**COMP-SCI 5542, 46659,** **BIG DATA ANALYTICS AND APPLICATIONS**

**0001, 3 credits, Classroom Based**

**COURSE SYLLABUS  
UNIVERSITY OF MISSOURI - KANSAS CITY  
Spring 2022**

Credits**: 3**

CSEE - UMKC

Course Coordinator**: Yugyung Lee**

Graduate version **(COMP-SCI 5542)** is required for graduate students seeking an emphasis in Big Data Analytics and Applications as part of their MS Computer Science degree.

Frequency of offering: On demand

**Specifics for Spring Semester 2022:**

Class Times and Room**:** Mo/We 4 - 5:15 pm, Education-Rm 00118

Instructor Identifiers:

* Syed Jawad Hussain Shah
  + Office HR: T/Th by appointment
  + Email: [shs6g7@umsystem.edu](mailto:shs6g7@umsystem.edu)

TA Identifiers:

* Muhammad Usman
  + Email: [mubct@umsystem.edu](mailto:mubct@umsystem.edu)

## Course description:

Big Data analytics focus on analyzing large amounts of data to find useful information and to make use of the information for better business decisions. This course introduces students to the practice and potential of big data analytics and applications. In this course, students will have hand-on experience with Big Data Analytics technologies (Apache Spark, TensorFlow) and tools (Intellij, Pycharm, Maven/SBT, MongoDB) for the analysis of big data sets with mobile/Web apps (Visual Question answering, Image Classification). Students will learn how to develop highly interactive and real-time applications for intelligent robots.

### Course Objectives and Goals:

The objective of this course is to explore the emerging concepts of Big Data Analytics (Machine Learning) and applications and gain an insight into the potential of new ML applications. In this course, students will have hand-on experience with Big Data technologies (Apache Spark, Google TensorFlow) and tools (Intellij, Pycharm, Maven/SBT) for the analysis of large and various data sets across diverse platforms or domains. Specifically, students will gain a unique experience with Android app development, big data analytics (Spark/TensorFlow), web services, robotics and sensor technologies to connect between big data analytics platforms. In particular, students will learn how to facilitate natural and intuitive human-software-robot collaboration that can enhance human insight and creativity through highly interactive virtual reality and robotic applications.

#### Learning Outcomes:

A student who successfully completes this course will have the ability to:

* Develop solutions for real world big data problems using appropriate skills and knowledge in Machine Learning and app development
* Demonstrate advanced knowledge in an area of big data analytics.
* Recognize and apply appropriate techniques and tools in the field of data science and machine learning
* Communicate effectively in both written and oral forms
* Work effectively in teams

Prerequisites: Software Engineering (COMP-SCI 451)

Programming skills and knowledge on big data management/machine learning is recommended.

Reference Book, and other Materials Required and Recommended:

There is no required textbook. However, readings will be assigned for every lecture, generally from research papers (about 10-20 papers).

Instructional Strategies/Pedagogical Approach:

The course components mainly consist of three parts: (1) Lectures by instructors, (2) Student presentations and (3) Group projects. Student groups will have the responsibility to research assigned topics in depth, present the main issues and lead the discussion of the background, techniques, and application of the topic. All students will be expected to take an active part in the discussion and critical analysis of the topics covered and participate in the development of the group project.

Semester Schedule of Topics (Subject to Modification):

* Real-Time Big Data and Tools
  + Feature Extraction Techniques
  + Spark Mllib and TensorFlow
* Big Data Analytics Platform
  + Big Data Infrastructure (Apache Hadoop/Spark)
  + Machine Learning (Apache Spark MLlib)
    - Feature Extraction & Selection (PCA, SIFT)
    - Clustering (K-Means, SOM, EM)
    - Classification/Regression (Decision Tree, Naïve Bayes, Random Forest, SVM)
  + Deep Learning (TensorFlow)
    - Convolutional neural networks (CNNs)
    - Recursive neural networks (RNNs)
    - Long short-term memory (LSTM)
    - Deep belief networks (DBN)
    - Deep Reinforcement Learning
* Intelligent and Real-time Application (Smart Space, Smart City, Health Care, Education)
  + Image Recognition
  + Object Detection
  + Image Classification/Segmentation
  + Visual Question Answering

**Course Structure:**

The course can be found in the UMKC Canvas site, which you can find here: http://online.umkc.edu/lms/. First, please navigate to the Canvas site for this course. Inside the home page, you will find the syllabus we will also discuss the assignments, and course grading policies in the class.

