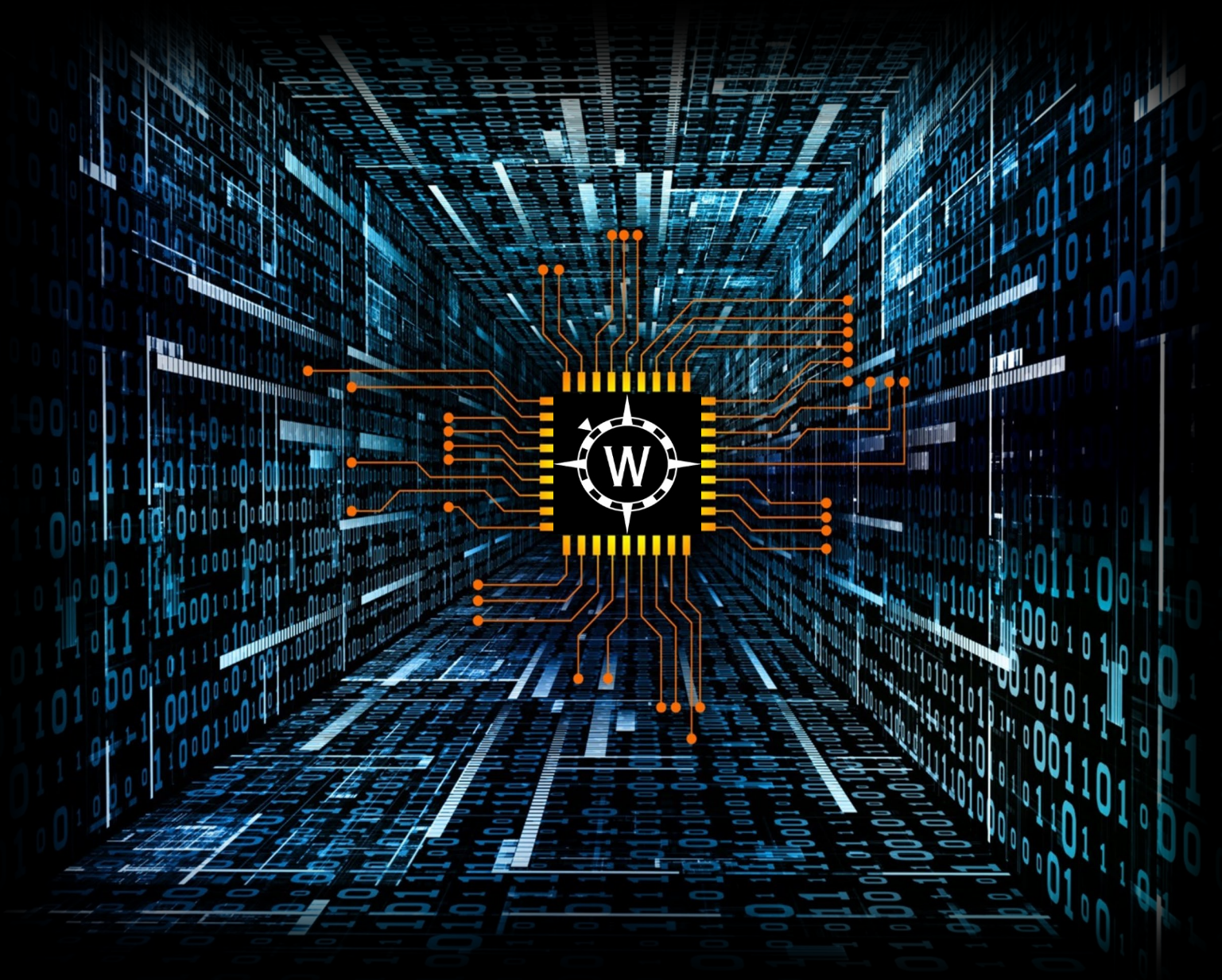
School of Computing and Information Sciences (SCIS) Student Handbook



Last updated 8/16/24

<handbook>

Table of Contents

General Information

Purpose of this handbook

The content of this handbook is meant to provide all programmatic and curricular policies for undergraduate and graduate programs taught by the faculty of SCIS. The handbook is subject to change based on administrative decisions and faculty governance. However, the intent of the SCIS Standards Committee is to revise this document annually.

Mission Statement

Through nationally distinctive programs connecting liberal education to professional practice, Willamette University prepares graduates to turn knowledge into action and lead lives of achievement, contribution, and meaning.

Willamette University is a community

- Of collaborative educators committed to rigorous education.
- That cultivates an authentic engagement with place.
- That promotes transformation of knowledge into action in ways that lead to lives of achievement, contribution and meaning.

In alignment with this mission, the School of Computing and Information Sciences (SCIS) is committed to fostering an environment that promotes development of innovative professionals and scholars who make meaningful contributions in a technology-driven world. Through its academically rigorous curriculum, focus on hands-on real-world applications, cutting-edge research, and community engagement, SCIS is committed to providing world-class education to students in all stages of their careers. As such, all programmatic learning objectives are anchored by the following principles:

1. Digital literacy is more important than ever in this data-rich world.

2. Everyone belongs in STEM, and we must continue to dismantle systems that perpetuate inequity and underrepresentation in these fields. We embrace and celebrate diverse perspectives and backgrounds, and we're committed to fostering an inclusive environment where everyone has the opportunity to succeed and contribute meaningfully.

