



UNIVERSITY OF CENTRAL FLORIDA

Statistics MS

and

Statistics MS, Data Science Track

Graduate Program Handbook

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Statistics & Data Science MS

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 Statistics & Data Science MS program consists of at least 36 credit hours of course work beyond the Bachelor's degree, of which 21 (24 for Data Science track) hours of required course work and 15 (12 for Data Science track) hours of elective courses.

Students in the Statistics & Data Science MS program are expected to complete their degree in no more than four years. Our full-time students are expected to complete the MS degree in two years from the Bachelor's degree.

Program Requirements

Students need to have the following background and/or courses completed before starting the Statistics & Data Science MS program. These courses are: [MAC 2311C: Calculus with Analytic Geometry I](#), [MAC 2312: Calculus with Analytic Geometry II](#), [MAC 2313: Calculus with Analytic Geometry III](#), [MAS 3105: Matrix and Linear Algebra](#) or [MAS 3106: Linear Algebra](#).

Course Requirements

There are two sets of course requirements: one for the Statistics program and one for the Data Science track. The program requirements for a master's degree include core and elective courses, seminars, independent study, directed research, and thesis research.

- A minimum of 30 semester hours of post baccalaureate, graduate work (5000-level or higher) is required and must be taken as part of an approved graduate program of study.
- At least half of the credit hours used to meet program requirements must be at the 6000 level.
- Only graduate-level work with a grade of "B" or higher will be used to satisfy degree requirements.
- For the master's degree, at least 24 semester hours of core and elective courses must be earned exclusive of thesis and research.
- In no case will the number of thesis hours in excess of the amount required by a program be counted toward degree completion.
- At least 50 percent of the credits offered for the degree are expected to be derived from the Department of Statistics & Data Science (that is, from one department).
- A comprehensive exam that demonstrates that graduate students have engaged in independent learning is required in the master's program.
- A thesis hour requirement may only be satisfied by enrollment in thesis hours.
- In the case where a student changes from a thesis to a nonthesis option, up to 6 thesis hours may be used to substitute for other research hours.
- Independent study (STA 6908) may be taken for a total of no more than three semester hours. Note that independent study can only be used as elective and not as a required course.

Curriculum

The MS. in Statistics & Data Science requires 36 hours beyond an earned Bachelor's degree. Required coursework includes 21 credit hours of courses and 15 credit hours of restricted elective coursework for an MS in Statistics and 24 credit hours of courses and 12 credit hours of restricted elective coursework for an MS in Statistics, Data Science track.

All MS students must have an approved **Plan of Study (POS)** developed by the student and advisor that lists the specific courses to be taken as part of the degree. Students must maintain a minimum GPA of 3.0 in their POS, as well as a "B" (3.0) in all courses completed toward the degree and since admission to the program

Required Course (MS Statistics)

(21 credit hours)

- [STA 6106 - Statistical Computing I](#) 3Credit Hours
- [STA 5205 - Experimental Design](#) 3 Credit Hours
- [STA 6236 - Regression Analysis](#) 3Credit Hours
- [STA 6326 - Theoretical Statistics I](#) 3Credit Hours
- [STA 6327 - Theoretical Statistics II](#) 3Credit Hours
- [STA 6329 - Statistical Applications of Matrix Algebra](#) 3Credit Hours

And one between

- [STA 6246 - Linear Models](#) 3Credit Hours
- [STA 6707 – Multivariate Statistical Methods](#) 3Credit Hour

Restricted Electives

(15 Credit Hours) - at least 9 credit hours must be STA coursework. With departmental approval, other courses may be included in the plan of study

- [STA 5505 - Categorical Data Methods](#) 3 Credit Hours
- [STA 5825 – Stochastic Processes and Applied Probability Theory](#) 3Credit Hours
- [STA 6226 - Sampling Theory and Applications](#) 3Credit Hours
- [STA 6238 - Logistic Regression](#) 3Credit Hours
- [STA 6237 - Nonlinear Regression](#) 3Credit Hours
- [STA 6346 - Advanced Statistical Inference I](#) 3Credit Hours
- [STA 6347 - Advanced Statistical Inference II](#) 3Credit Hours
- [STA 6507 - Nonparametric Statistics](#) 3Credit Hours
- [STA 6662 - Statistical Methods for Industrial Practice](#) 3Credit Hours
- [STA 6707 - Multivariate Statistical Methods](#) 3Credit Hours
- [STA 6709 - Spatial Statistics](#) 3Credit Hours
- [STA 6857 - Applied Time Series Analysis](#) 3Credit Hours
- [STA 5104 - Advanced Computer Processing of Statistical Data](#) 3Credit Hours
- [STA 5703 - Data Mining Methodology I](#) 3Credit Hours
- [STA 6704 - Data Mining Methodology II](#) 3Credit Hours
- [STA 6714 - Data Preparation](#) 3Credit Hours
- [COP 5711 - Parallel and Distributed Database Systems](#) 3Credit Hours
- [FIN 6406 - Strategic Financial Management](#) 3 Credit Hours
- COP 4710 - Database Systems 3 Credit Hours
- [COP 6730 - Transaction Processing](#) 3 Credit Hours
- [COP 6731 - Advanced Database Systems](#) 3 Credit Hours