**Technology Requirements:**

You are expected to have the computing resources necessary to complete this course through personal, University channels (e.g., remote computer labs) or both. Please contact me if you will be without email access for a short-term basis during this course. We can make alternate arrangements should your reason for being without computer access warrant an accommodation (note: travel for vacation/work does not necessitate accommodations). Below is a list of some helpful computer requirements for full participation in this online class:

• The latest version of GitHub Desktop at https://desktop.github.com/

• The latest version of PyCharm IDE at <https://www.jetbrains.com/pycharm/>

• The latest version of Java available at http://www.java.com/en

• The latest version of Jupiter notebooks

• A current word processing software

• A headset with microphone

• A webcam

• Internet Explorer, Chrome, or Firefox for Windows computers

• Firefox, Chrome, or Safari for Apple computers

• A Broadband Internet connection is preferred. Examples of broadband Internet connections are high-speed DSL or a Cable modem.

**Learner Support:**

Students can get technical support from Instructional Technology Services either by calling 816-235-6700, emailing its@umkc.edu or by using the chat tool. https://online.umkc.edu/supportpolicies/

**Participation Policies:**

This course is not designed to be self-paced. Rather, you are expected to participate in class activities along with the group. At the same time, I recognize that there might be times during the semester that you need to complete work in advance in order to meet other life demands.

**Course Etiquette, Participation, and Canvas:**

Like other courses, you are expected to communicate with your peers and me in a professional, thoughtful manner. There may be opportunities for academic debate. This is encouraged, as it helps us grow as learners. Remember, however, to communicate with respect and mindfulness even when disagreements arise. As an instructor, I will offer corrective feedback if I observe unhelpful communication.

**Tips for Course Success:**

• During the first week, review the material and email me if you have questions.

• During the first week, read the syllabus and explore the course Canvas site -- email me if you have questions. I am happy to schedule a Zoom meeting with you in person if you are having difficulty using the Canvas tools.

• Do not work too far in advance or conceptualize this as a "self-paced" course. Although it is taught in an online format, this course is designed to be interactive. You will get more out of it if you participate fully in course assignments the week that they are due.

**Course Time Commitment:**

Courses, both in-person and online, can be varied in their design and expectations for student involvement and time. This course will be taught face-to-face during the 16-week session, one should expect to be in class (engaged in lecture and discussion) for approximately 3 hours/week and spend additional time outside of class in preparation for active course engagement and course assessment (reading, completing assignments). So, you should be prepared to spend similar amounts of time engaged in this course. You should anticipate that in this course, you will experience less time in passive learning activities and more time engaged in active learning activities and communication with your peers and me (i.e., In-class programming (ICPs), Quizzes and discussion board postings).

**Expectations of Faculty in this Course:**

I will aim to respond to all email and voicemail questions within 48 hours. Questions that are posted to the General Questions Discussion Board will be answered in timely manner. Weekly assignments will typically be graded by Monday of the following week. Exams, in general, will have a two-week grading turn-around timeframe. For some assignments, individual feedback will be provided, and for some assignments, group feedback will be provided.

**University of Missouri-Kansas City Mission:**

UMKC's mission is to lead in life and health sciences; to deepen and expand strength in the visual and performing arts; to develop a professional workforce and collaborate in urban issues and education, and to create a vibrant learning and campus life experience.

