Analytics: Student Handbook 2015-2016
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Part One: Masters of Science in Analytics and Graduate Certificate in Analytics

Program Overview

Masters of Science in Analytics

The full-time, 11-month Masters of Science in Analytics program at UNH immerses students in the skills necessary to be an effective analytics professional including quantitative tools, applications and reasoning, critical thinking and presentation/communication skills. This program places heavy emphasis on student application of knowledge and skills through a two-semester practicum where students work in teams to complete an industry or government sponsored real-world analytic problem. In addition, this Program emphasizes student professional development with respect to written and oral communication, leadership, and career development. Students will also be able to specialize in a domain of interest by choosing a “cluster” made up of two courses in a specific area of study. Currently the Program offers a business and a health clusters.

Key Attributes of the UNH Masters of Science in Analytics:

- On-campus (Durham)
- 36 credits
- Three-semester program (Summer, Fall, Spring)
- Full–time, 9-5pm Monday-Friday
- Students choose a topic-specific cluster to focus their analytics education (Health care or business)
- Hands-on practicum over the fall and spring semesters
- Students will be prepared to sit for a number of SAS certifications after completion of the program
- Emphasis on professional development – critical thinking, written and oral communications, leadership
- Team-based learning

Graduate Certificate in Analytics

The UNH Graduate Certificate in Analytics Program provides a “real-time, real world” introduction to today’s tools, methods and uses of data. The program is completed alongside the M.S. Analytics students during the summer semester. It is an excellent program for anyone exploring a career in data analytics or individuals working in data analytics positions with no formal academic background in analytics.

Key attributes of the UNH Graduate Certificate in Analytics:
On-campus (Durham)
12 credits
Summer semester program (May-Aug)
Full–time, 9-5pm Monday-Friday
Mix of didactic and applied learning through case studies and other activities
Students will be prepared to sit for the SAS Base Programming Certification exam
Emphasis on professional conduct and development
Team learning

M.S. Analytics and Graduate Certificate in Analytics Curriculum

Analytics is one of the fastest growing fields in the world. Companies and governments from all sectors have reported steep gaps in the need for analytic talent. In response, UNH has developed a program that immerses students in the skills necessary to be an effective analytics professional. The program is an 11 month, primarily residential and full-time program.

A unique quality of the UNH Masters of Analytics program is its ability to allow students to focus their studies in field of interest or “cluster”. The program offers two clusters for the 2015-2016 year, a health cluster and a business cluster.

http://www.unh.edu/analytics/course-descriptions.html
M.S. Analytics and Graduate Certificate in Analytics Program Admissions

Each cohort of UNH M.S. Analytics students will begin the online statistics primer course in May.

The Graduate Certificate in Analytics is only offered during the summer session.

Admissions requirements for the M.S. Analytics and the Graduate Certificate in Analytics:

- Bachelor degree as verified by official transcripts with a minimum GPA of 3.0 from an accredited undergraduate/graduate degree institution(s)
- At least one statistics course for credit
- Three letters of recommendations. If the student is working, one of these MUST come from their current employer. Graduate Certificate in Analytics students only need to submit two recommendations.
- Completed UNH Graduate School Master Degree Application or Graduate School Certificate Application
- Current CV
- Completion of the four essay questions:
  - Describe your current or previous education or experience in analytics and your career goals for analytics.
  - Describe what being an analytics professional means to you? How does this relate to your current career goals?
  - Describe a situation that demonstrates your ability to work in a team-based setting.
  - Analyze and respond to a hypothetical case study
- An interview with an Analytics Program faculty (only required for M.S. Analytics applicants)

Although there is no requirement of the knowledge of statistical terms, it is desired to know the difference between the terms like probability, inferential statistics, and predictive modeling. Also, desired is an understanding of continuous distributions like normal and uniform, standard errors, statistical significance, and confidence intervals.

- Once application materials are submitted, in full, to the Graduate School, the Admissions Committee will review and make a recommendation to the M.S. Analytics/Graduate Certificate in Analytics Program Director. All notifications will come, in the form of an email, from the Graduate School.
• Students who are accepted into the program will receive information on registering for classes, setting up accounts and other pertinent information from the UNH Graduate School

Expectations of M.S. Analytics and Graduate Certificate in Analytics Students

Student Professional Code of Conduct

The student code of conduct can be found at: http://www.unh.edu/vpsas/handbook/student-code-conduct-and-conduct-process

The University of New Hampshire and the analytics program are committed to ensuring a professional, collegial, and positive environment for student education. Hence, this Student Code of Professional Conduct begins when the student accepts admission to the M.S. in Analytics or the Graduate Certificate Program and is enforceable until the M.S. degree or Graduate Certificate has been awarded. This Code governs behavior by M.S. and Graduate Certificate students which occurs on or off UNH property and is enforceable throughout the entire matriculation period.