3. AI systems are incredibly powerful systems and have the potential to change lives. However, it is imperative that these wide-reaching algorithms are developed and deployed ethically. SCIS faculty are committed to providing a comprehensive and forward-thinking curriculum that integrates technical expertise with ethical considerations, preparing students to become leaders and advocates for responsible AI and data science practices.

We are dedicated to shaping a future where technology serves humanity with integrity, inclusivity, and equity at its core.

Academic Calendar

The academic calendar for SCIS is maintained on the official Willamette Academic Calendar. This calendar may be filtered to the SCIS undergrad calendar (BS data science, computer science) or SCIS graduate calendar (MSDS, MSCS).

SCIS Administration, Faculty, & Staff Directory

SCIS faculty and staff are here to guide and assist students throughout their academic journey at Willamette. A full directory of SCIS faculty and staff may be found at the following link: SCIS administration, faculty, and staff

Program Requirements

Willamette University prides itself on its rigorous, well-crafted academic program offerings which prepare students to be successful professionals in life beyond Willamette. The information outlined in this section details requirements for SCIS undergraduate programs and graduate programs. While academic offerings will vary across academic years, students will only be beholden to the course requirements which were in place when the student joined their respective program (colloquially known as the "course catalog"). If a curricular programmatic change in a student's final year results in the student being unable to complete the degree program as outlined in their catalog year, SCIS will provide alternate pathways for the student to fulfill the degree requirements.

The following tables detail the program requirements of SCIS undergraduate and graduate programs for students who matriculate in the 2024-2025 academic year. Students who have matriculated in previous years may refer to the archived catalogs for their respective matriculation year.

Undergraduate Programs

SCIS offers 3 undergraduate programs: Data Science (DATA), Computer Science (CS), and Statistics (STAT).

Data Science Major (B.S.)

Course	Credit hours
CS 151 Introduction to Programming with Python	4
DATA 151 Introduction to Data Science	4
DATA 152 Statistics for Data Science	4
DATA 252 Models and Machine Learning -or- CS 475 Machine Learning with Python (prereq: CS 370)	4
DATA 351 Data Management with SQL	4
DATA 352W Ethics, Teamwork, and Communication	4
MATH 280 Math for Data Science (prereq: AP Calculus, MATH150, or equivalent)	4
Electives— Any CS- or DATA-prefixed elective or approved elective from the DATA electives list	4
Electives— DATA-prefixed elective or approved elective from the DATA electives list—excluding CS courses.	8

Data Science Minor

Course	Credit hours
CS 151 Introduction to Programming with Python	4
DATA 151 Introduction to Data Science	4
DATA 152 Statistics for Data Science	4
Elective— Any CS- or DATA-prefixed elective or approved elective from the DATA electives list	4
Elective— DATA-prefixed elective or approved elective from the DATA electives list—excluding CS courses.	4

Computer Science Major (B.S.)

Course	Credit hours
CS 151 Introduction to Programming with Python	4

CS 152 Data Structures	4
CS 351 Analysis of Algorithms	4
DATA 351 Data Management with SQL	4
DATA 352W Ethics, Teamwork, and Communication	4
MATH 251W Foundations of Advanced Mathematics	4
Distribution (choose 2 from CS 261-276): • CS 261 Software Development • CS 262 Web Development • CS 263 Mobile Development • CS 271 Networks and Systems • CS 276 Advanced Collaborative Computing	8
Electives— Any CS/DATA/MATH 131+ courses	8

Computer Science Minor

Course	Credit hours
CS 151 Introduction to Programming with Python	4
CS 152 Data Structures (prereq: CS 151)	4
MATH 251W Foundations of Advanced Mathematics	4
CS 351 Analysis of Algorithms	4
Elective— Any CS/DATA/MATH 131+	4

Statistics major (B.S.)

Course	Credit hours
MATH 150 Differential Calculus with Precalculus	4
MATH 152 Calculus II	4
MATH 251W Foundations of Advanced Mathematics	4
STAT 341 Mathematical Statistics I	4
STAT 342 Mathematical Statistics II	4
STAT 441 Advanced Linear Regression Models	4
DATA 252 Models and Machine Learning -or- CS 475 Machine Learning with Python (prereq: CS 370)	4
Intro stats distribution (choose 1): • DATA 152 • MATH 138 • PSYC 253	4

• ECON 230 • AP Statistics	
Elective— Choose any DATA- or STAT-prefixed courses 200+ level or above	8

