2021-2022 Student Handbook: M.S. in Applied Data Science

Part 1: Graduate Education at the iSchool

Welcome

Welcome to the Syracuse University (SU) School of Information Studies (iSchool). This student handbook is designed primarily for both full-time and part-time campus students, and should serve as an advising guide for those pursuing the graduate program of study for the Master of Science in Applied Data Science (M.S.A.D.S.) degree at the iSchool at SU. While the handbook covers some aspects of the program for online students, they should consult with their online student success advisors at studentsupport@datascience.syr.edu advisors at studentsupport@datascience.syr.edu on specific questions in regards to admissions, course selection and sequence, and registration. This handbook covers academic and administrative policies and requirements that all graduate students must follow and is current as of April 2021. Please consult the websites linked throughout this handbook for additional information.

The information concerning academic requirements, courses, and programs of study contained in this student handbook does not constitute an irrevocable contract between the student and the iSchool. The iSchool reserves the right to change, discontinue, or add academic requirements, courses, and programs of study. Such changes may be made without notice, although every effort will be made to provide timely notice to students. It is the responsibility of the individual student to confirm that all appropriate degree requirements are met.

About the iSchool

The iSchool is one of several schools at SU and has a unique blend of programs. Each program has a director, requirements, and matriculated students. The faculty and the courses in the iSchool, however, are not divided into traditional departments like most schools. Instead, we have a united faculty body made up of tenured faculty, leading industry practitioners, and scholars with diverse research and academic interests, committed to teaching all iSchool students. This means that in your experience as an M.S.A.D.S. student there will be many courses in which your classmates will represent a mix of M.S.A.D.S. students and students from other degree programs, which allows students to learn from those pursuing other professional goals. While providing diversity in terms of coursework and faculty expertise, a common thread ties all the courses together to create technologically competent, people-oriented, data-driven professionals.

Academic Resources

Faculty, Staff, and Peers

The iSchool firmly believes that advising is a cooperative and multifaceted process, and encourages students to seek input from a variety of sources. Faculty, staff, and peers are critical resources and all contribute to student success. Their roles are described briefly in Part 6 of the handbook.

Printed and Online Sources

In addition to the information in this handbook, Syracuse University, the Graduate School, and the iSchool provide services and resources to students that should be taken into account when planning a program of study. Some of the most important for students include:

Academic Calendar

The Syracuse University academic calendar provides information on registration dates, financial deadlines, withdrawal deadlines, degree award dates, and when to expect final grades. There are two academic calendars: an academic year calendar that lists important dates for fall and spring semesters, as well as summer sessions, and a quarter term calendar that provides important dates and deadlines for online classes. Please view the calendars at syracuse.edu/academics/calendars/.

Advising Check Sheet

Each iSchool graduate program keeps an advising check sheet that lists the current curricular requirements that should be followed when you plan your program of study. Check Sheets are available in 114 Hinds Hall, Student Services, or online at https://answers.syr.edu/display/Handbooks+and+Checksheets.

Class Schedule

Up-to-date information about course offerings for a given semester can be found in the class schedule section of the iSchool website. For more information, visit ischool.syr.edu/classes/. The class schedule is also available in MySlice.

Course Catalog

Refer to the Graduate Course Catalog, coursecatalog.syr.edu, for SU rules and regulations. It is the student's responsibility to be informed about program requirements, and students should consult their program director, program manager, or graduate academic advisors with any questions or uncertainties.

Email and Listservs

Syracuse University established the @syr.edu email as a primary vehicle for official communication with students, and all email communications will be sent to this address. The iSchool uses your SU email address to maintain a listserv for your program where students will be notified of new course offerings, internship and job opportunities, and other events. Students will be added to their program listserv automatically once they are matriculated into the program. Students are responsible for all email communications sent to the @syr.edu email address. A list of available listservs can be found here: https://answers.syr.edu/display/ischool/Listservs.

Graduate School Website

Individual graduate programs are administered by departments or interdisciplinary committees and are subject to approval by the appropriate schools and colleges and by the University Senate. These policies and standards are administered by the Graduate School. Visit graduateschool.syr.edu for more information.

iSchool Website

The iSchool website will be your best resource as you figure out your academic career at Syracuse, to decide what classes you can take, and how to get involved in the iSchool community. Here, you can find advising forms, class schedules, graduation requirements, FAQs, and other student resources. Visit ischool.syr.edu/.

MySlice

MySlice is Syracuse University's online portal to critical information resources for applicants, students, faculty, and staff. Here, students can view information on academics, advising, class schedules, enrollment, financial aid, housing and meal plans, and parking and transit services. Visit myslice.syr.edu/.

Research Guide

This guide points to resources for students and researchers in the field of data science. Information about data services at Syracuse University Libraries can be found on the Research Data Services guide. For more information, visit researchguides.library.syr.edu/datascience/.

Overview of the M.S. in Applied Data Science (M.S.A.D.S.)

Ranked as Glassdoor's No. 1 best job from 2016- 2019, data scientists are critical to the success of any organization. As the data science field evolves, the demand for analytics skills continues to grow, and employers are actively seeking candidates with the advanced technical expertise to make data-driven decisions. The M.S. in Applied Data Science for the iSchool, offered jointly by the School of Information Studies and the Martin J. Whitman School of Management, is designed to be a professional program of study, with a strong emphasis on the applications of data science to enterprise operations and processes, particularly in the areas of data capture, management, analysis and communication for decision making.

Learning Outcomes of the M.S. in Applied Data Science

After completing the program, students will be able to:

- Collect, store, and access data by identifying and leveraging applicable technologies
- Create actionable insight across a range of contexts (e.g. societal, business, political), using data and the full data science life cycle
- Apply visualization and predictive models to help generate actionable insight
- Use programming languages such as R and Python to support the generation of actionable insight

- Communicate insights gained via visualization and analytics to a broad range of audiences (including project sponsors and technical team leads
- Apply ethics in the development, use and evaluation of data and predictive models (e.g., fairness, bias, transparency, privacy)

Advising Check Sheet

You can find the advising check sheet in Hinds Hall 114, Student Services, or https://answers.syr.edu/display/ischool/Handbooks+and+Checksheets.

The 34-credit M.S.A.D.S. curriculum includes an 18-credit Common Core requirement, a a 6-credit secondary core requirement across three tracks, 9 credits of electives, and a 1-credit exit requirement.

Primary Core: 18 credits

The primary core includes foundational knowledge in databases, applied machine learning, quantitative reasoning, and business analytics. Students will complete these courses in an order which builds foundational knowledge and skills in preparation for more advanced work.

Class #	Course Title
IST 659	Data Administration Concepts & Database Management
IST 687	Introduction to Data Science
IST 707	Applied Machine Learning
IST 718	Big Data Analytics
IST 772	Quantitative Reasoning for Data Science
SCM 651	Business Analytics

Secondary Core: 6 credits

Students select 6 credits from one of the tracks below.

Data and Business Analytics

Understand how predictive analytics can be leveraged across a variety of business contexts to generate business insight.

Class #	Course Title
ACC 652	Accounting Analytics
FIN 654	Financial Analytics
MAR 653	Marketing Analytics
MBC 638	Data Analysis & Decision-Making
SCM 702	Principles of Management Science

Language Analytics

Understand how to work with unstructured textual data, via both text mining (looking for patterns in the words) and natural language processing (parsing and analyzing the text from a linguistics perspective).

Class #	Course Title
IST 664	Natural Language Processing
IST 736	Text Mining

Data Pipelines and Platforms

Improve your data engineering skills by practicing collecting data, parsing /munging the data, doing feature engineering as well as storing the data in an appropriate data repository.

Class #	Course Title
IST 652	Scripting for Data Analysis
IST 722	Data Warehouse
IST 769	Advanced Big Data Management

Electives: 9 Credits

Students can also choose any course from a different track for three credits, one additional course in the chosen track, or any course from the list below for 3 credits. The electives include coursework in cloud management, information policy, security, information visualization, and project management.

Class #	Course Title
IST 615	Cloud Management
IST 618	Information Policy
IST 623	Introduction to Information Security
IST 644	Managing Data Science Projects
IST 719	Information Visualization
IST 974	Internship in Applied Data Science
MAS 766	Linear Statistical Models
MAS 777	Time Series Modeling Analysis

Exit Requirement: 1 Credit

In their final term or semester, students are required to complete a portfolio to provide an assessment of learning for their program. Students will choose assignments and projects worked on in courses during the course of study which demonstrate full competency of the MSADS program learning outcomes.

Class #	Course Title
IST 782	Applied Data Science Portfolio

Guidelines for Credit Reductions and Substitutions

We do not offer credit reductions for work experience for this program. If students feel that their work experience or prior knowledge qualifies them for a waiver of a particular course requirement, they must complete a *Petition to Faculty* form with the request and include a resume. Students will still be required to take another course in its place to fulfill the 34-credit requirement. For more information, campus students can contact *iAdvising@syr.edu* and online students can contact *studentsupport@datascience.syr.edu*.

Advising Check Sheet for Fast Track Syracuse University B.S. in Information Management & Technology Students

You can find the advising check sheet in Hinds Hall 114, Student Services, or https://answers.syr.edu/display/ischool/Handbooks+and+Checksheets.

The 34-credit Fast-Track is an accelerated degree program for the MS in Applied Data Science (MSADS) and allows students to complete as many as nine (9) graduate credits by the time their undergraduate degree is conferred. Fast Track also gives students the option to enter the workforce after graduation and complete the remainder of the program online and/or part-time. ***This advising check sheet is for SU IM&T students only. Other fast-track students should consult with their advisor.***

Eligibility, Application Deadlines, and Fast-Track Timeline

Syracuse University undergraduate students in junior standing (between 54–83 total cumulative credits) are eligible for Fast Track, in addition to students at our partner schools. All students are encouraged to apply by February 1 or earlier; however, the deadline to indicate interest and apply is May 1 of their junior year. Admission to the graduate program will be conditional based on completion of the undergraduate program.

Primary Core: 18 credits

Although not required in the ADS program, fast-track students can consider a Data Science Internship the summer after their senior year. This can count as three credits towards the electives.

The primary core includes foundational knowledge in databases, applied machine learning, quantitative reasoning, and business analytics. Students will complete these courses in an order which builds foundational knowledge and skills in preparation for more advanced work.

Class #	Course Title	When to Enroll
IST 659	Data Administration Concepts & Database Management	FA/SP- Senior Year
IST 687	Introduction to Data Science	MYM/SU- after Junior Year
IST 707	Applied Machine Learning	FA/SP- Senior Year
IST 718	Big Data Analytics	SP/Master's Year 1
IST 772	Quantitative Reasoning for Data Science	FA/Master's Year 1
SCM 651	Business Analytics	FA/Master's Year 1

Disclaimer: Undergraduate coursework for specific graduate equivalent classes in this program must be at a B or better in order to not take the graduate equivalent class. While the equivalent undergrad course with a grade of B or better will fulfill the track requirement, a different graduate-level elective within the field must replace that substituted course/credit. Students can also consider a Data Science Internship the summer after their senior year

Secondary Core: 6 credits

Students select 6 credits from one of the tracks below.

Data and Business Analytics

Understand how predictive analytics can be leveraged across a variety of business contexts to generate business insight.

