



statistics.com
The Institute for Statistics Education

STUDENT CATALOG

MISSION STATEMENT

The Institute for Statistics Education at Statistics.com is a leading institute of online education in statistics, serving a world-wide community of learners. It provides learning in basic statistics, advanced statistics, data science, machine learning and business analytics. Its certificate programs are comprehensive, rigorous, affordable, available on a flexible schedule, and provide opportunities for interaction with distinguished experts on most subjects in statistics.

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

THE INSTITUTE FOR STATISTICS EDUCATION

ourcourses@statistics.com

Training Division of [Elder Research, Inc.](https://www.elderresearch.com)

300 W. Main Street Suite 301

Charlottesville, VA 22903

703.522.5410 (office/fax)

The Institute for Statistics Education is certified to operate by



State Council of
Higher Education for Virginia

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ABOUT STATISTICS.COM

INSTITUTION HISTORY

Statistics.com offered its first online course in 2002, and now offers online certificate programs in statistics and analytics. Statistics.com was organized as a limited liability company, and was acquired in 2019 by Elder Research, Inc., a data science consulting and training company located in Charlottesville, Virginia. In 2011 the company registered and adopted the name "The Institute for Statistics Education," and in 2012, applied for and received certification as a post-secondary school from The State Council for Higher Education in Virginia (SCHEV).

PROGRAMS OF STUDY

The Institute offers [certificate programs \(Programs in Analytics and Statistical Studies - PASS\)](#) in Social Science Statistics, Biostatistics, Analytics for Data Science, and Programming for Data Science. All these programs are offered fully online.

EDUCATIONAL PHILOSOPHY

The educational mission of Statistics.com is to provide online education in a comprehensive set of statistical and data science methods, offering students interaction with the top experts in their fields, hands-on instruction with statistical software, scheduling that is intense but fits into the lives of busy professionals. 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, sexual orientation, color, creed, age, religion, or national origin in admitting students.

HEADQUARTERS AND FACILITIES

The Institute is headquartered in Arlington, Virginia, USA. Instructors are located throughout the world. 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. For most courses, students are expected to purchase a textbook. All other required materials for courses are provided online via the learning management system.

STUDENT RIGHTS AND RESPONSIBILITIES; SCHOOL POLICIES

ENTRANCE REQUIREMENTS

Enrollment in Certificate Programs:

All applicants must submit an online application accompanied by a photo for identification purposes. There is no fee to apply to a program. Although it is not a strict requirement, most successful students will have completed at least a bachelor's degree. Familiarity with introductory statistics is required before matriculation into PASS programs; PrePASS candidates are generally granted tuition-free enrollment in the Institute's introductory statistics class if they lack the needed background or desire to refresh previous study. After acceptance of the application (and successful completion of the intro stats courses if taken), the student is fully matriculated into PASS, and receives notification of this status in an email from the Registrar of The Institute.

CREDIT FOR PREVIOUS EDUCATION OR TRAINING

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.

STUDENT ASSESSMENT

All PASS candidates' work in the program is marked and graded. If the student is also seeking college credit through the American Council on Education's (ACE) credit recommendation service, the Institute will forward a PASS score to Credly.com, who handles transcripts for ACE.

PROGRESS REPORTS FOR PASS CANDIDATES

Students matriculated into PASS will receive an interim transcript annually. This document will list course titles, dates 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 Registrar.

STANDARDS FOR SATISFACTORY PROGRESS

Provisional/Active Status

Upon matriculation to a Program, PASS 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 6 months of their matriculation date, they are placed on probation.

Leave of Absence/Hiatus in Program

Students requiring time off or a break in their program may request a hiatus of up to 180 days in any 12 month period by requesting this in writing from the Registrar. No monetary charges are assessed during an approved leave of absence.