**School of Computing and Engineering History and Mission:**

**History:**

The University has offered engineering degree programs since 1956. Increased technology demands during the mid-80s, combined with a generous gift from United Telecom (now Sprint), led to the development of UMKC's high-tech Computer Science and Telecommunications Program in 1984. These programs were combined in 2001 to form the School of Computing and Engineering (SCE).

**Mission:**

The mission of the Department of Computer Science Electrical Engineering (CSEE) is to provide competitive educational opportunities and focused research in the disciplines supported in the department to generate the professional and technical workforce and research needed for economic development. To accomplish this mission, the department seeks to:

• Conduct research that advances knowledge in these disciplines and their applications.

• Educate and graduate students who are knowledgeable about these disciplines who become lifelong learners and leaders.

• Engage in service and outreach to enrich the community, state, and profession.

**In-class programming (ICP):**

1. 11 ICPs for the course - 100 points each/1100 points total
2. You will have one ICP for each lesson
3. The purpose of the ICP is to get hands-on experience with the current lesson's programming topics/concepts
4. ICP is an individual contribution. However, you can take help from your team for the ICP
5. Solve the given programming assignment
6. Create a GitHub wiki page and describe the way you solved the assignment. The wiki page should include the below list but not limited to them:
   1. Title
   2. Description
   3. Screenshots
   4. Important code snippets
   5. Learnings from the lesson
   6. Issues with the lesson
7. Make a simple video about 3 to 5 minutes which includes execution of the application and explanation of code snippets

**ICP Submission Guidelines:**

1. ICP should be finished at the end of the class on each Wednesday and presented to Instructor for evaluation.
2. If you are not able to submit your ICP in class, you have to submit it offline and have to make a video of 3 to 4 mins showing your running code.
3. Submit your source code and documentation to GitHub and represent the work through the wiki page accurately (submit your screenshots as well. The screenshot should have both the code and the output)
4. Comment your code appropriately
5. Video submission (3 to 5 min video showing the demo of the ICP, with brief voiceover on the code explanation). Video is only required if you are not able to finish your work during the class.
6. Submission after the due date is considered as a late submission. (Check the Late Submission Policy on Assignments' in the syllabus)
7. Use the related Canvas survey to submit your ICP # and feedback

**Journal Club Presentation:**

1. You have to select a current state of the art research (journal paper) from one of the domains taught in class and discuss it with instructor to get his approval.

**Journal Club Submission Guidelines:**

1. Submit the PDF of the paper (once approve by the instructor).
2. Create a presentation for the paper and present it in class (it’s a group assignment)
3. Prepare to answer technical questions on the material discussed in class.

**Exams**

1. Two Exams for the course - 100 points each/(40 % of over all grades)
2. The purpose of the exam is to help you to revise the content you have learned from the lessons
3. The exam is an individual contribution
4. It consists of multiple-choice questions (MCQs) and essay questions.

**Exam Submission Guidelines:**

1. The exam will be available on the Canvas
2. You will have to take the exam at the specified time. (During the regular class hours)
3. There will not be any makeup exam in case if you miss one of the exams.

**Project**

1. One project for the course - 100 points total
2. The purpose of the project is to improve and implement the programming concepts learned from lesson to solve the real-world problems
3. You should be able to develop big Data applications for the project. Specific guidelines will be provided later in the course
4. The project is a team contribution, but each member will be individually evaluated.
5. Solve the given programming assignment with your team
6. Create a GitHub wiki page and describe the way you solved the assignment. The wiki page should include the below list but not limited to them:
   1. Title
   2. Description
   3. Screenshots
   4. Important code snippets
   5. Learnings from the project
   6. Challenges you faced
7. Make a simple video about 3 to 5 minutes which includes execution of the application and explanation of code snippets
8. Submit the Feedback form with GitHub wiki page and Video links along with the feedback for the exam
9. Write a formal paper on your project.