Thus, all M.S. and Graduate Certificate students in our community will be presumed to have knowledge of the provisions of this Code, as a function of enrollment in the UNH Analytics Program. Lack of familiarity with its provisions will not serve as a defense to any actions violating student conduct as defined herein. Failure to comply with any of its provisions will serve as grounds for course failure (by the Instructor, as appropriate) or recommendation to The Graduate School for dismissal from the Analytics Program Director. Student appeals to a violation of this student code of conduct are governed by the process outlined in the Grievance Section of the M.S. and Graduate Certificate Student Handbook.

Student Computer Requirements

Students must have a laptop with Internet capabilities.

UNH Student Identification Number

All students are assigned a randomly generated nine digit number that begins with a “9”. Students receive their UNH Student ID Number via email after your admissions application is processed.

UNH Email Accounts

UNH offers students a variety of online services. Using the Single Sign-on process, students need just one username and password to access the UNH portal through MyUNH in Blackboard. From Blackboard, you can access:

• Webcat (for student services such as registering for classes, paying bills, and checking grades),
• UNH email (your UNH email address is used for all official communication with UNH) and much more.
• Please note: UNH billing is electronic only – bills are not sent through the mail. Students may access bills through Webcat and billing notifications are sent through the UNH assigned email address.

The key to Single Sign-On is your username. Your Single Sign-on (MyUNH) username (also known as your UNH USERNAME [IT ID]) was created for you when you first applied to UNH.

For further information on acquiring your username and setting your password, please visit the following page:
http://www.gradschool.unh.edu/myunh.php

You may have email that is sent to your UNH email address forwarded to a personal email address of your choice by following the instructions located at the following link:
https://webmail.unh.edu/cisunix/emailforward.html and/or by configuring your email address in Blackboard to be a personal email address.

You are responsible for checking your email regularly and updating your personal email address when necessary.

Please do not hesitate to contact the UNH Computer Information System Help Desk at (603) 862-4242 should you have any questions regarding your UNH email account.

Blackboard and Internet Accounts

Blackboard is a web-based software program used to support your courses. On your Blackboard front page, each course for which you are registered will appear under “My Courses.” Each Instructor in the M.S. Analytics program will use Blackboard in different ways, given the nature of the course. You will find it to be an invaluable tool in communicating with the Instructor and fellow students, as well as accessing course materials. Blackboard also contains personal student tools (e.g., Calendar, Tasks).

The M.S. Analytics Program has a Blackboard Site, UNH Analytics, which is open to all M.S. Analytics and Graduate Certificate in Analytics students and faculty in the UNH M.S. Analytics program. On your Blackboard front page it will appear under “My Organizations.”

This site contains general information, including:

• A copy of this document
• A calendar of events (employer presentations, seminars, recruitment days etc.)
• Forms specific to the Graduate School and the Analytics Program
• Information on upcoming Analytics conferences
• Information on the Hooding Ceremony and Graduation
• Postings for job openings

You should check the UNH Analytics Blackboard organization regularly.

You will sign into Blackboard using your UNH Email user name (also called your UNH IT ID). Information on how to get started on Blackboard appears at: http://it.unh.edu/index.cfm?id=124A3AA3-F09D-7AA3-B6833B79806BFC83

Quantitative Skills

There is no requirement of the knowledge of statistical terms, in order for students to feel confident in the quantitative courses, the following recommendations should be considered:

• Know the difference between the terms like probability, inferential statistics, and predictive modeling
• Have an understanding of continuous distributions like normal and uniform, standard errors, statistical significance, and confidence intervals

MS Office Skills

A student should be quite comfortable using Microsoft Word, Excel, and PowerPoint to complete course assignments including papers, presentations, and exercises. If you are not comfortable with using these software packages, then it is strongly suggested that you take workshops and/or tutorials to become adept at using these software packages.

Support Services for Students with Disabilities

Students who have a documented disability and need support services should consult with UNH Disability Services for Students. A description of and contact information for Disability Services is available at http://www.unh.edu/disabilityservices/.

