# Master of Science in Data Science (MSDS)

Student Handbook 2025

Data Science Institute (DSI), University of Chicago

2025-04-26

# Table of contents

1 Master of Science in Data Science (MSDS) 1.1 About the Program										
_			5 <b>6</b>							
2	Introduction 2.1 Welcome Message									
	$\frac{2.1}{2.2}$	About the Data Science Institute	6							
	$\frac{2.2}{2.3}$	Mission and Objectives of the MSDS Program	6							
3	Aca	Academic Calendar and Important Dates								
	3.1	Academic Calendar and Important Dates	8							
		3.1.1 Quarterly Schedule	8							
		3.1.2 Key Deadlines	8							
4	Program Structure & Degree Requirements 1									
	4.1	Program Structure & Degree Requirements	10							
		4.1.1 Program Duration	10							
		4.1.2 Curriculum Overview	10							
		4.1.3 Course Selection Guidelines	11							
		4.1.4 Degree Completion Requirements	11							
		4.1.5 Enrollment Status	11							
5	Cou	Course Descriptions 12								
	5.1	Foundational Courses	12							
	5.2	Core Courses	12							
	5.3	Elective Courses	14							
6	Research Project Requirement 18									
	6.1	Overview	18							
	6.2	Project Requirements	18							
		6.2.1 Collaboration	18							
		6.2.2 Project Approval	18							
	6.3	Completion Options	19							
		6.3.1 Presentation to DSI Faculty Panel	19							
		6.3.2 Research Paper Submission	19							
		6.3.3 Peer-Reviewed Journal Publication	19							
	6.4	Evaluation Criteria	10							

	6.5	Responsibilities	20							
7	Advising and Support 21									
	7.1	Advising and Support								
		7.1.1 Academic Advising								
		7.1.2 Career and Professional Development Services	21							
		7.1.3 Technical and Computational Resources								
		7.1.4 Mental Health and Wellness Resources	22							
8	Academic Policies 2									
	8.1	Academic Policies	23							
		8.1.1 Registration and Course Enrollment	23							
		8.1.2 Academic Integrity Policy	23							
		8.1.3 Attendance and Participation Expectations								
		8.1.4 Grading Policies								
		8.1.5 Leave of Absence and Withdrawal Policies								
		8.1.6 Disciplinary Procedures								
9	Code of Conduct 25									
•	9.1	Code of Conduct								
	0.1	9.1.1 Professional Conduct and Community Standards								
		9.1.2 Harassment and Discrimination Policy								
		9.1.3 Collaboration and Ethical Research Practices								
		9.1.4 Student Responsibility and Accountability								
10	Com	outing and Facilities	26							
10		Computing and Facilities								
	10.1									
		10.1.1 Computing Infrastructure								
		10.1.2 Software and Tools								
		10.1.3 Facilities and Lab Spaces								
		10.1.4 Campus Map and Building Locations	27							
11	International Students 2									
	11.1	International Students								
		11.1.1 Admissions and Enrollment Requirements	28							
		11.1.2 Visa and Immigration Information	28							
		11.1.3 Cultural and Campus Resources	28							
12	ОРТ	and CPT	29							
	12.1	Optional Practical Training (OPT) and Curricular Practical Training (CPT) $$ .	29							
		12.1.1 OPT Guidelines and Eligibility	29							
		12.1.2 CPT Guidelines and Application Process	29							
		12.1.3 Procedures for Authorization and Compliance	29							

13	Prof	essiona	l Development and Career Resources	31						
	13.1	Profess	sional Development and Career Resources	31						
		13.1.1	Internships and Industry Collaborations	31						
		13.1.2	Networking Events and Career Fairs	31						
		13.1.3	Alumni Network Engagement	31						
14	Graduation and Beyond									
	14.1	Gradu	ation and Beyond	32						
		14.1.1	Graduation Procedures and Application	32						
		14.1.2	Commencement Ceremony	32						
		14.1.3	Alumni Engagement Opportunities	32						
15	Administrative Contacts									
	15.1	Admin	istrative Contacts	33						
		15.1.1	MSDS Program Director	33						
		15.1.2	Program Coordinator / Administrator	33						
		15.1.3	Technical Support	33						
		15.1.4	Academic Advisors	33						
16	Frequently Asked Questions (FAQs)									
	16.1	Freque	ently Asked Questions (FAQs)	34						
		16.1.1	Admissions and Enrollment	34						
		16.1.2	Academic and Research Requirements	34						
		16.1.3	Graduation and Commencement	34						
		16.1.4	Scholarship and Financial Aid	35						
17	Арр	endix		36						
	17.1	Appen	dix	36						
		$17.\bar{1}.1$	Research Proposal Template	36						
			Important Forms & Links	36						
			Glossary of Key Terms	36						
			Visual Timeline: Research Milestones							

# 1 Master of Science in Data Science (MSDS)

Student Handbook 2025

In Development Mode. Unofficial.