**Project Submission Guidelines**

1. The project is submitted by a team of four students assigned at the beginning of the semester.
2. Submit your source code and documentation to GitHub and represent the work through the wiki page accurately.
   1. Include your screenshots as well. The screenshots should have both the code, documentation, and output.
3. Document your code appropriately.
4. Video submission (3 to 5 min video showing the demo of the project, with brief voiceover on the code explanation).
5. Submit a report (formal paper) to Turnitin on Canvas, and the similarity score should be less than 15%.
6. Submit code to Turnitin on Canvas, and the similarity score should be less than 35%.
7. Submission after the due date is considered as a late submission. (Check the Late
8. Submission Policy on Assignments in the syllabus.)
9. Use the corresponding Canvas survey to submit your exam and feedback.
10. The report should include the below details:
    1. Project Title and Team Members
    2. Goals and Objectives:
11. The motivation behind the idea
12. Significance
13. Objectives
14. Features
15. Approaches/Methods
    1. Workflow
    2. Working screens from project
    3. If deployed into the cloud, provide the link
    4. GitHub link for your project
    5. Work sharing/Module sharing between teammates
    6. Any issues, blockages with the project
    7. References
    8. Conclusion

**Project Presentation Guidelines:**

1. Your team should be available to present with
   1. The presentation slides
   2. The working demo
2. Your team will have 10 minutes to present
3. Q&A on your project for everyone in the team

**Late Submission Policy on Assignments**:  
Assignments that submitted after the due date will no longer be accepted  
1. '-10' points for one day late submission with permission/exception  
2. '-20' points for two days late submission with permission/exception  
3. '-30' points for three days late submission with permission/exception  
4. No submission will be allowed after three days even with permission/exception

DO NOT EMAIL your work to TAs, always use the appropriate form to submit and your work should be original and independent

##### Evaluation / Assessment Criteria and Grading:

**Grading Summary**

|  |  |  |  |
| --- | --- | --- | --- |
| **Assignment** | **Contribution** | **% of the final grade** | **Point Value** |
| Project | Individual | 20% | 100 points |
| ICPs (11) | Individual | 35% | 100 points each |
| Exams (2) | Individual | 40% (20 % each) | 100 points each |
| Journal Club Presentation | Individual | 5% | 50 points |
| Total | 100 % |  |  |

**Grading:**

|  |  |
| --- | --- |
| A ≥ 94.0% | C ≥ 74.0% |
| A- ≥ 90.0% | C- ≥ 70.0% |
| B+ ≥ 87.0% | D+ ≥ 67.0% |
| B ≥ 84.0% | D ≥ 64.0% |
| B- ≥ 80.0% | D- ≥ 60.0% |
| C+ ≥ 77.0% | F < 60.0% |

