



WPI

Data Science Graduate Tracking System A Step-by-Step Manual

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Roadmap

- **Login and System Link**.....Page 3
- **Plan of Study (MS & PhD)**
 - 1st Time SubmissionPage 5
 - Subsequent Submissions.....Page 10
 - View/Delete/Duplicate.....Page 12
 - Save as PDF.....Page 13
- **Petitions (MS & PhD)**.....Page 15
 - Bin PetitionPage 16
- **MS Related Petitions**
 - MS Thesis Proposal MilestonePage 18
 - MS Thesis Final Presentation Milestone.....Page 19
- **PhD Related Petitions**
 - How to link petitions to Plan of Study.....Page 21
 - PhD Research Qualifier Milestone.....Page 22
 - PhD Committee Formation Milestone.....Page 23
 - PhD Dissertation Proposal Milestone.....Page 24
 - PhD Dissertation Defense Milestone.....Page 25

Login to Your Account

- **Requirements:** You must have your **WPI email** active. WPI email and its password are your login credentials
- **System Link:** <https://ds-grads.wpi.edu>

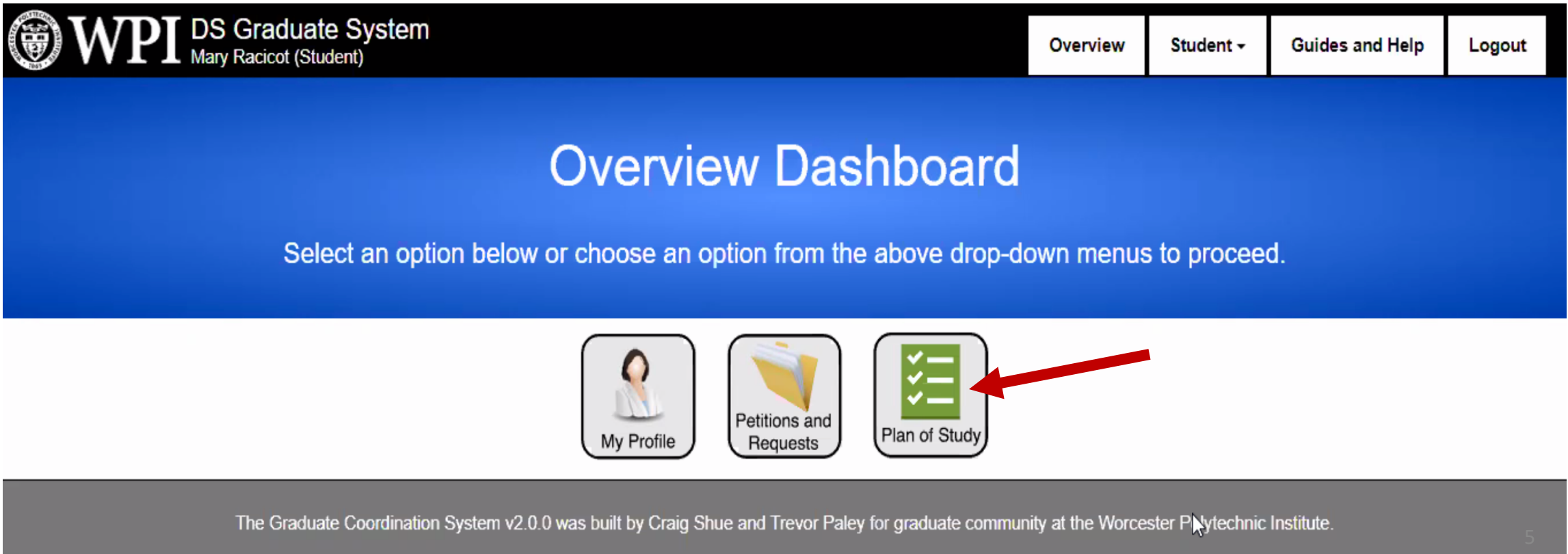


WPI

PLAN of Study

Plan of Study (Submission for the 1st time)

- Login to the system. You should see content similar to the figure below
- Click on “Plan of Study” icon



WPI DS Graduate System
Mary Racicot (Student)

Overview Student Guides and Help Logout

Overview Dashboard

Select an option below or choose an option from the above drop-down menus to proceed.