Last Updated: 2025-04-26

## 1.1 About the Program

The Master of Science in Data Science (MSDS) program at the University of Chicago provides rigorous training in theoretical foundations, computational techniques, and research methodologies to prepare students for impactful careers and further study.

Learn More About DSI  $\rightarrow$ 

# 2 Introduction

## 2.1 Welcome Message

To be provided by the Program Director(s).

#### 2.2 About the Data Science Institute

The **Data Science Institute** (**DSI**) at the University of Chicago embodies the university's bold and innovative vision of data science as a distinct and transformative discipline.

Serving as an intellectual hub, DSI advances these three fundational goals:

- Interdisciplinary Research Provide world-class research focused on big data and AI to tackle the most challenging societal and scientific problems.
- Outreach and Partnerships Foster outreach with partnerships across industry, government, academia, and social impact organizations to effect sustainable and scalable change.
- Data Science Education Lead a comprehensive educational mission through the Committee on Data Science (CODAS), which grants degrees in BA, BS, MS and PhD in our undergraduate, MSDS, MSADS, and PhD programs.

Visit the DSI Website

## 2.3 Mission and Objectives of the MSDS Program

The Master of Science in Data Science (MSDS) program is designed for students aiming to pursue PhD or research careers in data science and related fields.

The curriculum combines rigorous theoretical foundations with practical applications, offering courses taught by faculty from the Departments of Statistics, Computer Science, and other disciplines across the university.

More about the MSDS Program

Key objectives of the MSDS program include:

#### • Interdisciplinary Integration:

Equipping students with the ability to apply data science techniques across various fields, fostering collaboration and innovation.

#### • Research Excellence:

Providing a strong foundation in data science methodologies to prepare students for advanced research and doctoral studies.

#### • Ethical Responsibility:

Emphasizing the responsible use of data and algorithms, ensuring that graduates are mindful of the societal impacts of their work.

#### • Practical Experience:

Offering hands-on projects and research opportunities that allow students to apply their knowledge to real-world problems.

Through this comprehensive approach, the MSDS program aims to develop data scientists who are not only technically proficient but also socially conscious and prepared to lead in the evolving landscape of data science.

# 3 Academic Calendar and Important Dates

## 3.1 Academic Calendar and Important Dates

The MSDS program follows the University of Chicago's quarter system. Students typically enroll in the Autumn, Winter, and Spring quarters, with some optional offerings in the Summer quarter.

#### 3.1.1 Quarterly Schedule

Students are expected to enroll in three courses per quarter to maintain full-time status. If you are enrolling LESS than OR MORE than three courses (300 units), please contact the program administrator or the program director immediately. International students are required to maintain full-time status (see Office of International Affairs OIA for details) with some exceptions.

Important dates for each quarter, such as the start and end of classes, holidays, and exam periods, please follow the University's academic calendar for the most up-to-date and official information.

#### 3.1.2 Key Deadlines

Students should adhere to the following important deadlines throughout the academic year:

- Registration Deadlines: Follow these dates set by the university by which students must complete course registration or submit changes. Registration timeline and procedures can also be found here.
- Course Add/Drop Period: Time frame in which students may adjust their course enrollments without penalty. Typically, after the first week of class in any quarter, students will need instructors' approval and submit the request to our program administrator to add/change a course registration.
- Research Proposal Submission: You should submit your research proposals to the director for approval as soon it is conceptualized. This will ensure the scope and direction of the research is acceptable before you spend time on it. In any case, the proposal should be submitted before the start of the quarter in which you plan to graduate.

• Graduation Application: Deadline for applying to graduate, generally is the first full week of the quarter you plan to graduate. The official guidelines can be found on Physcial Science Division PSD weblink here.

# 4 Program Structure & Degree Requirements

## 4.1 Program Structure & Degree Requirements

The MSDS program at the University of Chicago is a rigorous, research-oriented program that combines foundational theory with practical applications. Students are required to complete a set of coursework and meet specific academic standards, and to complete a research requirement to earn the degree.

#### 4.1.1 Program Duration

The program is typically completed in one to two academic years (three quarters: Autumn, Winter, and Spring). The first year is required to be full-time.

#### 4.1.2 Curriculum Overview

Students must complete a total of **9 core and elective courses**, plus **3 foundational courses** as follows:

- Foundational Courses (3 courses): These cover essential concepts and practices in (1) programming, (2) mathematics, and (3) statistical knowledge that is central to data science and provide the groundwork for advanced coursework. Students can qualify or be placed out of these courses. If needed to take these (online, free) courses, they should be completed in the summer before they begin with the MSDS program in the Autumn.
- Core Courses (5 courses): These delve into key data science techniques, methodologies, and tools.
  - DATA 30100 Introduction to Data Science
  - DATA 31500 Data Interaction
  - DATA 34100 Introduction to Data Systems and Data Design
  - DATA 35900 Responsible Use of Data and Algorithms
  - DATA 37000 Introduction to ML and Neural Networks OR
     DATA 37711 Foundations of Machine Learning and AI Part I

