



Data Analyst Nanodegree

Student Handbook & Syllabus

Last Updated: January 7, 2015

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I. Introduction

Welcome to Udacity's Data Analyst Nanodegree program! After reading this document, you should understand the requirements and policies of the Nanodegree, where completing the program will take you, and how to get support when you need it.

Please read this whole document carefully before you begin, and if you still have questions at the end, feel free to contact us in the forum or at ndcommunity-support@udacity.com.

Once again, welcome, and we can't wait to see what you achieve!

Happy learning,
The Udacity Team

II. Anatomy of a Nanodegree

A Nanodegree consists of a series of courses and projects designed to help you develop job-relevant skills and build a portfolio to show prospective employers. Udacity designed the Data Analyst Nanodegree curriculum through close work with industry partners and experts alike.

The Data Analyst Nanodegree is designed to prepare you for a career in data science. As a Data Analyst, you will be responsible for obtaining, analyzing, and effectively reporting on data insights ranging from business metrics to user behavior and product performance.

Projects and Courses

The bulk of the Data Analyst Nanodegree consists of completing five **projects**, accompanied by **courses**. These courses are designed to help you prepare to work on your projects, but they are not mandatory (unless otherwise noted). More information is provided in [Section III: Nanodegree Roadmap](#). You can see a list of these projects and courses in your [Nanodegree Portal](#).

Deadlines

To help you pace yourself, each project has its own **deadline** -- a date by which the project must be submitted -- that you'll need to reach in order to stay with your current cohort. You'll find your deadlines in your [Nanodegree Portal](#).

Career Development

Career development, in addition to technical growth, is a very important part of the Nanodegree program. Udacity offers monthly career development workshops over Google Hangouts On Air for

Nanodegree students. These events are tailored to Nanodegree students and will provide you with the **soft skills** and **industry insight** needed to advance your career.

Community

One of the biggest benefits of the Nanodegree experience is being part of a **cohort** and completing the program with hundreds of other students from around the world. Though not all students may move through the curriculum at exactly the same pace, your Nanodegree community will be your strongest resource and support system. We expect you to be active in your community, as outlined in the [Honor Code](#).

Time Commitment

We designed this Nanodegree so that you can graduate in **9-12 months**, assuming you devote at least **10 hours per week** to learning and working on the required projects.

III. Nanodegree Roadmap

Enrollment Requirements

This Nanodegree has several important criteria that you should have met before enrolling in the program. Please make sure you have already done each of the following:

1. Taken the [Readiness Assessment](#) to determine if you are ready to pursue the Nanodegree.
2. Fulfilled all [prerequisites](#), as listed on the Data Analyst Nanodegree overview page.
3. Made sure your system satisfies Udacity's [Technology Requirements](#).

If you have not done all of these things, please do them right away. If you realize you are not prepared to begin the program at this time, please [unsubscribe from the Nanodegree](#) before your 7-day free trial ends. You will be able to re-enroll with a later cohort after you have fulfilled the prerequisites. We cannot guarantee a refund for students on account of unpreparedness.

If you currently have little to no programming experience, we recommend taking a look at the courseware for [Intro to Computer Science](#) for a thorough understanding of foundational computer science concepts and the Python language before you begin this Nanodegree. You'll also need a strong grasp of [descriptive statistics](#) and [inferential statistics](#).

Program Timeline and Project Portfolio

Graduating from the Data Analyst Nanodegree requires that you submit work that meets Udacity's specifications for five particular projects. **You can find the timeline for your cohort, as well as a roadmap for what you'll work on in the program, in your [Nanodegree Portal](#).**

If you are not able to meet a deadline, you will automatically be moved to a later cohort based on your progress and activity in the Nanodegree program. As a courtesy, students who have been inactive since the last deadline will be unenrolled from the program unless they request otherwise.

Project Submission and Graduation

You will submit each project you complete to the Udacity Coach Team for evaluation using your [Nanodegree Portal](#). Detailed submission instructions for each project are listed in its project info sections, accessible by clicking the project's name in the portal.

You can submit projects as soon as your first payment has been received. Once we've received and begun to process your project submission, you will receive a confirmation email. Due to the high volume of submissions and the time it takes our Coaches to give personalized feedback, the turnaround period for project evaluations is currently **2 weeks**. While waiting for the evaluation to be returned, you are welcome to start working on your next project.

Once your project has met the specifications of its rubric (which can also be found in the project information section), you will be given a pass phrase to enter into the portal. You may be required to do a verification interview with a Udacity Coach to verify that the project in question represents your own work and/or correctly cites all sources and reasons for using others' code in any part of your submission. **For verification purposes, you Udacity accounts should match the government-issued ID you show us during your verification interview.**

Previously Earned Verified Certificates

If you previously earned a Verified Certificate for a course in the Nanodegree curriculum, you do not need to resubmit your work. Instead, please send an email to ndcommunity-support@udacity.com so we can update your account, and you are welcome to go ahead to the next project.

To become a verified graduate of the Data Analyst Nanodegree program, you must:

- Successfully complete all projects in the Project Portfolio for the Nanodegree, earning a "Meets Specifications" or above for all projects
- Schedule and pass any requested verification interviews
- Maintain good standing for the duration of the program
- Stay in the program longer than one month past the Free Trial window

How do I maintain good standing in the program?