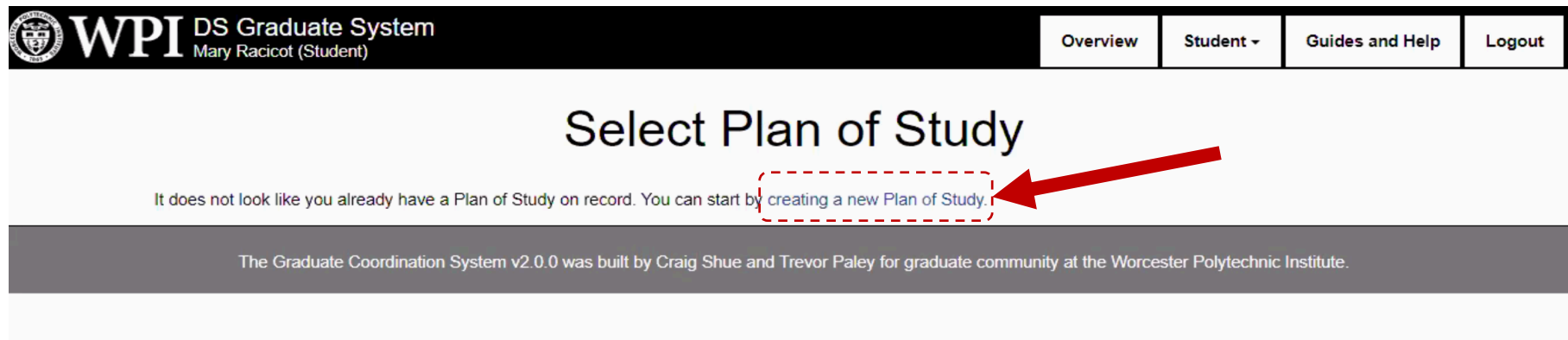
My Profile Petitions and Requests Plan of Study

The Graduate Coordination System v2.0.0 was built by Craig Shue and Trevor Paley for graduate community at the Worcester Polytechnic Institute.

5


Create New Plan of Study

- If you do not have previous submission, you will see a screen as below. Click on “Creating a new Plan of Study”



Create New Plan of Study (Cont'd)

- After you create a new blank Plan of Study, a new entry will appear in the table as shown below.
- Click “View” to open and start editing the plan of study

 **WPI** DS Graduate System
Mary Racicot (Student)

OverviewStudent ▾Guides and HelpLogout

Select Plan of Study

Choose a plan from the list or [create a new blank Plan of Study](#).

ID	Advisor	Created	Submitted	Advisor Approved	Coordinator Approved	Status	Action
728	Mohamed Eltabakh	August 13, 2020				Draft	View Delete Duplicate



Edit Plan of Study

You can add previous semesters

In this section, start adding the courses you plan to take

You can add future semesters

Read only section. It is automatically adjusted to reflect which requirements have been completed based on your plan of study

You can add comments and notes. It will be visible during the approval process

Either save for further editing or submit for approval

The screenshot shows a web interface for editing a plan of study. It includes sections for adding previous semesters (2019, 2020, 2021), a table of requirements with progress and fulfillment status, a student comments section, and buttons for saving or submitting for approval.