Required Course (Data Science track)

(24 credit hours)

[STA 5104 - Advanced Computer Processing of Statistical Data](#) 3Credit Hours

[STA 5703 - Data Mining Methodology I](#) 3Credit Hours

[STA 6236 - Regression Analysis](#) 3Credit Hours

[STA 6238 - Logistic Regression](#) 3Credit Hours

[STA 6326 - Theoretical Statistics I](#) 3Credit Hours

[STA 6327 - Theoretical Statistics II](#) 3Credit Hours

[STA 6704 - Data Mining Methodology II](#) 3Credit Hours

[STA 6714 - Data Preparation](#) 3Credit Hours

Restricted Electives

(12 Credit Hours) - at least 9 credit hours must be STA coursework. With departmental approval,

other courses may be included in the plan of study

- [STA 5505 - Categorical Data Methods](#) 3 Credit Hours
- [STA 5825 – Stochastic Processes and Applied Probability Theory](#) 3Credit Hours
- [STA 6106 - Statistical Computing I](#) 3Credit Hours
- [STA 5205 - Experimental Design](#) 3 Credit Hours
- [STA 6107 - Statistical Computing II](#) 3Credit Hours
- [STA 6226 - Sampling Theory and Applications](#) 3Credit Hours
- [STA 6237 - Nonlinear Regression](#) 3Credit Hours
- [STA 6329 - Statistical Applications of Matrix Algebra](#) 3Credit Hours
- [STA 6246 - Linear Models](#) 3Credit Hours
- [STA 6346 - Advanced Statistical Inference I](#) 3Credit Hours
- [STA 6347 - Advanced Statistical Inference II](#) 3Credit Hours
- [STA 6507 - Nonparametric Statistics](#) 3Credit Hours
- [STA 6662 - Statistical Methods for Industrial Practice](#) 3Credit Hours
- [STA 6705 - Data Mining Methodology III](#) 3Credit Hours
- [STA 6707 - Multivariate Statistical Methods](#) 3Credit Hours
- [STA 6709 - Spatial Statistics](#) 3Credit Hours
- [STA 6857 - Applied Time Series Analysis](#) 3Credit Hours
- [COP 5711 - Parallel and Distributed Database Systems](#) 3Credit Hours
- [COP 4710 - Database Systems](#) 3 Credit Hours
- [COP 6730 - Transaction Processing](#) 3 Credit Hours
- [COP 6731 - Advanced Database Systems](#) 3 Credit Hours
- [FIN 6406 - Strategic Financial Management](#) 3 Credit Hours

Timeline for Completion

All incoming graduate students are required to take the core course sequences starting in the fall. Students with a Bachelor degree have to follow these guidelines. Note that some course sequences may be switched between Fall and Spring. So, students should think more about completing courses per year rather than per semester.

Statistics

The typical two-year plan of courses for full-time students in the Statistics program is outlined below.

Year 1

Fall	Spring	Summer
<ul style="list-style-type: none"> • STA 6236: Regression Analysis (3) • STA 6326: Theoretical Statistics I (3) • Approved Elective (3) 	<ul style="list-style-type: none"> • STA 5205: Experimental Design (3) • STA 6327: Theoretical Statistics II (3) • STA 6329: Statistical Applications of Matrix Algebra (3) 	<ul style="list-style-type: none"> • Optional Semester
Semester Total: 9 credit hours	Semester Total: 9 credit hours	

Year 2 – Thesis Option

Fall	Spring
<ul style="list-style-type: none"> • STA 6106: Stat. Computing I (3) • Approved Elective (3) 	
<p>Select one of the following courses:</p> <ul style="list-style-type: none"> • STA 6707: Multivariate Stat. Methods (3) • STA 6246: Linear Models (3) 	<ul style="list-style-type: none"> • Approved Elective (3) • STA 6971: Thesis hours (6)
Semester Total: 9 credit hours	Semester Total: 9 credit hours

Year 2 – Non-thesis Option

Fall

- STA 6106: Stat. Computing I (3)
- Approved Elective (3)

Select one of the following courses:

- STA 6707: Multivariate Stat. Methods (3)
- STA 6246: Linear Models (3)

Spring

- Approved Elective (3)
- Approved Elective (3)
- Approved Elective (3)

Semester Total: 9 credit hours

Semester Total: 9 credit hours

Data Science Track Program

The typical two-year plan of courses for fulltime students in the Data Science track is outlined below.