###### Important Dates for the Semester:

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| **Key Dates** |  |
| August 26 | Last day for 100% refund (first 8-week session) |
| August 26 | Last day to change audit to credit (first 8-week session) |
| August 28 | Last day for 100% refund (16-week session) |
| August 28 | Last day to add without an instructor signature (16-week session) |
| September 4 | Last day for 50% refund (first 8-week session) |
| September 4 | Last day to drop a class and not have it appear on your transcript (first 8-week session) |
| September 4 | Last day to change credit to audit (undergraduate) (first 8-week session) |
| September 7 | Labor Day Holiday - University Closed |
| September 21 | Last day for 25% refund (first 8-week session) |
| September 21 | Last day for 50% refund (16-week session) |
| September 21 | Last day to drop a class and not have it appear on your transcript (16-week session) |
| September 21 | Census Day |
| September 21 | Last day to withdraw with a W (graduate/professional) (first 8 week session) |
| September 21 | Last day to change credit to audit (undergraduate) (16-week session) |
| October 5 | Last day to withdraw with a W (undergraduate) (first 8 week session) |
| October 16 | Last day for 25% refund (16-week session) |
| October 16 | Last day to withdraw with a W (graduate/professional) (16 week session) |
| October 16 | Last day to withdraw with W or WF (graduate/professional) (first 8-week session) |
| October 16 | Classes End (final exams) (first 8-week session) |
| October 16 | Last day to change credit to audit (graduate/professional) (first 8-week session) |
| October 19 | Course Work Begins (second 8-week session) |
| October 21 | Last day for 100% refund (second 8-week session) |
| October 21 | Last day to add without instructor signature (second 8-week session) |
| October 21 | Last day to change audit to credit (second 8-week session) |
| October 30 | Last day for 50% refund (second 8-week session) |
| October 30 | Last day to change credit to audit (undergraduate) (second 8-week session) |
| October 30 | Last day to drop a class and not have it appear on your transcript (second 8-week session) |
| October 31 | Last Day to File for December Graduation |
| November 13 | Last day for 25% refund (second 8-week session) |
| November 13 | Last day to withdraw (undergraduate) (16-week session) |
| November 13 | Last day to withdraw with W (graduate/professional) (second 8-week session) |
| November 23 | Thanksgiving Holiday Begins |
| November 30 | Course Work Resumes |
| December 3 | Last Day of Classes (Law) |
| December 4 | Last day to withdraw (undergraduate) (second 8-week session) |
| December 7 | Exams Begin (Law) |
| December 10 | College of Arts & Sciences Reading Day |
| December 11 | Classes End (final exams) (second 8-week session) |
| December 11 | Last day to withdraw with assessment (W or WF) (graduate/professional) (16-week session) |
| December 11 | Last day to change credit to audit (graduate/professional) (16-week session) |
| December 11 | College of Arts & Sciences Reading Day |
| December 11 | Last Day of Classes |
| December 14 | Exams Begin (All Academic Units) |
| December 18 | Last day to change credit to audit (graduate/professional) (second 8-week session) |
| December 18 | Classes End (final exams) (second 8-week session) |
| December 18 | Last day to withdraw with assessment (W or WF) (graduate/professional) (second 8-week session) |
| December 18 | Exams End (All Academic Units) |
| December 18 | Classes End (final exams) (16-week session) |

Class Schedule

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| --- | --- | --- | --- |
| **Module#** | **Date** |  | **Deadline** |
| **Module 1: Introduction** |  | Lecture 1: Introduction to Big Data Analytics and Apps |  |
|  | Tutorial 1  (Github, Intellij, Pycharm, Maven/SBT) |  |
|  | Lecture 2: Spark and TensorFlow Introduction |  |
|  | Tutorial 2  (Spark Installation and TensorFlow Installation with example) |  |
|  |  | **Project Selection** |
| **Module 2:  Feature Extraction** |  | Lecture 3: Feature Extraction |  |
|  | Tutorial 3: Image and Text Feature Extraction |  |
|  |  | **Project Proposal & Plan** |
|  |  |  |
|  | Lecture 4: Feature Extraction using Deep Learning (Convolutional Neural Network) |  |
|  | Tutorial 4 (Convolutional Neural Network) |  |
|  | Lecture 5: Language Models for Text Analytics |  |
|  | Tutorial 5 : Language Models |  |
|  |  | **Project Report 1** |
|  |  | **Project Discussion** |  |
|  |  |  |
| **Module 3 : Unsupervised Learning** |  | Lecture 6: Clustering - KMeans, EM |  |
|  | Tutorial 6 : Spark Based KMeans and EM |  |
|  | **Exam 1** |  |
|  | Lecture 7: Auto Encoders |  |
|  | Tutorial 7: Auto Encoders |  |
|  | Lecture 8: Deep Boltzmann Machines |  |
|  | Tutorial 8 : Deep Boltzmann Machines |  |
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| **Module 4 : Supervised Learning** |  |  | **Project Report 2** |
|  | Lecture 9: Machine Learning - Classification I |  |
| **Hackathon Week** |  | **Project and Hackathon Discussion** |  |
|  | **Hackathon Kick-Off Meeting, 5:30 - 6:45PM** |  |
|  | Tutorial 9: Machine Learning - Classification I |  |
|  | **Hackathon Grand Finale, 5:30 - 7:30PM** |  |
| **Module 4 : Supervised Learning** |  | Lecture 10: Deep Learning - (Classification II) |  |
|  | Tutorial 10: Deep Learning - (Classification II) |  |
|  |  |  |
|  | Lecture 11: Reinforcement Learning |  |
|  | Tutorial 11: Reinforcement Learning |  |
|  |  | **Final Project Report** |
| **Review and Finals Week** |  | **Review** |  |
|  | **Project Presentation** |  |
|  | **Project Presentation** |  |
|  | **Final Exam (exam 2)** |  |