Statistics minor

Course	Credit hours
Introductory statistics distribution (choose 1): • DATA 152 Inferential Statistics • MATH 138 Applied Statistics • PSYC 253 • ECON 230 • AP Statistics	4
Modeling distribution (choose 1): • DATA 252 Models and Machine Learning with R • CS 475 Machine Learning with Python (prereq: CS 370)	4
Calculus Distribution (choose 1): • MATH 152 Calc II • MATH 249 Multivariate Calculus • AP Calc BC 5	4
Probability Theory Distribution (choose 1): • STAT 341: Mathematical Statistics I • MATH 376: Probability and Computing (topic dependent)	4
Elective (choose 1): • MATH 253 Linear Algebra • Approved DATA-prefixed electives (topic dependent) • ECON 350 Introduction to Econometrics and Forecasting • BIOL 342 Biostatistics • BIOL 347 Bioinformatics	4

Approved Data Science Electives

- BIOL 342 Biostatistics
- BIOL 347 Bioinformatics
- CHEM 342W/YW: Experimental Techniques in Chemistry
- ECON 350 Introduction to Econometrics and Forecasting
- ENVS 250 Geographic Information Systems
- VS 381 Research in Spatial Science
- MATH 256 Differential Equations with Linear Algebra

- MATH 266 Probability and Statistics
- STAT 341 Mathematical Statistics I
- MATH 352 Linear Algebra
- MATH 376 Topics in Mathematics: Probability Theory (topic dependent)
- PHEAL 214 Public Health Epidemiology
- PHYS 340 Advanced Data Analysis and Simulation (ADAS)

Graduate Programs

This section details graduate offerings in SCIS, including the Master's of Science in Data Science (MSDS) and Masters of Science in Computer Science (MSCS).

M.S. in Data Science (MSDS)

Course	Credit hours
DATA 501 Foundations of Data Science Using R	4
DATA 502 Data Visualization and Presentation	4
DATA 503 Fundamentals of Data Engineering	4
DATA 504W Data Ethics, Policy, and Human Beings	4
DATA 505 Applied Machine Learning	4
DATA 510 Graduate Capstone	4
Electives— 12 hours of graduate-level CS- or DATA-prefixed classes -or- approved electives from AGSM or PNCA	12

M.S. in Computer Science (MSCS)

Course	Credit hours
Software and Systems (choose 2) • DATA 503 Fundamentals of Data Engineering • CS 529 Topics in Software and Systems	8
Algorithms and Complexity Distribution (choose at least 1): • DATA 505 Applied Machine Learning • CS 540 Principles of Cybersecurity • CS 549 Topics in Algorithms and Complexity	4
Humans and Design (choose at least 1): • DATA 502 Data Visualization and Presentation • CS 580 Human-Computer Interaction • CS 589: Topics in Human and Design	4
Data and Policy (choose at least 1)	4

• DATA 504W Data Ethics, Policy, and Human Beings • CS 560 (Critical Perspectives on Computing) • CS 569 (Topics in Ethics and Policy)	
Electives— 16 hours of graduate-level CS- or DATA-prefixed classes	16

Must successfully complete 36 semester hours to earn MSCS.

Accelerated Graduate Programs

The 3+1 data science and 3+1 computer science programs are accelerated graduate offerings for Willamette University undergraduates which allow students to begin graduate coursework in their fourth year.

3+1 B.S./M.S. in Data Science

The 3+1 for data science consists of six semesters of undergraduate data science studies and three semesters of primarily graduate-level classes (Fall, Spring, and Summer). Graduate coursework must include five 500-level core classes and four 500-level electives. Students must complete 136 credits total to earn both their Bachelors and Master's Degrees in Data Science. If a student has completed 124 credits (inclusive of graduate classes) by May of their final year (e.g. after eight semesters), they will receive their bachelor's diploma and can participate in the spring ceremony for graduating seniors.

Course	Credit hours
CS 151 Introduction to Programming with Python	4
DATA 151 Introduction to Data Science	4
DATA 152 Statistics for Data Science	4
MATH 280 Math for Data Science	4
Undergraduate electives— DATA-prefixed elective or approved elective from the DATA electives list— including CS courses	8
DATA 502 Data Visualization and Presentation	4
DATA 503 Fundamentals of Data Engineering	4
DATA 504W Data Ethics, Policy, and Human Beings	4
DATA 505 Applied Machine Learning	4
DATA 510 Graduate Capstone	4
Graduate electives— 16 hours of graduate-level DATA- or CS-prefixed electives -or- approved graduate electives	16

3+1 B.S./M.S. in Computer Science

Course	Credit hours
CS 151 Introduction to Programming with Python	4
CS 152 Data Structures (prereq: CS 151)	4
MATH 251W Foundations of Advanced Mathematics	4
CS 351 Analysis of Algorithms	4
DATA 351 Data Management with SQL	4
Undergraduate electives— Any CS-, DATA-, or MATH-prefixed undergraduate elective, excluding MATH130	4
DATA 504W Data Ethics, Policy, and Human Beings	4
Software and Systems (choose 2) • DATA 503 Fundamentals of Data Engineering • CS 529 Topics in Software and Systems	8
Algorithms and Complexity Distribution: • DATA 505 Applied Machine Learning • CS 540 Principles of Cybersecurity • CS 549 Topics in Algorithms and Complexity	4
Humans and Design • DATA 502 Data Visualization and Presentation • CS 580 Human-Computer Interaction • CS 589: Topics in Human and Design	4
Graduate electives— 16 hours of graduate (500-level) electives with DATA prefix, CS prefix, -or- approved graduate electives	16

