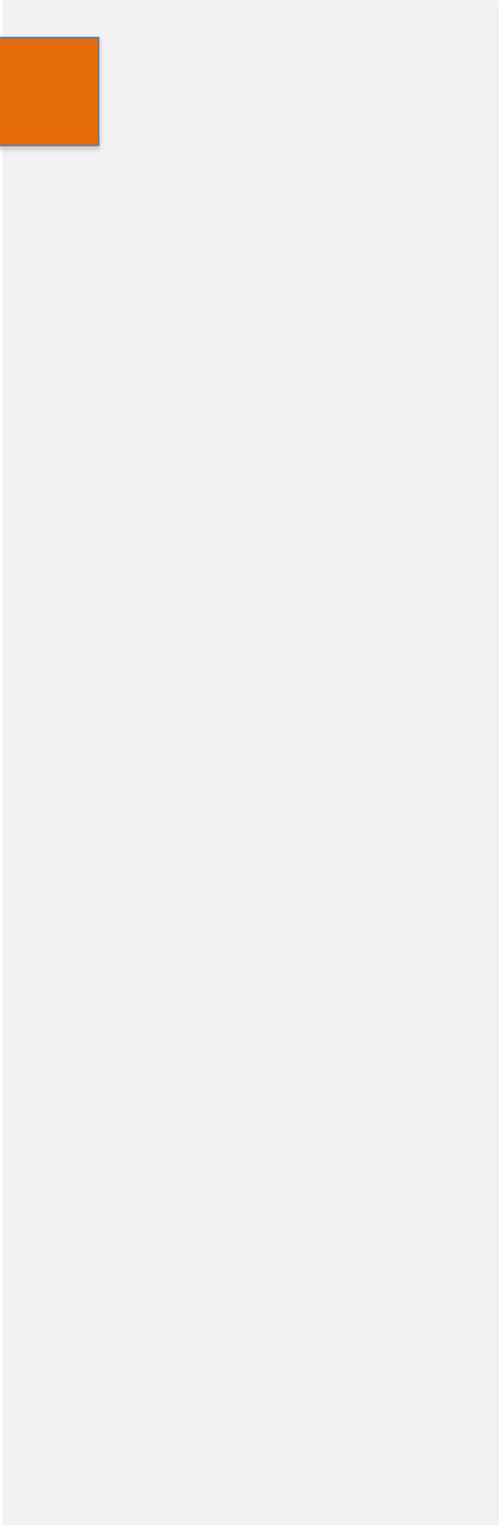




STUDENT HANDBOOK
DOCTOR OF PHILOSOPHY IN STATISTICS
MASTER OF SCIENCE IN STATISTICS
2023–2024





The Student Handbook is for informational purposes only and is not an official publication of The University of Texas at Austin. For official rules, regulations, and degree requirements, please refer to the Graduate Catalog and the General Information Bulletin of the university, which can be found online at registrar.utexas.edu/catalogs.

WELCOME FROM THE CHAIR	6
IMPORTANT DATES	7
INSTITUTIONAL HISTORY	8
THE UNIVERSITY OF TEXAS AT AUSTIN	8
DEPARTMENT OF STATISTICS AND DATA SCIENCES	8
THE MASTER OF SCIENCE IN STATISTICS PROGRAM	10
FACILITIES FOR GRADUATE WORK	10
AREAS OF STUDY	10
GRADUATE STUDIES COMMITTEE	10
CONTACT INFORMATION	10
DEGREE REQUIREMENTS	10
PROGRAM REQUIREMENTS	11
PROCESS FOR REQUESTING COURSE SUBSTITUTIONS	11
MASTER OF SCIENCE IN STATISTICS STUDENT PROGRESSION WORKSHEET	12
THE DOCTOR OF PHILOSOPHY IN STATISTICS PROGRAM	13
FACILITIES FOR GRADUATE WORK	13
AREAS OF STUDY	13
EXECUTIVE GRADUATE STUDIES COMMITTEE	13
GRADUATE STUDIES COMMITTEE	13
CONTACT INFORMATION	14
DEGREE REQUIREMENTS	14
PROGRAM REQUIREMENTS	14
ANNUAL REPORT	15
FINDING A SUPERVISOR	15
ENTERING CANDIDACY	15
PROCESS FOR REQUESTING COURSE SUBSTITUTIONS	16
PROCESS FOR ACCOMMODATIONS	16
APPEAL AND GRIEVANCE PROCEDURES	16
DOCTOR OF PHILOSOPHY IN STATISTICS PROGRESSION WORKSHEET	17
ADMINISTRATION BASICS	18
YOUR RESPONSIBILITIES AS A GRADUATE STUDENT	18
THE GRADUATE SCHOOL	18
UT EID	18
PERSONAL INFORMATION	19
E-MAIL AND LISTSERVS	19
ACADEMIC ADVISING	19
REGISTRATION	19
REGISTRATION BARS	19
FINANCIAL AID INFORMATION	20
OUT-OF-STATE TUITION WAIVERS	20
FELLOWSHIPS AND EXTERNAL FUNDING	21
FEDERAL FUNDING OPPORTUNITIES	21
NON-FEDERAL FUNDING OPPORTUNITIES	21
ADDITIONAL RESOURCES	21
ACADEMIC POLICIES	22