**School of Computing and Engineering & University Policies  
Resources & Policy Statements**:  
<https://info.umkc.edu/saem/wp-content/uploads/2016/04/UMKC-Student-Handbook.pdf>

Academic Calendar:Students are encouraged to review important add, drop, or withdraw dates:  
http://www.umkc.edu/registrar/acal.asp

Academic Honesty:The Board of Curators of the University of Missouri recognizes that academic honesty is essential for the intellectual life of the University. Faculty members have a special obligation to expect high standards of academic honesty in all student work. Students have a special obligation to adhere to such standards. Academic dishonesty, including cheating, plagiarism, or sabotage, is adjudicated  
through the University of Missouri Student Conduct Code and Rules of Procedures in Student Conduct Matters.

Academic Inquiry, Course Discussion, and PrivacyUniversity of Missouri System Executive Order No. 38 lays out principles regarding the sanctity of classroom discussions at the University. The policy is described fully in Section 200.015 of the Collected Rules and Regulations. In this class, students may not make any audio or video recordings of course activity (including those recordings prepared by an instructor), except students permitted to record as an accommodation under Section 240.040 of the Collected Rules. All other students  
who record and/or distribute audio or video recordings of class activity are subject to discipline in accordance with provisions of Section 200.020 of the Collected Rules and Regulations of the University of Missouri pertaining to student conduct matters.  
Those students who have written permission from the course instructor to record are not permitted to redistribute any audio or video recordings of statements or comments from the course to individuals who are not students in the course without the express permission of the faculty member and of any students who are recorded, including those recordings prepared by an instructor. Students found to have violated this policy are subject to discipline in accordance with provisions of Section 200.020 of the Collected Rules and Regulations of the University of Missouri  
pertaining to student conduct matters.

**Campus Safety:**Inclement weather, mass notification, and emergency response guide:  
<http://www.umkc.edu/umkcalert/>

**Counseling and Health Services Available at UMKC:**UMKC students may experience many challenges in their lives while attending college-stress, depression, suicidality, trauma, relationship issues, health concerns, etc. As your professor, I care about your success and well-being and want to make you aware of some helpful resources on campus.

The UMKC Counseling Center (www.umkc.edu/counselingcenter), located at 4825 Troost in Room 206, offers a wide range of supportive services to students. Appointments can be made by calling 816.235.1635. UMKC Student Health and Wellness (<http://info.umkc.edu/studenthealth/>), located at 4825 Troost in Room 115, offers a full range of health care and promotion services. Appointments can be scheduled online or by calling 816.235.6133. The MindBody Connection (www.umkc.edu/mindbody) is located in the Atterbury Student Success Center in Room 112 and offers a variety of stress-reduction services.

**Disability Support Services:**To obtain disability-related accommodations and/or auxiliary aids, students with disabilities must contact the Office of Services for Students with Disabilities (OSSD) as soon as possible. To contact OSSD, call (816) 235-5696. Once verified, OSSD will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. For more information go to <http://www.umkc.edu/disability/>

**English Proficiency Statement:**Students who encounter difficulty in their courses because of the English proficiency of their instructors should speak directly with their instructors. If additional assistance is needed, students may contact the UMKC Help Line at 816-235-2222 for assistance.

