



UNIVERSITY OF CENTRAL FLORIDA

# **SAS Data Mining Graduate Certificate Graduate Program Handbook**

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## Saw Data Mining Certificate

Together, the [Graduate Student Handbook](#) and your graduate program handbook should serve as your main guide throughout your graduate career. The Graduate Student Handbook includes university information, policies, requirements and guidance for all graduate students. Your program handbook describes the details about graduate study and requirements in your specific program. While both of these handbooks are wonderful resources, know that you are always welcome to talk with faculty and staff in your program and in the Graduate College.

The central activities and missions of a university rest upon the fundamental assumption that all members of the university community conduct themselves in accordance with a strict adherence to academic and scholarly integrity. As a graduate student and member of the university community, you are expected to display the highest standards of academic and personal integrity.

Here are some resources to help you better understand your responsibilities:

- [Academic Honesty](#)
- [Academic Integrity Training](#) - Open to all graduate students at no cost
- [Plagiarism](#)

## Introduction

The Graduate Certificate in SAS Data Mining is designed to provide students with the knowledge of using statistical, data presentation and data visualization tools needed for data mining with SAS/Enterprise Miner and SAS/Warehouse Administrator software.

The Graduate Certificate in SAS Data Mining provides students the knowledge to use statistical, data presentation, and data visualization tools needed for data mining with SAS/Enterprise Miner and SAS/Warehouse Administrator software. The program welcomes interested UCF students and those already employed full-time but wishing to advance their careers. Basic familiarity with the web and computer programming is required.

## Program Requirements

Students currently admitted to a graduate degree program or to nondegree status can apply and are eligible to enroll in the SAS data mining certificate program. In addition, individuals who have previously completed bachelor's, master's, or doctoral degrees are eligible to enroll in the SAS data mining certificate program. Once a person is accepted into a master's, specialist and doctoral graduate

program, credits from a completed UCF certificate program may be applied toward an existing graduate program with the consent of the program.

Nondegree students who are enrolled in the SAS data mining certificate program are not eligible for tuition support, assistantships, or fellowships, and are not generally eligible for federal financial aid.

Students should have the following background and courses completed before applying and starting the SAS Data Mining Certificate program: STA 4163 and knowledge of a programming language.

## **Course Requirements**

The certificate program must include fifteen semester hours. The course work must consist of an integrated and organized sequence of study; course substitutions are not permitted.

No internship or independent study courses may be used in a certificate program. The use of practicum courses in certificate programs is not allowed.

Certificate students must take the full number of required hours for a certificate program. Generally, a course may not apply toward more than one certificate program. However, if an overlap of coursework occurs between two or more certificate programs for the same student, the student must complete the total required hours by taking electives approved by the program.

All courses that are offered as part of a certificate program must be graduate-level courses. Students must earn course grades of “B” or better to get credit toward the certificate. Courses may be retaken to achieve a better grade. However, the certificate will only be awarded if the graduate status GPA in the certificate program of study is 3.0 or higher and each course used towards the certificate have a grade of at least a “B”.

## **Curriculum**

The program requires five courses and is set up so that students begin the program in the fall semester. Applicants contemplating applying for spring and summer terms should first contact the program coordinator for advisement.

### **Total Credit Hours Required: 15 Credit Hours Minimum beyond the Bachelor’s Degree**

Two courses can be taken during the initial fall semester. The remaining courses will be taken once per semester during the spring (year 1), fall (year 2) and spring (year 2) semesters. All courses are scheduled in the late afternoon or evening hours.

### **Required Courses: 15 Credit Hours**

Students who have a sufficient background in statistics, subject to the approval of the graduate program director, can take a higher-level course such as [STA 6236 - Regression Analysis](#) instead of [STA 5206 - Statistical Analysis](#).

- [STA 5104 - Advanced Computer Processing of Statistical Data](#) **3 Credit Hours**
- [STA 5206 - Statistical Analysis](#) **3 Credit Hours**
- [STA 6714 - Data Preparation](#) **3 Credit Hours**
- [STA 5703 - Data Mining Methodology I](#) **3 Credit Hours**
- [STA 6704 - Data Mining Methodology II](#) **3 Credit Hours**

The typical two-year plan of courses for students in the Data Mining Certificate program is outlined below.