Other Graduate Programs

Data Science Certificate

Course	Credit hours
• DATA 501 Foundations of Data Science Using R • DATA 502 Data Visualization and Presentation • DATA 503 Fundamentals of Data Engineering • DATA 504W Data Ethics, Policy, and Human Beings • DATA 505 Applied Machine Learning Choose 4 of the above core courses	16

MBA/MSDS Joint Degree Program*

The MBA/MSDS Joint Degree is designed to be completed in five semesters. Students focus on MBA coursework in their first year, along with one MSDS core class, and then explore MSDS along with the MBA in their second year. The typical 2-year plan is as follows:

Term	Course	Credit hours
Fall of 1st year	GSM 5103: Data Analysis, Modeling and Decision Making	3
	GSM 5104: Managing Individuals, Teams and Organizations	3
	GSM 5105: Accounting for Managers	3
	GSM 5108: PACE I	3
	GSM 5111: Economics and Finance I	3
Spring of 1st year	GSM 5107: Marketing: Creating Satisfied Customers	3
	GSM 5109: PACE II	3
	GSM 5112: Economics and Finance II	3
	GSM 5114: Operations and Systems Management	3
	DATA 503: Fundamentals of Data Engineering	4
Summer of 1st year	GSM 7251: Internship for Management	4
Fall of 2nd year	GSM 6121: Politics and Public Policy for Managers	3
	Experiential Elective (semester 1)	3
	DATA 501: Foundations of Data Science with R	4
	DATA 502: Data Visualization and Presentation	4
Spring of 2nd year	GSM 6123: Strategic Management	3
	Experiential Elective (semester 2)	3
	DATA 505: Applied Machine Learning	4
	Approved DATA-prefixed graduate elective	4
Summer of 2nd year	DATA 510: Capstone	4
	Two approved DATA-prefixed graduate electives	8
	GSM elective	4

* Students enrolled in dual and joint degree programs are subject to the academic requirements and policies of both schools. As such, students enrolled in the MBA/MSDS Joint Degree Program must maintain a 3.0 GPA to be in good standing in both schools' programs.

It is the student's responsibility to be knowledgeable of and satisfy the requirements of their programs. More information may be found on the following pages:

- MBA/MSDS Program Requirements
- MBA Student Handbook
- MBA-P Student Handbook

General Policies

Student Conduct

All Willamette students are expected to adhere to the Willamette University Student Code of Conduct. As stated, this set of policies applies to individual students, student organizations, and student groups, both undergraduate and graduate, including individuals enrolled or auditing courses in the College of Arts and Sciences, the College of Law, Atkinson Graduate School of Management (AGSM), the School of Computing and Information Sciences, the Pacific Northwest College of Art (PNCA), and any other Willamette sponsored educational experiences.

In addition to the Willamette University Student Code of Conduct, all students enrolled in SCIS courses are expected to meet the highest standards of personal, professional, and academic conduct as outlined in this section.

Academic Dishonesty

SCIS is committed to upholding the highest standards of academic integrity and ethical conduct. The policies outlined in this section state the expectations for academic honesty and the procedures for addressing violations. Under this policy,

1. Students are expected to adhere to the principles of academic integrity in all academic work, including coursework, examinations, and research;
2. Faculty must foster an environment that promotes academic integrity by setting clear guidelines in assignments and reporting suspected violations; and
3. Administration must support a culture of integrity by providing resources, conducting fair investigations, and enforcing this policy consistently.

Academic integrity is essential to education. Advancements in science are predicated on the trust that each participant's work is genuinely their own. As such, acts of plagiarism and cheating undermine the core principles of academic life and will not be tolerated at Willamette University.

What constitutes academic dishonesty?

Academic misconduct can be thought of as any behavior that involves the giving, taking, or presenting of information by a student that unethically or fraudulently aids the student or another on any work which is to be considered in the determination of a grade or the completion of academic requirements or the enhancement of that student's record or academic career. Though the increased presence and usage of generative AI adds an extra layer of complexity to this definition, it remains that any behavior which undermines the integrity of the educational process will not be tolerated.

Academic dishonesty may include, but is not limited to, the following:

- **Plagiarism**
  Submitting code, work, or analyses that were copied from other students, online sources, or previous projects without attribution as specified by the instructor.

- **Unauthorized collaboration**
  Working with classmates on individual assignments, exams, or projects when such collaboration has been disallowed by the instructor.

- **Unauthorized resources**
  Using unauthorized tools, software, or generative AI programs to complete assignments or exams when such use has not been explicitly authorized by the instructor -or- gaining unauthorized access to restricted data, resources, or systems to complete assignments.

- **Aiding & abetting others to cheat**
  Providing work to other students to pass as their own.

- **Misrepresenting contribution**
  Exaggerating contributions to a group project or taking full credit for others' work.