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 6 month period following matriculation, 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 6 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 certificate 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 for Participation and Conduct

Students are expected to participate as follows:

1. Studying the individual course materials and completing homework assignments.
2. Posting questions for the instructor on discussion boards about concepts or assignments that are not understood.
3. Requesting assistance on a timely basis from the course administrator or teaching assistant regarding 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 and integrity. This includes use of generative AI, such as ChatGPT. Generative AI may assist in research, however use of generative AI must include the citation of an original source, so ensure that citations and sourcing other than ChatGPT (or other generative AI) are included.

Participation in discussions and interaction with instructors and fellow students is expected to be courteous and respectful; critical, hostile, or degrading comments are not tolerated.

Attendance

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

RETAKING COURSES/EXAMS

If a student fails to complete a course and wishes to retake it, the student may register and pay full tuition to take the course again the next time it is offered. If a student fails an examination, they may arrange to retake the exam for a fee.

GRADUATION REQUIREMENTS

Students are expected to complete the requisite and elective courses in the PASS certificate within 3 years of their matriculation date. Any extensions must be requested of the Registrar in writing prior to the 3-year deadline. A student seeking to restart a program from which they withdraw must reapply to the program, to be considered for re-matriculation.

STUDENT RECORDS

Student work in the program (actual assignments, exams, etc.) is maintained for a period of 3 years in the learning management system. For PASS candidates, transcripts are maintained indefinitely in hard and electronic at The Institute for Statistics Education's main office. A backup copy is held securely in The Institute's cloud account. Confidentiality of student grades and transcripts is scrupulously maintained; hard copy files are stored in locked files, electronic files are held on secure servers. No records or transcripts are released without written permission from the student. Any student may request a copy of their record via email request to the Registrar (ourcourses@statistics.com).

CAREER COUNSELING

The Institute does not provide placement services for specific positions in industry, but does provide individual counseling to students about job search strategies and appropriate curricular choices in view of student preferences and the job market.

SCHOOL CALENDAR

PASS certificate programs operate throughout the year. Program materials (including readings, videos, and assignments) are available 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 matriculated year-round on a rolling basis.

SCHEDULE OF FEES

Certificate tuition fees differ from program to program. Current fees are listed on each certificate program syllabus at www.statistics.com.

The Institute for Statistics Education offers several methods of tuition reduction:

(1) For PASS candidates, tuition reductions of 10%-15% amounts are available. The exact amount is shown during the registration process prior to payment.

(2) The Institute offers a prepaid certificate tuition plan, which includes tuition reduction.

TUITION DEPOSITS

At student request, The Institute for Statistics Education may accept prepaid deposits to be applied as tuition for future courses.

FINANCIAL AID AND SCHOLARSHIPS

The Institute for Statistics Education does not offer financial aid or scholarship. It does not participate in any federal financial aid programs, and tuition may not be written off personal taxes. Most Institute 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 and counseling concerning prerequisites. We do permit substitutions of a course or two within a certificate program.

CANCELLATION/REFUND POLICY

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

Program Cancellation: A student who provides written notice of prior to the program start date is entitled to a refund of all monies paid. The \$649 enrollment fee is fully refundable, unless used as course tuition for the introductory statistics courses.

Transfer /Withdrawal Fees for Program courses: It is possible to transfer course tuition to another session prior to the drop date (seven days after course start) by submitting the transfer request form and paying a USD99 tuition transfer fee. (If transfer is requested prior to the course start date, the transfer fee is USD25.) If withdrawing from a course, a USD100 fee is withheld from the refund.

Tuition refunds for withdrawal determined as follows:

| Portion of Program Completed | Refundable Tuition Due Student |
|------------------------------|--------------------------------|
| 0-25% | 75% |
| 25-50% | 50% |
| 50-75% | 25% |
| >75% | 0% |

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

STUDENT GRIEVANCE PROCEDURE

Any student who has a grievance with the school or an instructor should first discuss the problem with the instructor or Registrar. If a resolution is not reached within five (5) business days after the initial discussion, the student may make a written complaint and submit it to the school director, requesting a written response. If a satisfactory resolution of the problem is not obtained from The Institute within five (5) business days from receipt of the written complaint, as a last resort 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
 Email: communications@schev.edu
 Website : www.schev.edu

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

Many Institute courses have been approved for academic credit recommendation by the American Council on Education, which offers a path to academic credit transfer. The Institute for Statistics Education does not guarantee that any college, university or institution will grant credit for any Institute course, and decisions about whether an institution of higher education will accord academic credit for any course taken at any other institution of higher education, including The Institute for Statistics Education, are within the purview of the institute that is receiving the credit.