- Elective Courses (4 courses): Students choose from a wide array of electives to tailor their learning to specific interests or career goals. Most graduate level courses (300xx) in the DATA, STAT, and CMSC programs taken with a letter grade (not pass/fail nor audit) are eligible as electives. Reading/Research courses do not count. Graduate courses from other departments/programs that are related to data science could be counted as well. Contact the director for approval with such course elections.
  - There is a special PSD policy exception regarding taking Booth School of Business's courses during your last quarter before graduation: "PSD graduate students may not register for a Booth course in their expected graduation quarter if they need to receive a grade in the Booth course to complete their degree requirements."

More information about the core and elective courses can be found in this spreadsheet.

#### 4.1.3 Course Selection Guidelines

Students are encouraged to:

- Balance theoretical and applied courses.
- Consider prerequisites when selecting electives.
- Seek guidance from research mentors or academic advisors on sequencing and relevance to career objectives.

#### 4.1.4 Degree Completion Requirements

To graduate, students must:

- Successfully complete all 9 required courses.
- Maintain a minimum cumulative **GPA of 3.0**.
- Fulfill the research project requirement. (See Research and Support > Research Project Requirement)

#### 4.1.5 Enrollment Status

- Full-Time Status: Students must enroll in at least 3 courses per quarter.
- Part-Time Option: In some uncommon situation, after completing one full year of the MSDS program, students may petition to enroll part-time to complete their MSDS requirements in their second year.
- Minimum Enrollment: At least one course per quarter is required to maintain active enrollment, unless a formal leave of absence is granted.

# 5 Course Descriptions

This section provides an overview of the three main categories of courses in the MSDS program: Foundational, Core, and Elective. Full course descriptions, prerequisites, and schedules can be found on the Course Catalog or the DSI program website.

#### 5.1 Foundational Courses

Foundational courses are designed to equip students with essential concepts and technical skills necessary for success in advanced coursework. Each one is a five-week online course, offer in the late summer before the Autumn quarter starts. The three foundational courses are:

- Computational Foundations Python for Data Science: This course in Python starts with an introduction to the Python programming language basic syntax and environment.
- Mathematical Foundations Advanced Linear Alegbra for Machine Learning: This course is focused on the theoretical concepts and real-life applications of linear algebra for machine learning.
- Statistical Foundations Introduction to Statistical Concepts: This course provides general exposure to basic statistical concepts that are necessary for students to understand the content presented in more advanced courses in the program.

#### 5.2 Core Courses

Core courses deepen students' understanding of key data science methodologies and provide hands-on experience with data systems, algorithms, and models. Sample topics include:

• DATA 30100 Introduction to Data Science - The course will focus on the analysis of real-life data and on statistical and machine learning methods to perform inference and to predict future outcomes. It will cover topics from the whole data life cycle, ranging from data collection (including wrangling, cleaning, and sampling) to summarizing results through visualization and interpretable summaries, with a focus on extracting meaning, value and information from data. Important aspects in data

science, such as bias, fairness, privacy while building algorithms and predictive models, will also be explored.

- DATA 31500 Data Interaction This course provides core knowledge and technical skills around data interfaces, with an emphasis on visualization and front-end software development. Graduate students in Data Science and Computer Science will engage in project-based learning to become fluent with visualization APIs, computational notebooks, web development, technical writing, and presentation. Topics of interest include data visualization design, spatial and visual reasoning, cartography, interactive articles, data storytelling, data-driven persuasion, uncertainty communication, and model interpretability.
- DATA 34100 Introduction to Data Systems and Data Design The goal of this course is to teach students: (1) how to think about data, its logical semantics, and what is a query; (2) how to practically handle data, both in relational databases and other more flexible data processing frameworks (e.g. Spark); (3) practical design principles about schema, integrity constraints, etc. (4) an introduction to systems that allows students to understand performance, and helps them become better users.
- DATA 35900 Responsible Use of Data and Algorithms The goal of this course is to cultivate a societally oriented mindset and to train students critically about the contexts into which data science is deployed. It will be organized around a series of modules consisting of three components: (i) a broad challenge, (ii) mathematical / technical approaches that have been used to address that challenge, and (iii) a real-world case study. The modules will cover a diverse set of topics, including for example: disclosure avoidance (i.e. privacy as in differential privacy); algorithmic fairness; decision making in dynamic and strategic settings; biases in machine learning (e.g. word embeddings or facial recognition); data-driven policymaking; explainable and interpretable AI; and robustness to adversarial behavior.
- DATA 37000 Intro to ML and Neural Networks This course is an introduction to machine learning (ML) for students to build a solid foundation in modeling and data science. It will cover both unsupervised and supervised ML algorithms, with the latter focusing on both regression and classification models. Python is the programming language of choice for implementing various models to solve complex problems across multiple domains. The course will also introduce basic neural network architectures, including Single-Layer Perceptron (SLP), Convolutional Neural Networks (CNN), and Recurrent Neural Networks (RNN). Students will apply these techniques in contexts where they are most effective. A strong understanding of linear algebra, multivariable calculus, and statistics/probability theory is expected. Python coding assignments and projects will be integral to the course.
- DATA 37711 Foundations of Machine Learning and AI Part I This course is

