MISSION STATEMENT

Statistics.com is a leading institute of online 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 most subjects in statistics.
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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, in 2012, applied for certification with the state of Virginia as a post-secondary school.

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. Our complete emphasis is on instruction of our students; we are not involved in research or public service. The Institute does not discriminate in its admissions because of race, sex, color, creed, age, religion, or national origin n admitting students.

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.

SCHOOL POLICIES AND PROCEDURES

ENTRANCE REQUIREMENTS
Enrollment in Certificate Programs:
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 course series), which will prepare the applicant for a passing score on the required entrance exam (which covers basic statistics). A student wishing to enroll in PASS first completes the written application, and submits this to The Institute along with the application fee. The application is reviewed, and applicants who meet the criteria receive an email with information needed to take the PASS entrance examination. Once an applicant passes the entrance examination, he/she is notified by email, and encouraged to enroll in the program. Upon enrollment, the student is fully matriculated into PASS, and receives notification of this status in an email from the president of The Institute.

Registration for Individual Courses:
A student may register for any course at The Institute for Statistics Education. It is the student’s responsibility to read over the full course description to be sure that he/she has met any prerequisites, has access to any required software and can purchase the required textbook prior to registering for the course. Registration confirmation for each course is emailed to the student. This confirmation contains pertinent details about that particular course, as well as the admonition to review the transfer and withdrawal policies.

**CREDIT FOR PREVIOUS EDUCATION OR TRAINING**

PASS program applicants may count previous courses at the Institute for up to three required courses in a PASS certificate program, subject to Institute review.

Applicants may also substitute equivalent education or training from other institutions for up to three 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 one additional elective to substitute for the courses from which they opt out.

**GRADING SYSTEM**

At the beginning of each class, students will be asked to specify in what capacity they are taking the course:

1. Just learning, don't need any documentation
2. Need Record of Completion (provides CEU's - Continuing Education Unit credits)
3. PASS certificate student
4. PASS certificate student, non-graded (will not count towards PASS)
5. Seeking ACE credit

If a Record of Completion is sought (2), student homework will be marked solely to determine whether the threshold for gaining a record of completion is reached; no grade will be issued.

Student work is graded if the student is requesting college credit through the American Council on Education's (ACE) credit recommendation service. The Institute will forward only a PASS/FAIL score to ACE.

Student work is also be graded if he/she is enrolled in one of the Programs in Analytics and Statistical Studies (PASS). PASS students receive transcripts with both Program courses and non-program courses listed; grades are provided in both cases.

Courses taken to satisfy PASS requirements must be graded to count towards completing PASS. In the event of unforeseen circumstances that might interfere with successful course completion, PASS students may elect non-graded status, or switch from a graded status to a non-graded status at any point prior to the due date for submitting the second Lesson's assignments. Marks will still be collected by the Institute, and transcripts will show either "Record of Completion" + the appropriate number of CEU's (if adequate marks are obtained), or "Audit" and 0 CEU's.
PROGRESS REPORTS

Certificate Program students:
Students accepted into PASS will receive an interim transcript annually. This document will list course titles, dates taken and letter grade achieved. A PASS candidate is welcome to request an interim copy of their transcript at any time, by written request to the course administrator.

Non-certificate students:
At the conclusion of each course, students who have accomplished marks of 50% or over and complete the course evaluation are eligible to review, download and print out a personal “Record of Completion.” This document confirms successful passing scores, lists the name of the course, name of the instructor, date course concluded and the requisite number of CEU’s conferred.

STANDARDS FOR SATISFACTORY PROGRESS

Provisional/Active Status

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, he or she is placed on probation.

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, or who fail to enroll in a Program course in each succeeding year following enrollment, or who fail to complete their program within the specified time period, 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 from their Certificate Program.

Student Termination/Dismissal

Statistics.com reserves the right to terminate a student's enrollment in the course or program for unsatisfactory progress, nonpayment of tuition, or failure to abide by established standards of course participation and conduct. Advice of termination is via a letter to the student, and may include a full or partial refund of prepaid tuition. No students terminated for the above reasons will be readmitted.

Standards of Course Participation and Conduct

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.)
Students are expected to do their own work, except when collaborative projects or work are permitted, and to adhere to standards of academic honesty. Participation in course discussions and interaction with instructors and fellow students is expected to be courteous and respectful; hostile or degrading comments are not permitted.

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. In these courses, failure to make the proctor arrangements, or failure to attend an arranged exam, will result in no credit being awarded. The following information is designed to guide students through this process. http://www.Statistics.com/exam/

RETAKEING COURSES/EXAMS
If a student fails to complete a course and wishes to retake it, the student is welcome to register and pay full tuition to take the course again the next time it is offered. If a student fails an examination, they will need to retake the course, in order to retake the exam.

GRADUATION REQUIREMENTS, LEAVES OF ABSENCE, AND REENTRANCE
Students are expected to complete the requisite and elective courses in their PASS program within 5 years of attaining "active" status. Any extensions or leaves of absence 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. Student confidentiality is scrupulously maintained; hard copy files are stored in locked files, no records are released without written permission from the student. Any student may request a copy of their record via email request to the course administrator (ourcourses@statistics.com). No records or transcripts are released without written permission from the student.