Class #	Course Title
ACC 652	Accounting Analytics
FIN 654	Financial Analytics
MAR 653	Marketing Analytics
MBC 638	Data Analysis & Decision-Making
SCM 702	Principles of Management Science

Language Analytics

Understand how to work with unstructured textual data, via both text mining (looking for patterns in the words) and natural language processing (parsing and analyzing the text from a linguistics perspective).

Class #	Course Title
IST 664	Natural Language Processing
IST 736	Text Mining

Data Pipelines and Platforms

Improve your data engineering skills by practicing collecting data, parsing /munging the data, doing feature engineering as well as storing the data in an appropriate data repository.

Class #	Course Title
IST 652	Scripting for Data Analysis
IST 722	Data Warehouse
IST 769	Advanced Big Data Management

Electives: 9 Credits

Students can also choose any course from a different track for three credits, one additional course in the chosen track, or any course from the list below for 3 credits.

The electives include coursework in cloud management, information policy, security, information visualization, and project management.

Class #	Course Title
IST 615	Cloud Management
IST 618	Information Policy
IST 623	Introduction to Information Security
IST 644	Managing Data Science Projects
IST 719	Information Visualization
IST 974	Internship in Applied Data Science
MAS 766	Linear Statistical Models
MAS 777	Time Series Modeling Analysis

Exit Requirement: 1 Credit

In their final term or semester, students are required to complete a portfolio to provide an assessment of learning for their program. Students will choose assignments and projects worked on in courses during the course of study which demonstrate full competency of the MSADS program learning outcomes.

Class #	Course Title
IST 782	Applied Data Science Portfolio

Advising Check Sheet for Fast Track non-IM&T Students

You can find the advising check sheet in Hinds Hall 114, Student Services, or https://answers.syr.edu/display/ischool/Handbooks+and+Checksheets.

The 34-credit Fast -Track is an accelerated degree program for the MS in Applied Data Science (MSADS), and students to complete as many as nine (9) graduate credits by the time their undergraduate degree is conferred. Fast Track also gives students the option to enter the workforce after graduation and complete the remainder of the program online and/or part-time.

Eligibility, Application Deadlines, and Fast-Track Timeline

Syracuse University undergraduate students in junior standing (between 54–83 total cumulative credits) are eligible for Fast Track. You are encouraged to apply by February 1 or earlier; however, the deadline to indicate interest and apply is May 1 of your junior year. Admission to the graduate program will be conditional based on completion of the undergraduate program.

Primary Core: 18 credits

Although not required in the ADS program, fast-track students can also consider a Data Science Internship the summer after their senior year for three credits.

The primary core includes foundational knowledge in databases, applied machine learning, quantitative reasoning, and business analytics. Students will complete these courses in an order which builds foundational knowledge and skills in preparation for more advanced work.

Class #	Course Title	When to Enroll
IST 659	Data Administration Concepts & Database Management	FA/SP- Senior Year
IST 687	Introduction to Data Science	MYM/SU- after Jr. Year
IST 707	Applied Machine Learning	FA/SP- Senior Year
IST 718	Big Data Analytics	Spring/Masters Year 1
IST 772	Quantitative Reasoning for Data Science	Fall/Masters Year 1
SCM 651	Business Analytics	Fall/Masters Year 1

Disclaimer: Undergraduate coursework for specific graduate equivalent classes in this program must be at a B or better in order to not take the graduate equivalent class. While the equivalent undergrad course with a grade of B or better will fulfill the track requirement, a different graduate-level elective within the field must replace that substituted course/credit. Students can also consider a Data Science Internship the summer after their senior year

Secondary Core: 6 credits

Students select 6 credits from one of the tracks below.

Data and Business Analytics

Understand how predictive analytics can be leveraged across a variety of business contexts to generate business insight.

Class #	Course Title
ACC 652	Accounting Analytics
FIN 654	Financial Analytics
MAR 653	Marketing Analytics
MBC 638	Data Analysis & Decision-Making
SCM 702	Principles of Management Science

Language Analytics

Understand how to work with unstructured textual data, via both text mining (looking for patterns in the words) and natural language processing (parsing and analyzing the text from a linguistics perspective).

Class #	Course Title
IST 664	Natural Language Processing
IST 736	Text Mining

Data Pipelines and Platforms

Improve your data engineering skills by practicing collecting data, parsing /munging the data, doing feature engineering as well as storing the data in an appropriate data repository.

Class #	Course Title
IST 652	Scripting for Data Analysis
IST 722	Data Warehouse
IST 769	Advanced Big Data Management

Electives: 9 Credits

Students can also choose any course from a different track for three credits, one additional course in the chosen track, or any course from the list below for 3 credits.

The electives include coursework in cloud management, information policy, security, information visualization, and project management.

Class #	Course Title
IST 615	Cloud Management
IST 618	Information Policy
IST 623	Introduction to Information Security
IST 644	Managing Data Science Projects
IST 719	Information Visualization
IST 974	Internship in Applied Data Science
MAS 766	Linear Statistical Models
MAS 777	Time Series Modeling Analysis

Exit Requirement: 1 Credit

In their final term or semester, students are required to complete a portfolio to provide an assessment of learning for their program. Students will choose assignments and projects worked on in courses during the course of study which demonstrate full competency of the MSADS program learning outcomes.

Class #	Course Title
IST 782	Applied Data Science Portfolio

Suggested Course Sequence for Students

Below are some examples of different course sequences for an M.S.A.D.S. student, depending on the number of classes they register for in their term or semester.

One Course per Term/Semester

*=Primary Core Class

Term/Semester	Course 1	Term/Semester	Course 2
1	SCM 651 – Business Analytics*	7	IST 719 – Information Visualization (example elective)
2	IST 687 – Introduction to Data Science*	8	IST 664- Natural Language Processing (example secondary core)
3	IST 659- Data Administration Concepts & Database Mgmt*	9	IST 736 – Text Mining (example secondary core)
4	IST 772- Quantitative Reasoning for Data Science*	10	IST 722- Data Warehouse (example elective)

5	IST 652 – Scripting for Data Analysis (example elective)	11	IST 718 – Big Data Analytics*
			IST 782 – Applied Data Science Portfolio (exit requirement)
6	IST 707 – Applied Machine Learning*		

Two Courses per Term/Semester

=Primary Core Class

Term/Semester	Course 1	Course 2
1	IST 687 – Introduction to Data Science*	SCM 651 – Business Analytics*
2	IST 659 – Data Admin Concepts & Database Management*	IST 772- Quantitative Reasoning for Data Science*
3	IST 707 – Applied Machine Learning*	IST 652 – Scripting for Data Analysis (example elective)
4	IST 664- Natural Language Processing (example secondary core)	IST 736 – Text Mining (example secondary core)
5	IST 615- Cloud Management (example elective)	IST 719 – Information Visualization (example elective)
6	IST 718 – Big Data Analytics*	IST 782 – Applied Data Science Portfolio (exit requirement)

Three Courses per Term/Semester

Term /Semester	Course 1	Course 2	Course 3
1	IST 659 – Data Admin Concepts & Database Management*	IST 687- Introduction to Data Science*	IST 772- Quantitative Reasoning for Data Science*
2	SCM 651 – Business Analytics*	IST 707- Applied Machine Learning*	IST 652 – Scripting for Data Analysis (example elective)
3	IST 664- Natural Language Processing (example secondary core)	IST 719 – Information Visualization (example elective)	IST 736 – Text Mining (example secondary core)
4	IST 615- Cloud Management (example elective)	IST 718 – Big Data Analytics*	IST 782 – Applied Data Science Portfolio (exit requirement)

Four Courses per Term/Semester

Term/ Sem	Course 1	Course 2	Course 3	Course 4
1	IST 659 – Data Admin Concepts & Database Mgmt*	IST 687- Introduction to Data Science*	IST 772- Quantitative Reasoning for Data Science*	SCM 651 – Business Analytics*
2	IST 652 – Scripting for Data Analysis (example elective)	IST 707- Applied Machine Learning*	IST 664- Natural Language Processing (example secondary core)	IST 736 – Text Mining (example secondary core)
3	IST 615- Cloud Management (example elective)	IST 718 – Big Data Analytics*	IST 719 – Information Visualization (example elective)	IST 782 – Applied Data Science Portfolio (exit requirement)

Required and Recommended Pre-Requisites for M.S.A.D.S.

- IST 652 is a recommended pre-requisite for IST 707
- IST 652 is a recommended pre-requisite for IST 718
- IST 652 is a recommended pre-requisite for IST 736
- IST 659 is a recommended pre-requisite for IST 652
- IST 659 is a required pre-requisite for IST 722
- IST 659 is a required pre-requisite for IST 769
- IST 664 is a recommended pre-requisite for IST 736
- IST 687 is a required pre-requisite for IST 707
- IST 687 is a required pre-requisite for IST 718
- IST 687 is a required pre-requisite for IST 719
- IST 687 is a required pre-requisite for IST 736
- MBC 638 and SCM 651 are recommended pre-requisites for FIN 654
- MBC 617 OR MBC 635 and MBC 638 are required pre-requisites for SCM 702
- MBC 638 is a required pre-requisite for MAS 777

Preparatory Resources

Below is a list of links to preparatory resources for students who wish to attain knowledge of programming languages taught in the M.S.A.D.S either prior to the start of the program, or while matriculated in the program. While we do not require students to enter the program with prior knowledge of programming languages taught in our courses, we recognize some students may be interested in diving deeper or getting a jump start into these languages, particularly those who enter the program without a background or undergraduate degree in information technology, computer science, mathematics, or statistics.

- **Data wrangling in R**: lynda.com/R-tutorials/Data-Wrangling-R/594442-2.html
- **Tutorial for R Markdown**: rmarkdown.rstudio.com/lesson-1.html
- **Try Python**: **An Interactive Python Tutorial:** trypython.org
- **Tutorialspoint online basic & advanced Python tutorials:** tutorialspoint.com/python
- **Python 3 tutorial**: docs.python.org/3/tutorial
- **IPython / Jupyter notebook:** ipython.org/ipython-doc/3/notebook
- **Data Science Essential Training**: lynda.com/Python-tutorials/Python-Data-Science-Essential-Training/520233-2.html

Data Science Programming Languages Used in M.S.A.D.S.