an introduction to machine learning targeted at students who want a deep understanding of the subject. Topics include modern approaches to supervised learning, unsupervised learning, and the use of machine learning in estimating real-world effects. In principle, no previous exposure to machine learning is required. However, students are expected to have mathematical maturity at the level of an advanced undergraduate, including being comfortable with linear algebra, multivariate calculus, and (non-measure theoretic) statistics and probability. Assignments include programming in python (and pytorch).

#### 5.3 Elective Courses

Elective courses allow students to explore specialized domains and applications of data science. These may be selected from offerings within the Data Science Institute or other departments (e.g., Computer Science, Statistics, Public Policy). Example DATA electives are listed below. A list of other courses offered by other departments/programs can be also found in this spreadsheet. Contact the program director for other data-related courses that might be eligible. Students should consult with their advisors when selecting electives to ensure they align with career goals and satisfy degree requirements.

- DATA 30120 Tecnical Presentation This course is intended for PhD students in CS and Data Science. This seminar will focus on giving technical presentations, emphasizing presenting results at a conference or workshop. We will cover topics such as structuring and designing talks, audience identification, setting context, introductions, body language, pacing, slideshow visualizations, explaining experiments and results, conclusions, and other general tips. Students will be expected to give short snippets of talks and provide active feedback on others.
- DATA 30332 Thinking with Deep Learning for Complex Social & Cultural Data Analysis A deluge of digital content is generated daily by web-based platforms and sensors that capture digital traces of human communication and connection, and complex states of society, culture, economy, and the world. Emerging deep learning methods enable the integration of these complex data into unified social and cultural "spaces" that enable new answers to classic social and cultural questions, and also pose novel questions. From the perspective of deep learning, everything can be viewed as data-novels, field notes, photographs, lists of transactions, networks of interaction, theories, epistemic styles-and our treatment examines how to configure deep learning architectures and multi-modal data pipelines to improve the capacity of representations, the accuracy of complex predictions, and the relevance of insights to substantial social and cultural questions. This class is for anyone wishing to analyse textual, network, image or arbitrary structured and unstructured data, especially in concert with one another to solve complex social and cultural analysis problems (e.g., characterize a culture; predict next year's ideology).

- DATA 33221 Advanced Topics in Law and Computing This interdisciplinary seminar will bring together instructors and graduate students from Computer Science / Data Sciences and the Law School. The seminar's focus will be on topics where law and policy intersect with computer science. Such topics may include cryptography and encryption; electronic surveillance and criminal procedure; the Computer Fraud & Abuse Act; the law governing data breaches; redistricting and the US Census; deep fakes; GDRP, Europe's Digital Services Act and the CCPA; and international data transfers. Students will be evaluated on the basis of short bi-weekly reaction papers, class participation based on weekly assigned reading, and team projects that pair law students with computer and data scientists.
- DATA 34200 Data Engineering and Scalable Computing This course covers the principles and practices of managing and processing data at scale. Students will learn about distributed systems, cloud computing, and big data technologies. Topics include data storage architectures, data catalogs and governance, distributed computing frameworks like Apache Spark, streaming data processing, and data transformation pipelines. The course will provide hands-on experience with state-of-the-art tools and techniques for building end-to-end data engineering solutions to support large-scale data science, analytics and AI applications.
- DATA 35422 Machine Learning for Computer Systems This course will cover topics at the intersection of machine learning and systems, with a focus on applications of machine learning to computer systems. Topics covered will include applications of machine learning models to security, performance analysis, and prediction problems in systems; data preparation, feature selection, and feature extraction; design, development, and evaluation of machine learning models and pipelines; fairness, interpretability, and explainability of machine learning models; and testing and debugging of machine learning models. The topic of machine learning for computer systems is broad. Given the expertise of the instructor, many of the examples this term will focus on applications to computer networking. Yet, many of these principles apply broadly, across computer systems. You can and should think of this course as a practical hands-on introduction to machine learning models and concepts that will allow you to apply these models in practice. We'll focus on examples from networking, but you will walk away from the course with a good understanding of how to apply machine learning models to real-world datasets, how to use machine learning to help computer systems operate better, and the practical challenges with deploying machine learning models in practice.
- DATA 37100 Introduction to AI: Deep Learning and GAI Artificial Intelligence is transforming industries and daily life, permeating almost every aspect of modern society. This course builds on technical knowledge from previous foundations in Machine Learning and Neural Networks to provide a deep understanding of current AI platforms. Emphasizing hands-on experience in Generative Artificial Intelligence, students will learn to implement and train advanced AI models, including but not limited

to transformers, diffusion models, and Large Language Models (LLMs). Additionally, the course will critically examine the ethical implications of AI, exploring the benefits, challenges, and potential risks associated with its deployment. Students enrolling in this course should have proficiency in Python programming, and a solid foundation in mathematics (including linear algebra and multivariable calculus) as well as statistics.

