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

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Roadmap

Login to Your Account

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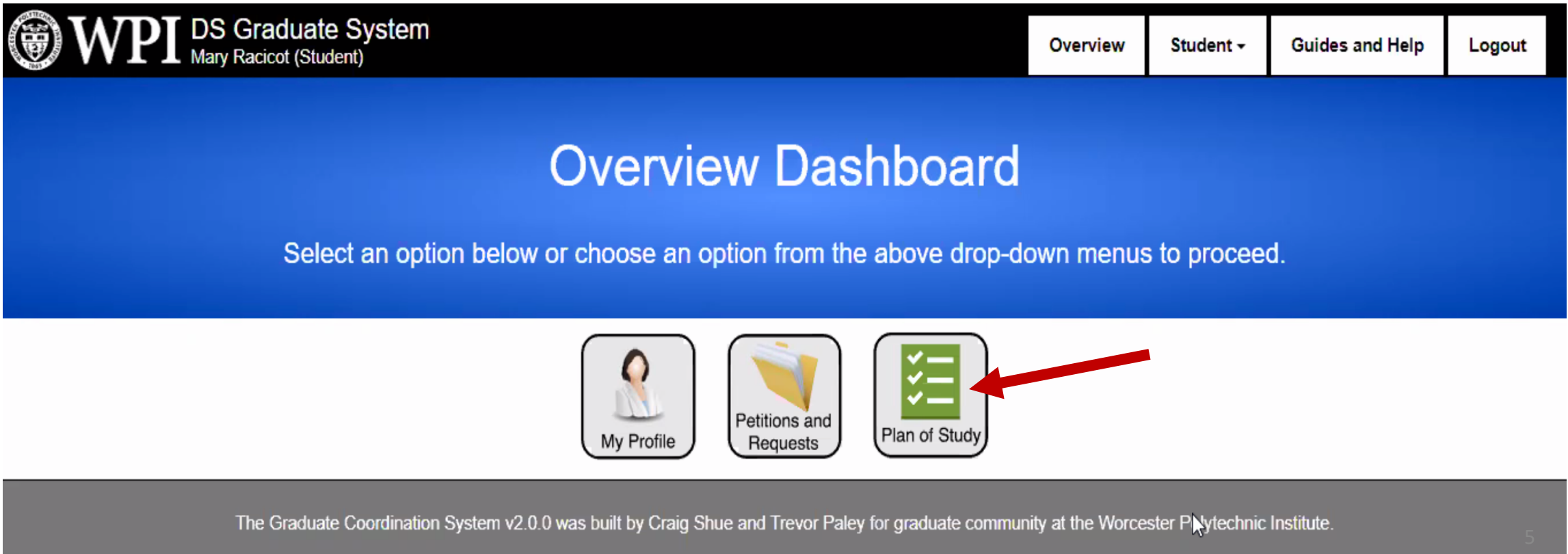
- **System Link:** https://ds-grads.wpi.edu

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

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"
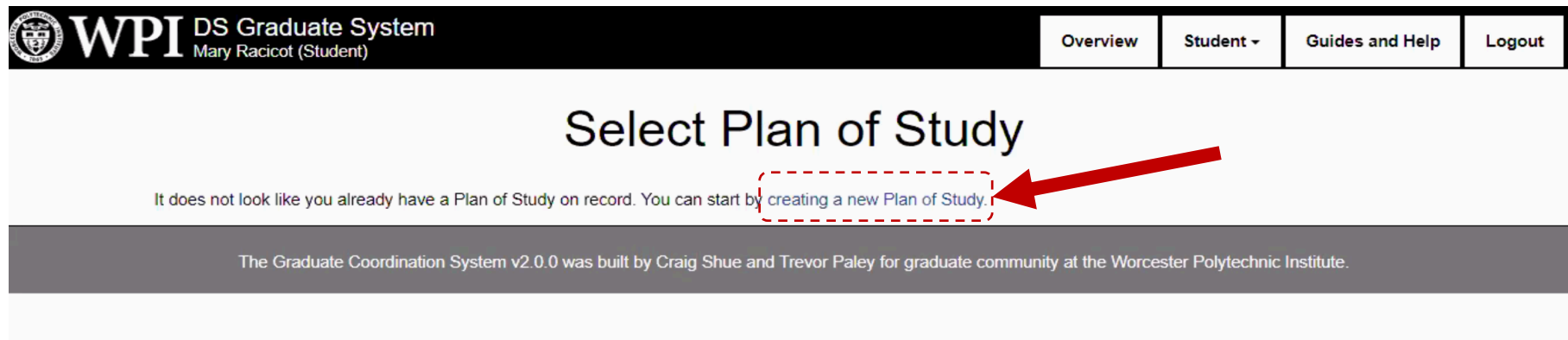
Create New Plan of Study (Cont'd)

