WELCOME!
Welcome to the College of Sciences and Technology Graduate Programs at the University of Houston – Downtown (UHD). CST currently has one Graduate program, Master of Science in Data Analytics. This Handbook is intended to serve as a resource outlining all program procedures for all active graduate students within the college.

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CST GRADUATE PROCEDURES

Admission Process
Graduate Admissions procedures are summarized in UHD Policy 03.B.24 (Admission of Graduate Students). All candidates must submit an official transcript from an accredited institution which awarded an undergraduate degree. The Master of Science in Data Analytics Admissions Committee will evaluate candidates using a matrix based on required application materials. The Program Director or Assistant Director of Graduate Studies of the respective graduate program will notify prospective students, by email, of the committee’s decision. Students may be admitted conditionally at the discretion of the program’s admissions committee. Conditionally admitted students will be advised of the specific stipulations and the conditions necessary to remove the “conditionally admitted” classification.

NON-U.S. resident students holding a visa should complete the Application for International Admission. International students should contact the International Students Office at 713-221-8048 or internationaladmissions@uhd.edu (03.B.24).

Transferring Credit from Other Programs
For degree granting programs, students may transfer from another university no more than six semester credit hours (SCHs) of coursework and only with the approval of the graduate program’s Graduate Director. Graduate students are allowed to transfer a maximum of 6 credit hours from an accredited university with grades no less than “B.” Students who would like to request previous completed graduate courses towards the Master of Data Analytics degree will need to complete the Graduate Transfer Credit Petition form. A syllabus and description of the course as well as an explanation as to why the course qualifies for transfer in the particular program must accompany the form. This form must be submitted no later than one full semester after admission into the MSDA program. The Graduate Studies committee will review the request and once a decision is made, students will be contacted via gator email.

If a student wishes to take coursework at another university in the midst of completing the MSDA program, the student must receive approval before registering for the intended coursework at another university. The Graduate Transfer Credit Petition along with a syllabus, course description and explanation as to why the course is applicable as a transfer course must be submitted beforehand as a part of the approval process. Accepted transfer course grades are not calculated into the University of Houston Downtown Graduate GPA.
**Residency Information**
Prospective students born outside the United States will need to contact the International Admissions office to verify required documents needed to be admitted to the University. Students born outside of Texas may need to provide information regarding employment in the state in order to determine qualification for in-state tuition.

**Orientation**
Applicants admitted to the graduate program will be instructed to attend an Orientation. Attending Orientation will include introducing students to the expectations of completing a graduate program within the College of Sciences and Technology.

**Advising**
CST graduate students are encouraged to meet with their program’s Assistant Director of Graduate Studies before registering for classes or before beginning their first semester of coursework. The Assistant Graduate Director will be available to help discuss academic goals and complete a degree plan. It is recommended that all graduate students meet with the Assistant Director of Graduate Studies at least once per academic year to review degree progress. In addition, any appeals will go through the Director of Graduate Studies.

**Registration**
Upon admission, students are expected to enroll in at least one course in the acceptance semester. New students will be able to register for classes online with their myUHD2.0 account. Prior to each semester, graduate students must inform the Graduate Studies office of their class choices. The Assistant Director of Graduate Studies will enter the necessary approvals in the registration system so the student can register either online. To register online:

- Go to: [https://www.uhd.edu/myuhd/Pages/Student-Login.aspx](https://www.uhd.edu/myuhd/Pages/Student-Login.aspx)
- Select “Class Schedule & E-Syllabi” on the left to review classes and register for approved courses.

Students must contact the Graduate Studies office immediately if any difficulties with registration arises.

**Enrollment**
The Master of Science in Data Analytics is a 35-36 hour degree program. Full-time enrollment for CST graduate students for the fall and spring semesters is 9 SCHs. Part-time enrollment is 3-6 SCHs. International students are required to take 9 SCHs.

