientist
- Data Analyst
- Data Science Consultant

Related positions that certain students will newly be qualified for, depending on previous skill-sets:

- Product Analyst
- Research Analyst
- Data Journalist
- Data Engineer
- Business Intelligence Analyst

ACADEMIC CALENDAR

2017 Holiday Schedule

Martin Luther King Day	January 16, 2017
Memorial Day	May 29, 2017
Independence Day	July 4, 2017
Labor Day	September 4, 2017
Thanksgiving Day	November 23 – 24, 2017
Christmas Day	December 25, 2017

2017 Data Science Program Dates

Start Date	*End Date*
January 9, 2017	March 31, 2017
April 3, 2017	June 23, 2017
June 26, 2017	September 15, 2017
September 18, 2017	December 13, 2017