Programming Languages in M.S.A.D.S Primary Core

Course	Machine Learning	Python	SQL	R	Big Data	DBMgmt	Statistics	Visualization	Google Analytics	Tableau	MS Power BI
IST 659: Data Admin Concept & Mgmt			X SQL Servicer, Access, Visio			X					
IST 687: Intro to Data Science	X			X R/R Studio			X	X			
IST 707: Applied Machine Learning	X			X R/R Studio: arules, Rweka, class e1021, caret			X	X			
IST 718: Big Data Analytics	X	X Apache Spark, Hadoop 2.0, Spark ML, Pandas, Matplotlib			X		X				
IST 772: Quantitative Reasoning for Data Science				X (R/R Studio: includes packages for Bayesian methods, ANOVA, Regression, Time Series							
SCM 651: Business Analytics	X Neural Networks, K-means clustering, decision trees		X	X		X	X Linear and non-linear regression, logit, probit, ordered logit, multinomial logit, conjoint analysis	X Analytics & AD Words	X Analytics	X Analysis & dashboard	X Analysis & dashboard

Programming Languages in M.S.A.D.S. Secondary Core and Electives

Course	Machine Learning	Python	SQL	No SQL	R	Big Data	DB Mgmt	Statistics	Visualization
ACC 652: Accounting Analytics									
MAR 653: Marketing Analytics								X	
FIN 654: Financial Analytics				X				X	
MBC 638: Data Analysis and Decision Making								X	
IST 652: Scripting for Data Analysis	X	X	X						X
IST 664: Natural Language Processing	X (also intro to deep NLP)	X NLTK							

IST 719: Info Visualization				X plotrix, igraph, maps, rworldmaps, ggplot2, lubridate, worldclous2, RColorBrewer, png, rgl					X
IST 722: Data Warehouse			X Microsoft Stack of BI Tools: SQL Server /ROLAP, MDBMS/MOLAP, ETL, Portals, KPIs		X	X			
IST 736: Text Mining	X	X Panda, Scikit Learn							
IST 769: Advanced Data Admin Concepts & Mgmt			X	X	X	X			
SCM 702: Principles of Mgmt Science							X	X	

Differences between M.S. Applied Data Science and M.S. Business Analytics

The fields of business analytics and data science share the goal of using large amounts of data to understand information and solve problems. The most significant differences between them are the level of technical knowledge required by practitioners and how that knowledge is used. Through Business Analytics, students develop their abilities to interpret data and guide their organizations in making more evidence-based, actionable business decisions. Through Applied Data Science, students gain insight from complex data and apply analytical and technical skills to execute data-driven decisions. In Business Analytics, students and graduates are developing strategies based on data, while in Applied Data Science, students and graduates query, synthesize, and understand the data to provide to the Business Analytics "person". Applied Data Science is a bit more technical, and students will still receive foundational business analytics knowledge through the primary core and analytics application core. In Business Analytics, students are not required to enroll in any of the more technical data science courses.

Career Directions

The choice between Business Analytics and Applied Data Science ultimately comes down to a student's post-graduation career goals. Data scientists have been ranked as Glassdoor's No. 1 best job from 2016- 2019, and they are critical to the success of any organization. As the data science field evolves, the demand for analytics skills continues to grow. Employers are actively seeking candidates with the advanced technical expertise to make data-driven decisions. Many Data Science graduates pursue jobs in the engineering and IT field and more technical roles that manage large amounts of data, create visualizations, and design and deploy algorithms that support decision-making tools. Business Analytics students desire greater business experience and specialized knowledge to lead their team or organization. They may work as business analysts or analytics managers, or they may need analytics knowledge to advance in marketing or accounting teams. In these roles, professionals extract data to explain trends, predict future performance, determine best approaches, and explain solutions to stakeholders.

Courses and Curriculum

Both programs are STEM designated. Business Analytics is 36-credit hours and Applied Data Science is 34-credit hours.

Business Analytics

Students must take two required core analytics courses and four courses that apply analytics to essential business areas. For electives, students choose six in-depth elective courses from the School of Management and the iSchool. These include technical courses such as data warehousing and data analytics as well as business courses such as strategic brand management and finance. Students are also required to pass a comprehensive exam at the end of the last semester of their program.

Applied Data Science

Students must take six required core courses in topics including applied machine learning, database administration, quantitative reasoning, and business analytics. For the secondary core, students must choose two courses from one of three tracks in data and business analytics, language analytics, and data pipelines and platforms. Additionally, students must choose three elective courses which include topics such as cloud management, security, information visualization, and managing data science projects. Lastly, students are required to complete a portfolio exit requirement that provides an assessment and reflection of learning for the program in their last semester.

Applied Data Science Online

Since 1993, the iSchool has been offering high-quality graduate-level online learning opportunities to students around the world.

Each year, students representing a broad range of professional, cultural, and academic experiences, ages, and geographic locations join iSchool online education programs. Courses are expertly designed to blend asynchronous coursework with weekly, online face- to-face live synchronous sessions in order to enhance student learning and engagement. Through this custom-designed blend of asynchronous and synchronous online learning, and immersion experience opportunities, iSchool online students can learn virtually anytime, anywhere, earning an SU degree with flexible study schedules and no need to relocate.

The iSchool takes a unique approach to online learning. Our online students earn the same degree as campus students, and the only differentiation is the mode of learning. iSchool online classes are taught by the same faculty who teach campus classes, who work with world-class content developers and are formally trained in online pedagogy. Our online students have access to a dedicated student support team that helps students acclimate to the virtual campus, guides academic planning, and offers additional support services specifically for online students. To learn more about our online programs, visit ischoolonline.syr.edu.

2U

The iSchool has partnered with 2U, Inc., to power and support the M.S.A.D.S. Founded in 2008 by a team of education and technology veterans, 2U works with top-tier academic programs to produce innovative distance learning, and enables leading colleges and universities to deliver their high-quality degree programs online to qualified students everywhere. The innovative learning technology platform helps students cultivate lifelong professional relationships and personally interact with a worldwide community of students and alumni—all while having the flexibility to continue working full time. The M.S.A.D.S. curriculum was developed and is taught by faculty from the iSchool. For online delivery, the asynchronous content production and synchronous course meetings will be supported by 2U.

Academic Calendar

One difference between our campus and our online M.S.A.D.S. is the course schedule which differs from the typical University semester schedule. Traditional SU semesters run three times per year for 15 weeks: one in the fall, which begins in August, one in the summer, which begins in May, and one in the spring, which begins in January. Courses offered in our online M.S.A.D.S, run four times per year, or in quarter terms, for 11 weeks. SU has a separate academic calendar, a quarter-term calendar, which provides dates and deadlines specifically for our online students. This academic calendar lists registration dates, financial deadlines, first day of asynchronous coursework, first day of live face-to-face classes, final examination dates, grade availability, etc. The 2021-2022 quarter term calendar can be found at syracuse.edu/academics/calendars/quarter-term/.

Academic Support

Throughout their time in the program, online students will have access to one-on-one guidance from instructors, social and academic study groups, and university library resources. They will also be connected with a student success advisor who will assist you with academic and non-academic matters, such as time management. One enrolled in the program, the iSchool's student success team can help acclimate you to the virtual campus and offer technical support. Online student success advisor can be reached at studentsupport@datascience.syr.edu.

Orientation

Prior to the start of classes, all online master's students will participate in a Program Expectations webinar and complete an online iSchool Orientation Course. The Program Expectations webinar takes place in a live, online format and covers the topics of student support services, the three student interfaces: MySlice, 2U, and SU email (used for registration, communication, class sessions, and networking), technical requirements, an introduction to the iSchool Orientation Course, and general course expectations. The iSchool Orientation Course is a self-paced, online course hosted on the 2U learning management system. The course allows students to become familiar with 2U, through which they will access all courses, grades, upcoming events, peer contacts, and specialized student groups, as well as to become oriented to the school and profession. Students have access to the 2U platform and iSchool Orientation Course upon matriculation, and cannot begin courses until the iSchool Orientation Course is complete.

WeWork Global Access

As an iSchool@Syracuse student, you will have access to all WeWork spaces through a Global Access membership. WeWork is a global community of more than 240 workspaces where you can focus on your studies, attend online classes, organize meetings, and learn on-the-go. In addition to these tools for successful online learning, the programs offer a wealth of support services and career guidance resources. Please email admissions@ischoolonline.syr.edu to learn more.

Certificates of Advanced Study (C.A.S.)

The Certificates of Advanced Study at the iSchool are 15-credit graduate-level certificates that can be taken as stand-alone certificates or as part of a graduate degree program. With a little planning, students can receive both the M.S.A.D.S. and a C.A.S. from the iSchool with only two additional courses to complete the C.A.S. Students who consider an iSchool C.A.S. want to study the latest in information field trends, learn about emerging technologies, boost their workplace edge, freshen their resume, and keep current with changes in the profession.

Popular C.A.S. Programs at the iSchool

Data Science

Matriculated Students in the M.S.A.D.S. are not permitted to simultaneously earn a C.A.S. in data science because the data science courses primarily associated with the C.A.S. directly overlap with the M.S.A.D.S. requirements. Non-matriculated students, however, are welcome to apply to the C.A.S. and can move into the M.S.A.D.S.

Information Security Management

Information is a critical asset within an organization, as lives and livelihoods depend on the continuation of information systems and their correct operation. With the increasing complexities of today's hardware, software, and networking, the need for managing enterprise security becomes more pressing. Senior executives, IT managers, and technical staffs need to be well educated, with strong skills in ISM for their organizations. ISM students learn to manage a high degree of complex technical security, increased operational costs, diverse policies, and user behavior.

Focus Areas: Security policy, security technology, security management, network security, digital forensics, critical infrastructure protection, privacy issues.

Types of Jobs: Information security manager, security administrator, security policy analyst, government IT security officer, security risk

analyst, IT security specialist, information security consultant, cyber forensics analyst.

How to Complete a C.A.S. with the M.S.A.D.S.

We strongly encourage students who wish to add a C.A.S. to their graduate studies to add their chosen C.A.S. in their second semester of study. The final deadline for students to add a C.A.S. is the financial deadline to drop a class of their final semester of study. Visit the academic calendar to view the financial deadline to drop a class at syracuse.edu/academics/calendars. For information on how to apply, please contact your program manager or academic advisor.

Below is just one example of how a full-time campus-based student would complete a C.A.S. in information security management, concurrently with the M.S.A.D.S. degree. **Students will need to take more than 34 credits to complete this C.A.S.** To view the requirements of the C.A.S, please refer to the appropriate advising check sheet, which can be found in 114 Hinds Hall, Student Services, or https://answers.syr.edu/display/ischool/Handbooks+and+Checksheets.

Fall 2021

Class #	Course Title	Credits	Notes
IST 659	Data Admin Concepts & Database Mgmt	3	MS Primary Core and CAS elective
IST 687	Introduction to Data Science	3	MS Primary Core
IST 772	Quantitative Reasoning for Data Science	3	MS Primary Core

Spring 2022

Class #	Course Title	Credits	Notes
IST 623	Introduction to Information Security	3	MS elective and CAS Primary Core
IST 625	Enterprise Risk Management	3	CAS Secondary Core example
IST 707	Applied Machine Learning	3	MS Primary Core
SCM 651	Business Analytics	3	MS Primary Core

Summer 2022

Class #	Course Title	Credits	Notes
IST 664	Natural Language Processing	3	MS example secondary core

Fall 2022

Class #	Course Title	Credits	Notes
IST 615	Cloud Management	3	MS elective and CAS elective
IST 618	Information Policy	3	MS elective and CAS elective
IST 736	Text Mining	3	MS example secondary core

Spring 2023

Class #	Course Title	Credits	Notes
IST 636	Leading Issues in Info Security	3	CAS Secondary Core example
IST 718	Big Data Analytics	3	MS Primary Core
IST 782	Applied Data Science Portfolio	1	MS Exit Requirement

Focus Areas at the iSchool

In order to better serve students' specific academic and professional interests, the iSchool suggests the following focus areas, which complement the degree curriculum and add value to their educational experience. Courses listed under each focus area are intended to supplement and strengthen students' knowledge that is acquired through the existing primary and secondary core courses in the IM program. They are not intended as substitutions.