Add 2019

2020
Add Summer

Spring

Course	Credits	Bins
<input type="text" value="Search for a course or milestone..."/>		<input type="button" value="Remove"/>

Academic Year 2020-21 Begins

Fall

Course	Credits	Bins
<input type="text" value="Search for a course or milestone..."/>		<input type="button" value="Remove"/>

Add 2021

Requirement	Progress	Fulfilled	Milestone Scheduled
Integrative Data Science	# of Courses >= 1	0/1	X
Data Access and Management	# of Courses >= 1	0/1	X
Mathematical Analytics	# of Courses >= 1	0/1	X
Business Intelligence and Case Studies	# of Courses >= 1	0/1	X
Data Analytics and Mining	# of Courses >= 1	0/1	X
Capstone or Thesis	# of Credits >= 3	0/3	X
Internship Credit Limit	# of Credits <= 3	0/3	✓
Business Credit Limit	# of Credits <= 16	0/16	✓
Total Credits	# of Credits >= 33	0/33	X

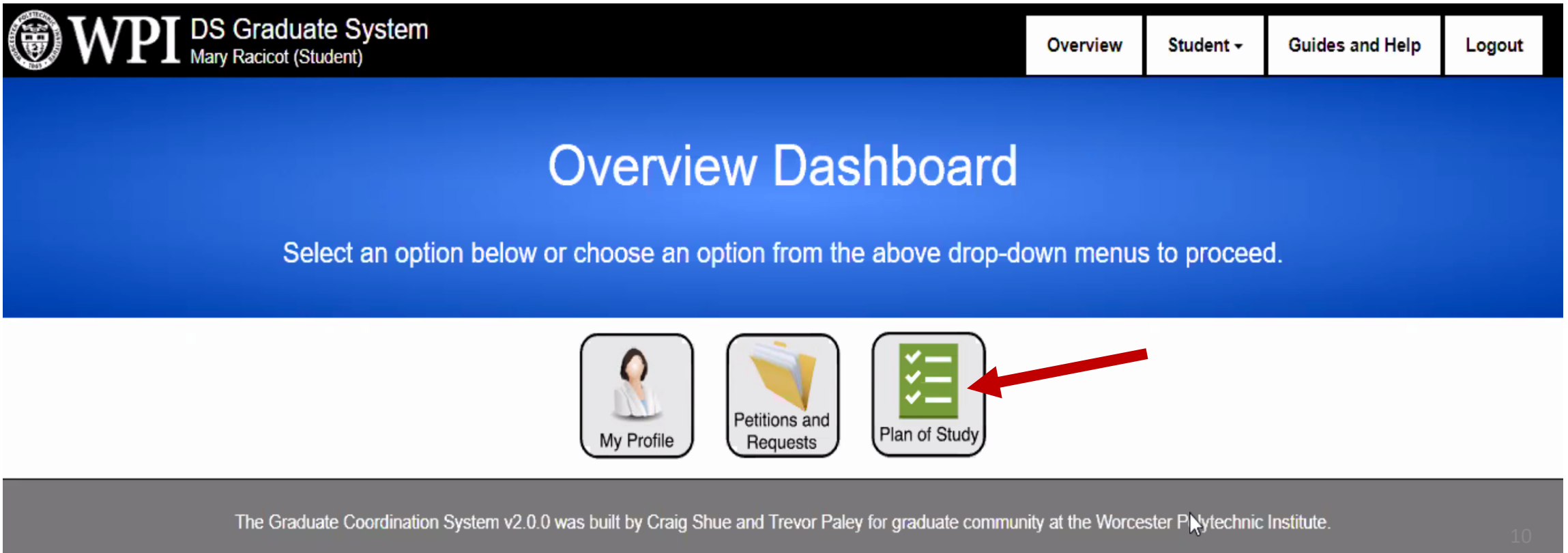
Student Comments:

Notes

- You *DO NOT* need to fill in all semesters. *ONLY fill in the current* (and possibly the next one if you know what you will take)
- Any future semesters you fill in can be later updated by submitting a new Plan of Study. *Nothing is written on stone*

Plan of Study (Subsequent Submissions)

- Login to the system. You should see content similar to the figure below
- Click on “Plan of Study” icon



WPI DS Graduate System
Mary Racicot (Student)

Overview Student Guides and Help Logout

Overview Dashboard

Select an option below or choose an option from the above drop-down menus to proceed.

My Profile Petitions and Requests Plan of Study

The Graduate Coordination System v2.0.0 was built by Craig Shue and Trevor Paley for graduate community at the Worcester Polytechnic Institute.