GRADES.....	22
REQUIRED GRADE POINT AVERAGE.....	22
OBTAINING GRADE REPORTS.....	22
GRADE DISPUTES.....	23
WARNING STATUS AND ACADEMIC DISMISSAL.....	23
LEAVE OF ABSENCE.....	23
WITHDRAWAL.....	23
ACADEMIC INTEGRITY.....	24
INTERNATIONAL STUDENTS.....	25
PRE-ARRIVAL CHECKLIST FOR INTERNATIONAL STUDENTS.....	25
INTERNATIONAL CHECK-IN.....	25
ENGLISH CERTIFICATION FOR INTERNATIONAL STUDENTS.....	25
GRADUATE STUDENT ACADEMIC EMPLOYMENT.....	26
GRADUATE STUDENT ACADEMIC TITLES.....	26
ACADEMIC EMPLOYMENT COMPENSATION & BENEFITS.....	26
INSURANCE.....	27
EMPLOYEE CHECKLIST.....	27
EMPLOYEE EXPECTATIONS.....	28
EMPLOYEE RESOURCES.....	28
DESK ASSIGNMENT POLICY.....	29
STUDENT TRAVEL.....	30
REQUESTING TRAVEL AUTHORIZATION.....	30
REQUESTING FUNDING FOR TRAVEL.....	30
GRADUATE TRAVEL AWARDS.....	30
TRAVEL REIMBURSEMENT.....	31
RESOURCES AND SERVICES AVAILABLE.....	32
STUDENT ID.....	32
YOUR ID IS KEY.....	32
GRADUATE STUDENT ASSEMBLY.....	32
LIBRARY SERVICES.....	33
ACADEMIC SUPPORT THROUGH THE GRADUATE SCHOOL.....	33
STUDENT SERVICES.....	33
STUDENT PERKS.....	34
PARKING ON CAMPUS.....	34
SMOKING AND ALCOHOL POLICIES.....	34
SEX DISCRIMINATION, SEXUAL HARASSMENT, AND SEXUAL MISCONDUCT.....	34
STUDENTS WITH DISABILITIES.....	34
GRADUATION.....	34
PURCHASING HARDWARE AND SPECIALTY SOFTWARE.....	35
CHILDCARE.....	35
GROUPS FOR UNDERSERVED STUDENT POPULATIONS.....	ERROR! BOOKMARK NOT DEFINED.
HEALTH, COUNSELING, AND MENTAL HEALTH SERVICES.....	35
COUNSELORS IN ACADEMIC RESIDENCE PROGRAM (CARE).....	35
BEHAVIOR CONCERNS ADVICE LINE (BCAL).....	36
SURE WALK.....	36



STUDENT EMERGENCY SERVICES.....36
TEXAS TITLE IX.....37
WOMEN’S COMMUNITY CENTER..... **ERROR! BOOKMARK NOT DEFINED.**
THE CENTER FOR ACCESS AND ENGAGEMENT..... **ERROR! BOOKMARK NOT DEFINED.**
USEFUL PHONE NUMBERS AND WEBSITES.....38
CAMPUS RESOURCES38
OFF-CAMPUS RESOURCES.....38
LIVING IN AUSTIN39
HOUSING INFORMATION.....39
GETTING AROUND AUSTIN39

WELCOME FROM THE CHAIR

Welcome! We are thrilled to have you join us at the Department of Statistics & Data Sciences at The University of Texas at Austin. Amidst the information explosion of the 21st century, this is a perfect time to pursue graduate training in the statistical sciences. The department's programs are aimed to equip students with the knowledge, skills, and experience to make a difference in a rapidly changing, data-driven world.

