

# statistics.com

THE INSTITUTE FOR STATISTICS EDUCATION

## STUDENT HANDBOOK

### MISSION STATEMENT

Statistics.com is the premier institute of online higher education in statistics, serving a world-wide community of learners. It provides undergraduate and graduate-level learning in basic statistics, advanced statistics, machine learning and business analytics. Its programs and courses are comprehensive, rigorous, affordable, available on a flexible schedule, and provide opportunities for interaction with distinguished experts on all subjects in statistics.

[statistics.com](https://www.statistics.com)

THE INSTITUTE FOR STATISTICS EDUCATION

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## **ABOUT STATISTICS.COM**

### **INSTITUTIONAL HISTORY**

Statistics.com offered its first online course in 2002, and now has a catalog of over 100 courses given annually, or more frequently. Statistics.com began as a sole proprietorship and is now a limited liability company, with ownership participation by key employees. In 2011 the company registered and adopted the name "The Institute for Statistics Education," and applied for licensure with the state of Virginia as a higher education institution.

### **EDUCATIONAL PHILOSOPHY**

The educational mission of statistics.com is to provide online education in a comprehensive set of statistical methods, offering students interaction with the top experts in their fields, hands on instruction with statistical software, courses that are intense but short enough to fit into the life of busy professionals, and personalized attention, feedback and assistance.

### **HEADQUARTERS AND FACILITIES**

Statistics.com, LLC is headquartered in Arlington, Virginia, USA. Instructors are located throughout the world. Teaching assistant services and online tutoring and consulting are provided by the [Center for E-Learning and Training](#) in Pune, India. A library of books on a comprehensive set of topics in statistics is maintained at headquarters and procedures are in place (including free domestic shipping) for 60-day lending to students. The learning platform is Moodle, provided through Remote Learner, Inc. on a service contract basis.

### **ACCREDITATION STATUS**

Statistics.com plans to seek accreditation with the Distance Technology Education Council in 2012, upon licensure from SCHEV.

## **SCHOOL POLICIES AND PROCEDURES**

### **ENTRANCE REQUIREMENTS**

Minimum Program entry requirements for the certificate programs - Programs in Advanced Statistical Study (PASS) - are a Bachelor's degree, successful completion of an introductory statistics course (equivalent to Statistics.com's intro stat courses series "Introduction to Statistics for Beginners" through "Introduction to Statistics 3"), which will prepare the applicant for a passing score on the required entrance exam (which covers basic statistics).

### **CREDIT FOR PREVIOUS EDUCATION OR TRAINING**

PASS program applicants may substitute previous education or training for up to 3 required courses in a PASS certificate program. Proof of successful completion of the alternate education or training must be presented, along with the application. Upon approval of the alternatives, applicants will be asked to choose additional electives to substitute for the courses from which they opt out.

### **GRADING SYSTEM**

Your work will be graded if you will be requesting college credit through American Council on Education's (ACE) credit recommendation service or if you are enrolled in the Programs in Advanced Statistical Studies.

Statistics.com academic programs are based on learning the statistical concepts concerning a particular subject, gaining facility in applying statistical software tools, and understanding, interpreting and communicating the outcome of statistical analyses. Students are assessed on the basis of quizzes, exams, and analysis and modeling projects. In the Master's Program [1], students must maintain a B average. In the Certificate Programs, students must maintain a C average. In both types of programs, no credit will be awarded for courses in which the student obtains a C or less.

### **STANDARDS FOR SATISFACTORY PROGRESS**

Upon acceptance to a Program, students are accorded the status of Provisional candidates. They become Active candidates upon the successful completion of one required Program course, and registration for a second Program course (required or elective). If a student fails to attain Active status within 12 months of acceptance into the Program, his or her status becomes Inactive.

Once Active, a student must complete the Program within the specified time period for that program (students may apply to the Vice President for a waiver). Failure of an Active student to complete the Program within the specified time period may result in the student being placed on Academic Probation.

Students in good standing who neither take nor register for any courses in any six-month period will have their status revert to Inactive.

### **ACADEMIC PROBATION**

Students who fail to maintain the required average for their program, or who make less than a passing grade in more than one Program course, may be placed on Academic Probation. Students placed on Academic Probation must take and pass at least two Program courses within the next 12 months, or be subject to dismissal.

Students on Academic Probation or in Inactive status must obtain approval of the Vice President before they can resume studies.

### **STUDENT SUSPENSION OR TERMINATION**

Statistics.com reserves the right to terminate a student's enrollment in this course for unsatisfactory progress, nonpayment of tuition, or failure to abide by established standards of course participation.

### **STANDARDS OF COURSE PARTICIPATION**

Students are expected to participate in courses as follows:

1. Studying the course materials and completing homework assignments.
2. Posting questions to the instructor about concepts or assignments that are not understood.

3. Posting queries on a timely basis to the course administrator or teaching assistant about administrative issues (access to software or course materials, problems with homework, etc.)

### **ATTENDANCE**

There are no physical or web attendance requirements at specific times, except for exams.

### **PROCTORING REQUIREMENTS**

Students wishing to receive a grade/transcript from statistics.com in certain courses will need to take a proctored final examination. The following information is designed to guide students through this process.

<http://www.statistics.com/exam/>

### **GRADUATION REQUIREMENTS, LEAVES OF ABSENCE, AND REENTRANCE**

Students are expected to complete all the courses in the PASS program within 5 years of acceptance into the program. Any extensions must be approved in writing by statistics.com prior to that 5-year deadline.

### **STUDENT RECORDS**

Student work in a course (actual assignments, exams, etc.) is maintained for a period of 3 years in the learning management system. For PASS certificate candidates, records of courses taken and marks/grades received are maintained indefinitely in hard and electronic copy at statistics.com's main office. For other students, records of courses taken are maintained indefinitely in electronic form at statistics.com's main office, and records of marks received are maintained for 3 years in the learning management system.