Year 1

Fall

- STA 6236 Regression Analysis (3)
- STA 6326 Theoretical Statistics I (3)
- STA 5103 Advanced Computer Processing of Statistical Data (3)

Semester Total: 9 credit hours

Spring

- STA 6238 Logistic Regression (3)
- STA 6327 Theoretical Statistics II (3)
- STA 6714 Data Preparation (3)

Semester Total: 9 credit hours

Summer

- Optional Semester

Year 2 – Thesis Option

Fall

- STA 5703 Data Mining I (3)
- Restricted Elective (3)
- Restricted Elective (3)

Semester Total: 9 credit hours

Spring

- STA 6704 Data Mining II (3)
- STA 6971: Thesis hours (6)

Semester Total: 9 credit hours

Year 2 – Non-thesis Option

Fall

- STA 5703 Data Mining I (3)
- Restricted Elective (3)
- Restricted Elective (3)

Semester Total: 9 credit hours

Spring

- STA 6704 Data Mining II (3)
- Restricted Elective (3)
- Restricted Elective (3)

Semester Total: 9 credit hours

Other Academic Requirements

Comprehensive Culminating Experience Examination Requirements

All students completing the MS degree in Statistics are required to pass a Comprehensive Examination. This exam consists of two parts. Part I of the exam will cover the material in STA 6326, Theoretical Statistics I, and STA 6327, Theoretical Statistics II, while the composition of Part II will depend on whether the student is in the regular degree program or the Data Science track. Part II covers STA 5205 Experimental Design and STA 6236 Regression Analysis for the regular program, and STA 5103 Advanced Computer Processing of Statistical Data, STA 6238 Logistic Regression and STA 6714 Data Preparation for the Data Science track.

On the first sitting for the exam, students must take both parts of the exam and they must have already completed all of the courses covered on their two parts of the exam. Students will be allowed to take the exam two times. If a student fails both parts of the exam on the first attempt, then both parts must be taken on the second attempt, while only the failed part will need to be taken again for students who passed one part.

The comprehensive exam will be offered annually in August just prior to the start of the fall semester, with Part I offered on one day and Part II, the following day. Students will receive an official exam announcement during the spring semester. A second sitting for the exam, if needed, will be scheduled, usually in January before the spring term begins, only for those students that need to retake the exam.

Students who are more than **ten minutes late** to a specific Part will not be allowed to take that Part of the exam and will receive a failing grade for that Part. So, it's your responsibility to be in the classrooms prior to exam start times.

Advisement

Appointment of Committee or Adviser Advising and Mentoring

The Graduate Coordinator serves as the advisor for all graduate students in the Statistics program including students in the Data Science track. The advisor will guide the student in matters such as program policies, procedures and requirements, as well as help the student in the selection of courses.

Students may wish to seek out other faculty members for additional advice as needed. For example, students in the Data Science program may wish to talk with the Director of the Data Science program or other Data Science faculty.

An academic adviser and advisory committee are required when the student is enrolled in a thesis option and can be useful when there is substantial flexibility in course work. It is the responsibility of the department to appoint an adviser and advisory committee.

It is the student's responsibility to keep informed of all rules, regulations, and procedures required to successfully complete the graduate program. Graduate program regulations will not be waived nor will exceptions be granted because a student pleads ignorance of the regulations. Detailed information on graduate regulations and policies can be found in the [UCF Graduate Catalog](#).

Thesis Requirements

The thesis is the culminating or comprehensive experience for those who conduct an original research study as part of a thesis-option program. The thesis consists of a common theme with an introduction and literature review, details of the study, and results and conclusions. Since the work is original, it is very important that care is taken in properly citing ideas and quotations of others. Academic dishonesty in a thesis, research report and dissertation work may result in termination from the degree program.

An oral defense of the thesis is required. The approved thesis must be written and prepared in accordance with the program, college, and university requirements. [Thesis and Dissertation \(ETD\)](#) describes university requirements and formatting instructions for theses and outlines the steps that graduate students must follow in order to submit their theses electronically to the UCF College of Graduate Studies.

Additionally, the Thesis and Dissertation Office offers workshops to inform graduate students about procedures, deadlines, and requirements associated with preparing a thesis.

Thesis students are required to submit their thesis electronically. Electronic thesis/dissertation (ETD) submissions are archived by the UCF library in digital format that is widely accessible. The electronic thesis may include video and audio clips as well as other formats that are appropriate for the field of study.

All theses that use research involving human subjects, including surveys, must obtain approval from an independent board, the Institutional Review Board (IRB) prior to starting the research. Graduate students and the faculty that supervise them are required to attend training on IRB policies, so this needs to start well in advance of the research start date. It is imperative that proper procedures are followed when using human subjects in research projects. Information about this process can be obtained from the Office of Research and Commercialization (www.research.ucf.edu). Click on “Compliance” and the *IRB Policy and Procedures Manual* is available. In addition, should the nature of the research or the faculty supervision change since the IRB approval was obtained, then new IRB approval must be sought. Failure to obtain this prior approval could jeopardize receipt of the student’s degree.