This handbook will answer many of your questions about the Ph.D. and M.S. in Statistics programs, the graduate portfolio programs, as well as outline the fundamental policies of our programs and the Graduate School. This is a "living document" that may be modified from time to time to incorporate new realities. As every situation cannot be anticipated, please consider this handbook a guideline and direct any questions about the program to the Graduate Program Administrator, Elizabeth Davis elizabethirene@austin.utexas.edu or 512-471-7618.

Good Luck!



Best Regards,
Catherine A. Calder, Ph.D.

Chair, Department of Statistics & Data Sciences
The University of Texas at Austin

IMPORTANT DATES

Exact dates for specific semesters can be found here: <https://registrar.utexas.edu/calendars>.

FALL 2023

August 21	First day of classes
4 th class day	Last day of official add/drop period; tuition payment deadline 5pm
September 4	Labor Day holiday; no classes held
12 th class day	Last day a graduate student, with approvals, can add a class
Early November	Registration for spring semester
Mid-November	Last day to apply for graduation for the fall semester
Late-November	Last day a graduate student may change registration to/from CR/NC
November 20-25	Fall break/Thanksgiving; no classes held
Last Friday of the semester, 3pm	Last day to submit master's report, portfolio report, and certificate report
December 4	Last class day
Saturday after grade submission	Official graduation date (no public ceremony)

SPRING 2024

January, just before classes start	Add/drop for continuing students
January 15	Martin Luther King Jr. Day; no classes held
January 16	First day of classes
4 th class day	Last day of official add/drop period; tuition payment deadline 5pm
12 th class day	Last day a graduate student, with approvals, can add a class
March 18-23	Spring Break
Early to Mid-April	Registration for summer and fall semesters
Mid-April	Last day to apply for graduation for the spring semester
Mid-April	Last day a graduate student can change class to/from CR/NC
Late April	Last class day
Last Friday of the semester, 3pm	Last day to submit master's report, portfolio report, and certificate report
Last Friday in April	Ph.D. Annual Report due
Saturday after grade submission	Commencement/Convocation (ceremony by the Graduate School)



INSTITUTIONAL HISTORY

The University of Texas at Austin

Founded in 1883, The University of Texas at Austin is one of the largest and most respected universities in the nation. The mission of The University of Texas at Austin is to achieve excellence in the interrelated areas of undergraduate education, graduate education, research and public service. The university provides superior and comprehensive educational opportunities at the baccalaureate through doctoral and special professional educational levels.

The Graduate School is a national leader in graduate degrees awarded and one of the largest graduate schools in the nation with an enrollment of 11,000 students and more than 3,500 masters and doctor's degrees awarded annually. UT is a diverse learning community, with students from every state and more than 100 countries.

Department of Statistics and Data Sciences

The mission of the Department of Statistics and Data Sciences (SDS) is to be a world-class hub for research and education in statistics and data science focused on harnessing the power of data to promote interdisciplinary scientific discovery, providing principled insights into society's greatest challenges, and enabling data-driven decision-making. The department's mission is aligned with the university's and college's strategic plans, which both center around the goal of being the highest-impact public research university. SDS's profile in research emphasizes both disciplinary rigor and broad impact, both in statistics and machine learning and on data-driven discovery across the sciences, from the physical/natural sciences to the social/behavioral sciences to the health/medical/biological sciences.

In education, SDS focuses on providing quality instruction and experiential learning in a manner that allows us to make impact at scale. Our degree programs offer novel, flexible curricula, which we believe will prepare our students to be successful in their future endeavors. We strive to make our programs accessible to large numbers of students in a cost-effective manner and allow students not formally pursuing an SDS degree to take advantage of coursework and training opportunities.