Career Counseling

Students seeking career counseling are invited to contact the Analytics Program Coordinator to set up an appointment. In addition, students are eligible to access the career development services (such as resume writing and developing a job search strategy) available through the UNH Advising and Career Center http://www.unh.edu/uacc/Information about careers in analytics and job postings are also available on the UNH Master of Analytics Blackboard Site and the UNH Analytics LinkedIn group.
M.S. Analytics and Graduate Certificate in Analytics Curriculum

Prior to the start of the summer in-person semester, all students are required to complete an online statistics primer course (3 credits). Each course is separated into multiple modules taught by a variety of UNH faculty.

**Summer semester (M.S. Analytics and Graduate Certificate in Analytics)**

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Course Number</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATA</td>
<td>800</td>
<td>Introduction to Applied Analytic Statistics</td>
<td>3</td>
</tr>
<tr>
<td>DATA</td>
<td>801</td>
<td>Foundations of Data Analytics</td>
<td>3</td>
</tr>
<tr>
<td>DATA</td>
<td>802</td>
<td>Analytical Tools and Foundations</td>
<td>3</td>
</tr>
<tr>
<td>DATA</td>
<td>803</td>
<td>Introduction to Analytics Applications</td>
<td>3</td>
</tr>
</tbody>
</table>

**Fall Semester**

<table>
<thead>
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<th>Abbreviation</th>
<th>Course Number</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATA</td>
<td>900</td>
<td>Data Architecture</td>
<td>3</td>
</tr>
<tr>
<td>DATA</td>
<td>901</td>
<td>Analytical Applications I</td>
<td>3</td>
</tr>
<tr>
<td>DATA</td>
<td>911</td>
<td>Analytics Practicum I</td>
<td>3</td>
</tr>
<tr>
<td>Cluster Course (Health or Business)</td>
<td></td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

**Spring Semester**

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Course Number</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATA</td>
<td>902</td>
<td>Analytics Methods</td>
<td>3</td>
</tr>
<tr>
<td>DATA</td>
<td>903</td>
<td>Analytical Applications II</td>
<td>3</td>
</tr>
<tr>
<td>DATA</td>
<td>912</td>
<td>Analytics Practicum II</td>
<td>3</td>
</tr>
<tr>
<td>Cluster Course (Health or Business)</td>
<td></td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>
# Academic Schedule for 2015-2016

## Summer

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>DAY</th>
<th>DATES</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATA 800</td>
<td>Introduction to Applied Analytics Statistics</td>
<td>Monday and Wednesday</td>
<td>5/26-6/26</td>
<td>9 a.m.-12 p.m.</td>
</tr>
<tr>
<td>DATA 801</td>
<td>Foundations of Data Analytics</td>
<td>Monday</td>
<td>6/22-8/14</td>
<td>9 a.m.-12 p.m.</td>
</tr>
<tr>
<td>DATA 802</td>
<td>Analytics Tools and Foundations</td>
<td>Tuesday</td>
<td>6/23-8/14</td>
<td>9 a.m.-12 p.m.</td>
</tr>
<tr>
<td>DATA 803</td>
<td>Introduction to Analytics Applications</td>
<td>Wednesday</td>
<td>6/24-8/14</td>
<td>9 a.m.-12 p.m.</td>
</tr>
</tbody>
</table>

## Fall

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>DAY</th>
<th>DATES</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATA 900</td>
<td>Data Architecture</td>
<td>Monday</td>
<td>8/31-12/16</td>
<td>8 a.m.-12 p.m.</td>
</tr>
<tr>
<td>DATA 901</td>
<td>Analytics Applications I</td>
<td>Tuesday</td>
<td>9/1-12/16</td>
<td>8 a.m.-12 p.m.</td>
</tr>
<tr>
<td>DATA 911</td>
<td>Analytics Practicum I</td>
<td>Wednesday</td>
<td>9/2-12/16</td>
<td>9 a.m.-1:30 p.m.</td>
</tr>
</tbody>
</table>