Students who wish to complete their degree requirements in a given semester must take their oral defense and submit their final electronic copy to the UCF College of Graduate Studies by the dates shown in the [Academic Calendar](#).

Thesis Advisory Committee Membership

A student writing a thesis must have a Thesis Advisory Committee consisting of at least three members who are approved members of the [Graduate Faculty](#). This committee will recommend to the Dean of the college regarding the student’s program of study, provide continual guidance for the student, and be the principal mechanism for the evaluation of the student’s thesis and performance in any general examinations. At least two members of the Thesis Advisory Committee must be Graduate Faculty, one of whom must serve as the chair of the committee. Graduate Faculty Scholars may serve as a member or co-chair of a thesis advisory committee but may not serve as the chair.

Program areas may specify additional committee membership beyond the minimum of three. These committee members must also be approved members of the Graduate Faculty or Graduate Faculty Scholars. Graduate Faculty members must form the majority of any given committee. Additional information regarding the criteria for serving as a member, co-chair, or chair of a Thesis Advisory Committee is provided in the updated [Graduate Faculty policy](#).

Committee membership must be approved by the program director and submitted to the College of Graduate Studies. All members must be in fields related to the thesis topic. The UCF College of Graduate Studies reserves the right to review appointments to a Thesis Advisory Committee, place a representative on any Thesis Advisory Committee, or appoint a co-chair. A student may request a change in membership of the Thesis Advisory Committee with the approval of the program director and re-submission to the College of Graduate Studies.

All committee members vote on acceptance or rejection of the final thesis. The thesis proposal and final thesis must be approved by a majority of the committee.

Responsibilities of Members of Thesis Advisory Committees

All members of the doctoral advisory committee have responsibilities. See the [Graduate Faculty and Graduate Faculty Scholars Policy](#) for this information.

Enrollment in Thesis Hours

After completion of other course requirements, master's level students may be considered full-time if they enroll in at least three credit hours of thesis (XXX 6971) hours only. They subsequently must enroll in three thesis hours each semester continuously (including summers) until the successful completion of minimum program coursework and thesis hours. After which, with the approval of the thesis committee chair or adviser, students may enroll in a minimum of one thesis hour per semester. Students enrolled in thesis hours simultaneously with coursework hours must be enrolled in a combined nine credit hours to be considered full time for the fall and spring semesters, or six credit hours to be enrolled full time in the summer semester. Students who need to interrupt their thesis work for extenuating circumstances must submit a Leave of Absence Form to the College of Graduate Studies. Submission and approval of the form must be obtained prior to the first day of classes for the term of non-enrollment.

Thesis Defense

Thesis defenses will be approved by a majority vote of the Thesis Advisory Committee. Thesis committee members who do not approve of the thesis may choose not to sign the thesis approval sheet. Further approval is required from the Dean or Dean designee and the UCF College of Graduate Studies before final acceptance of the thesis in fulfilling degree requirements.

Virtual Thesis Defenses

Graduate programs may elect to offer the option of a virtual thesis defense (student off-campus defense) upon approval of the program coordinator/director, the department, and the college. Programs that choose to offer the option of a virtual defense must develop and ensure procedures for the implementation of the virtual defense process and procedures must be published in the program's handbook. These procedures should address the form and time for the student's request for a virtual defense, the process for seeking approval, the teleconferencing facilities and equipment to be used, the availability of technical support during the defense, alternative plans if needed, and other relevant issues. Use of a web conferencing platform like Lync or Adobe Connect is recommended as is the preparation of participants and testing of the system prior to the defense date. Students should also seek approval for a virtual defense by the time they file the intent to graduate. It is expected that at minimum the thesis committee chair will be present at the campus location of the public defense. Individual programs may add further restrictions or requirements for students to proceed with virtual defenses.

Review for Original Work

The university requires all students submitting a thesis as part of their graduate degree requirements to first have their electronic documents submitted through iThenticate for advisement purposes and for review of originality. The thesis chair is responsible for scheduling this submission to iThenticate and for reviewing the results from iThenticate with the student's advisory committee. The advisory committee uses the results appropriately to assist the student in the preparation of their thesis.

Before the student may be approved for final submission to the university, the thesis chair must indicate completion of the Review for Original Work through iThenticate by signing the Thesis Approval Form.

Thesis Dissemination

While UCF respects the wishes of students who would like to publish their work and/or apply for patents, it is essential for scholarly research conducted at a university to be available for dissemination. While several options are available for the release of an ETD, it is the goal of the university that all theses be available through the UCF Libraries catalog. Upon uploading the final ETD to the UCF Libraries ETD website, students, in some cases with their advisers, must choose one of the options for the availability of their ETD through UCF. Students with potential patent concerns are required to discuss the following options with their thesis adviser and indicate the availability choice on the Thesis and Dissertation Release Option electronic form, which the student submits in the myUCF Student Center.