For more information see our page on Academic Credit at:

<https://www.statistics.com/knowledge-base/college-credit-through-ace-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. Faculty experts, or outside consultants, with particular expertise may be engaged to advise how a program or set of related courses should be organized.
2. Prior to designing a new program, the Chief Academic Officer of the Institute reviews the topical coverage, prerequisites, instructional learning objectives, required course materials, and planned assignments with the instructor to ensure that the intended material is, in fact, covered in the program, the materials are at the appropriate level of rigor, and that both the plan of study and time requirements are clear and consistent.
4. At the conclusion of each course:
 - A standard student evaluation survey is conducted of all the students in the course.
 - Teaching assistants provide a report to the instructor of areas (e.g. in assignments) that caused particular difficulty for students.
 - The President and Registrar review student evaluations, teaching assistant reports, and student performance on assignments, and review with the instructor any indicated improvements.

Online Infrastructure

The Institute's online platform is Moodle-based, provided on a secure server operated by Learning Pool, Ltd. Guidance for use of the platform is provided in every course session, with additional assistance provided by assistant teachers.

Learning Style

The Institute's certificate program courses have 3 main elements: (1) Weekly lessons with assigned readings (usually in a text, often supplemented by additional online materials), (2) Private online discussion board for all students and the instructor, and (3) Homework assignments with feedback. On the first day, the secure learning management system is opened to all registered 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, ensuring full interaction between students and faculty, and among students. Participation in discussion forums may be a required component of a 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 individual students' homework. If a student is not able to complete an assignment before it closes, they simply continue to work on the assignment, and then compare their work to the model answers. 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 continue to have access to the full course (lessons, materials, discussion boards and assignments) for two more weeks, to permit a full review. Students are permitted to make and keep a copy of any course materials for their own personal future reference.

Homework

All courses include exercises and homework assignments to help students grasp the concepts being presented. They are left open for a week, during which time students provide answers. Then the assignment is 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

Late Homework: If the assignment is not completed by the specified time, it cannot be "turned in" using our online system. Students are encouraged to complete the work anyway to compare their work to posted model answers.

Marking: All homework is marked, but marks are relevant only PASS candidates or students seeking credit recommendation through ACE.

Time Requirement

The Institute's courses typically require about 15 hours of reading, study and homework per week, in order for a PASS candidate to successfully complete it for inclusion on their transcript.

Communications with Instructors

Courses at The Institute for Statistics Education follow the "semi-asynchronous" model, with students attending from all over the world in 24 different time zones. For this reason, there are no specific times of day when students or instructors must be actively engaged. 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. There is a "Need Help?" contact form in every course - to easily reach either the teaching assistant with a question about homework, or the Registrar for questions about course access, payment, or other administrative concerns.

System Requirements for The Institute for Statistics Education's Learning Management System

Operating systems: Windows 11, Mac (Ventura 13 and onwards).

Supported browsers: Explorer, 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.

KEY STAFF AND FACULTY

Key staff/Administrators

Peter Bruce, Founder, BA, Princeton; MA, Harvard; MBA, University of Maryland

Veronica Carlson, Lead Learning and Development Specialist, MS Georgetown University

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

The Institute for Statistics Education 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.

THIS PUBLICATION

This catalog was revised March 2, 2023 and covers the period through Q4 2024. Course schedules for this period are posted at <https://www.statistics.com/course-calendar/> . A selection of courses starts every Friday, and certificate programs may be entered at any time on a rolling basis.