### Year 1

Fall	Spring	Summer
<ul style="list-style-type: none"> <li>• STA 5206 Statistical Analysis (3)</li> <li>• STA 5104 Advanced Computer Processing of Statistical Data (3)</li> </ul>	<ul style="list-style-type: none"> <li>• STA 6714 Data Preparation (3)</li> </ul>	<ul style="list-style-type: none"> <li>• Optional Semester</li> </ul>
Semester Total: 6 credit hours	Semester Total: 3 credit hours	

### Year 2

Fall	Spring
<ul style="list-style-type: none"> <li>• STA 5703 Data Mining I (3)</li> </ul>	<ul style="list-style-type: none"> <li>• STA 6704 Data Mining II (3)</li> </ul>
Semester Total: 3 credit hours	Semester Total: 3 credit hours

## Time Limitation for Certificate Completion

- The student has seven years from the date of admission (prerequisite, articulation, and foundation courses are exempt) to the certificate program to complete the certificate. In addition, no course older than seven years at the time of graduation may be used in the Program of Study for a certificate.
- Students who do not maintain continuous enrollment (missing enrollment at the university for a period of three consecutive semesters) must file for readmission to the university, although seven years is measured from when the student was first admitted to the program.

- Students who anticipate being out for an extended period of three consecutive semesters or longer should apply for a Special Leave of Absence no later than the end of the add/drop period of the third semester of absence. Students who do not maintain continuous enrollment without a Special Leave of Absence (see Continuous Attendance and Special Leave of Absence in the General Graduate Policies) must file for readmission to the university, although seven years is measured from when the student was first admitted to the program.

## Readmission

- Certificate students should maintain continuous enrollment in their certificate program. Students who anticipate that they may not be able to enroll continuously due to external circumstances should apply for a Special Leave of Absence (see Special Leave of Absence in the [General Graduate Policies](#)).
- The student has seven years from the date of admission to the program to earn their degree. Students who do not maintain continuous enrollment (missing enrollment at the university for a period of three consecutive semesters) must file for readmission to the university. Although seven years is measured from when the student was first admitted to the program.
- If certificate students do not maintain continuous enrollment and have not filed for a special leave of absence (see Continuous Enrollment in the [General Graduate Policies](#)), they must file for readmission to the university. To file for readmission, the student must complete a new online Application. For more information about readmission, refer to the [Admissions](#) section of this catalog.
- Readmission decisions are individually made, based on such factors as space in the program, reasons for the break in graduate education, progress in the certificate program, among others. Readmission is not guaranteed. Completion of Graduate Certificate
- In order to be processed for completion of a graduate certificate program, students must have obtained formal admission into the graduate certificate program (see Certificate Program Admission Requirements above). Students nearing completion of a graduate certificate program must complete the online Intent to Graduate Form by logging into [myUCF](#) and navigating to the Student Center Academics > Undergraduate and Graduate Careers > Intent to Graduate: Apply. Intents to graduate should be filed online no later than the last day of registration for the semester of graduate certificate completion.
- Students will only be processed for completion of a graduate certificate if they have previously submitted a certificate application form, have been formally admitted to the program, and have filed an intent to graduate. Students must be enrolled in the semester in which the graduate certificate is being completed.

## Professional Conduct

Students are expected to adhere to the rules and regulations as stipulated by the University of Central Florida (UCF) and the Department of Statistics & Data Science (DSDS) Program handbook.

Professionalism encompasses behaviors and qualities that are expected of graduate students in both the academic setting and in the professional world. University of Central Florida SAS Data Mining Certificate degree begins at the time of program application; therefore, professional conduct is assessed from that point forward.

Attendance, timeliness, and attire are all reflections of professionalism. In the assessment of professionalism, instructors and program administrators will consider each student's conduct; the quality of interactions; tone of oral and written communication; language; meaningful engagement in all aspects of the program; and substantive contribution to class discussions. Students who are in violation of these behaviors will be counseled and reminded of UCF/DSDS expectations. In such events, the faculty or program administrators may conclude that the student is not able or willing to demonstrate an acceptable standard of courtesy and professionalism. Repeated disregard or violation of these behaviors will lead to dismissal from the program. Some of the criteria by which a student's professional demeanor is measured are below.