SCHOOL CALENDAR
Courses operate throughout the year, with a 1-week break between Christmas and New Year. Course materials (including readings, videos, and assignments) are available for operating courses 24/7, 365 days a year. Administrative support (phone, email) is available Monday-Friday, excluding the following US Federal holidays: Memorial Day (last Monday in May), Fourth of July, Labor Day (first Monday in
September), Thanksgiving (fourth Thursday in November), and the week between Christmas (Dec. 25) and New Year (Jan. 1)).

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

**SCHEDULE OF FEES**
Certificate application and enrollment fees, and course tuition fees, differ from program to program and course to course. Current fees are listed on certificate program descriptions and individual course descriptions at www.statistics.com. Course withdrawal and transfer fees are listed at http://www.statistics.com/how-to-register/withdrawal-transfer/.

Statistics.com LLC offer three types of tuition reductions:

1. For PASS students, and students at other institutions of higher education, tuition reductions of 10%-15% amounts are available. The exact amount is shown during the registration process prior to payment.

2. 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 to learn if a particular course qualifies.

3. When a single participant registers online for 3 or more courses in a single transaction, a significant savings ($200 as of March 2014) is applied automatically.

**TUITION DEPOSITS:** At student request, The Institute for Statistics Education may accept deposits to be applied to future tuition payments. These deposits may be used at any time for any course that starts within three years of the date of deposit. All deposits expire three years from the date of deposit and cannot be used for any course that starts after that 3-year anniversary.

**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.

**STUDENT SERVICES**
The Institute for Statistics Education provides academic counseling to students, both pre-admission and post-admission. This includes advice as to which program is appropriate, design of custom courses of study to meet particular needs, and counseling concerning prerequisites.

The Institute for Statistics Education also offers job-counseling, and has in place referral arrangements with recruiters who specialize in the statistics and analytics job market. This support is open only to certificate program students who have completed 50% of their certificate.

**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, less a maximum tuition fee of 15% of the stated cost of the course or $100, whichever is less.

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 maximum tuition fee of 15% of the stated cost of the course or $100, whichever is less.

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: It is possible to transfer a course registration to another course prior to the drop date for a $99 fee. (If transfer is requested prior to the start of the course, the fee is only $25.)

Tuition refunds will be determined as follows:

<table>
<thead>
<tr>
<th>Amount of Course Completed</th>
<th>Refundable Tuition Due Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-25%</td>
<td>75%</td>
</tr>
<tr>
<td>25-50%</td>
<td>50%</td>
</tr>
<tr>
<td>50-75%</td>
<td>25%</td>
</tr>
<tr>
<td>&gt;75% of course</td>
<td>0%</td>
</tr>
</tbody>
</table>

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, 9th Floor
101 North 14th Street
Richmond, VA 23219
Phone: (804) 371-2285
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 any Statistics.com course. Note: Decisions about whether an institution of higher education will accord
academic credit for any course taken at any other institution of higher education, including statistics.com, are totally within the purview of the institute that is granting the credit.

For more information see our section on Academic Credit at: http://www.Statistics.com/academic-credit/

**RECORD OF COURSE COMPLETION, CEU’s AND ACE CREDIT RECOMMENDATION**

Individual Course Completion Records: Upon request, Statistics.com will issue a "record 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, above.

**How to obtain a record of completion at the conclusion of a course:** Requests for a Record of Completion are made as part of the course evaluation process, in the final lesson section in each 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 allows eligible students to download and print the Record of Completion.

**Earning ACE credit:** Students successfully completing either “Statistics 1&2” or “Biostatistics 1&2” may request the credit recommendation service through the American Council on Education. For more information see: http://www.statistics.com/academic-credit/

**PROGRAM EVALUATION**

The following procedures are followed to monitor Program quality and ensure continuous improvement.

1. Overall topical coverage for each Program is reviewed annually by the Advisory Council.

2. Faculty experts, or outside consultants, with particular expertise may be engaged to advise on how a program or set of related courses should be organized.

3. Prior to beginning a new course, the President of the Institute reviews the topical coverage, prerequisites, required course materials, and planned assignments with the instructor to ensure that the intended material is, in fact, covered in the course, the materials are at the appropriate level of rigor, and that both the plan of study and time requirements are clear and consistent with other Institute courses.

4. At the conclusion of each course:

   - A standard student evaluation survey is conducted of all the students in the course.

10/8/2014
- Teaching assistants provide a report to the instructor of areas (e.g. in assignments) that caused particular difficulty for students.
- The President and Vice President review student evaluations, teaching assistant reports, and student performance on assignments, and review with the instructor any indicated improvements.

5. The Quality Assurance Manager reviews courses and works with the Registrar and President to establish best practices that should be emulated and spread across courses.