In research, SDS faculty are perhaps best known as leaders in the areas of Bayesian statistics and statistical machine learning. Recent hires have added considerable breadth and the department now established a strong reputation in areas such as causal inference, biostatistics (including clinical trial design), and spatial/spatio-temporal statistics. Strong and deep connection to areas of application—in areas ranging from environmental health to educational psychology to neuroscience—play a central role in much of our research. Our faculty regularly publish in top statistics journals (e.g., Journal of the American Statistical Association, Annals of Statistics), machine learning conferences (e.g., NeurIPS, ICML), general science journals (e.g., Nature, Proceedings of the National Academies of Science), and disciplinary journals (e.g., American Sociological Review, Epidemiology, Ecology). SDS faculty research is supported by grants from NSF, NIH, and other agencies/foundations. Our faculty are also active participants and leaders in cross-disciplinary research initiatives on campus such as:

- Center for Health & Environment: Education and Research (CHEER) is a hub for multidisciplinary environmental health sciences research and education, bringing together experts from across UT Austin

- 
- Good Systems is working to establish a framework for evaluating, developing, implementing, and regulating AI-based technologies so they reflect human values. It is a UT Austin Grand Challenge and part of its Bridging Barriers initiative
 - Hobby-Eberly Telescope Dark Energy Experiment (HETDEX) represents a major UT Austin-led research initiative with TACC, the McDonald Observatory and faculty experts from across astronomy, physics, statistics, and data sciences and more
 - Machine Learning Laboratory includes computer scientists, engineers, data scientists, statisticians, and mathematicians from across campus and serves as the academic home for the NSF-funded Institute for Foundations of Machine Learning
 - Population Research Center includes researchers from across campus in areas such as demography; education, work, and inequality; and population and reproductive health

SDS supports a high-performance computing cluster, physically housed at the University Data Center and with system administration from CNS IT. The system consists of 128 CPU cores (2x AMD EPYC 7763, 64 cores, 2.45GHz), four Nvidia A4000 16GB GPUs, 512GB of RAM, and modest storage capacity. The system is designed to handle high-capacity statistical simulations (e.g., parallel MCMC or other simulations) as well as train basic deep-learning models. All SDS Ph.D. students, postdocs, and faculty have access. The system is intended to give quick and easy access to researchers who may not be ready to navigate the more substantial computing resources available elsewhere in the university. Students, postdocs, and faculty with computing needs that exceed the capabilities of the SDS system have access to the Texas Advanced Computing Center (TACC), which manages and professionally supports leading-edge resources for high-performance computing. Some students and postdocs also have access to more advanced computing systems maintained through individual faculty.

The department runs a weekly seminar series and regularly hosts conferences and workshops in Austin.

THE MASTER OF SCIENCE IN STATISTICS PROGRAM

This program has been designated as a STEM-eligible degree program, as defined by the Department of Homeland Security.

Facilities For Graduate Work

The Department of Statistics and Data Sciences (SDS) is primarily located in Welch Hall, which houses the department's administrative suite and office space for the tenured/tenure-track faculty and staff. SDS Ph.D. students and postdocs have shared office space in Welch Hall. This newly renovated space also includes three state-of-the-art conference rooms and a flexible collaboration space. In addition, SDS also maintains a footprint in the Dell Gates Complex (GDC), which is located immediately across the street from Welch Hall. The department's instructional faculty and staff have offices in GDC and flexible space is used for informal instruction and office hours. SDS supports a high-performance computing cluster and partners with the Texas Advanced Computing Center (TACC) to provide support for secure data and computationally-intensive research.

Areas of Study

The Master of Science in Statistics (M.S.) is a two-year program that offers advanced training for students in classical and modern statistical methods. The program is designed for students preparing for careers in statistical professions as well as those seeking additional statistical training while pursuing a doctoral degree in another discipline. Degree requirements are designed to provide maximum flexibility for students seeking to personalize their course of study. Students who complete this degree will obtain a firm understanding of statistical theory as well as a rich understanding of how statistics are applied in practice.