**Minimum Grade Point Average for Enrolled Graduate Students**
According to University policy (PS 03.B.04) and conventional wisdom, "Graduate programs are professional degrees that require a sustained level of high-quality academic achievement. Consequently, students who matriculate in graduate programs are held to higher standards than students in undergraduate programs." Thus, while enrolled in any CST graduate programs, students must maintain a minimum grade point average (GPA) of 3.0 to remain in good standing. An enrolled student whose graduate-degree program GPA falls below 3.0 is placed on initial academic probation (PS 03B07 §3.1.1)
Academic Probation, Suspension and Dismissal

The University policy for Probation, Suspension and Dismissal is outlined in PS 03.B.07. The SCHs for courses in which a “C” or lower grade was earned will not automatically be counted towards graduation. Students in any CST graduate program are allowed to earn no more than two grades of “C” towards graduation as long as the student’s overall GPA remains in good standing (3.0 GPA or higher). Please also note this rule does not apply to the two foundation courses (CS 5301 and STAT 5301). Students must earn a grade of B or better in the foundation courses in order to remain in the M.S. in Data Analytics program. In any case if a graduate student’s GPA falls below 3.0, the student will be placed on academic probation. Once a student is placed on probation, the student must continue to earn an acceptable term GPA (3.0 or higher).

Two consecutive terms with a GPA below 3.0, constitutes grounds for dismissal from any CST Graduate degree program.

Below average work (grades of “D” or “F”) is not acceptable and constitutes grounds for dismissal from any CST Graduate degree program. Graduate students have the right to appeal their dismissal status by following the Appeals Process.

Appeals Process

In cases where a student or applicant wishes to appeal probation or dismissal, the student must submit a written appeal emailed to the CST Graduate Studies office. The written appeal should include (1) the specific decision that is being appealed, (2) the details of the situation (as concise as possible), and (3) a proposed rectification. Appeals should be filed within the semester of the incident.

A student appeal of a course grade should follow as closely as possible section 4.5 of the Grading System policy (PS 03.B.04). According to section 4.5.4, a student may file an appeal by proceeding in the following sequence: (1) appeal first to the course instructor, (2) if the appeal is not resolved to the student’s satisfaction, then appeal to the chair of the department in which that course is housed, (3) the final level of appeal would be to the dean of the college in which that course is housed.

Students who appeal must provide clear, compelling case demonstrating their potential for academic success.

Probation status or other complaints other than a grade in a course, should be directed to the Assistant Director of Graduate Studies.

Incomplete Grades

An incomplete course grade ("I") is given only when an unforeseen emergency prevents a student from completing the course work and only with the instructor’s approval. According to the Grading System policy (PS 03.B.04 §3.4 to 3.4.3), "I" grades are given when the majority of the coursework is completed. A grade of “I” will be changed to a passing grade if the missing work is completed satisfactorily by the deadline set by the instructor, but no later than the end of the long semester immediately following the term in which the “I” grade was received. An
incomplete grade that is not removed by this deadline becomes an “F,” thereby constituting immediate grounds for expulsion from the program.

**Drop Courses**

If a student decides to drop any courses as defined by policy (PS 03.B.04 §2.3), the student must notify the CST Graduate Studies office prior to dropping any courses. This will ensure that the student’s graduation plan remains accurate.

**Leaves of Absence**

Leaves of absence may be granted by the Dean's office for extenuating circumstances. Leaves of absence shall be granted for specific periods of time (e.g. one semester, one year, etc.) and may contain requirements for readmission into the program. A student who requests an extension of a current leave of absence shall have that request considered as a new request.

Students who take a leave of absence will be required to complete a readmission form <http://www.uhd.edu/admissions/documents/grad_app_readmit.pdf> and pay a readmission fee. If a student does not enroll for two consecutive semesters, s/he must also contact the relevant Assistant Director of Graduate Studies, immediately, for the possibility of reinstatement into the program.

For military deployment or reserved duty, standard rules and Federal regulations for readmission apply. Contact the registrar for the appropriate procedures and forms.

Courses are on a set rotation of offerings, so please be aware of how a leave of absence will affect one’s ability to take the necessary classes and prerequisites in an expeditious fashion.

**Academic Honesty**

The Academic Honesty Code is embraced by all members of the UHD community and is an essential element of the institution’s academic credibility. The Honesty Code states “We will be honest in all our academic activities and will not tolerate dishonesty.” The purpose of the Academic Honesty Policy is to deal with alleged violations of the Honesty Code in a fair and consistent manner. It is each student’s responsibility to read and understand the Academic Honesty Policy (PS 03.A.19). Graduate students within the College of Sciences and Technology (CST) should be familiar with the University’s Academic Honesty Policy (PS 03.A.19). In addition, graduate students within this college will be held to a higher level of integrity and should be familiar with the CST Graduate Academic Honesty Policy which is located on the College’s website (https://www.uhd.edu/academics/sciences/PublishingImages/Pages/master-in-data-analytics/CST_GraduateAcademicHonesty_FINAL.pdf).