- 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

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

Notes

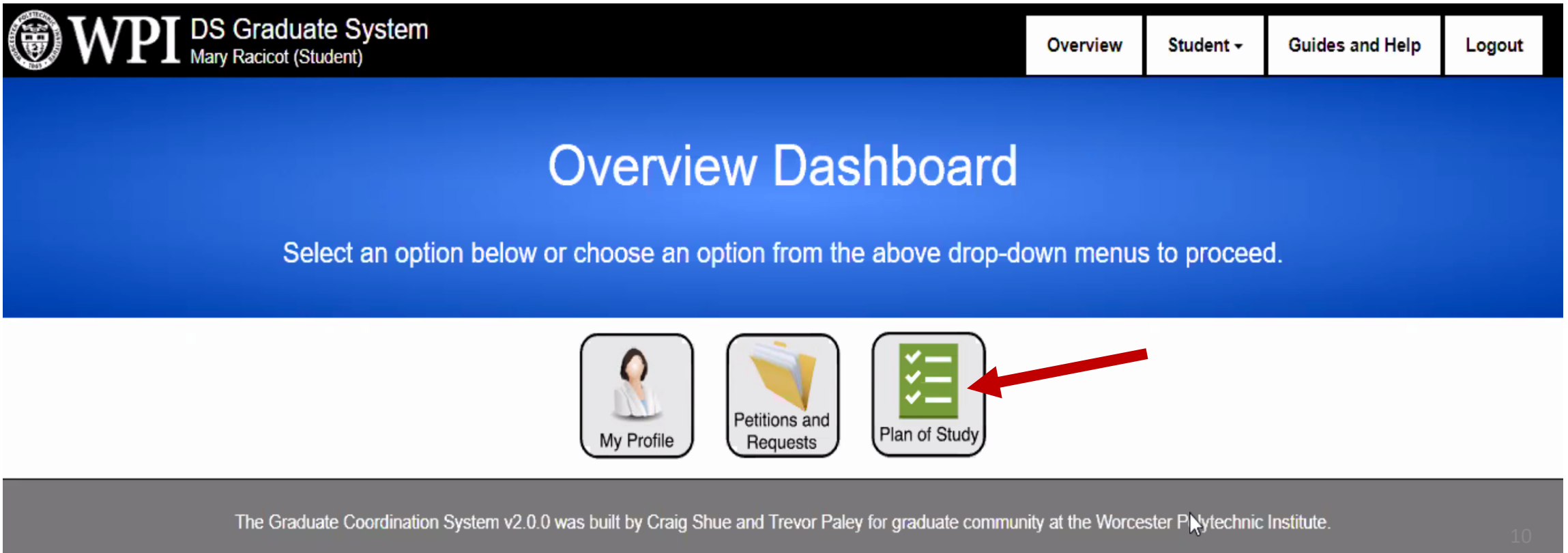- You *DO NOT* need to fill in all semesters. *ONLY fill in the current* (and possibly the next one if you know what you will take)

- 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

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"

- 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

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

Deletes your plan of study

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

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)