For those with no patent or copyright concerns:

- Immediate worldwide dissemination with no restrictions.

For those who have patent issues, dissemination options must be discussed and agreed to with your adviser. Choices are:

- Pending dissemination of the entire work for six months for patent or other proprietary issues, with an additional six months' extension available. Once the patent and proprietary issues are resolved, then immediate worldwide dissemination with no restrictions.
- Pending dissemination of the entire work for six months for patent or other proprietary issues, with an additional six months' extension available. Once the patent and proprietary issues are resolved, choosing this option allows the student to make the thesis available to the university community for the period chosen below, and then for it to be distributed via the Web beyond that time.
 - one year
 - three years*
 - five years*

For those who have copyright concerns, dissemination options are a student decision within the guidelines of individual departments that may have requirements for dissemination. If a department has no guidelines for dissemination, then students are free to choose one of the options below. In general,

those in the sciences and engineering will choose one year while students in the arts and humanities may choose longer. Choosing this option allows the student to make the thesis available to the university community for the period chosen below, and then for it to be distributed via the Web beyond that time.

- one year
- three years*
- five years*

*Does not require thesis adviser signature and approval.

Public Access

Students, faculty, staff, and other interested parties are strongly encouraged to attend thesis final defense sessions. Notices providing a date, time, and location of such meetings must be distributed to all academic departments.

These sessions are educational and informative for graduate students and provide an opportunity for colleagues to observe the work of their peers. At the discretion of the Chair of the Thesis Advisory Committee, questions may be invited from the audience. That part of the session involving committee discussion leading to a vote on the acceptance of the work will be closed. Sessions may be recessed briefly to excuse visitors and the candidate before this stage begins.

Time Limitation for Degree Completion

The student has seven years from the date of admission to the master's program to complete the degree. Students may transfer in coursework according to the [transfer work policy](#), however, courses older than seven years at the time of admission will not be transferred into the student's Program of Study.

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

Master's students should maintain continuous enrollment in their degree 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](#)).

If master's students do not maintain continuous enrollment and have not filed for a special leave of absence (see Continuous Attendance 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 degree program, among others. Readmission is not guaranteed.

Transfer of Credit

Types of Transfer Credit

Three different types of credit may be brought into a program of study for course work taken outside of UCF or prior to enrolling in the program for which the degree is sought.

1. External transfer credits: course credits completed at a regionally accredited institution (excluding UCF) or recognized international institution.

External transfer credits are eligible for transfer only if they meet the following criteria:

- Only graduate-level courses may be accepted as transfer credits.
- Only courses with a grade of “B-” or higher are allowed to be transferred into a program of study (not petitionable).
- Only hours that are no more than seven years old at the time of transfer may be transferred, unless part of an earned graduate degree.
- Only formal course work hours, but not thesis or research hours, may be used as transfer credits (not petitionable).

External transfer credits are limited to up to 9 credit hours for students who do not have a completed graduate degree or for students in doctoral programs that require a master’s degree for admission.

For the Department of Statistics & Data Science, the policy for transferring a course is based on 1 to 1. This means 1 course from another institution can be used for 1 course from UCF. All credits transfer will go through proper course evaluations. In general, students cannot transfer required courses except under the discretion of the Graduate Committee. Also, students cannot use independent study/directed research to substitute or replace a required course. Similarly, students cannot use independent study/directed research to substitute or replace an elective course unless prior approval from the Graduate Coordinator.

To transfer a course from Statistics, student will submit to the Graduate coordinator the syllabus and if possible course schedule for the course. The syllabus has to be the one used from the semester and year the student took the course with the original institution.

To transfer a course from Computer Science, Engineering, Math, etc..., the student should contact himself/herself the instructor in charge of this course from Computer Science, Engineering, Math, etc..., and the instructor from that department should send to the Graduate Coordinator of the Department of Statistics & Data Science by private email their decisions about the courses equivalency.

2. Internal transfer credits: graduate-level course credits completed at UCF prior to enrolling in the program for which the degree is sought, including those taken in undergraduate status at UCF as part of a Senior Scholar or accelerated program; or as a Traveling Scholar (see Traveling Scholars in the [General Graduate Policies](#) for more information).

Internal credits are eligible for transfer only if they meet the following criteria:

- Only graduate-level or higher courses may be accepted as transfer credits.
- Only courses with a grade of “B-” or higher are allowed to be transferred into a program of study (not petitionable).
- Only hours that are no more than seven years old at the time of transfer may be transferred, unless part of an earned graduate degree.

(Note: Internal thesis or research hours may be used as transfer credits, but may not be used to satisfy formal course work requirements.)