**Privacy Policies:**Privacy Policy: https://www.umkc.edu/web-policy/privacy.asp  
Webcam Policy: https://www.umsystem.edu/ums/elearning/policies

**Grade Appeal Policy:**Students are responsible for meeting the standards of academic performance established for each course in which they are enrolled. The establishment of the criteria for grades and the evaluation of student academic performance are the responsibilities of the instructor.  
The University grade appeal procedure is available only for the review of allegedly capricious grading and not for review of the instructor's evaluation of the student's academic performance. Capricious grading, as that term is used here, comprises any of the following:  
• The assignment of a grade to a particular student on some basis other than the performance in the course.  
• The assignment of a grade to a particular student according to more exacting or demanding standards than were applied to other students in the course; (Note: Additional or different grading criteria may be applied to graduate students enrolled for graduate credit in 300-and 400-level courses.)  
• The assignment of a grade by a substantial departure from the instructor's previously  
announced standards.

If you have other concerns, you should follow a similar process. The first step is to meet with the course instructor. If there is no satisfactory resolution of the problem, you may bring your concern to the Division chairperson. We recommend that you send the chairperson your concern in writing and request a meeting. If the chairperson is unable to resolve the issue, your next step would be to contact Assistant Dean Christine Timmerman. Once again, we recommend that you send your concern in writing and follow-up with a request for a meeting.

**Discrimination Grievance Procedures for Students**:  
Discrimination Grievance Procedures for Students can be found here:  
http://www.umsystem.edu/ums/rules/collected\_rules/grievance/ch390/grievance\_390.010

**Grievance Procedures (School of Computing and Engineering):**The School of Computing and Engineering has policies in place for assisting students with concerns and grievances. The General Grievance / Complaint Policy can be found here.

**Statement of Human Rights:**The Board of Curators and UMKC are committed to the policy of equal opportunity, regardless of race, color, religion, sex, sexual orientation, national origin, age, disability, and status as a Vietnam era veteran. Commitment to the policy is mentored by the Division of Diversity, Access, & Equity, but it is the responsibility of the entire university community to provide equal opportunity through relevant practices, initiatives, and programs.

**Title IX:**Under the University of Missouri's Title IX policy, discrimination, violence, and harassment based on sex, gender, and gender identity are subject to the same kinds of accountability and support applied to offenses based on other protected characteristics such as race, color, ethnic or national origin, sexual orientation, religion, age, ancestry, disability, military status, and veteran status. If you or someone you know has been harassed or assaulted, you can find the appropriate resources by visiting UMKC's Title IX Office webpage (http://info.umkc.edu/title9/) or contacting UMKC's Title IX Coordinator, Mikah K. Thompson (816.235.6910 or [thompsonmikah@umkc.edu](mailto:thompsonmikah@umkc.edu)). Additionally, you can file a complaint using UMKC's online discrimination complaint form, which is located at <http://info.umkc.edu/title9/reporting/report-online/>. While most UMKC employees are required to report any known or suspected violation of Title IX, students may seek confidential guidance from the following campus locations:

|  |  |  |
| --- | --- | --- |
| Service | Office Location | Phone Number |
| UMKC Counseling Service | Volker Campus 4825 Troost Ave, Suite 206 Kansas City, MO 64110 | (816) 235-1635 |
| UMKC Counseling Service – Health Sciences Campus | Health Sciences Building 1418-2464 Charlotte Kansas City, MO 64108 | (816) 235-1635 |
| Student Health and Wellness | 4825 Troost Ave., Suite 115  Kansas City, MO 64110 | (816) 235-6133 |

**Withdrawal Dates:**The University has very specific guidelines on withdrawing from classes. There are important financial and assessment implications of trying to drop a course after the deadline. The Registration and Drop Dates Schedule can be found at  
<http://www.umkc.edu/registrar/registration/registration-dates.asp>.