**Post-Baccalaureate Students**

Students who wish to take courses at the graduate level without pursuing a graduate degree at UHD will need to apply as a post-baccalaureate student at the undergraduate level. Anyone who plans to enroll as a post-bac student must contact the Assistant Director of Graduate Studies for admission and approval.
UHD defines post-bac students as those who are:

- Seeking a master’s degree at another university (transient student) and come to UHD to take courses that will transfer to their home institution.
- Taking courses and do not want to pursue a graduate degree at UHD or elsewhere.

Required admission materials for post-bacs:

- Application form: The undergraduate application form includes post-bac admission option.
- Application fee.
- Official transcript from the institution where bachelor’s degree or equivalent was awarded.

International post-bac admissions:

- International admission requirements apply.

Advising and registration of post-bacs:

- Post-bac students who are interested in registering in graduate courses will need to contact the Assistant Graduate Director to determine if there are seats available. Graduate students admitted to respective graduate programs have priority in the registration process.

Post-bac regulations:

- If s/he meets prerequisite requirements and is approved by the graduate program director, a post-bac student may register for up to six graduate semester SCHs without being admitted to any CST graduate program.
- A post-bac student may take undergraduate courses along with graduate courses. Undergraduate courses are not subject to the six semester credit hour graduate maximum.
- A post-bac student taking graduate courses will have the same privileges as a post-bac student taking undergraduate courses.
- A post-bac student is expected to complete the same work and be evaluated according to the same standards as a graduate student.

Admission of post-bac students to a graduate program: Permission to enroll in UHD graduate courses as a post-baccalaureate student does not guarantee acceptance into a graduate program. UHD Post-bac and former post-bac students interested in pursuing a master’s degree in CST must apply to the graduate program for admission and meet all the admissions requirements. If denied admission to a graduate program, students who have not taken more than six graduate SCHs at UHD may be allowed to continue as a post-bac
student and may be allowed to continue taking graduate courses (see restrictions noted above).

**Applying for Graduation**

Students intending to graduate in a particular semester must be sure to (1) complete a graduation application form via Apply for Graduation link on the MyUHD2.0 webpage; (2) adhere to all deadlines; and (3) inform their Assistant Graduate Director one week before the first day of record.

**Financial Aid**

**The Office of Scholarships and Financial Aid**  
Suite 330-South, 713-221-8041

The Office of Scholarships and Financial Aid (OSFA) assists students with the financial planning and financing for their education. Financial aid consists of grants, scholarships, loans, and work study. Most aid, except for scholarships, is based upon individual need and eligibility. Aid is available to students who are enrolled part-time or full-time, have satisfactory academic progress, and demonstrate financial need. Students not enrolled in a graduate degree program are not eligible for financial aid.

To be considered for aid, the candidate will need to complete the Free Application for Federal Student Aid (FAFSA). A paper application can be picked up at the Office of Scholarships and Financial Aid or the application can be filled out online at [https://fafsa.ed.gov/](https://fafsa.ed.gov/). The UHD school code is 003612.

**Emergency Tuition and Book Loans**

A limited amount of money is available to make emergency loans to students. The eligibility guidelines and the instructions can be viewed at [https://www.uhd.edu/student-resources/cashiers/Pages/default.aspx](https://www.uhd.edu/student-resources/cashiers/Pages/default.aspx). These loans require an application and funds are disbursed on a first-come, first-served basis.

**Estimated Costs**


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**CST GRADUATE DEGREES**

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**Master of Science in Data Analytics**  
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The Master of Science in Data Analytics (MSDA) is a theory and an application-based program that will provide students with a broad education in advanced statistics, digital data acquisition, digital data management, data analysis, and data presentation. The MS in Data Analytics is designed to meet the increasing need for highly skilled data analysts who can analyze the growing amount of data confronting in a variety of disciplines, and transform it into usable information for use in decision-making. The program is a university-wide collaboration that delivers rigorous training in statistical analysis and computational techniques and provides mastery of data analysis tied to interdisciplinary applications. The program focuses on courses relating to regression analysis, multivariate analysis, experimental design, nonparametric analysis, statistical modeling, simulation, mathematical theory for data analysis, and statistical computing. Students will have interdisciplinary application options in business management, science, criminal justice, education, communication, and social sciences. Students will also have the opportunity to engage in research or real-world applications with faculty members at UHD and other collaborators of UHD faculty and/or internships with partnering businesses, industry, and government agencies.