Graduate degree programs are permitted to accept as internal transfer credits up to nine hours of graduate-level course work taken by a student while in undergraduate status at UCF. More than nine hours may be accepted if part of a formally approved accelerated program.

3. Waived credits: 30 credit hours in a program of study that are waived on the basis of an earned master’s degree, not based on individual courses.

For students in doctoral programs that do not require a master’s degree for admission, students with an earned master’s degree may have 30 credit hours waived if the following criteria are met:

- the earned degree is from a regionally accredited institution or recognized foreign institution;
- the master’s degree was earned in the same or a closely related area of study

Transfer Credit Limits

The sum of all transfer and waived credits may not exceed 50% of the total degree requirements of any doctoral degree, with one exception. An exception is possible for graduate students recruited to transfer to UCF when their faculty supervisor is being hired by UCF from another institution. In this case, the student’s transfer is requested by his/her faculty supervisor (rather than initiated by the student), often to minimize disruption to the student’s research and progress to degree. This exception allows the student to transfer up to 66.7% of the total degree requirements of the doctoral degree as long as the student completes at least 9 hours of graded coursework at UCF, earns Doctoral Candidacy at UCF, completes 15 hours of dissertation at UCF, and meets all other university policy requirements for external transfer credits.

All transfer and waived credits to be used toward a doctoral degree should be finalized by the end of the third major (fall/spring) term of program enrollment (based on full-time enrollment), and must be finalized prior to the change to candidacy status.

The thesis or dissertation credit requirements of a program may not be satisfied by waived or transfer credits.

Students may be required to obtain a Joseph Silny evaluation to obtain transfer or waived credits from recognized international institutions.

For students who do not have a completed graduate degree, the total number of transfer credits are limited to up to 15 credit hours, or up to all of the hours taken to fulfill an earned UCF graduate certificate.

For students in doctoral programs that require a master’s degree for admission, the total number of transfer credits is limited to up to 15 credit hours, or up to all of the hours taken to fulfill an earned UCF graduate certificate. Credits from the required, earned master’s degree may not be used to satisfy doctoral program requirements.

For students in doctoral programs that do not require a master’s degree for admission, students with an earned master’s degree from a regionally accredited institution or recognized foreign institution may:

- waive 30 credit hours of requirements and credits in a program of study; or
- transfer up to 30 credit hours from any earned master’s degree in the same or a closely related area of study, provided a course-by-course review is performed.

Students who transfer up to 30 credit hours from any earned master’s degree or who have 30 credit hours waived from an earned master’s degree may also transfer up to 9 additional graduate credits, provided the sum of all transfer and waived credits does not exceed 50% of the total degree requirements.

Summary Table of Transfer Credit Limits

Student Situation	Specific Requirements	General Requirements
Transfer credits from an earned graduate degree	≤ 9 SCH	Sum may not exceed 9 SCH
External credits	≤ 9 SCH	
Graduate-level credits while in UCF undergraduate status	≤ 9 SCH	
Other internal transfer credits		Total transfer credits may not exceed 50% of program requirements*

*Exceptions:

- Up to 66.7% of program requirements for students transferring with their faculty supervisors being hired from another institution
-

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 MS in Statistics & Data Science degrees 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 ≥ 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.

Annual Review

Information projected to be entered in 2019-2020.

Senior Scholars

UCF undergraduates who meet our departmental eligibility requirements may enroll in UCF graduate courses and use them toward their undergraduate degree and their graduate program of study upon admission to a UCF graduate program. As Senior Scholars, they are entitled to use up to nine graduate credit hours (more may apply for some accelerated programs) toward a UCF graduate degree or certificate, provided they have received advisement and written approval to do so from the graduate program director. This permission must be obtained before enrolling in the graduate courses. In addition to approval from the graduate program director, undergraduates must consult their undergraduate adviser to ensure that registration in graduate-level course work will meet their bachelor's degree requirements. The student must receive college and university approval to interrupt the residency requirement. The University Waiver Form can be obtained from the undergraduate department office. Tuition and fees for graduate-level courses are different from undergraduate courses, and it is the student's responsibility to consult with the Office of Student Financial Assistance (<http://finaid.ucf.edu/>) regarding adjustments that might be needed for Bright Futures and other scholarship funding.

Conferral of Master's Degrees for Students in Doctoral Degree Programs

A student making satisfactory progress in a doctoral program may be eligible to be awarded a master's degree in the same discipline. The master's degree program and the College of Graduate Studies have the authority to determine whether the doctoral program credits satisfactorily fulfill the master's degree requirements. All requirements for the master's degree must be fulfilled, including passing all examinations and submitting a thesis, if so required. Up to a maximum of 9 SCH of substitutions are allowable, provided that the substitutions are higher level courses for their precise lower level counterparts, exclusive of substitutions for thesis hours.