- DATA 37200 Learning, Decisions, and Limits This is a graduate course on theory of machine learning. While ML theory has multiple branches in general, this course is designed to cover basics of online learning, along with basics of reinforcement learning. It aims to establish the foundation for students who are interested in conducting research related to online decision making, learning, and optimization. The course will introduce formal formulations for fundamental problems/models in this space, describe basic algorithmic ideas for solving these models, rigorously discuss performances of these algorithms as well as these problems' fundamental limits (e.g., minmax/lower bounds). En route, we will develop necessary toolkits for algorithm development and lower bound proofs.
- DATA 37400 Nonparametric Inference Nonparametric inference is about developing statistical methods and models that make weak assumptions. A typical nonparametric approach estimates a nonlinear function from an infinite dimensional space rather than a linear model from a finite dimensional space. This course gives an introduction to nonparametric inference, with a focus on density estimation, regression, confidence sets, orthogonal functions, random processes, and kernels. The course treats nonparametric methodology and its use, together with theory that explains the statistical properties of the methods.
- DATA 37712 Foundations of Machine Learning and AI Part 2 Deep generative models have become a staple of modern machine learning research. This course is meant as an introduction to the way generative models are structured and trained: students will learn the mechanics of generative models as well as getting their hands dirty building them. We will discuss open questions for which we lack complete theoretical or empirical answers, with importance placed on analyzing, interpreting, and making arguments from necessarily incomplete empirical evidence. We will have a specific focus on Autoregressive Transformers and their use as Large Language Models (LLMs) but will also touch on Diffusion Models as well as Reinforcement Learning. The goal of this course is to get students to be proficient enough with the inner workings of deep generative models—along with the theoretical and empirical support for their design—to be able to understand and reason about cutting-edge research. This is an advanced machine learning course and assumes a familiarity with basic machine learning concepts (generalization, overfitting, etc.) and techniques (regularization, stochastic gradient descent, etc.).
- DATA 37784 Representation Learning in Machine Learning This course is a seminar on representation learning in machine learning. The core questions in this are:

how do machine learning systems recover the structure present in real-world data, how can we expose this recovered structure to human analysts, and how does this help us in real-world applications? In this seminar, we will read and discuss papers from the modern research literature on these subjects. Students should have previous exposure to machine learning and deep learning.

• DATA 41551 Empirical Bayes - In an empirical Bayes analysis, we imitate inferences made by an oracle Bayesian with extensive knowledge of the data-generating distribution. Empirical Bayes provides a principled approach for "learning from the experience of others" and is widely used in application domains such as genomics, small-area estimation, economics, and large-scale experimentation. In this graduate topics course, we provide an overview of empirical Bayes. We revisit the original papers that introduced the core ideas and explain how empirical Bayes is applied in practice. We also develop mathematical techniques to study empirical Bayes procedures from a theoretical perspective.

# 6 Research Project Requirement

#### 6.1 Overview

All students enrolled in the Master of Science in Data Science (MSDS) program at the University of Chicago's Data Science Institute (DSI) are required to complete a rigorous research project. This project serves as a capstone experience, demonstrating mastery of data science techniques, the ability to conduct independent research, and effectively communicate results.

## 6.2 Project Requirements

#### 6.2.1 Collaboration

- Students are encouraged to seek mentorship from faculty members or postdoctoral fellows within DSI. Projects can also involve faculty or researchers from other departments or institutions; however, such projects must include a DSI faculty supervisor or the MSDS Director to ensure proper guidance and oversight.
- In such projects with a faculty mentorship, it is possible that more than one MSDS student could be involved in the same project.
- Students who wish to conduct their own research can only do so with the approval of the MSDS Director. Such projects should not involve more than one MSDS student. There should be bi-weekly updates with the MSDS Director on the research progress.

### 6.2.2 Project Approval

- All projects must receive formal approval from the MSDS Director to be eligible as fulfilling the MSDS program requirement.
- Students are encouraged to seek approval from the MSDS Director prior to initiation. This is absolutely necessary for students directing their own research. For students working with a faculty mentor, a formal proposal can be submitted at a later stage (but in any case, no later than the deadline of applying for graduation). Keep the MSDS Director informed of your current research collaborations even before the formal proposal submissions.

• For formal project approvals, students should submit a brief research proposal (1-2 pages) outlining their project's objective, methodology, data sources, expected outcomes, timeline, and supervising faculty member info (if applicable).