To maintain good standing and stay in the program, students are expected to meet the following criteria:

- Abide by the [Udacity Honor Code](#), the [Terms of Service](#), and the terms outlined in this Data Analyst Nanodegree Student Handbook
- If asked, resubmit projects within 7 days of feedback
- If asked, schedule an exit interview within 7 days to have the projects verified over video chat

The requirements above are designed to help students graduate from the Data Analyst Nanodegree Program within 9-12 months of enrollment or earlier. Students who do not maintain good standing will be asked to leave the program.

Honor Code

Nanodegree Program

- I will abide by the [Terms of Service](#), Student Handbook guidelines, and all components of the Honor Code set for Udacity Nanodegree participants.
- I will conduct myself with honor as part of the Udacity community.
- I understand that all decisions regarding participation, graduation, and awarding of verified certificates will be made by Udacity at its sole discretion.

Project Submissions

- I hereby confirm that all project submissions consist of my own work. Accordingly, I will document and cite the origins of any part(s) of my project submissions that were taken from websites, books, forums, blog posts, github repositories, or any other source and explain why I used them for any part of my submission. I understand that I may be asked to explain my work in a video call with a Udacity Coach before my Nanodegree is conferred.

Community Guidelines

- I will help cultivate a positive, supportive learning environment.
- I will communicate respectfully and considerately with all other Nanodegree participants, Udacity Coaches, and Udacity representatives.
- I will not share any content that is obscene, illicit, threatening, or discriminatory.
- I will contribute constructively to discussions with fellow students.
- I will notify a Udacity Coach immediately if I become aware of cheating or plagiarism by any Nanodegree student.

IV. Nanodegree Support System

Community Forum

Each Nanodegree cohort has its own [Piazza](#) forum where students can ask and answer each other's questions about the projects, program logistics, and course material. Piazza is also home to many important logistical and event-related documents, which will be located in the **Resources** section of the forum.

An invitation to Piazza will be sent to you within 24 hours of enrollment. You are encouraged to introduce yourself to your cohort, form smaller study groups, get in touch with Coaches through Piazza's private messaging feature, and work with other students to troubleshoot code throughout your time in the Nanodegree. In Piazza, Udacity Coaches also moderate posts, answer student questions, and publicize important program information. Coaches do their best to ensure all content-related questions have answers within twenty-four hours.

Events and Google+ Communities

Nanodegree students have access to content, community, and career events integral to their learning experience through Google Hangouts On Air hosted in the [Data Analyst Nanodegree Google+ Community](#). To join this community, each student needs to have or create a Google+ account under their **full name**.

Office Hours

Office hours are live, 45-minute sessions in which Udacity instructors answer students' questions about projects, course material, and/or Nanodegree program requirements live and on-air. These sessions occur twice a week over Hangouts On Air, unless otherwise noted. You can access these events through your [Google+ Community](#), and a recording of each session will be available afterward.

Office hours occur regularly at the following times:

- Tuesdays at 1PM EST
- Thursdays at 9PM EST

If you are unable to make a live broadcast, you are welcome to submit questions you have in advance and come back to hear them answered when it's convenient for you.

One-on-one Appointments

The Udacity Coach team is available for 20-minute one-on-one appointments on a first come, first served basis. The purpose of these meetings is to help answer in-depth content-related questions that you cannot get answers to elsewhere.

In-depth instructions on how to book a one-on-one appointment will be posted on Piazza.

Career Development Events

Career development, in addition to technical growth, is a very important part of the Nanodegree program. Udacity will offer monthly career development events over Google Hangouts On Air through the [Google+ Community](#) for Nanodegree students to attend. Please see the Career Activities Calendar (available for download in your [Nanodegree Portal](#)) for a list of upcoming events. We also encourage you to watch events that took place prior to your enrollment! You'll find their recorded versions in the "Past Events" section of the Google+ Community.

V. Payment Policy and Cancellations

Free Trials

All Nanodegree programs start with a 7-day free trial (more precisely, seven 24-hour cycles), during which time you will have full access to all Nanodegree features.

You are required to enter their credit card information at the time of enrollment but will not be billed until after your free trial expires. After this, you will automatically be charged a fee of **\$200 per month** for your Nanodegree subscription.

Cancellations and Refunds

If you opt to cancel your enrollment within the one-week Free Trial window, you will not be charged, regardless of how far you have come in the program. **Again, we strongly recommend that you complete the [Readiness Assessment](#) before the one-week Free Trial window expires to make sure that the Nanodegree is a good fit for you.**

Students who cancel will no longer be charged the monthly subscription fee, effective the next billing cycle from the date of cancellation. Students who wish to cancel after the Free Trial expires will not be granted a refund for past month's subscription fees.

Pausing a Nanodegree

Due to the open nature of our courses combined with the pacing of the Nanodegree, Udacity cannot pause active subscriptions. However, we understand that our students are very busy and that life can take unexpected turns, which may not always leave enough time to continue the Nanodegree program at the required pace.

As you move through your Nanodegree, all of your progress is automatically saved. Thus, if you feel that you need to take a break from the program at any point, you are welcome to cancel your subscription and then re-enroll during a future open registration period when you are ready to return. You'll be able to pick up right where you left off! Based on your overall progress in a Nanodegree, you may also be moved to an earlier cohort upon request after you re-enroll.

More Questions?

We are actively working on ways to improve the Data Analyst Nanodegree. Please be aware that we may make adjustments throughout your time in the program based on student and industry feedback. We will notify active Nanodegree students about any impact this may have on their experience or program requirements. If you have any unanswered questions, please email ndcommunity-support@udacity.com!