Data Applications

Data applications are a big part of where our data-driven world is headed. They're how data science gets operationalized. They are how end-users - whether they're subject matter experts, business decision makers, or consumers - interact with data, big and small.

Classes to take:

- MBC 638 - Data Analysis and Decision Making
- ACC 652 - Accounting Analytics
- MAR 653 - Marketing Analytics
- FIN 654 - Financial Analytics
- SCM 702 - Principles of Management Science

Data Storage and Management

How to leverage a suite of tools to configure, provision, archive and report storage activities, according to a defined set of management policies or processes.

Classes to take:

- IST 659: Data Administration Concepts and Database Management
- IST 722: Data Warehouse
- IST 769: Advanced Big Data Management
- SCM 651: Business Analytics

Data Engineering

How to manage, store, and retrieve large amounts of data.

Classes to take:

- IST 652: Scripting for Data Analysis
- IST 722: Data Warehouse
- IST 769: Advanced Big Data Management

Data and Information Security

How data should be used an information security risks.

Classes to take:

- IST 615: Cloud Management
- IST 618: Information Policy
- IST 623: Introduction to Information Security
- *note that an additional relevant iSchool course could be added as an elective for students who are interested in this area of focus.

Machine Learning and Big Data

Using statistical techniques to give computers the ability to "learn" with data, without being explicitly programmed. Big data is data sets that are so big and complex that traditional data-processing application software are inadequate to deal with them.

Classes to take:

- IST 664: Natural Language Processing
- IST 687: Introduction to Data Science
- IST 707: Applied Machine Learning
- IST 718: Big Data Analytics
- IST 722: Data Warehouse
- IST 736: Text Mining
- IST 769: Advanced Big Data Management
- SCM 651: Business Analytics

Text Analytics and Processing

Analyzing and using machine learning on unstructured text data.

Classes to take:

- IST 664: Natural Language Processing
- IST 700: Deep Learning, NLP, and Computational Social Science
- IST 700: Applied Deep Learning
- IST 736: Text Mining

Structured Data Analytics and Visualization

A focus on data analysis using statistics, machine learning, and visualization techniques is at the center of this area.

Classes to take:

- IST 687: Introduction to Data Science
- IST 707: Applied Machine Learning
- IST 718: Big Data Analytics
- IST 719: Information Visualization
- IST 772: Quantitative Reasoning for Data Science
- SCM 651: Business Analytics
- SCM 702: Principles of Management Science

Part 2: Graduate Student Policies

Academic Integrity

Syracuse University aspires to the highest standards of integrity and honesty in all endeavors. The Academic Integrity Policy is designed to make integrity and honesty central to the SU experience by: setting forth clear ethical expectations for students in their academic endeavors; promoting consistency of standards and practices across colleges, schools, and programs; encouraging reporting of suspected violations; and facilitating the resolution of cases as promptly as possible while providing thorough and fair consideration for students and instructors. Education is a central goal of the policy, including affording students an opportunity to discuss and learn from academic integrity violations.

Syracuse University's academic integrity policy and procedures are administered by the Academic Integrity Office (AIO) in the Division of Academic Affairs, and all schools and colleges. The AIO works with faculty, instructors, students, and staff to promote understanding of Syracuse University's academic integrity policy and coordinate its administration. The office also maintains records of all academic integrity cases. Graduate students must open a summary of Syracuse University's Academic Integrity expectations in MySlice twice a year and provide their electronic signature agreeing to uphold the AI policy.

Due to the ongoing COVID-19 pandemic and related increases in remote work and online education, the University may modify the academic integrity procedures described in the Academic Integrity Policy so that suspected violations can be resolved as fairly and expeditiously as possible based on the unique characteristics of each case. Regardless of any procedural modifications, which will be communicated to students in writing, students will continue to receive notice of their suspected violations, to have an opportunity to give their account of the case, and to have the option to contest the case outcome on appeal. The specific processes used to evaluate each case will depend on the characteristics of that case.

Academic Integrity Policy

Academic Integrity Expectations

SU classifies academic integrity expectations in four broad categories, designed for educational purposes. Neither the categories them- selves nor the examples of violations are exhaustive. Any action that improperly influences the evaluation of a student's academic work, gives one student unfair academic advantage over another, or encourages the violation of academic integrity by others constitutes a violation of this policy. SU sets general guidelines for University-wide academic integrity standards. In recognition that learning objectives vary across courses, SU also strongly encourages instructors to establish course-specific academic integrity expectations, particularly with regard to what forms of collaboration are allowed and prohibited. It is the responsibility of all instructors to communicate course-specific academic integrity expectations to students. Any student who is uncertain whether an action she or he is considering would violate academic integrity expectations is responsible for asking the instructor or consulting the AIO beforehand. Although most violations of academic integrity expectations will be course related, the SU has the authority and responsibility to respond to suspected violations in any context in which there is a threat to academic integrity at SU or involving SU students, courses, or programs.

Expectation 1: Credit Your Sources

Students must acknowledge their use of other peoples' ideas, information, language, images, and other original scholarly and creative output when they incorporate these materials—directly or indirectly—into their own academic work. Sources include scholars and published research, as well as fellow students and other individuals who must be credited whenever their ideas are incorporated into another student's work. At a minimum, proper citation requires using quotation marks to identify others' verbatim language and providing in-text citations and bibliographic references to identify sources of direct quotation, paraphrasing, summarizing, and the borrowing of ideas and images. Sources must be credited regardless of whether those sources are published or copyrighted and regardless of whether they exist in print or online. Sources must be credited not only in written work, but also in oral and visual presentations, computer code, and other academic assignments, including any draft assignment submitted to an instructor, whether or not the draft will be graded.

Expectation 2: Do Your Own Work

Any work a student submits for a course must be solely his or her own unless an instructor gives explicit instructions allowing collaboration or editing. This applies to homework as well as to other written, oral and creative assignments. When collaboration or editing by someone other than the student is permitted—or required – it is each student's responsibility to adhere to any limits on editing or collaboration set by the instructor. Examinations and quizzes of all kinds, including online and take-home as well as in-class exams, must reflect only the work of the submitting student without assistance from other people or resources such as texts, websites, or notes unless the instructor has specifically allowed their use. Instructors who allow collaboration or the use of written, online, or other resources during an exam or quiz are responsible for clearly communicating their expectations. Students are responsible for asking questions in advance if they are uncertain about these expectations. Having notes, cell phones, electronic devices or other prohibited resources available on one's person or within easy reach during an exam constitutes a violation whether or not these items are used in completing the quiz or exam. Dishonestly obtaining and/or sharing the contents of a quiz or exam not provided by the course instructor constitutes a violation, as does providing unauthorized assistance in any form to another student taking a quiz or exam.

Submitting work completed previously for another course or purpose constitutes a violation of this policy as such double use of material deprives students of the opportunity to learn from the current assignment. Students seeking to turn in the same work in more than one course or to turn in work they have previously completed for another purpose or submitted to another organization or institution, including a high school, must obtain written approval from all relevant University instructors before submitting the work. This requirement applies to all course work regardless of format, including art, computer code, oral reports, and other course output in addition to written assignments. Many instructors will allow students to expand the scope of an assignment so as to legitimately submit it for two courses or requirements. Students pursuing capstone projects eligible for submission to two programs, such as to Honors and to the student's major, must ascertain that both programs or courses will accept the same or substantially the same work and obtain written permission in advance from the relevant instructors or program directors.

Expectation 3: Communicate Honestly

Students are expected to be honest in their dealings with faculty, instructors, staff, and fellow students and to represent themselves and their academic endeavors accurately. This includes accurate reporting of participation in class, internships, and other academic activities, as well as honesty in requesting extension of deadlines and permission to reschedule assignments or exams due to illness or other extenuating circumstances. Honest communication also requires accurate presentation of research and research results, including avoidance of omissions or selective reporting of data that skew interpretation of findings. The expectation of honest communication includes the handling and representation of all academic records, documents, and resources of all kinds, including library, computing, and electronic records and systems related to academic work and education. Students are expected to represent themselves, their own academic work and the academic work of others honestly and to avoid falsifying, fabricating, or destroying academic records or otherwise misrepresenting their own or others' identity and records.

Expectation 4: Support Academic Integrity

Students are expected to support and promote high standards of academic integrity at SU. This means avoiding actions that encourage or cover up violations by others. It also means asking questions of the relevant instructor or the Academic Integrity Office when academic integrity expectations are unclear to you. New York State Education law 213-b makes illegal the sale of written assignments that the seller knew or should have known would be used for fraudulent purposes. This policy prohibits the sale or purchase of completed or partially completed work for fraudulent use, including in-kind purchases and sales that occur when a student provides or receives work completed by someone else in exchange for making her or his own completed work available or earns money by persuading other students to make their completed academic work available.

In sum, supporting academic integrity involves understanding academic integrity expectations, abiding by them and encouraging others to do the same. Any action that threatens the integrity of academic pursuits at SU, including its courses, programs, and affiliates, constitutes a violation subject to reporting under this policy. This includes violating the confidentiality of an academic integrity case, deliberately thwarting an academic integrity investigation, and lying or misleading those carrying out an academic integrity investigation.

To Whom Does This Policy Apply?

The academic integrity expectations and standards established by this policy apply to students in all SU-sponsored courses and programs regardless of whether the student is matriculated and whether the course takes place on campus, online, or off campus, including course- and program-related internships and SU Abroad programs. These standards apply equally to behavior that occurs within a course, such as plagiarism within a midterm essay, and academic behavior outside the course context, such as altering a transcript or misrepresenting academic accomplishments in pursuit of employment. Faculty, instructors, staff, and students who report a suspected academic integrity violation or serve on a panel considering a suspected violation must follow the standards and procedures established by this policy.

To read the full Academic Integrity Policy, visit class.syr.edu/academic-integrity.

Student Status

Full-Time and Part-Time

SU considers a student full-time if they meet one of the three criteria below for the semester in which verification of full-time status is requested. A student's status is used for a variety of purposes, including the determination of federal loan eligibility and/or repayment. Graduate students who do not meet the requirements for full-time status are considered part-time students.

- Students registered for full-time study (nine credits in the fall, spring, or summer in a program approved by the student's advisor)
- Students who hold an appointment as a graduate assistant or fellow and are registered for the semester (fall and spring only)
- Students registered for fewer than 9 credits but for at least 0 credits of thesis, dissertation, or degree in progress for the semester and engaged, at a level equivalent to full-time study, in one or more of the following activities, as appropriate to and certified by their program: studying for preliminary, qualifying, or comprehensive examinations; studying for a language or tool requirement; actively working on a thesis or dissertation; or an internship.

Matriculated and Non-Matriculated Students

A matriculated student is defined as one who has applied for, been formally admitted to, and has registered for one or more courses in the degree or certificate-granting program to which they have been admitted. Students must be matriculated to receive a degree or certificate from the University. Students who take an official leave of absence maintain matriculation status. Non-matriculated students are held to the same academic standards as matriculated students. A non-matriculated graduate student is one who has earned a bachelor's degree at SU or elsewhere, but has not been formally admitted to a degree or C.A.S. program at SU. This status applies whether registering for graduate or undergraduate courses.