**General Policies for UMKC Courses**

|  |  |
| --- | --- |
| Will I be dropped from the class if I do not attend class? What happens if I do not attend class without communicating with my instructor? Accurate Enrollment Records - Administrative Drop | Maintaining accurate enrollment records throughout the term is a partnership between instructors and students. Instructors are responsible for verifying student attendance and participation within the first three weeks (16-week course) through the Attendance Verification Survey (administered through UMKC Connect) as well as maintain records of participation throughout the term so that the last date of attendance for students with recorded "F" or "W" final grades may be submitted. Because student plans for enrollment sometimes change prior to the semester start, students not engaging in courses through the initial weeks of each course may be administratively dropped. For more detailed information regarding the policy see: https://catalog.umkc.edu/undergraduate-academic regulations-information/registration/administrative drop-policy/ |
| How do I get permission before Recording Class Sessions? | Instructor(s) may record class sessions for the sole purpose of sharing the recording with students who can't attend class. Instructor(s) will take care not to disclose personally identifiable information from the student education records during the recorded lesson. Students are not permitted to record class sessions without written consent from the course instructor. |
| If I am having difficulty is there Technical Support that I can contact? | The links below will connect you with answers and information for the most common technical questions and issues students experience. UM System Keep Learning: https://keeplearning.umsystem.edu/students UMKC Instructional Design/Technology: https://idt.umkc.edu/support |
| What other academic policies should I review? | Additional important information about UMKC's policies and resources can be found at: https://online.umkc.edu/support-policies |
| Exam Proctoring | Some assessments (such as tests and/or quizzes) in this course require the use of the Proctorio Learning Integrity Platform. Proctorio is an online, remote proctoring system that uses advanced machine learning and identity-verification technology to ensure test integrity. Taking assessments with Proctorio requires the use of the Google Chrome browser; you cannot use any other browser. You must have a laptop or desktop computer with a webcam and a microphone; you cannot use a smartphone or tablet. You must have a stable internet to take the assessment. Please review Taking Proctorio Tests.  The University recognizes that not all students may be able meet the minimum requirements. If you do not have access to the minimum technology requirements, or have disabilities that require the use of a screen reader or keyboard navigation shortcuts, please inform your instructor before the quiz or test so that accommodations may be made. You will have an opportunity to take a practice assessment with Proctorio before you take a graded assessment. If no Proctorio practice assessment is included in this course, please check your campus' Online Student Orientation course for one. (Some of the settings in the practice assessment may differ from the actual ones in your course.) You should do this ahead of your first real assessment with Proctorio, as required adjustments may take a few minutes and take valuable assessment time. Please be aware that: • You, your computer, and physical test-taking environment may be recorded. • As you may be recorded , please dress appropriately. • You may be asked to show a picture ID to the camera. • You will need a quiet place to take the assessment - - both for your concentration and as interruptions (voices, another person on camera) may be flagged for potential cheating. If you have concerns about your privacy or data security, please see Proctorio's statement on Personal Data Protections See the Taking Proctorio Tests page to learn how to: • Install the Proctorio extension for Chrome;  • Set up your assessment environment; and • Complete the pre-assessment checks |

**COVID-19 Policies**

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| Do I need to have a Mask/Face Coverings while on campus? | UMKC's mask/face-coverings policy is available at https://www.umkc.edu/coronavirus/ Any student requesting an ADA accommodation for the University mask/face covering policy should contact Scott Laurent, the Office of Disability Services as soon as possible by calling (816) 235-5696 or via email at laurentr@umkc.edu. |
| If I have a disability (including COVID related disabilities), who can assist me with getting important accommodations on campus? | Any student seeking COVID-related academic accommodations should contact Scott Laurent, the Office of Disability Services as soon as possible by calling (816) 235-5696 or via email at laurentr@umkc.edu. |
| If I have questions regarding COVID-19 General Information, where do I go? | Up to date information and FAQs regarding COVID-19 may be found on the UMKC COVID website: https://www.umkc.edu/news/coronavirus.html |

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