10

Duplicate an Existing Plan of Study

- *Do NOT* create a new black one because *you need to carry the history to the new one*
- Find the most-recent Plan of Study in the system, and click “Duplicate”



WPI DS Graduate System
Mary Racicot (Student)

Overview Student ▾ Guides and Help Logout

Select Plan of Study


Choose a plan from the list or create a new blank Plan of Study.

ID	Advisor	Created	Submitted	Advisor Approved	Coordinator Approved	Status	Action
728	Mohamed Eltabakh	August 13, 2020				Draft	View Delete Duplicate

- A duplicate Plan of Study will be created that you can then “View” and edit
- Add the new semester information, and then click “submit for approval”

View/Delete/Duplicate Plan of Study

- After you click “Plan of Study” from the main dashboard page. You can see all previous plan of studies ordered by date
- Click the “View”, “Delete”, or “Duplicate” link as needed.

 **WPI** DS Graduate System
Mary Racicot (Student)

[Overview](#) [Student ▾](#) [Guides and Help](#) [Logout](#)

Select Plan of Study

Choose a plan from the list or [create a new blank Plan of Study](#).

ID	Advisor	Created	Submitted	Advisor Approved	Coordinator Approved	Status	Action
728	Mohamed Eltabakh	August 13, 2020				Draft	View Delete Duplicate

If your plan of study is “Draft”, then view will allow you to edit it. Otherwise, if the plan of study is submitted, you can just view the content in a read only mode

Deletes your plan of study

Creates a new plan of study and adds a new entry into the table. The content of this plan of study will be copied to the new one

Save Plan of Study (as PDF)

- You may need to do so to keep a local copy, or send it to another office, e.g., International House or Registrar
- Follow the normal steps to open a “print” box (as if you will print the page)
- Select “PDF” → then “Save as PDF” as highlighted in the figure

Print dialog box

The screenshot shows the WPI DS Graduate System interface. A print dialog box is open, displaying various settings for printing the 'WPI Data Science Graduate Plan of Study'. The 'Printer' is set to 'psc on lpd.cs.wpi.edu'. The 'Presets' are 'Default Settings'. The 'Copies' are set to 1. The 'Pages' are set to 'All'. The 'Paper Size' is 'US Letter' (8.5 by 11.0 inches). The 'Orientation' is 'Portrait'. The 'Scale' is '100%'. The 'Safari' browser is selected. The 'Print backgrounds' checkbox is unchecked, and the 'Print headers and footers' checkbox is checked. The 'Print' button is highlighted in blue. A red arrow points to the 'Print dialog box' title. Another red arrow points to the 'PDF' option in the print menu, which is highlighted in blue. The 'Save as PDF' option is also highlighted in blue.

WPI DS Graduate System
Mohamed Ellabakh (Admin)

WPI Data Science Graduate Plan of Study

MS Plan of Study

Academic Year 2019-20 Begins

Course	Credits	Blns
CS 539: Machine Learning	3	Data Analytics and Mining

2020

Academic Year 2020-21 Begins

Course	Credits	Blns
MIS 584: Business Intelligence	3	Business Intelligence and Case Studies
S 542: Database Management Systems	3	Data Access and Management

Summer

Course	Credits	Blns
CS 548: Knowledge Discovery and Data Mining	3	Data Analytics and Mining

Fall

Course	Credits	Blns
CS 549: Computer Vision	3	
DS 595: Special Topics in Data Science	3	

2021

Academic Year 2021-22 Begins

Spring

Course	Credits	Blns
DS 541: Deep Learning	3	Data Analytics and Mining
CS 534: Artificial Intelligence	3	