Student Status for International Students

Immigration regulations require that F-1 and J-1 be registered as full-time students at Syracuse University in fall and spring semesters or be otherwise considered to be maintaining valid F-1 and J-1 status. Graduate students who begin their programs of study in the summer, must register for a minimum of 6 credits in the first session of study and must attend at least one course that meets on campus for the entire session. Otherwise, graduate students are required to register for nine or more credits every semester, with some exceptions:

- Students who have graduate assistantships are considered to be full-time students as long as they are registered for the semester.
- Students who are registered for less than nine credits but are considered to be full-time students based criteria specified on the

Certification of Full-Time Status are considered to be full-time students on as long as they are registered for the semester and have filed the Certification of Full-Time Status with the Registrar's Office.

Last Semester Exception to Full-Time Registration:

- Students who are in their last semester are allowed to register for less than a full course of study, but must enroll in classes that meet on campus for the entire semester and must file a Last Semester Memo with the Center for International Services.
- Graduate students who will complete their programs of study in the summer, must be considered to be full-time students in the spring and must attend at least one course that meets on campus during their last summer session or be registered for the summer and have filed a Certification of Full-Time Status with the Registrar's Office for the summer

Last Semester Memo for International Students

All international graduate students must complete this form during their last semester, and should do so as early as possible during the semester. The form can be completed electronically, signed by your academic advisors, and then submitted to the Center for International Services. **Once students have submitted and filed their last semester memo, they cannot change enrollment and will not receive a CPT letter.** You can find the form here: https://answers.syr.edu/display/ischool/Advising+Forms.

Online Courses and Full-Time Status for International Students

For Syracuse University F-1 students, a full-time course load is required during the fall and spring semesters. Full-time enrollment means graduate students must enroll for at least nine credits every semester. Students are not required to enroll in courses during the summer; however, if the summer session is the student's first semester, then the student must maintain full-time enrollment of at least six credits for that summer session. Immigration regulations place restrictions on the number of online courses students can register for each semester. F-1 students cannot register for more than three online credits per semester towards the "full course of study" requirement. For example, a graduate student required to register for nine credits per semester to maintain full-time status can take only three of those credits through an online class each semester; six credits must involve campus-based courses. Students who are in their last semester and do not need to be registered full-time, cannot register for only online classes in their last semester. They must be enrolled in a course that meets on campus for the entire semester. For more information, visit international.syr.edu/immigration-status /maintaining-visa-status.html. Please note the iSchool offers most online courses that follow a different calendar- in a quarter-term- and main campus students are prohibited from taking that specific set of classes on that calendar.

Registration and Grading

Students must be officially registered in order to attend, be evaluated, audit, and participate in classes. An instructor may not allow students to attend classes and/or submit work unless their name appears on the official class roster or unless they are attending with the instructor's approval for the purpose of making up an incomplete. Students may not attend a class without officially registering, and then register for the class as if it were taken in a subsequent term, either for financial reasons or for scheduling convenience. The same rule also applies to internships taken for credit, independent studies, experience credit, and so on. Instructors have the option to administratively drop students who do not attend the first week of classes. Before registration, all holds need to be cleared. If outstanding bills are not paid, early registration for the next semester may be cancelled. Please refer to the academic calendars to view registration dates for each semester or quarter terms. **iSchool students will be limited to 12 credits without special permission per semester, and pre-requisites of all courses will be enforced.**

Adding and/or Dropping Courses

After registration, students may adjust their schedules by adding or dropping courses upon receiving the necessary approvals. Registration and schedule adjustment may be conducted on the web through MySlice. Please consult the academic calendar on SU's website for these dates. Adding of courses or entire registrations after the add deadline is no longer allowed. Online students can email studentstupport@datascience.syr.edu for more information.

Auditing Courses

SU's registration policy prohibits students from attending, being evaluated, auditing, or otherwise participating in courses without being officially registered or enrolled. Instructors may not allow students to attend classes and/or submit work unless they appear on the official class roster or are attending with the instructor's approval for the purpose of making up an incomplete (I) grade. Students auditing courses are not responsible for fulfilling the academic requirements of the course, and, therefore, do not receive academic credit for audited courses. Audited courses are non-credit and are not counted toward enrollment status, however, students are allowed to register for a course they previously audited to receive a grade. If a graduate student is registered full-time, or for nine credits, the fourth class they take can be audited for free. If a graduate student is registered for only six credits and wants to audit a three credit course, they are financially responsible for the course. Students may only audit courses with the approval of the appropriate department and subject to the restrictions made by the instructor. Online courses may not be audited.

Pursuing Multiple Degrees or Programs

While there is no such thing as a "dual" degree at the graduate level, students can enroll in two master's degrees concurrently. New York State Education Department, NYSED, limits the counting of credits toward multiple degrees and/or programs to protect the academic integrity of each degree and/or program. When a student is counting credits towards multiple degrees and/or programs in the same or closely related field(s) and the coursework makes up an integral part of the degrees and/or programs, the following restrictions apply:

- The student must be admitted to the degree program in each of the awarding departments/colleges.
- In no instance shall course credit be counted more than twice in satisfaction of the requirements for multiple degrees and/or programs.
- In order to earn two or more degrees and/or programs, including a C.A.S., students must earn a minimum of 80 percent of the combined total of SU credits normally required for each of the degrees. Meaning, only up to 20% of the credit hours for the two degrees may be double counted.

Please contact your academic advisor more information and exceptions to these rules.

Incomplete Grades

An incomplete grade may be granted to a student only if it can be demonstrated that it would be unfair to hold the student to the normal limits of the course. Illness or other exceptional circumstances are the usual basis for consideration. To receive an incomplete, a student must submit the Request for Incomplete form at https://answers.syr.edu/display/ischool/Advising+Forms **before** the instructor turns in grades for the semester. An incomplete is calculated immediately as an F in the grade point average, and will affect a student's overall GPA. In the Incomplete Request form, the instructor needs to specify, in detail, remaining course requirements to be met by a certain date before a final grade is given. The purpose of an incomplete is to finish the specified coursework and replace the incomplete with a final grade by the deadline date given in the form. If a student has to complete so much work to be re-added to a class in a subsequent semester, that does not justify an incomplete- the student simply has to pay to retake the class. A student may have no more than two incomplete grades on his or her record at the time of registration, and a student may not graduate with outstanding incompletes.

Minimum GPA to Continue Graduate Work

Graduate students must earn at least a 2.8 cumulative GPA in the first 30 credits of graduate study at SU. If students fail to meet this requirement, they may be put on academic probation or their matriculation at SU may be cancelled.

Minimum GPA to Graduate

In order to graduate, graduate students must earn a 3.0 cumulative GPA.

Retaking Courses

Graduate students may retake a course in which they earned a grade of C+, C, C-, or F, with the approval of their department/college and the Graduate School. Graduate courses may be retaken only once. A repeated course replaces the original course on the student's degree program of study, but both the original course and the repeated course will appear on the student's transcript and both courses will calculate unless the original course is flagged. For information on how to flag a course, please speak to your academic advisor.

Time to Degree

Students must complete their degree requirements for the M.S.A.D.S. within seven years from the time the student registers for the first course to be used in the master's degree program. If a student does not meet this requirement, the student may petition their school/ college for reinstatement of credits that were completed outside the seven-year time frame.

Transcripts

SU maintains a permanent academic transcript showing a complete list of courses and grades earned by each student, matriculated or non- matriculated, who takes credit-bearing coursework through any SU program. The transcript may not be modified or selectively altered for any reason, including ignorance of deadlines or academic rules. Once a degree is conferred, the transcript may not be changed except in cases of subsequently discovered fraud or academic dishonesty, when assessments that more accurately represent academic work completed prior to degree certification are discovered, or to correct administrative errors. In extreme cases, such changes may include the rescinding of a degree. Transcripts may be obtained from the Registrar's Office. SU reserves the right to withhold copies of transcripts of students who have not fulfilled their financial obligations to the University or by request of the Office of Student Rights and Responsibilities.

Transfer Credit

Many students transfer into the iSchool from another graduate program within SU, or another institution. As an incoming transfer student, there are a few items to keep in mind:

- No scholarships awarded to students by another school will transfer into the iSchool
- International students with a non-STEM visa who are coming into a STEM program, and international students who are transferring into a program with a higher or lower number of credits needed to graduate, must notify the Center for International Services so that they can report the facts of their present situation to immigration services for potential visa adjustment
- Students may transfer a maximum of 6 credits of elective courses into the M.S.A.D.S. program from outside of the iSchool or Syracuse University. Students who want to transfer in courses from other Universities are required to submit a Petition to Transfer Credits form. This will meet the six-credit transfer policy of the program and no more non-IST classes would be allowed. Students who want to transfer in courses from outside of the iSchool but within SU are required to submit a Petition to Faculty form. All classes being transferred in, whether from SU or outside of SU require a minimum grade of B, the course completed should be graduate level, and credits must have been earned within seven years of when the student graduates from the iSchool. Petition forms can be found here: https://answers.syr.edu/display/ischool/Advising+Forms.

Graduate Degree and Graduation Requirements

Applying for Graduation

Please review the website for graduation requirements here: https://ischool.syr.edu/current-students/academic-advising/graduate-advising/

File Diploma Request

Graduating students must notify SU that they intend to graduate through the File Diploma Request process, accessed through MySlice. Only students who complete this process are included in degree certification review, have their name included in the iSchool's Convocation booklet, and will receive information about Commencement. Log into MySlice. Under Student Services, Academics, select File Diploma Request. Specify the term, and provide information for the diploma, including a mailing address. The Graduate School establishes deadlines to file for graduation, published on their website: graduateschool.syr.edu/policies-and-requirements/graduation-requirements/. Each semester, an email will be sent to the program listservs to inform students of the deadline to file a diploma request. Online students will receive notification from their online student success advisors at studentsupport@datascience.syr.edu.

Program of Study

In addition to a diploma request, students must complete and submit a Program of Study Form in their last semester of study. This form is required for certification of the graduate degree. The exact deadlines to submit the Program of Study forms will be communicated to students on the program listservs and from the academic advisors. Campus students must submit this form to *iAdvising* and online students must submit the forms to their online student success advisor at studentsupport@datascience.syr.edu. Students in more than one degree program need to submit separate Program of Study forms for each program: ie: one for a C.A.S. and one for the M.S.A.D.S., listing only the classes on the form that count towards that particular degree. The form can be found at https://answers.syr.edu/display/ischool/Advising+Forms.

Commencement and Convocation

SU has one graduation ceremony each May, called Commencement. Commencement includes all SU students: undergraduates, graduates, and Ph.D. students, and it is a celebratory event, not a requirement. Individual schools and colleges host celebratory Convocations on a separate day from Commencement, to individually recognize each degree candidate on stage and to present special awards. For more information on eligibility, dates, and activities, visit commencement.syr.edu.

Request for Certification of Degree Letter

A student who has fulfilled all of the degree requirements before the next conferral date may need certification for employment or to meet visa requirements. To request a degree certification letter, contact the Registrar's Office at 315.443.2422, registrar@syr.edu, or stop in at 106 Steele Hall. Students will be required to provide identifying information and/or a photo ID when they make the request and a fee may apply.