It is important to note that ignorance of what does and does not constitute academic dishonesty is not a case for immunity from an allegation of academic dishonesty. It is the student's responsibility to preemptively seek clarification from the professor on what is permissible for a given assignment.

Consequences

Sanctions for substantiated academic dishonesty may include, but are not limited to:

- Warning or reprimand
- Reduced grade or failing grade for the assignment
- Reduced grade or failing grade for the course
- Restitution (e.g. loss of scholarship or service)
- Expulsion from the undergraduate or graduate program
- Revocation of degree, in cases of post-graduation discoveries of severe violations

Students may seek an appeal via the process outlined in the Appeals section.

Academic Dishonesty Appeal Process

Students have the right to appeal academic dishonesty decisions within 14 business days of notification. The SCIS academic appeals process is outlined below.

1. **Discussion with the professor**
   The instructor shall promptly contact the student(s) involved, provide appropriate evidence of the alleged academic dishonesty, and set up time to discuss the matter with the student(s). Students are encouraged to be candid in their discussion about the behavior in question with the professor. This conversation will also feature a discussion around the proposed sanctions for the alleged behavior. If a mutually agreed upon resolution is reached in this meeting, the professor will send an email to the student summarizing the allegation and proposed resolution.

   Most cases can be addressed at this step without further action. However, if the student still believes no academic misconduct has been committed, they may fill out the SCIS Academic Appeals Form.

2. **Submit Appeal to SCIS Dean**
   Appeals may be submitted by filling out the SCIS Academic Appeals Form. The SCIS Dean will review the case within 10 business days of its receipt and will obtain testimonies from the appropriate parties. After evidence has been obtained, the SCIS Dean arrange a meeting with the student and communicate the final decision on the recommended course of action. Upon conclusion of this meeting, the SCIS Dean will communicate a summary of the final decision in a written notification to the student and instructor.

   Students who accrue multiple violations of the SCIS academic integrity policy will be subject to an enhanced review by the SCIS Dean. Upon this secondary review, the student may be subject to academic probation, academic suspension, or dismissal from the program. Only

cases of suspension or dismissal may be appealed at this juncture. All other decisions are final.

3. **Submit Appeal to the President** (**suspension or dismissal cases only**)
   Students may only appeal dismissal to the University President, or his/her/their designee, for final judgment. In the event that the final judgment from the President or his/her/their designee is suspension or dismissal, the student will first be notified by the SCIS Dean. Seven working days shall elapse before the suspension or dismissal of a student becomes effective after the appeal process is completed unless the President determines an otherwise appropriate period for the suspension or dismissal to take effect.
   The student cannot circumvent the plagiarism and cheating penalty by withdrawing from the class. If the final penalty for the academic dishonesty is an "F" in the course, the student shall not be permitted to withdraw.

4. **Record Retention**
   After the case is concluded, all records pertaining to the appeals case will be archived the student's conduct records maintained by the Office of Student Affairs. As stated in the Student Code of Conduct,

   "Student conduct records are maintained in the Office of Student Affairs in compliance with the Family Educational Rights and Privacy Act (FERPA), Jeanne Clergy Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clergy Act), and University regulations. Student conduct records are maintained separate and apart from all other student records. Conduct records are maintained for seven (7) years after the date of graduation or withdrawal from the University. In cases where the outcome results in a suspension or dismissal, the Office of Student Affairs retains student conduct records indefinitely."

   Further information may be found in the Appeals section of the Student Code of Conduct.

Final Grade Appeal Process

A student may appeal their grade for a course for one of the following reasons:

- They believe the grade assigned reflects a computational error.
- They believe they were unfairly graded in the course.

Students wishing to appeal a final grade should follow the procedure **within 1 week of the grade being posted in SAGE:**

1. **Informal conversation**

A student should first try to reach agreement with the faculty member who assigned the grade through informal conversation.

2. **Student submits appeals form**
   If the student is not satisfied with the result of the conversation, or if the faculty member does not respond to requests for such an informal conversation, the student shall submit a written statement via the Final Grade Appeal Form, setting forth the basis for the appeal to the SCIS Honor Council (hereby referred to as the "Honor Council") with a copy to the professor. This form must be submitted within 1 week of the grade being posted.

3. **Review by the Honor Council**
   A designee from the Honor Council will attempt to mediate the complaint as outlined below:

   Within one week of receipt of the student's written statement, the Honor Council will solicit the faculty member's point of view, in writing, about the grade and the criteria on which it was based. The Honor Council may render a decision based on the written communications or may call the student and faculty member together for a meeting to discuss the issues, after which the designee will render a decision to both the student and faculty member in writing. If the grade appeal is pertaining to a fall or spring course, this decision shall be delivered within 1 week of receipt of the student's form. If the grade appeal form is in regards to a summer course and the parties are not reachable, this decision will be delivered during second week of classes in the fall semester.