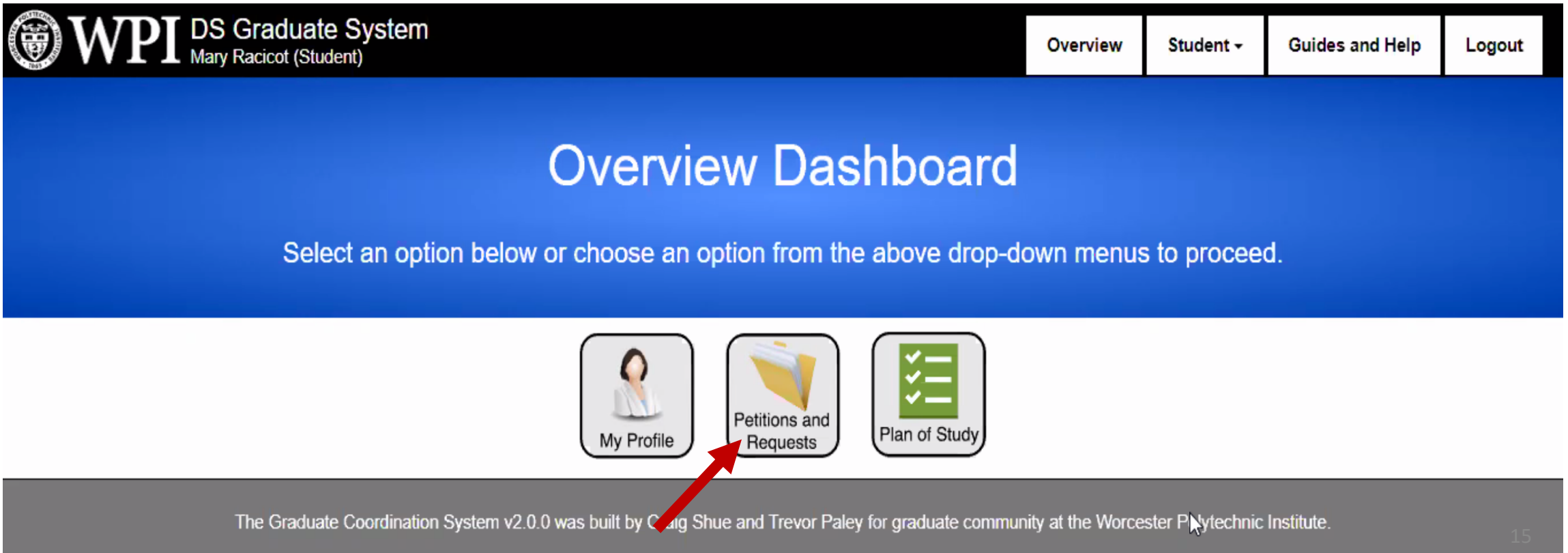- Select "PDF" → then "Save as PDF" as highlighted in the figure

Print dialog box

Petitions

Petitions

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

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

Information on the course you want to petition

Step 1

Step 2

Upload course syllabus and description

Which bin this course will waive

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

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 2

Thesis title   Advisor name   Assigned reader name

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

...e following requests and petitions are associated with you. Please select an entry to view more details.

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

Thesis Title*: Learning Taxi Driversu2019 Decision Making via Conditional Generative A...

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

Thesis Reader*: Randy Paffenroth ▾ (Signed at Janu...

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_Propos███████.pdf ████		January 21, 2021	View

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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. 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

Fig. 2

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

Petitions: PhD Research Qualifier Milestone

- **The Ph.D. Qualifier can be completed in either of two ways (submit the petition <u>after</u> 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)

* Indicates mandatory fields

Step 1

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*:

Advisor and Co-Advisor info.

Petitions: PhD Committee Formation Milestone

- The Ph.D. Committee Formation petition is submitted to the system <u>after</u> 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)

Petitions: PhD Dissertation Proposal Milestone

- The Ph.D. Dissertation Proposal petition is submitted to the system <u>after</u> the proposal is defended and the committee reached a decision

- In Step 2, you need to fill in the needed information

Step 1

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

Proposal info and decision

Committee members

Upload the proposal

Petitions: PhD Dissertation Defense Milestone

- **Congratulations !!!**

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