In such cases:

1. The program requirements for the master's degree are governed by the requirement term used for the doctoral degree program.
2. The two degrees are not considered to be part of a formal "dual degree" program and, therefore, are not subject to the policies governing dual degree programs.
3. Courses credited towards the Master's degree are not implemented as transfer credits to another program and therefore fall outside of the transfer credit policy.

The general restriction that no credit hours may be counted for more than two degree programs applies to these master's degrees as well. Credits from a previously earned master's degree may not be used to fulfill the requirements of a master's degree for a student in a doctoral degree program (a "master's along-the-way").

Satisfactory Academic Progress and Performance

Satisfactory performance involves maintaining the standards of academic progress and professional integrity expected in the Statistical Computing program. Failure to maintain these standards may result in termination of the student from the program.

The university requires that students must maintain a graduate status GPA of at least 3.0 or higher in order to maintain graduate student status, receive financial assistance, and qualify for graduation. The graduate status GPA is the cumulative GPA of graduate courses taken since admission into the degree program. This graduation requirement for a minimum 3.0 GPA in all graduate courses completed since admission into the graduate program cannot be waived. Also, a grade of “B” (3.0) in all courses completed toward the degree and since admission to the program is required. Grades of C, D+ and lower will count against a graduate GPA but cannot be used toward completion of a degree requirement.

Master’s students must complete at least 21 semester credits at UCF. Courses older than seven years cannot be applied toward the plan of study unless approved by Graduate Studies.

For additional information on Academic Progress and Performance, please visit the [Graduate Catalog](#).

Steps to Completion

Since the MS degree program in Statistics & Data Science may or may not require a thesis, there are two basic steps involved in the completion of the degree: successfully completing 36 credit hours of coursework that satisfies the program requirements and passing the comprehensive examination.

Fulltime students who take 9 credit hours per term and begin the program in the fall term, take the comprehensive exam in August just before they start their second year. Consequently, courses covered on the comprehensive exam must be taken during the student’s first year. Fulltime students normally complete the program in two years.

Degree Plan of Study

A student’s degree plan of study is the collection of courses that the student will take to earn the degree. In most cases, a student simply follows the guidelines given in the previous section, Course Requirements, to select his or her courses. A specific plan of study, which may vary from student to student, must be formulated jointly by the student and the Graduate Coordinator before the completion of the first 9 hours of the program. The student may make changes to the plan of study at any time with the approval of the Graduate Coordinator. However, the plan of study cannot be changed solely due to the poor academic performance of the student.

Graduation

In the semester of intended completion, the student must submit an Intent to Graduate online by the withdraw deadline of the term of graduation. The online ITG is available through the student's myUCF account.

Students who submit an 'Intent to Graduate', but are missing degree requirements (with no indication of completion in process) will be either approved for graduation on a pending status basis or denied. It is the student's responsibility to ensure that the requirements of their degree have been met; therefore, students are encouraged to review their SASS audit regularly. In addition, it is a student's responsibility to check his or her account to ensure there are no financial holds from the university. Any student placed on hold by the university will not receive their degree until the hold is cleared. Graduating students must be enrolled at UCF during the term of graduation.

Curriculum

Please visit the [Graduate Catalog](#) to see the current curriculum for our program.

Graduate Research

UCF has three fundamental responsibilities with regard to graduate student research. They are to (1) support an academic environment that stimulates the spirit of inquiry, (2) develop the intellectual property stemming from research, and (3) disseminate the intellectual property to the general public. Students are responsible for being informed of rules, regulations and policies pertaining to research. Below are some general policies and resources.

Research Policies and Ethics Information: UCF's Office of Research & Commercialization ensures the UCF community complies with local, state and federal regulations that relate to research. For policies including required Institutional Review Board (IRB) approval when conducting research involving human subjects (e.g. surveys), animal research, conflict of interest and general responsible conduct of research, please see their website: research.ucf.edu/ > Compliance.

UCF's Patent and Invention Policy: In most cases, UCF owns the intellectual property developed using university resources. The graduate student as inventor will according to this policy share in the proceeds of the invention. Please see the current UCF Graduate Catalog for details: catalog.ucf.edu/index.php?catoid=4 > Policies > General Graduate Policies.

Financial Support

The Department of Statistics offers financial support to some of its graduate students in the form of Graduate Teaching Assistantships (GTAs). These positions are renewable on an academic term basis. Students who are performing well in the program and are also performing their assistantship duties in a satisfactory manner can normally expect to remain in their assistantship position until completing the MS degree. Very few assistantships are available for the summer term.

An assistantship typically requires approximately 20 hours of work per week. A first-year graduate assistant usually helps a faculty member with the teaching of one of our large introductory courses. Some of our second-year students are given full responsibility of teaching a section of one of our introductory courses.