- **Communication:** All communications between a graduate student and the department should start and go through the Graduate Coordinator. Only the Graduate Coordinator can evaluate and grant a request from a graduate student to move forward. Also, it is prohibited for a graduate student to cancel a scheduled activity (lecture, office hour, ...) without the approval of the Graduate Coordinator.
- **Civility:** Students are expected to behave in a respectful and courteous manner to instructors, fellow students, guest speakers, college and university administrators, DSDS staff, and other UCF Staff. Examples of respectful behavior include but are not limited to modulated tone of voice; professional language that avoids inappropriate, vulgar, or foul expressions; maintaining control of emotions and avoiding threatening or bullying behaviors; respect for others' personal space; respect for DSDS and UCF property; refraining from distracting and disruptive behaviors while on campus (DSDS or other UCF campuses), in hallways and in classrooms; and a generally civil demeanor.
- **Attendance:** It is required for students to attend each lecture and comply with the instructor's attendance policy as stated in the course syllabus.
- **Timeliness:** Students are expected to regularly arrive in class on time and to comply with each instructor's tardiness policy as stated in the course syllabus.
- **Use of Technology:** The use of computers, cell phones, or electronic devices during class that are unrelated to course activities or not permitted by instructors (i.e., web searches, IMs, etc.) is considered unprofessional.
- **Use of Electronic Media:** As per Florida Law (§ 934.03) it is illegal to audio or video record any interaction with another individual without their explicit consent. This includes lectures, meetings with instructors, meetings with fellow students, or any situation involving DSDS staff or UCF personnel.
- **Professional Attire:** Refers to a minimum of business casual that may include pants, khakis, dress

shirts, skirts, dresses, and jeans free of rips/tears/fraying that are neat and clean. Note that clothes that are revealing (plunging necklines, tank tops, open midriffs, short skirts/shorts, sheer fabrics); offensive T-shirts; sweatpants, leggings, workout clothes; thongs/flip-flops/Croc-like sandals; and overpowering perfumes/colognes can be distracting or annoying to others.

- Guest Speakers / Presentations: The DSDS often invites guest speakers from UCF, other universities, or local businesses. Students in the program must demonstrate professional conduct, respect, and appreciation for these professionals' donation of their time to enrich students' educational experiences. Students are expected to arrive to the talk on time and be attentive as a sign of appreciation for their time. Professional business attire is required when guest speakers are present.

## Dismissal Policy and Process

**A student may be dismissed if any of the following occur:**

The following may be grounds for dismissal from the DSDS programs.

- Receiving a "D" or "F" grade in a course listed as a part of the program's curriculum. The student will be summarily dismissed from the program at that time.
- Failure to achieve  $\geq 3.0$  GPA after 9 credit hours of Academic Probation.
- Receiving more than 6 credit hours of "C" grades. Exceeding this limit is reason for dismissal from the program.
- Students on Restricted Admission due to earning  $< 70\%$  on admission modules that do not achieve a grade of B or higher in all courses in the initial semester will be dismissed.
- Cheating: Which includes plagiarizing of materials from previously published sources or previously submitted course assignments. Students will not discuss the content of written or oral examinations until cleared to do so by the course instructor. See Golden Rule, UCF's Student Handbook- Rules of Conduct.
- Unprofessional behavior: Behavior that is inconsistent with the aforementioned expected professionalism or failure to correct unprofessional behavior as defined by the DSDS handbook is grounds for dismissal from the Program. This includes failure to attend classes or excessive unexcused absences, or repeated lateness.

## Graduate Student Associations

The Graduate Student Association (GSA) is UCF's graduate organization committed to enrich graduate students' personal, educational and professional experience. To learn more or get involved, please visit [facebook.com/groups/UCFgsa/](https://www.facebook.com/groups/UCFgsa/) For individual department or graduate program organizations, please see program advisor.