**STUDYING AT STATISTICS.COM LLC**

**HOW COURSES WORK**

**Learning Style**

Statistics.com courses have 3 main elements: (1) Weekly lessons with assigned readings (usually in a text, sometimes supplemented by additional materials online), (2) Private online discussion board for all students and the instructor, and (3) Homework assignments with feedback. On the first day, the private course web site becomes available to all students, and the course begins. Students participate during the week at times convenient to each, as there are no set times when they must be online. Students are expected to post their questions on the discussion board, and the instructor, along with other participants, will respond with answering posts. The discussion board is the heart of the course.

At the end of the week, the homework is due and the assignment is closed. The model answers are then displayed, and feedback is offered on students' homework individually. If a student is not able to complete an assignment before it closes, there is no need to tell the instructor; he/she simply continues to work on the assignment, and then compare his/her work to the model answers when they are revealed. Also at the end of the week, the next week’s readings and homework are posted, and the process repeats itself.

On the last day of the course the instructor posts a concluding message. Students will continue to have access to the full course (lessons, materials, discussion boards and assignments) for at least two more weeks, to permit a full review. Note that in many courses, the instructor is, in fact, the author of the required text. Therefore, it is natural that many of our courses rely heavily on the required text and its exercises.

**Homework**

All courses provide homework exercises to help students grasp the concepts being presented. They are left open for a week, during which time students provide answers. Then they are closed and model answers and/or feedback is given. The closed assignment, its model answers, and feedback remain available to all students until the course ends. There is no need to inform the instructor or course administrator if the student has not done an assignment by its due date.

Late Homework: If the assignment is not completed by the specified time, it cannot be "turned in" using our online system. But students should do the work anyway and save the document in which they record their answers. Students then compare their work to posted model answers. There is no need to tell the course administrator or the instructor that an assignment is not being turning in.
Homework Marks: All homework is marked, but these marks are relevant only for students who are registered in one of the Programs in Advanced Statistical Studies, or hope to earn a Record of Course completion.

Time Requirement

Statistics.com courses typically require about 15 hours per week. This is just an estimate that is based upon a comparison between material covered in a statistics.com course, in a typical semester-length graduate course in statistics, and in a typical 3-day professional development course. The amount of time actually spent working in a statistics.com course can vary widely, depending on each student’s familiarity with the statistical underpinnings of the topic, their own comfort with the topic, and the depth to which they choose to study and explore the topic. Some course participants focus intently on the topic and are careful to complete all assignments and participate actively in discussion, others are content mainly to observe, picking and choosing the individual parts of the course to which their interest draws them.

Communications with Instructors

Statistics.com courses follow the "semi-asynchronous" model, and students attend from all over the world in 24 different time zones. There are no specific times of day when students or instructors must be available for "class hours" or "office hours," Rather, students, instructors and teaching assistants participate on a continuous basis, around the clock, throughout the period of the course. Students post questions via the course discussion board, so all students benefit, as opposed to private individual student/instructor dialog. Instructors will check the discussion board at least every other workday, usually more frequently -- for both instructors and students, one of the great attractions of this online format is that you need not attend the course at any particular time of day, which means some time may elapse between a posting and a response. There is a "Need Help?" contact form in every course - you can easily reach either the teaching assistant with a question about your own work, or the course administrator for questions about course access, payment, etc. Emails sent to these links are seen only by the course administrator or TA.

Students may have personal or work data that they want to ask the instructor about. Sometimes this offers the opportunity to discuss the course topics in the context of real problems faced by students. At other times, it may involve complexities that are more of a digression and distraction to other students. If the student data are a suitable illustration or extension of one of the course topics, the instructor (at his or her discretion) may use them. When students supply their data, they must also furnish permission from the appropriate authority for the data to be publicly shared. If the data cannot be shared publicly, or if their problem requires a more involved analysis that goes beyond the scope of the course, a student also has the option of seeking a consulting arrangement. Some instructors will do this, others will not - contact Statistics.com for details.

System Requirements for participation in Statistics.com’s Learning Management System

Operating systems:  Windows (XP, Vista or 7),  Mac (Lion 10.4 and onwards).

Supported browsers:  IExplorer, Firefox, Chrome, Safari
Internet connection: A broadband connection recommended for ease of work, but the connection requirements are well below those of most recreational internet uses.

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 over 100 courses can be found by clicking on the “course catalog” heading on the navigation bar on our website. It can also be accessed at the following link:


CERTIFICATE PROGRAMS
Statistics.com offers certificate programs covering topics in statistics, analytics, programming and data science.

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


KEY STAFF AND FACULTY

Key staff/Administrators

Peter Bruce, Founder & President, BA, Princeton; MA, , Harvard; MBA, University of Maryland
Valerie Troiano, Registrar and Vice President, Operations, BA, Northwestern University.
Janet Dobbins, Director of Communications and Vice President, Marketing, BA, University of Virginia
Kuber Deokar, Instructional Operations Supervisor, MS, Pune University.

Part-time faculty
Statistics.com works with a worldwide group of statistical experts and recognized authorities who lead our courses. See http://www.statistics.com/faculty/ for a listing, including bios.