Graduate Studies Committee

The following faculty members serve on the Graduate Studies Committee:
<https://catalog.utexas.edu/graduate/areas-of-study/natural-sciences/statistics/>

Contact Information

Mailing address: The University of Texas at Austin
Graduate Program in Statistics
Department of Statistics & Data Science
105 E. 24th St. Stop D9800
Austin, Texas 78712

Campus mail code: D9800

Campus address: Welch Hall (WEL) 5.216

Phone: (512) 232-0693

Fax: (512) 475-8297

URL: <https://stat.utexas.edu/academics/master-science-statistics>

Degree Requirements

The M.S. program requires completion of thirty semester hours of approved coursework and includes the option of completion of a master's report. Degree requirements are distributed as follows:

- 
- Five core courses that provide a foundation for further study, including a two-course sequence in theoretical statistics, two courses in statistical modeling, and one course in Bayesian statistics. These courses must be taken on a graded basis with students earning a B or better.
 - Nine hours of statistics courses chosen from an approved list, including three hours of SDS coursework.
 - Six hours of supporting coursework, which may be in a subject area other than statistics but must be logically related, and together with the other degree coursework, constitute a coherent degree program.
 - An optional three hours of master's report, which is expected to approximate a publishable journal article in length and quality.

Prior to admission to the program, the student should demonstrate background knowledge of mathematics and statistics equivalent to that acquired in an upper-division course in probability and statistics. Deficiencies may be made up by taking courses suggested by the graduate adviser. In most cases, these courses may not be counted toward the degree.

Program Requirements

Advising with the Graduate Adviser is encouraged on a semesterly basis, particularly in advance of registering for supporting coursework. The Course Progression Worksheet and petitioned classes will be reviewed for approval. To facilitate the petition-process, submit a copy of the most recent syllabus for the course to the Graduate Coordinator.

Process for Requesting Course Substitutions

There is the possibility of an exemption from one or more of the compulsory courses based on passing a similar course taken previously; electives may be substituted for the waived course. Please contact the Graduate Coordinator with any relevant syllabi for an individual review by the Graduate Adviser. Votes will be taken as necessary by the Executive Graduate Studies Committee.

MASTER OF SCIENCE IN STATISTICS STUDENT PROGRESSION WORKSHEET

STUDENT NAME _____

UT EID _____

EXPECTED GRADUATION DATE _____

AREA OF SPECIALIZATION _____

CORE COURSES

COURSE NAME	SEMESTER TAKEN	CREDITS	GRADE
SDS 384.2 MATHEMATICAL STATISTICS I		3	
SDS 384.3 MATHEMATICAL STATISTICS II		3	
SDS 384.4 REGRESSION ANALYSIS		3	
SDS 384.6 DESIGN & ANALYSIS OF EXPERIMENTS		3	
SDS 384.7 BAYESIAN STATISTICAL METHODS		3	

MAJOR ELECTIVE COURSES (9 HOURS REQUIRED)

COURSE NAME	SEMESTER TAKEN	CREDITS	GRADE
SDS COURSE:			

MINOR ELECTIVE COURSES (6 HOURS REQUIRED)

COURSE NAME	SEMESTER TAKEN	CREDITS	GRADE

[OPTIONAL]

<p>MASTERS REPORT (SDS 398R)</p> <p>SEMESTER TAKEN _____</p> <p>FACULTY SUPERVISOR (GSC MEMBER) _____</p> <p>FACULTY READER #2 _____</p>
--

THE DOCTOR OF PHILOSOPHY IN STATISTICS PROGRAM

This program has been designated as a STEM-eligible degree program, as defined by the Department of Homeland Security.

Facilities For Graduate Work

The Department of Statistics and Data Sciences (SDS) is primarily located in Welch Hall, which houses the department's administrative suite and office space for the tenured/tenure-track faculty and staff. SDS Ph.D. students and postdocs have shared office space in Welch Hall. This newly renovated space also includes three state-of-the-art conference rooms and a flexible collaboration space. In addition, SDS also maintains a footprint in the Dell Gates Complex (GDC), which is located immediately across the street from Welch Hall. The department's instructional faculty and staff have offices in GDC and flexible space is used for informal instruction and office hours. SDS supports a high-performance computing cluster and partners with the Texas Advanced Computing Center (TACC) to provide support for secure data and computationally-intensive research.

Areas of Study

The Doctor of Philosophy in Statistics is a five-year program that focuses on training students in the theory and practice of modern statistical science and computation so that they are prepared to make novel contributions to the field. Major emphasis is placed on training in application-driven methodological research, probability modeling, and statistical computation. Throughout the program, students are exposed to central ideas of both Bayesian and classical approaches to statistical inference, as well as statistical machine learning methodology.

