Introduction to Critical Data Science - Summer 2020
Course Policies

Contents:

Guiding Principles

- For this co-taught, fully online summer course, instruction will be provided by the teaching team, including faculty, instructional and academic support staff from the student's home campus who can serve as liaisons to coordinate local issues.
- Additional support for students will draw on personnel and resources from their home campus, including the Registrar's office, Information Technology office, Accessibility/Disability office.
- Course policies detailed below reflect agreement across the partner schools; in most cases, the students' home institution policy will apply; in cases where policies across participating conflict in ways that may impact students differently, the governing policy and any exceptions will be explicitly noted.
- The policies defined in this document apply to this summer pilot class only; no overarching policies are implied for other LACOL pilots or consortial agreements.

General Policies

- Student eligibility for participating in this class will be determined by the home institution and course instructors.
- Students participating in this LACOL class will be considered fully enrolled at their home institutions. Partner institutions will not count them as part of their student body.
- For this class, students do not need to be resident on any campus, and no provision or support for residency will be provided; students may arrange to be on campus for other reasons.
- Access to academic facilities (e.g., libraries) for this class will be met through online means, in coordination with local library, IT and student support offices.
- Most course materials will be accessible via the internet from any location through the central course website (LMS) and other freely accessible online sites or tools such as DataCamp and Piazza. Students are responsible for arranging their own computer and internet connection to meet the needs of the course.

Prerequisites / Eligibility

- There are no common prerequisites or GPA requirements for this pilot course.
- Each institution will determine its own course number/level for this course in line with their curricular requirements; students are subject to related rules, policies, and requirements of their home institution. Students should discuss institution-specific requirements and limitations (if any) with their advisor and Registrar in seeking approval to enroll in the class.
- Students must be eligible to continue at or return to their home institution, however that is defined.
- Student eligibility and match for the summer class will be guided by recommendation of the instructor(s) at the student's home campus.

Course Credit

- Each school may grant credit to their own students according to local policy and process. Alternatively, schools may opt to transcript the course as not-for-credit.
- Auditing the course will be permitted at the discretion of each school for their own students and the discretion of the course instructors.
- The transcripting term (spring, summer, fall) will be determined by each school for its own students.
- The permanent record at the student's home institution may indicate the course included a consortial component. At the discretion of the student's home institution, the grade given by the course faculty may be accepted, recorded, and calculated in grade-point averages by the home institution at its face value or the nearest home institution equivalent in the grade category involved.
- Academic records (course grade) will be transmitted to the home institution at the end of the term without charge to the student.

- Each school will determine if this course counts toward a major, minor, certification or other credential from the student's home school.

Course Grades

- Grading Scale / Final Course Grade: A final letter grade will be recorded by the Registrar at the student's home institution (transcript) based on the appropriate grading scale. In some cases, the institution may support taking this course for a Pass/Fail grade.
- Incompletes: The policies of the institution where the student is registered will determine if an incomplete may be granted.
- Extensions: The policies of the institution where the student is registered will determine if an extension may be granted.
- Option for Pass/Fail Grade: The policies of the institution where the student is registered will determine if a Pass/Fail grade may be recorded.
- Deadline for submitting final course grades to Registrars: Aug 17, 2020.

Registration / Course Roster

- Registrars will determine the course number and teaching department of record for their own institution based on consultation with their instructor(s) and chief academic officers.
- Registration Window:
    - Start of Registration: March 1, 2020.
    - Close of Registration: Each school will set its own internal application deadline for students in April or early May. Each school will follow its preferred process for selecting up to 10 students for the LACOL roster prior to May 15, 2020.
    - Roster Formation: Each school will bring forward their list of accepted students for the LACOL class roster by May 15, 2020.
- Waitlist: No registration waitlist will be maintained.
- Course Drop Deadline: June 24, 2020. Students may drop the course without penalty or record during the first two weeks of the course.
- Course Withdrawal: The policies of the institution where the student is registered will determine the rules governing a student's ability to withdraw from the course after the Drop Date. A withdrawal may be recorded on the student transcript according to the rules of the student's home institution.
- In early spring 2020, instructors will transmit a list of recommended students for enrollment to their Registrar; there is a limit of 10 students per participating school.
- Registrars will enroll approved students in their SIS/ERP system and maintain registration records and final courses grades locally for transcripting.
- During the course, the unified class roster and gradebook will be maintained in the FERPA-compliant LMS course site by the instructors.

Course Evaluations

- Students will complete a course evaluation. Student responses will be collected anonymously and will be kept confidential. Data will be used solely for the purposes of gaining feedback on the course experience and improving future offerings.

Fees

- No additional student fees or tuition will be collected or exchanged for the 2020 course. Future offerings (2021 or later) may have applicable fees.

Academic Dishonesty / Misconduct

- Students are expected to abide by the rules governing academic conduct specified by their own institution, student handbook or honor code.
- Cases of alleged misconduct will be referred to the faculty/administrative liaisons of the relevant institutions for review. Such matters may be directed to the judicial or disciplinary proceedings for further redress.

Title IV - Financial Aid

- To support student eligibility for Federal Student Aid, a Letter of Agreement/Memo of Understanding (MOU) between partner schools can be provided for the purposes of documenting the consortial offering; however, a Letter of Agreement/Memo of Understanding may not be needed since no extra tuition will be charged.

Title IX - Access

- Accommodations are available for students with documented disabilities according to the guidelines established by their home institution. Prior to the start of the summer term, students are directed to contact their local office of Disability Services (or equivalent) to schedule an appointment to discuss individual circumstances. This will ensure that any approved accommodation can be implemented early on.

Other Student Services

- Students will be off campus, but may need psychological services, tutoring, or other student services. Access to services will be coordinated with each school's administrative liaison.