4. **Appeal to the SCIS Dean**
   If either the student or faculty member is dissatisfied with the chair's decision, the dissatisfied party may appeal, in writing, to the SCIS Dean, who will give the final decision on the matter. This appeal must take place within 1 week of receipt of the Honor Council's decision, and must copy the other party. The SCIS Dean will consult all parties concerned, and may also seek counsel from the Academic Status Committee or other parties. The SCIS Dean will render a final decision in writing to the student, faculty member, and Standards Committee, within 2 weeks of receipt of the original appeal.

Note: If a grade appeal involves alleged academic misconduct, the appeal will instead be subject to the procedures outlined in the SCIS Academic Dishonesty Policy.

Undergraduate Academic Policies

The policies outlined in this section are in alignment with the Willamette College policies which govern all Salem undergraduate education programs.

Academic Requirements

Typically progress toward a degree requires that a full-time student complete sufficient course credits according to the following schedule: twelve semester hours completed by the end of the first semester, sixteen semester hours completed for each subsequent semester for a total of:

- 28 semester hours completed by the end of the first year
- 44 semester hours completed by the end of the third semester
- 60 semester hours completed by the end of the second year
- 76 semester hours completed by the end of the fifth semester
- 92 semester hours completed by the end of the third year
- 108 semester hours completed by the end of the seventh semester
- 124 semester hours presented for graduation at the end of the fourth year

At least 32 of the final 40 semester hours must be earned in residence or in Willamette-approved off-campus study programs. However, students in the 3+1 programs are exempt from this requirement.

Students who do not complete degree requirements within six calendar years of initial enrollment or re-enrollment at Willamette University will be held to the requirements of the current catalog.

In compliance with U.S. Department of Education regulations, all semesters of enrollment, even those where a student completely withdraws from the semester on or after the first day, are considered in determining whether or not a student is making adequate progress toward degree completion. Consistent with the College of Arts and Sciences, SCIS undergraduate courses abide by the NWCCU's policy for accreditation (more information here).

In addition to maintaining a sufficient course load to ensure graduation within 4 years, students are expected to maintain a minimum 2.0 GPA to remain in good academic standing. The GPA conversion chart is provided below:

Grade	GPA
A	4.00
A-	3.70
B+	3.30
B	3.00
B-	2.70
C+	2.30

C	2.00
C-	1.70
D+	1.30
D	1.00
F	0

GPA calculator (Registrar)

Students who fail to maintain a cumulative, in-major, and in-minor GPA of 2.0 in any semester will be placed on academic notice, the conditions of which are outlined in the following section.

Graduation requirements

Students will be eligible for graduation with an undergraduate degree if and only if the following requirements are satisfied:

- Satisfactory completion of a minimum of 124 semester hours
- Completion of the General Education requirements for the student's catalog year
- Cumulative GPA of 2.00 in work taken at Willamette
- Major GPA of 2.00
- Minor GPA of 2.00 (if pursuing a minor)

While completion of specific department requirements may be modified or waived by individual departments, the above criteria must be satisfied to obtain a bachelor's degree from Willamette College.

Academic Performance

Academic Notice

If academic performance falls below expected achievement, a student will be placed on Academic Notice. While on Academic Notice, the student is:

- Ineligible to participate in varsity athletics;
- Ineligible to hold any campus office;
- Subject to review of his/her financial aid status (if receiving aid from the University) by the Director of Financial Aid;
- Required to follow an academic support program that may include restrictions on curricular and cocurricular activities;
- Subject to eventual suspension or dismissal if the academic record continues to be below expected achievement.

Students placed on Academic Notice should see their academic advisors as soon as possible in order to review their curricular, cocurricular, and extracurricular activities. This status will also be noted on the student's transcript.

It warrants mention that participation in some activities may be restricted even if students are not placed on academic notice. All students serving in elected or appointed positions of leadership are required to maintain a minimum 2.5 cumulative GPA. Various departments in which students serve are responsible for ensuring that students under their supervision follow this policy, and if students wish to appeal suspension of leadership activities then they should contact the university faculty or staff member to whom they report.

Academic Suspension

A student's participation in University life, including academics, is suspended including denial of enrollment, attendance and other University privileges, and loss of all fees and academic credit for the semester in which the suspension takes place. After the suspension period, a student may apply to enroll again. The student will need to have successfully addressed the issue(s) which led to his or her suspension before reapplying. The suspension will be noted on the academic transcript.

Academic Dismissal

If academic performance warrants academic dismissal, the student's participation in University life is severed permanently, including denial of enrollment, attendance, and other University privileges, and loss of all fees and academic credit for the semester in which the dismissal takes place. The dismissal will be noted on the academic transcript.

Course Waivers

Students wishing to substitute a course for a SCIS degree requirement should submit a Course Waiver Form. The SCIS Curriculum Committee will review and notify the student of its decision within 2 weeks of the form submission.

Students wishing to transfer credit for classes taken at another institution must fill out the Transfer Credit Request Form through the Registrar.

Taking a course for Credit/No Credit

To be eligible to take courses on a Credit/No Credit basis, a student must be in good academic standing, and be a full-time student (unless they are a last semester senior). An eligible student may declare a total of 12 semester hours to be recorded on a Credit/No Credit basis. Courses that have been designated exclusively for Credit/No Credit grading are not included in this 12-credit limit.