Executive Graduate Studies Committee

The following faculty members served on the Executive Graduate Studies Committee during school year 2022–2023:

Jay Bartroff	Lauren A. Meyers	Abhra Sarkar
Catherine Calder	Peter Mueller	Purnamrita Sarkar
Carlos Carvalho	Jared Murray	James Scott
Paul Damien	Vagheesh Narasimhan	Thomas S. Shively
Arya Farahi	Layla Parast	Stephen Walker
Nhat Ho	Roger Peng	Sinead Williamson
Mevin Hooten	Paul Rathouz	Mingyuan Zhou
Antonio Linero	Thomas W. Sager	Corwin Zigler

Graduate Studies Committee

The following faculty members serve on the Graduate Studies Committee:
<https://catalog.utexas.edu/graduate/areas-of-study/natural-sciences/statistics/>

Contact Information

Mailing address: The University of Texas at Austin
Graduate Program in Statistics
Department of Statistics & Data Science
105 E. 24th St. Stop D9800
Austin, Texas 78712

Campus mail code: D9800

Campus address: Welch Hall (WEL) 5.216

Phone: (512) 232-0693

Fax: (512) 475-8297

URL: <https://stat.utexas.edu/academics/phd-statistics>

Degree Requirements

A doctoral student in statistics must complete a core set of courses in statistical theory and methods. At the end of the first year, students must complete a preliminary written examination covering the main concepts in these core courses. At the end of the second year or during the third year, students must successfully present a plan of study and demonstrate research proficiency in an oral examination to qualify for candidacy. Students are expected to write and defend their dissertation to complete their program within a total of five years.

Upon admission to the program, the student should demonstrate background knowledge of mathematics and statistics equivalent to that acquired in an upper-division course in probability and statistics. Deficiencies may be made up by taking courses suggested by the Graduate Adviser. In most cases, these courses may not be counted toward the degree.

Program Requirements

Timeline for student evaluation of progress and continuation in the program:
Year-by-year description is published on the website (<https://stat.utexas.edu/academics/phd-statistics>).

The Graduate School also refers to these markers of progress as [Milestones](#).

Year 1 includes 6 required courses (3 per semester) which are exam-based and two reading groups (one per semester).

Required Year 1 Coursework includes:

- SDS 384.2 Mathematical Statistics I
- SDS 383C Statistical Modeling I
- SDS 387 Linear Models
- SDS 384.11 Theoretical Statistics
- SDS 383D Statistical Modeling II
- SDS 386D Monte Carlo Methods

Progress from Year 1 to Year 2 involves securing the required number of credits and passing the preliminary written examination in May at the end of Year 1 which covers the main concepts in the core courses.

In addition to the core courses, students of the first year are expected to participate in SDS 190 Readings in Statistics. This class focuses on learning how to read scientific papers and how to grasp the main ideas, as well as on practicing presentations and getting familiar with important statistics literature.

At the end of the first year, students are expected to take a written preliminary exam. The examination has two purposes: to assess the student's strengths and weaknesses and to determine whether the student should continue in the Ph.D. program. The exam will cover the core material covered in the core courses and it



consists of two parts: a 3-hour closed book in-class portion and a take-home applied statistics component. The in-class portion is scheduled at the end of the Spring Semester after final exams (usually late May). The take-home problem is distributed at the end of the in-class exam, with a due-time 24 hours later.

In Year 2, students will take the following courses totaling 9 credit hours each semester:

- Required: SDS 190 Readings in Statistics (1 credit hour)
- Required: SDS 389/489 Research Elective* (3 or 4 credit hours) in which the student engages in independent research under the guidance of a member of the Statistics Graduate Studies Committee
- Required: Approved Electives and/or additional Research Electives
 - [One or more elective courses selected from approved electives](#); and/or
 - One or more sections of SDS 289/389/489 Research Elective* (2 to 4 credit hours) in which the student engages in independent research with a member(s) of the Statistics Graduate Studies Committee OR guided readings/self-study in an area of statistics or machine learning.
- Optional: Internship or Teaching Preparation
 - Internship course (0 or 1 credit hour; for international students to obtain Curricular Practical Training; contact Graduate Coordinator for appropriate course options)
 - GRS 097 Teaching Assistant Fundamentals or NSC 088L Introduction to Evidence-Based Teaching (0 credit hours; for TA and AI preparation)