Each school and college at SU certifies the completion of its students' degree requirements. The certification process generally takes four to six weeks after the completion of requirements. Once certification is complete, the Registrar's Office posts the award and orders the diploma. When posted, the degree appears on the academic transcript. SU awards degrees and certificates four times per year for both online and campus students: in May, June, August, and December. Students' degrees are awarded for the award date that falls on or after the date on which all degree requirements were completed. For example, online students who complete their degree requirements in March, after the Winter term, will not have their degree certified until May. Only students who have submitted their Program of Study and File their Diploma Request will have their degree certified.

The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) sets forth requirements regarding the privacy of student records. FERPA governs both the access to and release of those records, known as education records, and the information they contain. Under FERPA, faculty have a legal responsibility to protect the confidentiality of student records. For additional information about FERPA and SU's FERPA policy, see registrar.syr.edu/students/student-privacy-rights/, or contact the Registrar's Office at 315.443.2422.

Health Insurance

To ensure students are prepared for medical situations that could create barriers to their learning, SU requires full-time, matriculated graduate students to carry qualifying health insurance coverage. Through the SU Student Health Insurance Plan (SHIP), eligible students have access to comprehensive health care coverage. All full-time, matriculated graduate students are eligible for SHIP. Once per academic year, eligible students must enroll in or waive out of the SHIP through their MySlice account. The SHIP is currently insured and administered by Aetna Student Health. This plan is ACA-compliant, provided by a U.S.-based insurer, and includes emergency and non-emergency coverage in the Syracuse area. For more information, visit healthinsurance.syr.edu, call 315.443.8000, or visit suite 305 at The Barnes Center at the Arch

Religious Observances

SU recognizes the diversity of faiths represented in its campus community and supports and protects the rights of faculty, staff, and students to observe religious holy days according to their traditions. Under the policy, students are provided an opportunity to make up any examination, study, or work requirements that may be missed due to a religious observance, provided they notify their instructors no later than the end of the second week of classes. Student deadlines are posted in My Slice under Student Services/Enrollment/My Religious Observances/Add a Notification. For more information, visit polic ies.syr.edu/policies/university-governance-ethics-integrity-and-legal-compliance/religious-observances-policy/.

Orange Alert

Orange Alert is the campus crisis alert notification system directed by SU'S Department of Public Safety, designed to provide rapid notification and instruction to SU students, faculty, and staff in the event of a crisis in progress-an instance in which there is an immediate threat of physical harm to members of the campus community. When activated, Orange Alert uses email, text messaging, and cell/landline phone calls to send a brief notice about the situation and instructions for what to do. A typical message might read: "There is a (type of crisis) on campus at (a specific location); evacuate the area immediately and remain away until further instructed."

Syracuse University will use reasonable efforts to provide timely, complete, and accurate information regarding crisis situations via the Orange Alert system. Orange Alert contact information is drawn from the MySlice online information system. To report an emergency while on campus, please use the following:

- From a campus phone: 711
- From a non-campus or cell phone: 315.443.2224
- From a cell phone: (AT&T or Verizon): #78

For complete details on emergency procedures, visit: emergencyguide.syr.edu/.

Part 3: M.S.A.D.S. Program Administration Policies

First Week of Class Attendance Policy for Campus Students

Many of our graduate-level classes at the iSchool are very popular and heavily enrolled due to the topic at hand and instructor availability. If a campus student has not attended class by the end of the first week of that class in any given semester, the professor has the right to drop or un-register the student from that class. Instructors will provide a list of students who have not attended class in the first week to the office of Student Services, who will then drop the students from their class. In order to stay registered in their courses, campus students must attend the first week of class in each semester. Online instructors may also choose to have students dropped from their class if they missed the first live face-to-face synchronous session.

Graduate Program Transfer

Students interested in transferring to another program within the iSchool can see the M.S.A.D.S. program manager, academic advisor, or iSchool Enrollment Management office for the Graduate Program Transfer application form. If a non-iSchool student is transferring to another M.S. program, then in addition to the form, they will need to submit an updated resume and a 500-word personal statement indicating why they wish to transfer. These forms should be submitted to our Enrollment Management team in 002 Hinds Hall. Questions can be sent to your program manager, academic advisors, or Bridget Crary at bmcrary@syr.edu Students who wish to transfer out of the M.S.A.D.S. should consult with the department they are interested in transferring to.

Independent Study

Students who already possess significant work experience may elect to do a culminating project as an independent study (IST 690) in place of another course. No more than 12 credits of a student's program can be taken as independent study. Students who are interested in this option should discuss it with the program director, program manager, sponsoring faculty member, or academic advisor. Registration for an independent study cannot be done online. Instead, students are required to complete a Proposal for Independent Study form, available from the Student Services Office, or online at https://answers.syr.edu/display/ischool/Advising+Forms. The form must be submitted to the Student Records Office, 106 Steele Hall. The registration is pending until the completed form has been submitted. Online students can submit the form to their online student success advisor at studentsupport@datascience.syr.edu.

iSchool Academic Probation Policy

Graduate students are required to maintain a 3.0 GPA to remain in good academic standing and cannot earn a degree with a GPA below a 3.0. If students do not maintain a 3.0 GPA, they will be placed on academic probation. Students who repeatedly withdraw from classes or do not successfully complete course(s) will be put on probation due to lack of academic progress. After one semester, if students have not returned to good academic standing, they may be suspended from the program.

iSchool Success and Employability Policy for International Students

We are dedicated to supporting our international students' success and employability. For this reason, we require that students with

TOEFL scores below 100 or IELTS scores below 7.0 take IST 678: Communication for Information Professionals. Students who fall into this category will take an English assessment exam when they arrive on campus. If the exam score is high and indicates that this course would not be beneficial to the student, they may opt out of taking it. IST 678: Communication for Information Professionals is a three credit course that *will not apply to the required credits for your academic program, but will apply to your GPA, or grade point average.*   The iSchool believes that this course is very important to academic and employment success; therefore, students will not be charged tuition for taking this course.

Pursuing Multiple Graduate Degrees/Adding a C.A.S.

Students who wish to pursue multiple graduate degrees or a C.A.S. in addition to their M.S. can see the M.S.A.D.S. program manager, academic advisor, or iSchool Enrollment Management office for the Internal Admission application form. If you are an iSchool M.S. student applying for a C.A.S., only the internal form is required. Students are encouraged to add a C.A.S. in their first year of graduate study. The final deadline for students to add a C.A.S. is the financial deadline to drop a class of their final semester of study. If a C.A.S. or non-iSchool student is applying to an M.S. or C.A.S. program, then in addition to the form, they will need to submit an updated resume and a 500-word personal statement indicating why they wish to add the program. Campus students should submit the forms to our Enrollment Management team in 002 Hinds Hall. Online students should submit the forms to their online student success advisor. Questions can be sent to your program manager, academic advisor, or Bridget Crary at *bmcrary@syr.edu.*

Job Opportunities at the iSchool

Faculty Assistant Program

The faculty assistant program gives selected master's students the opportunity to work closely with faculty researchers and practitioners at the School of Information Studies. Students cannot be hired for these positions in advance of a semester, and positions are not guaranteed. Please be aware that there are fewer positions than applicants, so it is important that students follow the guidelines carefully and hone their skills for self-presentation. To ensure more students have the opportunity to be an FA in the iSchool, students will be limited to 10 hours of work as an FA per semester. You will be informed if SU records indicate that the work hours of an FA position for which you are hired will mean that you have a work hour total that exceeds this amount. Students interested in working as an FA can find iSchool-only FA positions posted to Handshake. Details can be found at https://ischool.syr.edu/careers/experiential-learning/faculty-assistant-program/.

Other Employment Opportunities on Campus

All student job opportunities are posted through SU's Job Opportunities website, *www.sujobopps.com.* Jobs are posted continuously throughout the year.

Scholarships and Student Aid

Scholarships for the M.S.A.D.S. program are available for the on-campus program only. At the graduate school level, financial aid is merit-based, unlike the need-based aid students may have received during their undergraduate studies. Graduate school aid is limited and highly competitive, and the majority of funds are given out during the initial admissions process. However, we do offer the opportunity for current, matriculated campus students to apply for merit scholarships throughout their studies, typically awarded in the form of tuition credits. Students need to submit an online application each semester in order to be considered and are required to write a reflective essay prompt that reflects on work or other projects completed and how the work honors the iSchool values.   Announcements will be sent to the program listservs when the applications are open each semester. The pool of credits awarded each semester varies, as does the number of students who apply and are awarded. We cannot guarantee all students will receive a scholarship. Students cannot receive more than one scholarship in a given semester, and are required to maintain a 3.0 in order to receive and keep their award. Campus students can contact the M.S.A.D.S. program manager for more information

Part 4: Student Life at the iSchool

Student Populations at the iSchool

International Students

The iSchool educates students from more than 30 countries and all corners of the globe. We take pride in our rich diversity, which is reflected in the range of nationalities, experiences, and backgrounds of our students and faculty members, and the career opportunities available to our graduates. From faculty research to international study abroad experiences, global collaborations to alumni placement, the iSchool has a strong international presence to complement the extensive international network at Syracuse University.

Center for International Services (CIS)

New students coming to SU for the first time may be filled with anxiety and questions about their first day. What should you bring? Who will meet you? How do you get to campus from the airport? For international students, CIS is the first and possibly most important place you will visit on campus. CIS works closely with the Graduate School and all academic departments to assure that international graduate students enrolled at SU can achieve their academic objectives and become an integral part of the SU academic community. CIS' primary objective is to assist international students in maintaining compliance with U.S. immigration laws, and provides information and updates on immigration regulations, seminars on immigration topics, and walk-in appointments with an advisor. CIS is the place to go on campus if you have questions regarding curricular practical training (CPT), employment, health insurance, immigration regulations and status, optional practical training (OPT), passports, travel, the I-20, and visas. CIS staff is also the best resource for important check-in documents, information about different offices and points of contact around campus, and information about housing, banking, driving, taxes, and technology. If you have personal, social, academic, health, housing, or financial problems, the CIS staff offers advice and counseling.

CIS provides all students with an orientation program designed and conducted especially for new international students. This orientation program is held the weekend prior to the opening weekend of the University. **Check the website for the exact time, date, and location of orientation.** To ensure you do not miss any important information, be sure to check your syr.edu email account on a regular basis. Visit international.syr.edu for more information.

Military Students

The iSchool is uniquely equipped to provide an education to veterans and those currently serving in the military. SU is proud to have a tradition of service, and the iSchool continues that tradition by offering veterans cutting-edge curricula, the highest quality programming, and an opportunity to connect with the people, resources, and programs you want to pursue at the University. Military and veteran students have the opportunity to have their military training and coursework considered for academic transfer credit. Eligibility will be determined at the time of a student's initial application to the iSchool. This process should be initiated by sending a request along with a military transcript (JST, CCAF transcripts, or other official documentation as requested by the iSchool). Military students should contact Vicky Williams, Director of Online and Post-Traditional Education at the iSchool, who works specifically with this student population.

Syracuse University Resources for Military Personnel and Veterans

There are a number of resources available to military and veteran students and families, beginning with the initial program inquiry and continuing through degree program completion and beyond. Students can find all of the information below and more at *vrc.syr.edu*, or *ivmf.syracuse.edu*.