The grade of credit (CR) is equivalent to grades of A through C-minus. CR grades will be granted credit toward the degree but will not be computed in the grade point average. The grade of NC (no credit), which is equivalent to grades of D-plus and below, will not be granted credit toward the degree and will not be computed in the grade point average.

After signing up for courses in the regular manner, students desiring to take a course on a Credit/No Credit basis will file the appropriate form in the Registrar's Office before the following deadlines: (1) for full-semester courses, 30 class days after the first day of classes; (2) for half semester courses, 15 class days after the first day of class. Once filed, this form may not be withdrawn or amended.

After the Credit/No Credit forms are filed and for the remainder of the semester, they shall be considered as privileged information. The Registrar may not reveal their existence to the instructor concerned or to anyone else. At the end of the semester, instructors will turn in letter grades in the usual fashion. The Registrar will then change the grade to CR or NC in the appropriate cases. Under no circumstances may a letter grade that has been recorded Credit/No Credit be revealed, even by petition.

Retaking Courses

Students with advisor registration consent may retake once any non-repeatable course taken at Willamette University. The retaken course must be identical in listing to the course originally completed. Although both grades will appear on the transcript, only the higher grade will be computed in the GPA. In the event the same grade is earned, only one of the two grades will be used in computation of the GPA. Credit will be earned only once for a repeated course. As Willamette University does not transfer grades from other institutions, this policy does not apply to transfer credit.

Class Enrollment

Per the university-wide policy for adding, dropping, or withdrawing from a course, students may add or drop a course no later than the semester's add/drop deadline. After this deadline, students may withdraw from a course no later than the given semester's withdraw deadline for Willamette College. Once a student withdraws from a course:

- They receive a grade of W. No credit for this course will be granted toward a degree, and the W grade will not be computed in the grade point average.
- Students who withdraw from a course for any reason will not receive academic credit for work completed in that semester of the course.

- Students may re-enroll in the course in a subsequent semester. The grade earned in a subsequent semester will not remove the original W from their transcript.

Class Attendance

Class attendance and participation are paramount to a fruitful learning experience. While instructors may choose to incorporate class attendance into the assessment scheme of their class, SCIS does not enforce a program-wide attendance policy for undergraduate (400-level or below) courses.

Graduate Academic Policies

The policies outlined for SCIS's graduate programs are designed to ensure that students meet high academic standards that are aligned with industry standards and expectations.

Academic Requirements

Students admitted into a SCIS graduate or certificate program must maintain a cumulative 2.7 GPA throughout the program to remain in good academic standing and graduate after 36 credit hours. All courses must be taken for GPA credit and may not be taken for credit/no credit.

Students who fail to meet these requirements will be placed on Academic Notice and dismissed from the program if academic performance does not improve in the subsequent term.

Students wishing to appeal any aspect of the Academic Notice or Dismissal may file a petition as outlined in the Academic Appeal Process. This must be done within 7 business days of the grade being submitted into SAGE.

The MSCS or MSDS degree program must be completed within 6 years of the start of the program. Students who exceed the 6-year threshold may be required to retake courses to be eligible for graduation from the program.

MSDS

In addition to GPA and program duration requirements, MSDS students must satisfy the following requirements to remain in academic good standing:

1. Complete and receive no more than two (2) B-'s or below in the following core courses:
    - DATA501
    - DATA502

- DATA503
- DATA504W
- DATA505

2. Successful completion of the DATA 510 Capstone (after successful completion of DATA 501, DATA 502, DATA 503, and DATA 505). [MSDS only]

A student may not enroll in the MSDS and MSCS programs simultaneously.

Data Science Certificate

Complete and receive a C or better in four of the following core courses:

- DATA501
- DATA502
- DATA503
- DATA504W
- DATA505

Grading scale

GPA calculator (Registrar)

Grade	GPA
A	4.00
A-	3.70
B+	3.30
B	3.00
B-	2.70
C+	2.30
C	2.00
F	0

Students who fail to fulfill the minimum GPA requirement will undergo an academic review in the subsequent semester and subject to the policies outlined in the following section. This also applies to students who fall out of academic good standing in the final semester. In the event that a student falls out of good academic standing in the final semester, the student will be permitted to take additional courses to regain academic good standing and ultimately graduate. Consistent with the Academic Performance Policy, if the student fails to achieve academic good standing after being placed on Academic Notice, they will be recommended for dismissal from the program.

Academic Performance

Academic Notice

Students failing to meet the criteria in their respective academic program as outlined in the previous section will be placed on Academic Notice. While on Academic Notice, the student is subject to the following:

- Meeting with their academic advisor to develop a support plan, which may include tutoring, counseling, or other resources
- Requirement to retake the course(s) to substitute the failing grade
- Recommendation of a reduced course load for the subsequent semester(s)
- Review of financial aid status (if receiving merit-based aid from the University that has academic performance requirements) by the Director of Financial Aid
- Dismissal from the graduate program if the student continues to fail to meet the requirements to remain in good academic standing in the following term.