## Spring

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>DAY</th>
<th>DATES</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATA 902</td>
<td>Analytics Methods</td>
<td>Monday</td>
<td>1/26-5/19</td>
<td>8 a.m.-12 p.m.</td>
</tr>
<tr>
<td>DATA 903</td>
<td>Analytics Applications II</td>
<td>Tuesday</td>
<td>1/27-5/19</td>
<td>8 a.m.-12 p.m.</td>
</tr>
<tr>
<td>DATA 912</td>
<td>Analytics Practicum II</td>
<td>Wednesday</td>
<td>1/28-5/19</td>
<td>9 a.m.-1:30 p.m.</td>
</tr>
</tbody>
</table>
M.S. Analytics and Graduate Certificate in Analytics Course Descriptions (by Course number)

M.S. Analytics Summer and Graduate Certificate in Analytics Core Courses:

**DATA 800- Introduction to Applied Analytics Statistics- 3 credits**

This on-line course is designed to give students a solid understanding of and experience in probability, and inferential statistics. The course provides a foundational understanding of statistical concepts and tools required for decision making in a data science, business, research or policy setting. The course uses case studies and requires extensive use of statistical software.

**DATA 801- Foundations of Data Analytics- 3 credits**

This course introduces students to the principles and practice of analytics. The course emphasizes software tools used in the field of data science and covers topics such as data exploration and imputation, linear modeling, time series forecasting, customer segmentation, multivariate techniques and predictive modeling.

**DATA 802- Analytical Tools and Foundations- 3 credits**

The course introduces students to the tools used in applications of data analytics programming, data management, visualization, and web analytics. Students will learn how to use SAS and R programming as well as data visualization tools in a case analysis based environment. Base SAS programming will focus primarily on data extraction from various sources, web scraping, data cleaning and management. The emphasis will be on making students proficient in statistical programming languages like SAS, SQL, R, and Python.

**DATA 803- Introduction to Analytics Applications- 3 credits**

The course introduces students to various analytics applications including web analytics, Data Mining, Simulation and Text Mining. Students will learn these techniques through hands-on case studies from various industries.

M.S. Analytics fall semester core courses:

**DATA 900- Data Architecture- 3 credits**
The module-driven course builds off previous introductory analytics coursework and exposes students to advanced level concepts and techniques with respect to big data, data management, architecture, mining, privacy, and security concerns.

DATA 901- Analytics Applications I- 3 credits

This is the second of the four advanced core courses. This course is partly geared towards analytical business problem solving. This course covers the following broad topic areas: Text Mining, Visualization, Customer analytics and Segmentation, Financial Analytics, Optimization, and Risk analytics. The course will be taught by different faculty and industry experts.

M.S. Analytics Spring Semester Core Courses

DATA 902- Analytics Methods- 3 credits

This is the third of the four advanced core courses. The module-driven course builds off previous introductory analytics coursework and exposes students to advanced level programming and data management, predictive modeling, experiment design, multivariate techniques, probability and statistical inference.

DATA 903- Analytics Applications II- 3 credits

This is the last of the four advanced core courses. The module-driven course covers the following broad topic areas: survival analysis, propensity score matching, times series and forecasting, simulation, survey and psychometrics, and web analytics format. This course will be taught by a mix of Analytics Program faculty and industry experts.

DATA 911- Analytics Practicum I- 3 credits

This course introduces students to the practicum project and synthesizes learning from the curriculum into the analysis of their team projects. It includes applied skills in data cleaning, data mining, and analysis, but also professionalization, including business writing, presentation skills and messaging.

DATA 912- Analytics Practicum II- 3 credits

This course continues the practicum learning experience with teams applying analytics principles and tools to address their assigned project question. In addition, this course continues to develop the professional skills of students culminating in the delivery of a professional team presentation to their sponsor agency of their results.
M.S. Analytics Cluster Courses

Students are required to choose a cluster to narrow their studies in

Health Cluster:
Health Care Cluster

- HMP 900 – Introduction to the Health Services Industry
  AND
- HMP 812 – Health Analytics
  OR
- DATA 990 – Data Lab

Business Clusters:
Marketing Cluster

- ADMIN 960 – Marketing Management
- ADMN 898 – Integrated Marketing Communications

Finance Cluster*

- ADMN 830 – Investment Analysis
- ADMN 898 - Financial Institutions
- ADMN 831 – Derivatives
- ADMN 846 - International Finance
- ADMN 919 - Managerial Accounting

Decision Sciences Cluster*

- ADMN 956 – Managerial Decision Making
- ADMN 926 – Information Systems
- ADMN 940 – Operations

*If more than two courses are offered, students will choose the two courses of their choice to create their cluster.