Fall

Course	Credits	Blns
DS 598: Graduate Qualifying Project	3	

Requirement	Progress	Fulfilled	Milestone Scheduled
Integrative Data Science	# of Courses >= 1	1/1	✓
Data Access and Management	# of Courses >= 1	1/1	✓
Mathematical Analytics	# of Courses >= 1	1/1	✓
Business Intelligence and Case Studies	# of Courses >= 1	1/1	✓
Data Analytics and Mining	# of Courses >= 1	3/1	✓
Capstone or Thesis	# of Credits >= 3	3/3	✓
Internship Credit Limit	# of Credits <= 3	0/3	✓
Business Credit Limit	# of Credits <= 12	3/12	✓
Total Credits	# of Credits >= 30	33/30	✓

Student Comments:

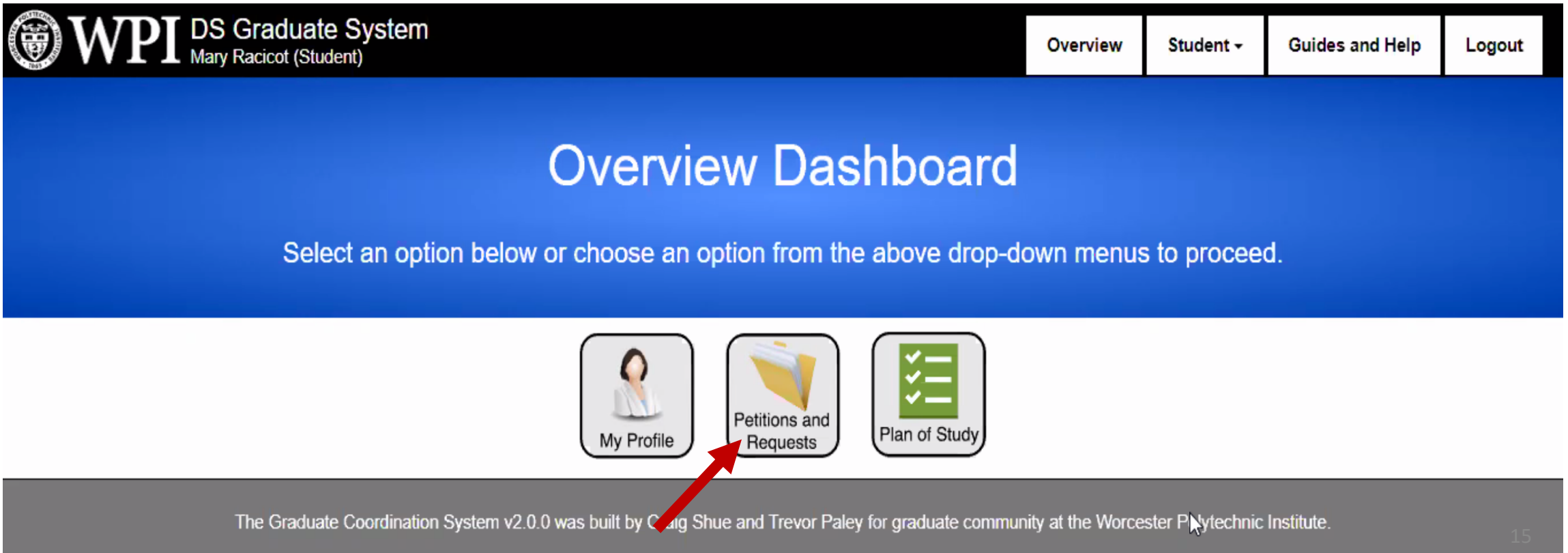


WPI

Petitions

Petitions

- Login to the system. You should see content similar to the figure below
- Click on “Petitions and Requests” icon



The screenshot displays the WPI DS Graduate System interface. The top navigation bar includes the WPI logo, the text "DS Graduate System" and "Mary Racicot (Student)", and buttons for "Overview", "Student", "Guides and Help", and "Logout". The main content area has a blue header with the title "Overview Dashboard" and the instruction "Select an option below or choose an option from the above drop-down menus to proceed." Below this, three icons are shown: "My Profile" (a person icon), "Petitions and Requests" (a folder icon), and "Plan of Study" (a checklist icon). A red arrow points to the "Petitions and Requests" icon.

WPI DS Graduate System
Mary Racicot (Student)

Overview Student Guides and Help Logout

Overview Dashboard

Select an option below or choose an option from the above drop-down menus to proceed.