Academic Dismissal

Students who fail to regain academic good standing after a semester of being on Academic Notice will be recommended for removal from the program. This notification will be sent within shortly after the conclusion of the semester.

In cases in which MSDS students have completed the courses required for a Data Science Certificate, they will be granted the certificate prior to being removed from the program.

Students wishing to appeal this decision must follow the procedures outlined in the following section.

Appealing Graduate Program Dismissal

Students wishing to appeal dismissal from an academic program should notify the Director of the Graduate Program no later than 10 business days after receiving the initial notice of dismissal from the program. The following steps comprise this procedure.

1. **Submit Program Dismissal Appeal Form**
   The student may also upload a formal statement, along with supporting documentation, to the Program Dismissal Appeal Form.

2. **Review of materials by Director of Graduate Programs and SCIS Dean**
   Upon receiving the student's request for an appeal, the student's case will be reviewed by the

SCIS Director of Graduate Programs and the SCIS Dean. As part of this process, they may also wish to obtain more supporting information and consult with other graduate instructors for further context.

3. **Meet with Director of Graduate Programs and/or SCIS Dean**
   Upon reaching a decision, the Director of Graduate Programs will meet with the student and notify him/her/them of the decision. If the student chooses to further pursue the appeal, they may request a hearing with the University President or his/her/their designee. Students may only appeal dismissal to the University President the final decision. All other decisions by the Director of Graduate Programs and Dean are final.

4. **Appeal to the Provost and/or President**
   In the event that University President or his/her/their designee uphold the recommendation of dismissal from the program, the student will first be notified by the SCIS Dean. Seven business days shall elapse before the dismissal of a student becomes effective after the appeal process is completed unless the President determines an otherwise appropriate period for the suspension or dismissal to take effect.

Retaking Courses & Grade Substitution

Students who earn a C or below in a course may retake the course at any time with their advisor's permission. The retaken course must be identical in listing to the course originally completed. If the grade earned on the later attempt is higher than the student's original grade, the latter will replace the previous grade in the student's GPA calculation. However, both grades will appear on the transcript.

Class Enrollment

Per the university-wide policy for adding, dropping, or withdrawing from a course, students may add or drop a course no later than the semester's add/drop deadline (typically 2 weeks after the start of the semester). After this deadline, students may withdraw from a course no later than the given semester's withdraw deadline for SCIS. It is the student's responsibility to ensure that they meet appropriate registration deadlines for their respective college.

Once a student withdraws from a course:

- They receive a grade of W. No credit for this course will be granted toward a degree, and the W grade will not be computed in the grade point average.

- Students who withdraw from a course for any reason will not receive academic credit for work completed in that semester of the course, nor will they be able to re-enroll in the course during that semester.
- Students may re-enroll in the course in a subsequent semester. The grade earned in a subsequent semester will not remove the original W from their transcript.

Class Attendance

Due to the rigorous, accelerated nature of the graduate programs, students enrolled in graduate-level courses in SCIS (CS- and/or DATA-prefixed 500-level courses) must attend at least 75% of a course's sessions to receive credit for the class. Since most courses feature a minimum of 14 weekly sessions, this equates to no more than 3 absences per course per semester. Exceptions may be made in cases in which an absence is due to an emergency or excused reason.

It should be noted that unless explicitly stated otherwise, all SCIS graduate courses assume a default of in-person attendance. While students may request alternate arrangements for classroom attendance, it is solely up to faculty-discretion to grant the exception. Exceptions will be made only in cases in which the faculty member believes the alternate form of attendance will not significantly impact the student's ability to fulfill the learning objectives of the class session.

In the event that a student wishes to be granted more than 3 allowable absences, an appeal request may be submitted directly to the SCIS Dean via the Attendance Appeal Form.

Prerequisites

While many students choose to take SCIS courses in sequence (e.g. enrolling in DATA 501 and DATA502 in the same semester), graduate-level courses may be taken in any order as long as the student satisfies the prerequisite for the courses. Class-specific exceptions may be made by instructor.

However, as outlined in the Academic Requirements section, MSDS students must successfully complete the core courses and be in good academic standing prior to enrolling in the DATA 510 Capstone course.

Course Waivers

Students enrolled in the MSDS program may substitute approved graduate-level courses taken at Willamette University for electives. All course substitutions must be approved by the SCIS Director

of Graduate Programs. No courses taken at another university will count toward SCIS graduate programs.

Resources

Students are encouraged to utilize the following resources:

- Academic Success Center
- Quantitative Understanding, Analysis, & Design (QUAD) Center
- Accessible Education Services (AES)
- Gender Resource and Advocacy Center (GRAC)
- Students Organizing for Access to Resources (SOAR) Center
- Office of Financial Aid
- Student Affairs
- Human Resources (HR)
- Registrar's Office
- Healthcare (physical and mental), CARE Reports, Title IX
- Campus Safety
- Canvas
- MyWillamette Student Portal
- Willamette Integrated Technology Services (WITS)

</handbook>

```
def wu_motto():
    return "Non nobis solum nati sumus."

print( wu_motto() )
# "Not unto ourselves alone are we born."
```