## **6.3 Completion Options**

Students must fulfill at least one of the following requirements to successfully complete their research project:

#### 6.3.1 Presentation to DSI Faculty Panel

- Deliver a 15-20 minute oral presentation followed by Q&A before a panel consisting of at least three DSI faculty members.
- The presentation should clearly outline the project's motivation, methodology, analysis, findings, and implications.

#### 6.3.2 Research Paper Submission

- Submit a comprehensive research paper.
- The paper should adhere to professional publication standards, clearly documenting the research problem, literature review, methods, data analysis, results, discussion, conclusions, and references.

#### 6.3.3 Peer-Reviewed Journal Publication

- Demonstrate acceptance or submission of research findings in a recognized peer-reviewed academic journal or conference proceeding relevant to data science. A statement of contribution and/or a faculty endorsement is also required.
- Documentation of submission or acceptance must be provided to the MSDS Director.
- The strength of the publication and the contribution from the student will be evaluated thoroughly to determine level of competency.

#### 6.4 Evaluation Criteria

Projects will be evaluated based on:

- Originality and innovation
- Rigorous application of data science methods

- Clarity of written and/or oral communication
- Depth of analysis and discussion
- Impact and practical significance

# 6.5 Responsibilities

- **Students**: Manage project timelines, proactively engage with faculty mentors, and ensure adherence to guidelines.
- Faculty Supervisors: Provide consistent oversight, mentorship, and evaluation of the project.
- MSDS Director: Ensure program standards are maintained, provide final approval, and address any project-related issues.

# 7 Advising and Support

## 7.1 Advising and Support

The MSDS program is committed to providing comprehensive support to ensure student success throughout the academic journey.

#### 7.1.1 Academic Advising

Each student is assigned an academic advisor who assists with course selection, program requirements, and academic planning. Advisors are available for consultations during office hours and by appointment.

#### 7.1.2 Career and Professional Development Services

Students have access to career services that offer:

- Resume and cover letter workshops
- Interview preparation sessions
- Networking events with industry professionals
- Internship and job placement assistance

#### 7.1.3 Technical and Computational Resources

The University provides robust technical support, including:

- Access to high-performance computing clusters
- Software licenses for data analysis tools
- Technical support services for troubleshooting and assistance

## 7.1.4 Mental Health and Wellness Resources

Student well-being is a priority. Resources available include:

- Counseling services
- Stress management workshops
- Wellness programs and activities

Students are encouraged to utilize these services to maintain a healthy balance between academic responsibilities and personal well-being.

# 8 Academic Policies

#### 8.1 Academic Policies

The MSDS program follows the academic policies set by the University of Chicago, with specific provisions relevant to the program's structure and expectations.

#### 8.1.1 Registration and Course Enrollment

Students are required to register for courses through the university's my. UChicago portal each quarter. Changes to registration must be made during the official add/drop period.

#### 8.1.2 Academic Integrity Policy

All students are expected to uphold the highest standards of academic honesty. Plagiarism, cheating, and other forms of academic dishonesty are strictly prohibited and may result in disciplinary action.

Refer to the University's Academic Integrity Policy for detailed guidance.

#### 8.1.3 Attendance and Participation Expectations

Regular attendance and active participation are expected in all courses. Instructors may set additional attendance policies specific to their course.

#### 8.1.4 Grading Policies

Grades follow the standard university scale. Instructors may assign letter grades, pass/fail, or other evaluation methods as appropriate. Grade appeals must be submitted in writing and are reviewed on a case-by-case basis.

#### 8.1.5 Leave of Absence and Withdrawal Policies

Students seeking a leave of absence or withdrawal must submit a formal request and consult with their academic advisor and the program director. Leaves are granted for medical, personal, or professional reasons.

#### 8.1.6 Disciplinary Procedures

Violations of academic or behavioral policies are subject to the university's disciplinary procedures. These may include warnings, probation, suspension, or dismissal depending on the severity of the infraction.

## 9 Code of Conduct

#### 9.1 Code of Conduct

Students in the MSDS program are expected to conduct themselves in a professional, respectful, and ethical manner at all times. The following policies outline behavioral expectations and community standards.

#### 9.1.1 Professional Conduct and Community Standards

Students are expected to: - Treat peers, faculty, and staff with respect and civility. - Engage in constructive discourse and maintain professionalism in both academic and co-curricular settings. - Demonstrate responsibility and integrity in all academic and research activities.

#### 9.1.2 Harassment and Discrimination Policy

The University of Chicago is committed to maintaining a learning environment free from discrimination and harassment. Any behavior that violates this commitment may result in disciplinary action.

Refer to the University Policy on Harassment, Discrimination, and Sexual Misconduct for more information.

#### 9.1.3 Collaboration and Ethical Research Practices

While collaborative learning is encouraged, all students must: - Clearly distinguish between collaborative and individual work. - Follow ethical research standards in the collection, analysis, and reporting of data. - Properly cite all sources and acknowledge contributions.

