

STUDENT INFORMATION AND SERVICES

Student Responsibilities

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

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

Conduct

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

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

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

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

Attendance/Tardiness Policy

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

Attendance/Tardiness Policy

Attendance will be taken in the following manner:

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

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

Dismissal Policy for Nonattendance

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

- Students who are absent from Metis three (3) consecutive calendar days (excluding holidays, breaks and emergency closures due to unforeseen circumstances such as weather) will be dismissed from the program.
- If a student starts a session late, time missed becomes part of the 3 consecutive calendar days.
- If a student is absent more than 3 consecutive calendar days without notifying Metis, the student will be considered dropped from that program. Metis will advise the student in writing and phone of the student's status and opportunity to provide reasons for the withdrawal which will be records in the student's file. If appropriate, the student will be considered for a leave of absence to restart the program with the next available cohort and tuition paid will remain valid.
- Students may follow the process presented in the Grievance Policy outlined in the Catalog if they feel an error has been made in their attendance calculation.

Graduation Requirements

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

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

ACADEMIC STANDARDS

Grading System

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

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

Satisfactory Academic Progress

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

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

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

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