## **Pathways to Success Workshops**

Coordinated by the College of Graduate Studies, the Pathways to Success program offers free development opportunities for graduate students including workshops in Academic Integrity, Graduate Grantsmanship, Graduate Teaching, Personal Development, Professional Development, and Research. For more information and how to register, please visit [graduate.ucf.edu/pathways-to-success/](https://graduate.ucf.edu/pathways-to-success/).

## **Graduate Student Association**

[facebook.com/groups/UCFgsa/](https://facebook.com/groups/UCFgsa/)

## **Graduate Research Forum**

Sponsored by the College of Graduate Studies, the Research Forum is an opportunity for students to showcase their research and creative projects and to receive valuable feedback from faculty judges. Awards for best poster and best oral presentation in each category will be given and all participants will receive recognition. For more information, contact [researchweek@ucf.edu](mailto:researchweek@ucf.edu).

For grant-proposal writing resources: [uwc.cah.ucf.edu/](https://uwc.cah.ucf.edu/)

## **Discipline Societies**

### **American Statistical Association (ASA)**

The [American Statistical Association](https://www.amstat.org/) is the world's largest community of statisticians. The ASA supports excellence in the development, application, and dissemination of statistical science through meetings, publications, membership services, education, accreditation, and advocacy.

### **Institute of Mathematical Statistics (IMS)**

The [IMS](https://www.imstat.org/) is an international professional and scholarly society devoted to the development, dissemination, and application of statistics and probability.

### **Royal Statistical Society (RSS)**

The [Royal Statistical Society](https://www.rssociety.org/) (RSS) is the UK's only professional and learned society devoted to the interests of statistics and statisticians. It is also one of the most influential and prestigious statistical societies in the world.

### **Mathematical Association of America (MAA)**

There is an organization for people who love the mathematical sciences. A community that values discussion and exposition, for meeting colleagues and building knowledge together. An organization with roots in the nineteenth century and a powerful role in the twenty-first. It's the [Mathematical Association of America](#).

### **International Association for Statistical Education**

The [International Association for Statistical Education](#), seeks to promote, support and improve statistical education at all levels everywhere around the world. It is the international umbrella organization for statistics education.

## **Job Search**

Career Services and Experiential Learning

[career.ucf.edu/](http://career.ucf.edu/)

Graduate career development issues are unique and include evaluating academic and nonacademic career choices, discussing graduate school effect on career choices, as well as learning, evaluating, and refining networking and interviewing skills. Whatever your needs, the offices of Career Services and Experiential Learning offer services and resources to aid in the career exploration and job search of Master and Doctoral students in every academic discipline.

For a listing of job links specific to the statistics discipline visit the [Statistics program links webpage](#).

## **Forms**

- [College of Graduate Studies Forms and References](#)  
A complete listing of general forms and references for graduate students, with direct links, may be found here.
- [Graduate Petition Form](#)  
When unusual situations arise, petitions for exceptions to policy may be requested by the student. Depending on the type of appeal, the student should contact his/her program adviser to begin the petition process.

- [Traveling Scholar Form](#)

If a student would like to take advantage of special resources available on another campus but not available on the home campus; for example, special course offerings, research opportunities, unique laboratories and library collections, this form must be completed and approved.

## Useful Links

- [Statistical Computing MS](#)
- [College of Sciences](#)
- [College of Graduate Studies](#)
- [Academic Calendar](#)
- [Bookstore](#)
- [Campus Map](#)
- [Computer Labs](#)
- [Counseling Center](#)
- [Financial Assistance](#)
- [Golden Rule Student Handbook](#)
- [Graduate Catalog](#)
- [Graduate Student Association](#)
- [Graduate Student Center](#)
- [Housing and Residence Life](#)
- [Housing, off campus](#)
- [Knights Email](#)
- [Learning Online](#)
- [Library](#)
- [NID Help](#)
- [Pathways to Success](#)
- [Recreation and Wellness Center](#)
- [Register for Classes](#)
- [Shuttles Parking Services](#)
- [Student Health Services](#)
- [Thesis and Dissertation \(ETD\)](#)
- [UCF Global](#)
- [UCF IT](#)
- [University Writing Center](#)

## Grad Faculty

Asterisk = has previous committee experience, which qualifies the person to serve as vice chair

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