#### 9.1.4 Student Responsibility and Accountability

Students are accountable for: - Understanding and following university and program policies.

- Acting as representatives of the Data Science Institute and University of Chicago community.
- Reporting violations of conduct policies to appropriate authorities when necessary.

# 10 Computing and Facilities

## 10.1 Computing and Facilities

The MSDS program provides students with access to robust computational infrastructure and learning environments to support coursework, research, and collaboration.

#### 10.1.1 Computing Infrastructure

#### 10.1.1.1 Account Setup & Management

Students will receive DSI computing accounts upon matriculation, providing access to shared resources, project directories, and software environments.

#### 10.1.1.2 High-Performance Computing (HPC) Resources

Students may request access to the university's high-performance computing clusters for course-work or research-related tasks. Instructions for requesting access and usage guidelines are available on the DSI intranet or by contacting technical support.

#### 10.1.2 Software and Tools

Students have access to a suite of software tools for data science including (but not limited to): - Python and R - JupyterHub and GitHub - Docker and VS Code - Licensed statistical and ML packages (e.g., SAS, Stata, MATLAB, PyTorch, TensorFlow)

Software availability may depend on licensing agreements; additional tools can be requested through the support team.

#### 10.1.3 Facilities and Lab Spaces

Students are welcome to use designated lab spaces equipped with workstations, whiteboards, and collaboration tools. Reservations may be required for certain facilities.

## 10.1.4 Campus Map and Building Locations

DSI spaces are primarily located in the John Crerar Library building. Students can reference the University of Chicago Campus Map to locate classrooms, labs, and computing centers.

# 11 International Students

#### 11.1 International Students

The MSDS program welcomes students from around the world and is committed to supporting the unique needs of international scholars during their academic journey.

#### 11.1.1 Admissions and Enrollment Requirements

International applicants must meet the same academic and professional standards as domestic students, with additional requirements including: - English language proficiency (TOEFL/IELTS scores, if applicable) - Evaluation of international transcripts - Documentation for visa issuance

#### 11.1.2 Visa and Immigration Information

The University's Office of International Affairs (OIA) provides guidance on: - Obtaining and maintaining F-1 or J-1 visa status - SEVIS requirements - Travel documentation - Optional Practical Training (OPT) and Curricular Practical Training (CPT) eligibility

Students are responsible for maintaining lawful immigration status throughout their studies.

Refer to the Office of International Affairs for comprehensive resources and contact information.

#### 11.1.3 Cultural and Campus Resources

UChicago offers resources to help international students adjust to life in Chicago, including:
- Orientation programs and workshops - Language and writing support - Student cultural organizations and affinity groups - International student mixers and networking events

Students are encouraged to engage with the broader UChicago community to enhance their academic and cultural experience.

# 12 OPT and CPT

# 12.1 Optional Practical Training (OPT) and Curricular Practical Training (CPT)

International students on F-1 visas may be eligible for work authorization through Optional Practical Training (OPT) and Curricular Practical Training (CPT). These opportunities allow students to gain hands-on experience related to their academic program.

#### 12.1.1 OPT Guidelines and Eligibility

- OPT is a temporary employment authorization that allows F-1 students to work in their field of study for up to 12 months (with a potential 24-month STEM extension).
- OPT may be used after graduation or, in limited cases, during academic breaks.
- Students must apply through the U.S. Citizenship and Immigration Services (USCIS) with guidance from the Office of International Affairs (OIA).

#### 12.1.2 CPT Guidelines and Application Process

- CPT allows students to engage in off-campus work or internships as part of their academic curriculum.
- The employment must be integral to the program and approved by the MSDS Program Director.
- Students must be enrolled in a practicum or internship course during the period of CPT.
- CPT must be authorized in advance by the OIA.

#### 12.1.3 Procedures for Authorization and Compliance

- Students must receive a formal offer letter describing the nature, location, and duration of employment.
- Authorization must be obtained **before** beginning any work.
- Students are responsible for complying with all federal regulations related to their visa status.

For up-to-date details and assistance with the application process, visit the Office of International Affairs - Employment.

# 13 Professional Development and Career Resources

## 13.1 Professional Development and Career Resources

The MSDS program at the University of Chicago is designed not only to provide strong academic training, but also to prepare students for successful careers in industry, academia, and public sector roles.

#### 13.1.1 Internships and Industry Collaborations

Students are encouraged to pursue internships during their studies. The program maintains partnerships with industry collaborators across technology, finance, consulting, healthcare, and nonprofit sectors. Internship opportunities may be shared through: - DSI newsletters and job boards - Career fairs and employer information sessions - Alumni referrals and faculty networks

#### 13.1.2 Networking Events and Career Fairs

The University and DSI host multiple events throughout the year to connect students with professionals, including: - Employer Meet & Greets - The Data Science Career Fair - UChicagoGRAD career expos - Women in Data Science (WiDS) conference and events

#### 13.1.3 Alumni Network Engagement

Students benefit from an active alumni network that offers: - Career panels and mentorship programs - Alumni-hosted events and webinars - Access to alumni in leadership positions across data science domains

Students are encouraged to leverage these resources to build professional connections and explore career pathways aligned with their interests and skills.