**Program Learning Outcomes**
Graduates who earn a MS in Data Analytics will be able to:

- Organize, manipulate, and summarize data in various formats.
- Convert a data analytic problem and related information into proper mathematical representation and select appropriate methodologies for analysis based on attributes of the available data sets.
- Implement security measures and ethical practices for collection and storage of data.
- Transfer (and transform) data from different platforms into usable contexts.
- Communicate and summarize results of data analysis in written, oral and visual form.
- Select the appropriate methods and tools for data analysis in specific organizational contexts.

**Admission Overview**
Admission requirements for the MS in Data Analytics are designed to identify applicants who have the ability, interest, and qualities necessary to complete the program. Admission is competitive and selective. Applicants must demonstrate that they possess the abilities, interests, and qualities necessary to successfully complete the program. Applicants applying to the program should ensure the following requirements are met:

- A completed Apply Texas application form including a 1,000 word essay that addresses why you want to study data analytics. The purpose of the statement is to give you an opportunity to demonstrate why you are a good candidate for admission to the program.
- Bachelor degree conferred by a regionally accredited institution.
- Official University transcript(s) from which the applicant was awarded Bachelor’s degree. A transcript is official when it is indicated as such by the issuing institution and sent directly from that institution to UHD. Non-U.S. transcripts must be evaluated by an evaluation service recognized by UHD (see website for approved services:
Transcripts must reflect the last 60 semester credit hours of coursework and evidence of Bachelor’s degree earned and the GPA.

(Admission to the degree program is competitive, candidates with a cumulative GPA of 3.0 or higher will be preferred.)

- Graduate Record Exam (GRE) Waiver can be requested for applicants with a GPA above 3.0 in their last 60 hours of college coursework or earning a grade of B or better in both foundation courses (*see appendix A). Official scores must be sent to the Office of Admissions. Scores are valid only for tests taken within the last five years. To have GRE scores reported to UHD, use R6922 as the graduate institution code (www.gre.org).

- Test of English as a Foreign Language (TOEFL) score, if you are a graduate of a university where English is not the primary language of instruction ((preferred TOEFL scores are: an Internet-based score of 81, a paper-based score of 553 or an IELTS score of 6.5 or higher).

Applicants must complete and submit all the documentation from above to the Office of Admissions prior to the admissions deadline for the semester they desire admission (UHD Office of Admissions - Graduate Admissions, One Main Street, Suite 325, Houston, TX 77002). A non-refundable application fee of $35.00 must be submitted with the application. The application, documents, and fee will be valid for 14 months.

**Admission Process:**
The Graduate Advisory Committee will evaluate applications using a holistic matrix based on GPA, GRE score, relevant coursework or experience, recommendations, and other written materials in the applicant's file. The Assistant Director or the Director of Graduate Studies will notify students, in writing, of the committee's decision.

If a student wishes to appeal their Admissions decision, all written appeals must be sent to the Director of the Graduate program. For example if a student feels that there was an error in any documentation received

**Degree Requirements**
The Master of Science in Data Analytics requires a minimum of 35 semester credit hours. All students complete a set of 30 required core classes as well as 2 additional elective courses. Students will also complete a 3 credit hour internship or project for their capstone course. For full details of required courses, please see Graduate Catalog: http://catalog.uhd.edu/preview_program.php?catoid=10&poid=2521&returnto=793.

Internships must be approved by the Director prior to the student enrolling in the course.
Appendix A:
Effective Spring 2020 intake, all applicants who do not qualify for the GRE waiver based on the last 60 hours of college coursework will have the option to apply as a post-bac student (ApplyTexas>>4 year>>Transfer) and take CS 5301 (Programming Foundations for Data Analytics) and STAT 5301 (Statistical Foundations for Data Analytics). Students who opt to go this route must earn a grade of B or better and will need to wait until grades before enrolling in any subsequent courses. Students will also need to ensure an updated ApplyTexas application for the Graduate program is submitted before the deadline. This will allow students who do pass these courses to move forward with the Graduate program in the next term. Students should note that taking the GRE is always the safer option being that as long as the GRE score is within the 50th percentile, they can move forward with Graduate application.