Teaching Faculty

Billur Akdeniz, Ph.D., Assistant Professor of Marketing, Peter T. Paul College of Business and Economics

Tevfik Aktekin, Ph.D., Assistant Professor of Decision Sciences, Peter T. Paul College of Business and Economics
Part two: Academic Regulations

Academic Honesty

Academic honesty is the keystone to any academic pursuit and is expected and required at UNH. The Program will enforce all University regulations with violations ranging from assignment failure, course failure and/or termination from the Program. Academic honesty policy and due process procedures can be found in the Student Rights, Rules, and Responsibilities Handbook. Make sure that you understand
what constitutes plagiarism. The Instructor of a course is responsible for initiating any case where there is plagiarism. The Instructor has multiple options for resolving the issue.

Data Security

The University of New Hampshire’s Information Technology policies can be found at: http://it.unh.edu/index.cfm?id=A95A3086-D9C2-7A07-AF6915FEF7B94E6C
In addition, the UNH Analytics program will work closely with UNH IT to build a virtual desktop for data to be housed and secured. UNH Analytics and IT will address any legal issues, data security, intellectual property, and confidentiality concerns regarding data.

Advising

It is the student’s responsibility to be aware of track academic requirements and progress. Advisors are available to answer questions. In addition, there will be a student progress committee that will review student’s evaluation scores and meet individually with students to discuss their academic progress towards the M.S. Analytics degree. The committee will consist of the Program Director, Student academic advisors, and practicum mentors (and other instructors as appropriate).

Academic Standards

Please note that M.S. Analytics and Graduate Certificate in Analytics students are held to the following academic standards:

- M.S. Analytics and Graduate Certificate in Analytics students MUST have a cumulative grade point average (GPA) of 3.0 or higher, in order to graduate.

- M.S. Analytics and Graduate Certificate in Analytics students receiving grades below “B-” in a course are considered failing grades for the purposes of determining academic standing. The course will need to be repeated in order to be counted for the M.S. Analytics or Graduate Certificate in Analytics. (Please see the section below, “Repeated Courses,” for additional information.)

- Though an M.S. Analytics or a Graduate Certificate in Analytics student can pass a course with a B- (2.67) grade, a student still MUST still maintain an overall GPA of 3.0 (B) to graduate.

- If a student receives a failing grade (grades below a B-) for a course, the student will not be able to repeat the course until the following year. The repeating of a course does not remove the original failing grade from the record.
• M.S. Analytics or Graduate Certificate in Analytics students receiving failing grades (grades below a B-) in six (6) or more credits will be recommended by the M.S. Analytics Program Director to The Graduate School for dismissal from the UNH M.S. Analytics Program or for failure of the Graduate Certificate in Analytics Program.

• M.S. Analytics students admitted on a conditional or provisional basis must meet the conditions or provisions as stated in the letter of admission, in order to remain in The Graduate School.

Repeated Courses
Due to the structure of the Analytics Program, each course is only offered once a year. If a student fails a course (grades below a B-), they must wait until the following year to retake the course.

Accessing Course Materials Prior to Taking a Course
Students may request to review a course syllabus prior to taking a course. Access to any other course materials (for example, guest access to a course Blackboard site, handouts, etc.) may preclude a student from enrolling in the course in the future.

Grading

Letter grades: The following grades are used at UNH:

A (4.0), A- (3.67), B+ (3.33), B (3.0), B- (2.67), C+ (2.33), C (2.0), C- (1.67), D+ (1.33), D (1.0), D- (.67) F (0).

Graduate credit is normally only granted for courses completed with a grade of B- or higher. Individual programs may have stricter requirements, and are published with their degree program requirements.

C+ Grades: The Dean of the Graduate School may, under limited conditions, approve two courses, up to 8 credits of C+ grades for graduate credit. When a student’s advisory committee or a student’s advisor, in conjunction with the appropriate departmental committee, wishes to recommend that credit be given for work completed with a “C+”, the advisory committee shall forward its recommendation, with appropriate justification, to the Dean of the Graduate School within one month of the completion of the course. Normally these courses will be elective courses outside the student’s major area.

AF Grades: An “AF” grade, Administrative F, is assigned for failure to either drop or complete a course. An “AF” is considered the same as an “F”.

Credit/Fail Grades: A “CR” grade is assigned for complete, approved theses and dissertations, as well as other approved courses and seminars.