- **Yellow Ribbon Program:** SU is a member of the Yellow Ribbon Program. Application fees are waived for all veterans.
- **Veterans Resource Center (VRC):** Dedicated to providing services to military students and veterans at the University. From navigating military educational benefits to connecting with other veterans at Syracuse, the VRC is the first place for veterans to find the people and resources they need to successfully complete their degree at SU.
- **VetSuccess On-Campus Coordinator:** A Veterans Affairs employee available as an on-campus resource for all veterans attend- ing SU, and here to encourage, promote, and support veterans to be successful in their educational and career endeavors.
- **The Veterans Career Transition Program (VCTP):** available for veterans, spouses, and spouses of active-duty military, operated by the Institute for Veterans and Military Families and designed in part by the iSchool, to help individuals in military careers transition to careers in civilian business, industry, government, and more. The VCTP offers three exclusive online study tracks in professional skills, technology, and independent study, as well as access to exam preparation and industry certification exams— all at no cost to participants.

Career Services and Experiential Learning

The iSchool believes in teaching students the skills they need to be successful on the job market. We house our very own Career Services and Experiential Learning team (CaSEL), assisting students across all of our programs in their career development by providing individual counseling, strategic job search resources, resume and interview preparation, and professional development events. The team also connects employers with the iSchool in numerous ways, from recruitment and internship opportunities to collaboration in curriculum development. While many career development programs are iSchool specific, we work with career service offices across SU so students can experience programming in many disciplines and with a diversity of potential employers. CaSEL also provides students the opportunity to immerse themselves in culture and entrepreneurship opportunities all over the world. There are many opportunities for iSchool students to develop the tools that will enable them to function in this global economy, whether it be immersing themselves in the culture of some of the most exciting cities in Asia and Europe to learn how global corporations use information to address global technology challenges, spending Spring Break in Silicon Valley, or taking a road trip to New York City to get a firsthand look at companies, entrepreneurs, and venture capitalists. To find a detailed list of current Experiential Learning opportunities, please visit *ischool.syr.edu/academics/experiential-learning/*.

Students should follow and read their program listserv messages to hear about job and internship opportunities. More information on iSchool Career Services can be found on our website: *ischool.syr.edu/careers/career-services/*. Online students can contact careerservices@datascience.syr.edu.

Drop-ins and Advising

iSchool campus students must make an appointment via Handshake to meet with career services for one-on-one advising and in-house career advice. iSchool online students can contact the career services office at *careerservices@ischoolonline.syr.edu*.

Career Fair

The iSchool holds a career fair on campus every fall and spring semester in which a variety of top employers in the information industry connect with iSchool students. iSchool online students can contact the career services office at *careerservices@ischoolonline.syr.edu*.

Career Development Workshops

Career Services presents multiple offerings on campus throughout the semester in areas such as: Preparing for and Conducting Your Job Search; Resume and Cover Letter Writing; Interviewing Skills and Preparation; and Communicating with Employers, LinkedIn, and other forms of networking.

Employer Visits and Guest Lectures

The iSchool hosts a number of employers on campus each year who run seminars, host office hours, and serve on career-related panels. Representative companies include: Excellus BC/BS, O'Brien & Gere, IBM, Microsoft, Ernst & Young, Deloitte Consulting, Goldman Sachs, and start-ups.

CPT Recommendation Letters (International Students Only)

To receive a CPT letter of recommendation from the iSchool, your internship offer letter must state your employment is an internship with a start and end date. The start date must occur in the future and cannot be backdated. Internships cannot be filed after the fact, as the iSchool needs to provide the Center for International Services with a copy of the internship offer letter along with the CPT recommendation letter.

Student Involvement at the iSchool

Experiential Groups and Research Centers

The faculty of the iSchool cross disciplinary boundaries to integrate the common elements of information management in business, government, education, and nonprofit settings, including the relationship of information and knowledge, electronic and traditional libraries, information systems and technology, information resources management, information policy and services, and the study of information users. Many of the faculty conduct their research individually and in small, flexible, interdisciplinary teams. For certain specialized areas and cross- unit collaborations, however, research centers and laboratories provide a venue that supports long-term commitment to a particular research area. To view all research centers and labs and their descriptions, as well as research areas of our more than 30 tenured and tenure-track faculty, please refer to our website, *ischool.syr.edu/research*. More information on our Research Centers and Labs can be found here: *ischool.syr.edu/research/centers-and-labs/*

Center for Emerging Network Technologies (CENT)

The mission of the Center for Emerging Network Technologies, or CENT, is to understand the future of networking technologies, and to engage students, faculty and industry in the process of defining and shaping that future. Convergence refers to the power of digital media to provide unified communications and new applications, devices and networks involving voice, video, data, text and money. Emerging Network Technologies refers to the other economic and technological trends affecting networking, such as new architectures and protocols and new forms of wireless broadband access. The Center's research is interdisciplinary and applied, focusing on the management and use of networks and communication as well as relevant public policy and industrial organization issues. The Center serves three distinct constituencies: 1.) It provides a platform for faculty research on digital convergence and networking, 2.) It provides experiential learning for graduate and advanced undergraduate student teams, and 3.) It serves as a mutually beneficial learning interface between the networking technology industries and the School of Information Studies. For more information on projects in CENT, visit *https://cent. ischool.syr.edu/*.

iConsult Collaborative

The iConsult Collaborative is a university-wide program to build experience for students through real-world client projects involving digital transformation. Student participants in iConsult form project teams representing needed specialty domains of the schools and colleges of the University. Each iConsult team works under the direction of faculty mentors and a student Project Leader who oversees the client relationship and the team's deliverables. iConsult Project teams analyze, design, recommend, and apply known information tools and approaches to help clients integrate digital technology into their organizations. In 2018, iConsult was revised and expanded into a University-wide program in collaboration with both corporate and community engagement partners and sponsors. This gives the opportunity to involve students from multiple schools and colleges within the University in cross-functional teams. The iConsult Collaborative, as it is now known, builds upon its long-term foundation to work on a broad range of projects leading toward the digital transformation of its clients in several business sectors. The iSchool directs and manages the iConsult Collaborative on behalf of the University. For more information, visit *https://ischool.syr.edu/careers/experiential-learning/iconsult-collaborative/*.

Student Organizations

The iSchool has more than 15 recognized student groups that uniquely support the needs and interests of our students, as well as provide students with an outlet to expand their professional and social networks and find support in common pursuits. iSchool students can also get involved in the 300 or more SU student organizations, ranging from intramural sports to performing arts and cultural social clubs. The iSchool holds a student organization interest fair each on campus each fall semester where you can meet the current members of student groups and learn more about their mission, goals, and upcoming events. To learn more, visit *ischool.syr.edu/about/student-organizations/*.

Part 5: Syracuse University Support Services

The Division of Student Affairs at Syracuse University works with students, faculty, staff, and community partners to deliver pro- grams and services to enhance the student experience at SU. Their work also shapes the culture of our campus community, which is one that cares, understands, and is connected to one another. The Division of Student Affairs fosters students' intellectual, person- al, and professional growth, and prepares students for success on campus and beyond graduation. Most importantly, the division strives to create safe, diverse, and stimulating environments responsive to student needs. The Division of Student Affairs encourages students to take advantage of the variety of programs and services offered, invites questions, and values feedback.

Below is a list of the principal units of the Division of Student Affairs. Each department's website, address, and phone number is listed, and students should feel free to contact them using this information.

Bookstore

Schine Student Center

315.443.9900

bookweb.syr.edu

Provides students with goods and services required for academic success. Here, students can purchase SU apparel and gifts, textbooks and supplies for classes, and graduation regalia.

Career Services

Women's Building, Suite 214

315.443.3616

careerservices.syr.edu

Helps students and alumni with career development and planning. It also provides educational programs on professional development, skills, and networking.

Center for International Services

310 Walnut Place

315.443.2457

international.syr.edu

Supports international students as they adjust to the campus and community. The center handles issues such as immigration regulation, passports and visas, insurance, employment, and travel.

Counseling Center

Barnes Center at The Arch

315.443.8000

counselingcenter.syr.edu

Offers free and confidential crisis counseling, referrals, advocacy, and ongoing assistance for students addressing mental health, sexual misconduct and relationship violence, and substance abuse issues. The center is staffed with experienced, licensed mental health professionals, including psychologists, social workers, and a consulting psychiatrist on staff. Help is available 24 hours a day.

Dean of Students Office: Enrollment and the Student Experience

310 Steele Hall

315.443.4357

https://ese.syr.edu/dean-of-students/

The Dean of Students Office helps students no matter the issue or challenge they are facing. Serving as the hub for holistic and integrated student support, the Dean of Students Office is also a great resource if you are not sure where to start with a question or concern. The staff work actively with students, faculty and staff to foster a community of care that encourages, empowers and assists students in their pursuit of success in and out of the classroom.

Department of Public Safety (DPS)

005 Sims Hall

315.443.2224

publicsafety.syr.edu

DPS is the police force serving the campus and University-controlled properties which works to maintain a safe, secure learning and living environment. DPS's 42 public safety officers and 14 supporting community services officers are stationed around campus and patrol the surrounding community 24 hours a day, seven days a week. The DPS emergency call center is available around the clock to address the community's safety and security needs. Students can reach DPS by dialing #78 (#SU) from a cell phone, or by dialing 711 from a campus landline.

Department of Recreation Services

Barnes Center at The Arch

315.443.8000

https://ese.syr.edu/bewell/be-active/

Helps students achieve and maintain a healthy, active lifestyle through a variety of programs, classes, and special events designed to fit any interest or skill level.

Disability Cultural Center

132 Schine Student Center

315.443.0228

sudcc.syr.edu

Provides students, faculty, staff, and community members with social, cultural, and educational programming, advocacy, and support related to disabilities and disability cultures. The DCC is distinct from the Office of Disability Services, which provides accommodations and an array of other services.

Equal Opportunity, Inclusion, and Resolution Services (EOIRS)

005 Steele Hall

315.443.4018

inclusion.syr.edu

Supports SU's non-discrimination policies: SU does not discriminate on any protected basis, including in admission, treatment, or access to its programs and activities or in employment in its programs and activities. SU prohibits harassment or discrimination related to any protected category, and protected bases include creed, ethnicity, citizenship, sexual orientation, national origin, sex, gender, pregnancy, disability, marital status, political or social affiliation, age, race, color, veteran status, military status, religion, domestic violence status, genetic information, gender identity, gender expression, or perceived gender. Any complaint of dis- crimination or harassment related to any of these protected bases should be reported to Sheila Johnson-Willis, SU's interim chief equal opportunity and Title IX officer, who is responsible for coordinating compliance efforts under laws including Titles VI, IX, and Section 504 of the Rehabilitation Act.

Health Services

The Barnes Center at The Arch

315.443.8000

health.syr.edu

Specializes in college health and serves the needs of SU and SUNYESF students. Its variety of services includes office visits, ambulatory care, laboratory services, allergy treatment, nutrition counseling, and more.

Hendricks Chapel

315.443.2901

Hendricks.syr.edu

Provides spiritual programs, counseling, and activities, and hosts events for members of the University community.