Assistantships are usually awarded to new students beginning in the fall semester. Students who begin in the spring term may have to wait until the next fall to have an opportunity for an assistantship. Students who are interested in being awarded an assistantship for the fall term should apply for admission, submit all supporting documents, and submit three letters of recommendation by January 15, for full consideration.

Students on assistantships are required to be full-time students, which means they must be enrolled in 9 credit hours during each fall and spring term. The assistantship provides a stipend which varies from year to year. In addition, students on an assistantship normally get a substantial portion of their tuition costs waived.

International Students

Several types of employment are available to international students, including on-campus employment. For more information about the types of employment available to international students, and the requirements and restrictions based on visa-type, please see the International Affairs and Global Strategies' website: global.ucf.edu/ > Students > Employment.

Assistantships and Tuition Waivers

For complete information about university assistantships and tuition waivers, please see the UCF Graduate Catalog: catalog.ucf.edu/index.php?catoid=4 > Financial Information.

To be employed and to maintain employment in a graduate position, the student must be:

- In good academic standing
- Enrolled full-time

To be awarded and maintain a tuition waiver, the student must be:

- In good academic standing
- Enrolled full-time
- Employed in a graduate teaching position (GTA) or receiving a University fellowship
Master's students can be offered tuition support for a maximum of nine semesters.

GTA Training Requirements

Graduate students may be appointed as graduate teaching assistants (GTAs) to carry out responsibilities as classroom teachers (instructors of record), co-teachers or classroom assistants, graders, lab assistants, or other roles directly related to classroom instruction. Mandatory training requirements must be met for a student to be hired in the position of Graduate Teaching Associate, Assistant or Grader. The training, offered by UCF's Faculty Center for Teaching and Learning, covers course design, learning theories, ethics, and other topics relevant to preparing GTAs for their responsibilities. See [GTA Training Requirements](#) for training requirements and registration instructions. Graduate Teaching Associates must have completed at least 18 hours of graduate courses in the discipline they will be teaching.

Students who are non-native speakers of English and do not have a degree from a U.S. institution must pass the SPEAK test before they will be permitted to teach as Graduate Teaching Associates (position code 9183) or Graduate Teaching Assistants (position code 9184). The SPEAK test is not required for students who will be appointed as a Graduate Teaching Grader (position code 9187). Additional information including how to register for the test can be accessed through the [Graduate Teaching](#) section of the College of Graduate Studies student website.

GTA Performance Assessment

At the completion of each semester during which the student is employed as a GTA, the student's performance will be evaluated by the faculty supervisor. The supervisor is typically the faculty member whom the student reports to. These assessments will be used to review strengths and weaknesses in the student's performance in preparation for future employment. Students who receive poor appraisals may not have their assistantships renewed for subsequent semesters.

Miscellaneous

Office space is provided to all graduate teaching assistants. GTAs working for courses that have a computer component will have access to a PC in their office space. GTAs are assigned an email account on the university's Outlook server. It is important that students regularly check this email account even if they have other email accounts that they use, since office staff or faculty may communicate with them via the Outlook account. GTAs also have a mailbox in the Department's mailroom. GTAs can use the

Department's copying machines and supplies only for GTA-related activities by first getting approval from the Office Manager.

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.

Professional Development

Occasionally there are opportunities for summer work for students in the Data Mining track. Interested students should contact the Director of this program.

Travel Support

The College of Graduate Studies offers a Graduate Presentation Fellowship that provides funding for master's, specialist, and doctoral students to deliver a research paper or comparable creative activity at a profession meeting. Students must be the primary author and presenter. For additional information visit [Graduate Presentation Fellowship](#).

Another option is Graduate Students Travel Funding which is available to pay transportation expenses for graduate students who are delivering a research paper or comparable creative activity at a professional meeting. Contact the Student Government Association at 407/823-5648 for more information.

Teaching and Learning

The Faculty Center for Teaching and Learning (FCTL) promotes excellence in all levels of teaching at the University of Central Florida. They offer several programs for the professional development of Graduate Teaching Assistants at UCF.

- **GTA Training** (mandatory for employment as a GTA)
This training provides information and resources for students who will be GTAs. The training covers a variety of topics, including course development, learning theories, lecturing, and academic freedom. For details on the required GTA training, visit [GTA Training Requirements](#).
- **Preparing Tomorrow's Faculty Program**
This certificate program (12-weeks) consists of group and individualized instruction by Faculty

Center staff and experienced UCF professors. Textbooks and materials are provided. International students are provided the same training as well as information regarding language immersion and tricks and cultural awareness as a way of knowing what to expect from American students.

For more information, visit the UCF Faculty Center for Teaching and Learning's website at fctl.ucf.edu/ > Events > GTA Programs.

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/.

Graduate Student Association

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.

For grant-proposal writing resources: uwc.cah.ucf.edu/.

Discipline Societies

American Statistical Association (ASA)

The [American Statistical Association](http://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](http://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](#) (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/

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.
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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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