Pass/Fail Grades: A graduate student may petition to take undergraduate courses on
a pass/fail basis. Such a petition must be approved by the end of the add period for the term the course is taken. A grade of “C” is the minimum grade in order to receive a “P”. Courses at the 700 level approved for graduate credit cannot be taken for pass/fail.

**Audit Grades:** An “AU” grade is assigned for completion of courses for which an audit was granted. No credit is earned.

**Incomplete Grades:** An “IC” grade is assigned with the approval of the Instructor for excused unfinished work only. The work must be completed and submitted to the Instructor by the date agreed to with the Instructor, but no later than the last day of the classes of the semester immediately following the one in which the incomplete was granted (800- and 900-level course only; mid-semester for 400-, 500-, 600, and 700-level courses). A petition requesting additional time within which to resolve the incomplete, approved by the Instructor, the student’s Advisor and Graduate Program Coordinator may be submitted to the Graduate School by the appropriate deadline. An extension will be granted by the Dean only under unusual circumstances. An incomplete grade becomes an “F” if not resolved or if a petition for an extension is not approved within the allowed time period. This policy also applies to students who withdraw from UNH or who are on an approved leave of absence.

**IA Grades:** An “IA” grade is assigned for approved continuing courses, such as thesis or doctoral research, and remains on the record until the course requirements are completed. In the case of doctoral research, the “IA” grades remain on the official transcript for all semesters prior to the completion of the degree. The “IA” grade for the final term of enrollment will be changed to “CR” to signify successful completion of the dissertation.

**W Grades:** If a student withdraws from school or drops a course prior to the fifth Friday of the semester, the course(s) will not appear on the student’s permanent record. If a student withdraws from school or, for compelling non-academic reasons, submits an approved petition to drop a course after the fifth Friday of the semester, a notation of “W” will be shown on the student’s academic record. If the withdrawal or drop is after the midpoint in the class, a grade of “WP” or “WF” is shown on the record. A “WF” is considered a failing grade and will calculate into the GPA as such. Deadlines for courses scheduled for any time period other than a full semester are apportioned at the same rate as semester courses. The actual dates are determined on a term-by-term basis.

**Appeals:** Every Instructor must be prepared to discuss and explain the basis for her or his evaluation of students. If, after consulting the Instructor, a student still believes that he or she was treated unfairly, he or she has the right to seek redress using the Analytics Program Appeals Process outlined in the Grievance Section of the M.S. and Graduate Certificate Student Handbook.

**Repeated courses:** Repeating a course does not remove the original course or grade from the record. Only the most recent grade is included in the cumulative grade point average; only the most recent credit, if any, is included in the cumulative credits earned. A course may only be repeated once.
The Graduate School

All students are subject to the academic regulations of the Graduate School and UNH. To review these, please visit the Graduate School Web page.

Students are also subject to the Student Rights, Rules, and Responsibilities. This document is available on the web at Student Rights, Rules, and Responsibilities Handbook.

PDFs of Graduate School forms for registered students are online at http://www.gradschool.unh.edu/fp.php

Graduation

Graduate students must have a cumulative GPA of 3.0 (B) or higher, in order to graduate.

Students must file an Intent to Graduate form prior to mid-semester of the term in which they intend to graduate. This form can be completed online at: http://www.gradschool.unh.edu/graduation.php#intent

Non-Discrimination

“The University of New Hampshire is a public institution with a long-standing commitment to equal opportunity for all. It does not discriminate on the basis of race, color, religion, sex, national origin, age, veteran status, sexual orientation, or disability in admission or access to, or treatment or employment in, its programs or activities.” (UNH Catalog).

Grievance Procedure

As outlined in the UNH Student Rights, Rules and Responsibilities Handbook, a student should implement the following process for submitting a grievance concerning a faculty member:

“Students should discuss their concerns directly with the faculty member and seek a resolution. However, if the student feels that direct discussion would be counterproductive or if, after consulting with the faculty member, a student still has a complaint, she or he should talk with the chairperson of the faculty member’s department. If no satisfactory resolution results, the student may talk with the dean of the college or school. If the matter is not resolved by the dean, final appeal may be made to the Provost and Executive Vice President for Academic Affairs.”
The one amendment to the above process is that a student should consult with the M.S. Analytics Program Director prior to approaching the chairperson of the faculty member’s department to try to reach a resolve to the situation. All other process steps remain the same. Complaints/grievances with a staff person should be resolved using the detailed process described in the Student Rights, Rules, and Responsibilities Handbook.