Information Technology Services

CST 1-227 Life Sciences Building

315.443.2677

its.syr.edu

Provides a variety of support options for students, faculty, and staff. Students can and should contact ITS when they have issues in regards to their NetID, SU email, MySlice, or the wireless network. ITS will also be in contact with students via email for any phishing attempts, and requests that students report those to them as well. If you have issues or questions, email help@syr.edu and include your name and SU I.D. number.

LGBTQ Resource Center

132 Schine Student Center

315.443.3983

lgbt.syr.edu

Offers services to those with marginalized genders and sexualities and their allies by offering intentional programs, developing meaningful dialogues, providing education and resources, cultivating leadership, engaging in advocacy, and collaborating with others.

Libraries

222 Waverly Avenue

315.443.2093

library.syr.edu

Offers resources and services supporting research and study for online and on-campus students. Collections include journals, books, business and entrepreneurship information, data and statistics, video, government documents, special collections, archives, including an extensive audio archive, and more. The iSchool subject librarian is available for assistance to all members of the iSchool community; see library.syr.edu/staff/subjects.php for contact information. SU Libraries also offers student employment and intern- ship opportunities.

Office of Disability Services (ODS)

804 University Avenue, Suite 303

315.443.4498 (voice)

315.443.1371 (TDD)

disabilityservices.syr.edu

SU seeks to promote meaningful access to educational opportunities for all students, and supports Section 504 of the Rehabilitation Act of 1973 as amended and the Americans with Disabilities Act of 1990. This means that no individual who is otherwise qualified shall be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity, solely by reason of having a disability. ODS is responsible for coordinating disability-related accommodations and will issue Accommodation Authorization Letters to students with documented disabilities as appropriate. Since accommodations may require early planning and generally are not provided retroactively, please contact ODS as soon as possible. Students are also welcome to privately discuss their academic needs with their professors.

Office of Multicultural Affairs (OMA)

548 Bird Library

315.443.9676

multicultural.syr.edu

Provides a wide range of programs to support and promote the academic achievement, multicultural competence, social development, civic engagement, and retention of students from historically underrepresented racial/ethnic groups at SU as well as communitywide programming and events.

Office of Off-Campus and Commuter Services (OCCS)

Goldstein Student Center (South Campus), Suite 206

315.443.5489

occs.syr.edu

Provides problem-solving, education, and support for students who commute from home or live in off-campus housing.

Student Health Insurance Office

The Barnes Center at the Arch, Suite 305

315.443.8000

https://ese.syr.edu/bewell/insurance/

The Student Health Insurance Office is available to help answer any insurance related questions.

Student Rights and Responsibilities (OSRR)

804 University Avenue, Suite 106

315.443.3728

studentconduct.syr.edu

Supports the University conduct system, which is committed to providing a fair and educational process that fosters the highest levels of behavior while promoting a safe environment that respects the rights of all students.

Writing Center

101 H.B. Crouse Hall (On the Quad)

315.443.5289

Helps students become stronger, more accomplished writers. No matter which form of support a student chooses, writing consultant will work with students at any stage of the writing process.

Part 6: Points of Contact at the iSchool

M.S.A.D.S. Program

Program Director

Jeff Saltz is the program director for the on-campus and online M.S.A.D.S., as well as C.A.S. in data science. He acts as a central resource for questions regarding program requirements and as a liaison between individual programs and the iSchool. In this role, the program director is a student's advocate for matters concerning policy, procedures, and special issues that might arise. He assists students with issues or questions related to courses and/or faculty.

Program Manager

Lauren Juiliani is the program manager for the on-campus and online M.S.A.D.S., M.S. in Information Management, and M.S. in Enterprise Data Systems, as well as C.A.S. programs in data science and information security management. She is responsible for oversight on all activities of the programs and its students, and supports the program director in achieving program goals around assessment, enrollment, and curriculum design and planning. She assists students with inquiries on merit-based scholarships, and overall program procedures and processes.

Graduate Academic Advisor

Tess Schaufler assists all iSchool graduate students with questions regarding degree requirements and course registration. As an advisor, Tess will hold open advising sessions, review all program of study forms, and certify all students' degrees for graduation.

Assistant Dean of Student Students

Kathy Allen oversees the iSchool's Student Services advising staff, which is your best resource to help figure out your academic career at SU, what classes to take, and how to get involved in the iSchool community.

iAdvising

All graduate campus students are encouraged to email iAdvising@syr.edu with any questions regarding course selection and availability, registration, graduation requirements, petitions, and program of study forms. A dedicated staff monitor the iAdvising account on a daily basis.

Studentsupport@datascience.syr.edu

All graduate online students are encouraged to email studentsupport@datascience.syr.edu or directly with their online student support advisor with any questions regarding course selection and availability, registration, graduation requirements, petitions, and program of study forms.

Director of Online and Post-Traditional Education

Vicky Williams leads efforts to support the iSchool's online community through the entire student lifecycle-from recruitment through graduation.

Associate Dean for Career Services and Experiential Learning

Art Thomas leads the Career Services and Experiential Learning staff to help iSchool students achieve success not just in their first job but across the arc of their career.

Director of Career Services

Christopher Perrello leads the Career Services team to educate students on networking best practices, develop and share career resources, and assist with the internship and job application and interview process. He is also available for one-on-one appointments via Handshake.

Assistant Director of Career Services

Jeffrey Fouts: supports all career services activities and provides career counseling to all campus iSchool students.   Jeff has a focus on helping international students through the career search process, and is available for one-on-one appointments via Handshake.

Career Services Program Coordinator

Kathy Benjamin coordinates all job and internship opportunities for iSchool students. She specializes in helping students register for internship credit, use Handshake, and navigate the CPT/OPT process. Kathy is available for one-on-one appointments via Handshake.

Director of Employer Relations

Sarah Weber is available to discuss and explore options to connect employers and corporate partners with the iSchool. Whether it's through supporting research, recruiting through an online session or career fair, or engaging with student organizations.

Part 7: Frequently Asked Questions (FAQ)

What are the requirements for my degree?

Depending if you are in the 34-credit program or Fast Track, your requirements are different. You can find your requirements on the advising check sheets located at https://answers.syr.edu/display/ischool/Handbooks+and+Checksheets.

I need advising help with my courses. Who do I speak to?

There are many individuals at the iSchool who are great resources and can assist with course selection. However, we recommend all campus students start with an email to iAdvising@syr.edu. Online students should email studentsupport@datascience.syr.edu to speak with their student success advisors.

I want to pursue a second master's degree at the same time. How do I do that?

While there is no such thing as a "dual" degree at the graduate level, students can enroll in two master's degrees concurrently. You should contact your program manager or academic advisor for information on how to apply.

When and how can I apply for a C.A.S?

Students are strongly encouraged to add their chosen C.A.S. in their first year of graduate study. The final deadline for students to add a C.A.S. is the financial deadline to drop a class of their final semester of study. Visit the academic calendar to view the financial deadline to drop a class at syracuse.edu /academics/calendars. For information on how to apply, please contact your program manager or academic advisor.

What kinds of financial aid are available? How and when do I apply?

Merit scholarships are available for the on-campus program only. At the graduate school level, financial aid is merit-based, not need-based. Students have the opportunity to apply each semester and should contact their program manager on how to apply. Announcements on when the application is open will be sent to program listservs each semester.

How do I transfer credits, and how many can I transfer in?

Master's students, if eligible, may transfer a maximum of six hours of graduate credit into the M.S.A.D.S program. Coursework must be directly relevant to the degree program, have been taken within seven years of the date the student will receive the degree, must be graduate-level work, and must show a grade of B or better. Coursework coming from outside of Syracuse University requires an official transcript.

How do I reduce credits from my degree?

We do not offer credit reductions for work experience for this program. If students feel that their work experience or prior knowledge qualifies them for a waiver of a particular course requirement, they must complete a *Petition to Faculty* form with the request and include a resume. Students will still be required to take another course in its place to fulfill the 34-credit requirement. For more information, campus students can contact *iAdvising@syr.edu* and online students can contact studentsupport@datascience.syr.edu.

Can I take classes that are not listed in the course catalog or advising checksheet?

Students are able to take one or two electives beyond those listed in the official M.S.A.D.S. curriculum and have it count toward their degree, only after the first semester of their program, and if the course is directly related to data science. Students interested in this option will need to submit a *Petition to Faculty* form with their request and include the class number and name, and the reason they wish to take the class. It is important this petition be submitted and approved *prior* to you registering for the class. Please note that even if your petition is approved, we cannot override any pre-requisites the course may have, or if the outside department is unable to grant you a seat. For more information, campus students can contact iAdvising@syr.edu and online students can contact studentsupport@datascience.syr.edu.

I need help finding an internship. Who do I talk to?

The iSchool cannot guarantee a paid internship arrangement. Internships are competitive and are available nationally and sometimes internationally. If you have trouble finding an internship, it's best to speak to our Career Services and Experiential Learning team who can work with you on different options. Appointments must be made via Handshake: https://ischool.syr.edu/careers/career-services/.

How do I waitlist for a class?

The iSchool no longer uses a waitlist for classes. Classes are set up so that students in specific programs have a certain number of seats reserved for them. Once those reserved seats are full, they are full. When a student drops and a seat opens up, you can register for the class in MySlice. If any reserved seats remain open or unused right before the start of classes, we will release them for anyone to register. Pre-registration surveys are sent to all currently active main campus students in all campus programs prior to registration, allowing students to mark their preferences for classes that are required for their program in order to graduate, specifically, classes that fulfill primary core and exit requirements.

I can't get into the class I want. What do I do?

Many courses here at the iSchool are incredibly popular and/or required among all students in all graduate programs, therefore they fill quickly at the time of registration. While we understand certain courses fill more quickly than others, it is important for you to remain patient and always have backup options in case you are unable to get into the class you want in a specific semester. The iSchool will work hard to open a new section of an already full class if we are able to; however, it is a long process to find an available instructor who can teach the course, and it would likely be scheduled for a different day and time. If the iSchool is able to add a new section, we will notify students right away. Students cannot audit a class if it is closed and they are not registered for it.

I'm taking a class in the summer. How do I get housing and a meal plan while I am here?

Many students who do not live on or near campus take a class in the summer and need to make housing and meal plan arrangements while they are here. Students can do this by filling out a Limited Residency Summer Housing Application on MySlice. The residence hall in which you would stay varies each year, and many do not have air conditioning. If you do not have access to the Limited Stay Housing Application, contact housingmealplans.syr.edu. In addition, if you need parking, you can also apply for a Limited Residency Parking Pass through Parking Services at parking.syr.edu.

What paperwork is required for graduation?

iSchool students need to complete two major steps in order to graduate and have their degree certified. First, you need to file a Diploma Request on MySlice. Second, you need to fill out a Program of Study Form. Campus students can submit this form to iAdvising@syr.edu. Online students can submit this form to their online student success advisor at studentsupport@datascience.syr.edu.

What happens if I take a semester off from school?

Many students take a leave of absence due to illness or personal issues. Campus students should contact iAdvising@syr.edu, and online students can contact studentsupport@datascience.syr.edu for more information.

I have concerns about a class. Who do I speak to?

Any student who has issues with a class, whether it be with the course content, the instructor, or just a feeling that they are falling behind, should first speak to their instructor to see if anything can be worked out. It is recommended students have this conversation as soon as possible. If you reach out to the instructor and feel no changes or progress have been made, you should email your academic advisor, program manager, and program director.