My Profile Petitions and Requests Plan of Study

The Graduate Coordination System v2.0.0 was built by Craig Shue and Trevor Paley for graduate community at the Worcester Polytechnic Institute.

Petitions: Bin Petition

- “Bin Petition” is used to either
 - Waive the requirement to take a certain bin (because you have taken similar course(s) before) without any credit transfer, **or**
 - Count a course, often one taken at another university, for credit towards a specific bin (both credit transfer & bin waiver)
- From the dropdown list → select “**Bin Petition**” (Step 1 below)
- Fill in the course information as shown in Step 2 below

Step 1

WPI DS Graduate System
Mohamed Eltabakh (Admin)

Overview Administrator Guides and Help Logout Filters

Petitions and Requests

The Data Science program uses a petition process to create formal records for special requests or degree milestones. Depending on the type of petition or request, there may be different individuals involved in completing the process.

Create a New Petition or Request

Please select the type of petition or request you would like to make:

- ☒ Bin Petition
- ☐ MS Thesis Proposal Milestone
- ☐ MS Thesis Final Presentation Milestone
- ☐ Ph.D. Research Qualifier Milestone
- ☐ Ph.D. Committee Formation Milestone
- ☐ Ph.D. Dissertation Proposal Milestone
- ☐ Ph.D. Dissertation Defense Milestone

Create Petition

Review Existing Petitions and Requests

are associated with you. Please select an entry to view more details.

ID	Student	Advisor	Waiting On	Created	Updated	Petition Type	Status	Actions
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Step 2

Information on the course you want to petition

Advisor*: Mohamed Eltabakh

Course or ISP Taken*: Ma 463X

Course or ISP Title*: Data Analytics and Statistical Learning

Where/When Taken*: Spring 2018 at WPI

Letter Grade*: B

Instructor/Advisor*: Randy Paffenroth (Sign

Requested Bin*: Mathematical Analytics Bin A

Graduate Chair*: Mohamed Eltabakh (Signed August 28, 2020, 9:01:00 PM)

Petition Attachments

The following files are currently attached to this petition:

Description	File Name	Uploader	Upload Date	Actions
Syllabus	MA463XSyllabus.pdf	Caleb Ralphs	August 28, 2020	View

16



WPI

MS Related Petitions

Petitions: MS Thesis Proposal Milestone

- “MS Thesis Proposal Milestone” is used to document in the system that your proposal has been accepted and assigned a reader
- From the dropdown list → select “MS Thesis Proposal Milestone” (Step 1 below)
- Fill in the information as shown in Step 2 below

Step 1

WPI DS Graduate System
Mohamed Eltabakh (Admin)

Overview Administrator Guides and Help Logout Filters

Petitions and Requests

The Data Science program uses a petition process to create formal records for special requests or degree milestones. Depending on the type of petition or request, there may be different individuals involved in completing the process.

Create a New Petition or Request

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- Ph.D. Dissertation Proposal Milestone
- Ph.D. Dissertation Defense Milestone

Create Petition

Review Existing Petitions and Requests

are associated with you. Please select an entry to view more details.

ID Student Advisor Waiting On Created Updated Petition Type Status Actions

Step 2

Thesis title: Learning Taxi Drivers2019 Decision Making via Conditional Generative Adversarial Networks

Thesis Advisor*: Yanhua Li (Signed at January 21, 2021, 8:01:30 PM)

Thesis Reader*: Randy Paffenroth (Signed at January 21, 2021, 8:01:30 PM)

Graduate Chair*: Mohamed Eltabakh (Signed at January 29, 2021, 4:57:41 AM)

Petition Attachments

Upload the approved proposal

The following files are currently attached to this petition:

Description	File Name	Uploader	Upload Date	Actions
	MS_Thesis_Proposal.pdf		January 21, 2021	View

Petitions: MS Thesis Final Presentation Milestone

- “MS Thesis Final Presentation” is used to document in the system that you successfully presented your thesis
- From the dropdown list → select “MS Thesis Final Presentation Milestone” (Step 1 below)
- Fill in the information as shown in Step 2 below

Step 1

WPI DS Graduate System
Mohamed Eltabakh (Admin)

Overview Administrator Guides and Help Logout Filters

Petitions and Requests

The Data Science program uses a petition process to create formal records for special requests or degree milestones. Depending on the type of petition or request, there may be different individuals involved in completing the process.