# 14 Graduation and Beyond

## 14.1 Graduation and Beyond

Completing the MSDS program marks a significant achievement. This section outlines the steps for graduation and opportunities available to graduates post-completion.

#### 14.1.1 Graduation Procedures and Application

To graduate, students must: - Complete all program requirements, including coursework and the research project. - Maintain a cumulative GPA of 3.0 or higher. - Submit a graduation application via my. UChicago by the published deadline.

Students are advised to review their academic progress with an advisor prior to applying to graduate.

#### 14.1.2 Commencement Ceremony

Graduating students are eligible to participate in the University of Chicago's annual Spring Quarter commencement ceremony. DSI may also host additional events for MSDS graduates.

Details about regalia, ticketing, and scheduling are provided by the Office of the University Registrar in the months leading up to graduation.

#### 14.1.3 Alumni Engagement Opportunities

Graduates of the MSDS program are part of the broader University of Chicago alumni community. Benefits include: - Continued access to career services - Invitations to alumni networking events - Participation in mentorship programs and industry panels

Alumni are encouraged to stay connected with the Data Science Institute and support future cohorts of MSDS students.

# 15 Administrative Contacts

#### 15.1 Administrative Contacts

The following individuals and offices provide support for MSDS students. Students are encouraged to reach out as needed for academic, administrative, and technical assistance.

#### 15.1.1 MSDS Program Director

- Provides academic leadership and final approval for research projects, petitions, and policy exceptions.
- Meets with students upon request or referral.

#### 15.1.2 Program Coordinator / Administrator

- Primary point of contact for course registration issues, forms, and day-to-day administrative logistics.
- Coordinates orientation, graduation, and program events.

#### 15.1.3 Technical Support

- Provides help with computing accounts, software installations, and access to computational resources.
- Contact through the DSI tech support portal or by email.

#### 15.1.4 Academic Advisors

- Assigned to each student to assist with course planning, academic progress, and policy questions.
- Schedule regular check-ins and are available during office hours.

Full contact information for these individuals is available on the DSI MSDS Program Website.

# 16 Frequently Asked Questions (FAQs)

# 16.1 Frequently Asked Questions (FAQs)

#### 16.1.1 Admissions and Enrollment

#### Q: Can I apply without a background in computer science or statistics?

A: Yes. While a strong quantitative background is recommended, applicants from diverse academic disciplines are encouraged to apply. Foundational courses will help bridge any gaps.

#### Q: Can I defer my admission?

A: Admission deferral requests are considered on a case-by-case basis. Contact the MSDS program coordinator for details.

#### 16.1.2 Academic and Research Requirements

# Q: Can I pursue a research project with a faculty member from another department?

A: Yes, but the project must include a DSI-affiliated faculty member as supervisor.

#### Q: Is there a required format for the research proposal?

A: A template is provided in the Appendix. Proposals must clearly outline objectives, methodology, and timeline.

#### 16.1.3 Graduation and Commencement

#### Q: Do I need to apply to graduate?

A: Yes. You must submit a graduation application via my. UChicago by the published deadline.

#### Q: Can I participate in the commencement ceremony if I finish early?

A: Students who complete requirements early may participate in the next scheduled commencement.

## 16.1.4 Scholarship and Financial Aid

#### Q: How are scholarship awards distributed?

A: Awards are typically based on enrollment in three courses per quarter over three quarters. Specific terms are shared in the award letter and subject to revision.

For more detailed information, students are encouraged to consult the relevant sections of this handbook or contact program staff.

# 17 Appendix

## 17.1 Appendix

#### 17.1.1 Research Proposal Template

A standard template for the MSDS research proposal is available for download. It includes sections for: - Project title and abstract - Objectives and research questions - Methodology and data sources - Timeline and milestones - Faculty mentor and collaboration plan

Students should submit the completed proposal to the MSDS program office by the specified deadline.

#### 17.1.2 Important Forms & Links

- Academic Calendar
- DSI Website
- MSDS Program Page
- Office of International Affairs
- UChicago Student Manual

#### 17.1.3 Glossary of Key Terms

- DSI: Data Science Institute
- CPT/OPT: Curricular/Optional Practical Training for F-1 international students
- my. UChicago: University portal for registration, grades, and personal records
- **GPA**: Grade Point Average
- STEM: Science, Technology, Engineering, and Mathematics

#### 17.1.4 Visual Timeline: Research Milestones

A visual timeline is available to help students plan their research projects. It outlines key milestones including: - Proposal submission deadline - Mid-project progress check-ins - Final presentation or paper submission window

This timeline is distributed at orientation and updated each year. Students may also access a digital copy on the program intranet.