### **SCHOOL CALENDAR**

Courses operate throughout the year, with a 1-week break between Christmas and New Year. Course materials (including readings, videos, assignments) are available for operating courses 24/7, 365 days a year. Administrative support (phone, email) is available Monday-Friday, excluding US Federal holidays and the week between Christmas and New Year.

### **ENROLLMENT DATES**

Applications are accepted and students are enrolled year round on a rolling basis.

### **SCHEDULE OF FEES**

PASS certificate program application fee: \$75

PASS enrollment fee: \$495

Individual course fees: \$229-\$499 (fee for each course is stated on the course description page)

Statistics.com LLC offer two types of tuition reductions:

(1) For most statistics.com courses, multiple participants registering for the same course from a single company pay the first tuition at the corporate rate, with each additional tuition paying the academic rate. Contact [ourcourses@statistics.com](mailto:ourcourses@statistics.com) to learn if a particular course qualifies.

(2) When a single participant takes multiple courses in a year, the first two courses are charged at the

regular tuition rate (either corporate or academic), and the third course taken within the same 12 month period as the first two is offered at a \$100 discount off the regular tuition rate (either corporate or academic). Students who believe they qualify for this quantity discount, must contact ourcourses@statistics.com PRIOR to registering for the third course, to see if they and the course are eligible for this discount.

### **FINANCIAL AID AND SCHOLARSHIPS**

Statistics.com does not offer financial aid or scholarship. It also does not participate in any federal financial aid programs. Over 90% of statistics.com students attend on a self-pay basis.

### **CANCELLATION/REFUND POLICY**

Rejection: An applicant rejected by the school is entitled to a refund of all monies paid.

Five-Day Cancellation: An applicant who provides written notice of cancellation within five days of executing the enrollment agreement is entitled to a refund of all monies paid.

Other Cancellations: An applicant requesting cancellation more than five (5) days after executing the enrollment agreement and making initial payment, but prior to the first day of class is entitled to a refund of all monies paid, less a non-refundable registration fee.

Withdrawal Procedures: A student choosing to withdraw from a course may do so by completing and submitting an "Application for WITHDRAWAL from a statistics.com course" found at: <http://www.statistics.com/Withdrawal.pdf>

Transfer Policy: You can transfer your registration to another course prior to the drop date for a \$99 fee. (If you transfer prior to the start of the course, the fee is only \$25.)

Tuition refunds will be determined as follows:

Amount of Course Completed	Refundable Tuition Due Student
10-25%	75%
25-50%	50%
50-75%	25%
>75% of course	0%

Timely refund payments: Refunds shall be paid within 30 days after the effective date of termination.

### **STUDENT GREIVANCE PROCEDURE**

Any student who has a grievance with the school or an instructor should first discuss the problem with the instructor or school director. If a resolution is not reached, the student should make a written complaint and submit it to the school director, requesting a written response. When a satisfactory resolution of the problem is not obtained, the student may then contact:

State Council of Higher Education for Virginia (SCHEV)

James Monroe Building, 9<sup>th</sup> Floor  
101 North 14<sup>th</sup> Street  
Richmond, VA 23219  
Phone: (804) 225-2600  
Fax: (804) 225 2604

No student shall be subject to unfair action or treatment as a result of the initiation of a complaint.

### **TRANSFERABILITY OF CREDITS TO ANOTHER INSTITUTION**

Statistics.com does not guarantee that any college, university or institution will grant credit for this course. Any decision on the recognition of credit for this course by another institution is the decision of that institution. For more information see our section on Academic Credit at:

<http://www.statistics.com/academic-credit/>

### **CERTIFICATES OF COURSE COMPLETION AND CEU'S**

Individual Course Completion Certificates: Upon request, statistics.com will issue a "certificate of course completion" to those participating in and completing a course. Generally, this means participating by posting questions and obtaining marks of 50% or more on the assignments. CEU's are granted in accord with the length of the course -- a 4-week course at 5 CEU's and a 3-week course at 3.75 CEU's (CEU's are defined in accordance with the citation of the Accrediting Council for Continuing Education and Training). Note: colleges may or may not accept CEU's; see our program for academic credit.

**How to obtain a record of completion at the conclusion of a course:** Requests for a Record of Completion can be made as part of the course evaluation process, in the lessons section of your course. The course evaluation is presented at the end of each course. When the teaching assistant has concluded all marking for the course, another module is presented which will allow you to download and print the Record of Completion.

## **STUDYING AT STATISTICS.COM LLC**

### **HOW COURSES WORK**

For more information on how courses work, please access the following links :

[Tour a Course](#)

[Learning Style](#)

[Homework](#)

[Time Requirement](#)

[Communications with Instructors](#)

### **COURSE CATALOG (COURSE DESCRIPTIONS)**

The list of courses can be found by clicking on the "course catalog" heading on the navigation bar on our website. You can also access it by the following link:

<http://www.statistics.com/course-catalog/>

## **CERTIFICATE PROGRAMS**

Information on certificate programs can be found by clicking on the “certificate programs” heading on the navigation bar of our website. You can also access by the following link:

<http://www.statistics.com/certificate-programs/>

## **KEY STAFF AND FACULTY**

### **Key staff/Administrators**

**Peter Bruce, Founder & President**, BA, Russian, Princeton; MA, Soviet Studies, Harvard; MBA, UMD

**Valerie Troiano, Vice President**, BA, Performance Studies, Northwestern University.

**Kuber Deokar, Instructional Operations Supervisor**, MS, Statistics, Pune University.

### **Part-time faculty**

See the attached list of part-time faculty.