Create a New Petition or Request

Please select the type of petition or request you would like to make:

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- MS Thesis Proposal Milestone
- MS Thesis Final Presentation Milestone
- Ph.D. Research Qualifier Milestone
- Ph.D. Committee Formation Milestone
- Ph.D. Dissertation Proposal Milestone
- Ph.D. Dissertation Defense Milestone

Create Petition

Review Existing Petitions and Requests

are associated with you. Please select an entry to view more details.

ID Student Advisor Waiting On Created Updated Petition Type Status Actions

Step 2

Thesis title: Learning Taxi Driversu2019 Decision Making via Conditional Generative Adversarial Networks

Thesis Advisor*: Yanhua Li (Signed at January 21, 2021, 8:01:30 PM)

Thesis Reader*: Randy Paffenroth (Signed at January 21, 2021, 8:01:30 PM)

Graduate Chair*: Mohamed Eltabakh (Signed at January 29, 2021, 4:57:41 AM)

Petition Attachments

Upload the final thesis

The following files are currently attached to this petition:

Description	File Name	Uploader	Upload Date	Actions
	MS_Thesis_Proposal.pdf		January 21, 2021	View



WPI

PhD Related Petitions

Linking Approved Petitions to Plan of Study

- The system **DOES NOT** automatically link your “submitted and approved” petitions (regarding the different milestones) to your plan of study
- After a petition(s) are approved, in the **next time you submit** a Plan of Study (refer to Page 10), you should add an **explicit entry** for the milestone as shown in Figure 1
- As a result, your milestones will be checked as completed (as in Fig. 2)

Fig. 2

Milestone	Scheduled
Finish Course Requirements	✓
Qualifying Examination	✓
Dissertation Committee Formation	✓
Dissertation Proposal	✓
Dissertation Defense	✓

Fig. 1

2018

Spring

Course	Credits	Bins
DS 599: Master's Thesis in Data Science	6	
Milestone: Finish Course Requirements		PhD 90
CS 541: Deep Learning	3	Data Analytics and Mining

Academic Year 2018-19 Begins

Fall

Course	Credits	Bins
DS 597: Directed Research	9	

2019

Spring

Course	Credits	Bins
DS 597: Directed Research	9	
Milestone: Qualifying Examination		PhD 90

Academic Year 2019-20 Begins

Fall

Course	Credits	Bins
DS 597: Directed Research	9	

2020

Spring

Course	Credits	Bins
DS 597: Directed Research	9	

Academic Year 2020-21 Begins

Fall

Course	Credits	Bins
DS 597: Directed Research	9	
Milestone: Dissertation Committee Formation		PhD 90
Milestone: Dissertation Proposal		PhD 90

2021

Spring

Course	Credits	Bins
DS 597: Directed Research	9	

Academic Year 2021-22 Begins

Fall

Course	Credits	Bins
DS 597: Directed Research	1	
Milestone: Dissertation Defense		PhD 90

Entry for each milestone
in the dropdown list

Petitions: PhD Research Qualifier Milestone

- The Ph.D. Qualifier can be completed in either of two ways (submit the petition after you are done with the qualifier)
 - Through a directed research course
 - Through a publication submission to a peer-reviewed venue
- From the dropdown list → select “PhD Research Qualifier Milestone” (Step 1 below)
- Fill in the qualifier information (Step 2 below)

Step 1

WPI DS Graduate System
Mohamed Eltabakh (Admin)

Overview Administrator • Guides and Help Logout Filters

Petitions and Requests

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Create a New Petition or Request

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- MS Thesis Final Presentation Milestone
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- Ph.D. Committee Formation Milestone
- Ph.D. Dissertation Proposal Milestone
- Ph.D. Dissertation Defense Milestone

Create Petition

Review Existing Petitions and Requests

are associated with you. Please select an entry to view more details.

ID ↑ Student • Advisor • Waiting On Created • Updated • Petition Type • Status • Actions

Step 2

Completion Date*:

Research Qualifier Topic*:

Directed Research or Publication*:

Directed Research Year:

Directed Research Semester:

Publication Title:

Publication Authors:

Publication Venue:

Publication Submission Date:

Advisor*:

Appointed Co-Advisor*:

* Indicates mandatory fields

Advisor and Co-Advisor info.

Petitions: PhD Committee Formation Milestone

- The Ph.D. Committee Formation petition is submitted to the system after being approved by the DS program
- In Step 2 (see below), you need to fill in the information about the committee members (internal & external members)

Step 1

WPI DS Graduate System
Mohamed Eltabakh (Admin)

Overview Administrator Guides and Help Logout Filters

Petitions and Requests

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- Ph.D. Dissertation Defense Milestone

Create Petition

Review Existing Petitions and Requests

are associated with you. Please select an entry to view more details.

ID ↑ Student • Advisor • Waiting On Created • Updated • Petition Type • Status • Actions

Step 2

Ph.D. Advisor*:

Internal Committee Member 1*:

Internal Committee Member 2*:

External Committee Member 1*:

External Committee Member 2:

* Indicates mandatory fields

Petitions: PhD Dissertation Proposal Milestone

- The Ph.D. Dissertation Proposal petition is submitted to the system after the proposal is defended and the committee reached a decision
- In Step 2, you need to fill in the needed information

Step 1

Petitions and Requests

The Data Science program uses a petition process to create formal records for special requests or degree milestones. Depending on the type of petition or request, there may be different individuals involved in completing the process.

Create a New Petition or Request

Please select the type of petition or request you would like to make:

- ☒ Bin Petition
- ☐ MS Thesis Proposal Milestone
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- ☐ Ph.D. Committee Formation Milestone
- ☐ Ph.D. Dissertation Proposal Milestone
- ☐ Ph.D. Dissertation Defense Milestone

[Review Existing Petitions and Requests](#)

IDs associated with you. Please select an entry to view more details.

ID	Student	Advisor	Waiting On	Created	Updated	Petition Type	Status	Actions
----	---------	---------	------------	---------	---------	---------------	--------	---------

Step 2

Proposal Title*:
Completion Date*:
Committee Decision*:
Comments, Revisions, or Further Work:
Ph.D. Advisor*:
Internal Committee Member 1*:
Internal Committee Member 2*:
External Committee Member 1*:
External Committee Member 2:

Petition Attachments

The following files are currently attached

Description	File Name
	_dissertation_pr

Petitions: PhD Dissertation Defense Milestone

- **Congratulations !!!**
- Fill in the mandatory information in Step 2, and you are all done

Step 1

WPI DS Graduate System
Mohamed Eltabakh (Admin)

Overview Administrator Guides and Help Logout Filters

Petitions and Requests

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- ☐ MS Thesis Final Presentation Milestone
- ☐ Ph.D. Research Qualifier Milestone
- ☐ Ph.D. Committee Formation Milestone
- ☐ Ph.D. Dissertation Proposal Milestone
- ☐ Ph.D. Dissertation Defense Milestone

[Create Petition](#)

[Review Existing Petitions and Requests](#)

are associated with you. Please select an entry to view more details.

ID Student Advisor Waiting On Created Updated Petition Type Status Actions

Step 2

Dissertation Title*:
Completion Date*:
Committee Decision*:
Comments, Revisions, or Further Work:
Ph.D. Advisor*:
Internal Committee Member 1*:
Internal Committee Member 2*:

External Committee Member 1*:

External Committee Member 2:

Petition Attachments

The following files are currently attached

Description	File Name
dissertation report	Thesis

Upload the dissertation