* Research electives allow students to explore different advising possibilities by working for a semester with a particular professor. These projects can also serve as the beginning of a dissertation research path. **No more than six credit hours of research electives can be taken with a single faculty member in a semester.**

At the end of the Year 2 or during Year 3, students must successfully present a plan of study and demonstrate research proficiency in an oral candidacy exam (i.e., Candidacy Talk) to qualify for candidacy. Students will secure a research supervisor by the end of Year 3.

During Year 4, students are required to present a talk in the 1st and 2nd year Readings in Statistics course. Furthermore, students in Year 4 and above are expected to present their research to the department as part of the annual Ph.D. Poster Session.

Annual Report

At the end of every year (due on the last Friday in April), Ph.D. students in Year 2 and beyond are required to submit a complete [Annual Progress Review](#).

Finding a Supervisor

If the GSC determines the student is suitable to proceed to the research portion of the Ph.D. (i.e., enter the candidacy process), the student will begin efforts to secure a supervisor. Often times, students will identify a supervisor through the process of entering candidacy.

Entering Candidacy

Students are encouraged to attend conferences, give presentations, as well as to develop their dissertation research. At the end of the second year or during their third year, students are expected to present their plan of study for the dissertation in an oral candidacy exam, often called the Candidacy Talk. During this exam,



students should demonstrate their research proficiency to their Ph.D. committee members. Students who successfully complete the candidacy exam can apply for admission to candidacy for the Ph.D. once they have completed their required coursework and satisfied departmental requirements. The steps to advance to candidacy are:

1. Discuss potential candidacy exam topics with the Graduate Adviser or supervisor
2. Propose Ph.D. committee: the proposed committee must follow the Graduate School and departmental regulations on committee membership for what will become the Ph.D. Dissertation Committee
3. Take the candidacy exam in the form of a 45-minute long talk. Many students take the candidacy exam in the fall of Year 3; however, the candidacy can be deferred until the end of Year 3 with the approval of the Graduate Adviser.

Students should notify the Graduate Coordinator when they have scheduled a date for their candidacy exam. The signatures for the department's [Application for Candidacy](#) will be collected electronically via DocuSign.

Upon successful completion of the candidacy exam, students may [apply for candidacy](#) with the Graduate School. Registering for dissertation writing hours (ex: SDS 999W) at the next opportunity is encouraged.

Process for Requesting Course Substitutions

There is the possibility of an exemption from one or more of the compulsory courses based on passing a similar course taken previously; electives may be substituted for the waived course. Please contact the Graduate Coordinator with any relevant syllabi for an individual review by the Graduate Adviser. Votes will be taken as-necessary by the Executive Graduate Studies Committee (GSC Exec).

Process for Accommodations

SDS strives to provide a highly supportive environment to aid students through difficulties in the event of medical, mental health, or interpersonal crises. Students in need of advice or help may contact any faculty or staff member to whom they feel comfortable speaking. Such discussions will be held in as much confidence as [Title IX](#) reporting requirements permit.

The first step for seeking academic accommodations for coursework deadlines involves contacting the office of [Disability and Access](#).

Accommodation requests for timeline-adjustment for such deadlines as candidacy procedure, will be assessed by the GSC on a case-by-case basis.

Appeal and Grievance Procedures

Students who would like to appeal a decision will apply first to the Graduate Adviser/GSC Chair and Graduate Coordinator. Subsequent appeals can be made to the Chair.

DOCTOR OF PHILOSOPHY IN STATISTICS PROGRESSION WORKSHEET

STUDENT NAME _____

UT EID _____

EXPECTED GRADUATION DATE _____

AREA OF SPECIALIZATION _____

CORE COURSES

COURSE NAME	SEMESTER TAKEN	CREDITS	GRADE
SDS 384.2 MATHEMATICAL STATISTICS I		3	
SDS 383C STATISTICAL MODELING I		3	
SDS 383D STATISTICAL MODELING II		3	
SDS 384.11 THEORETICAL STATISTICS		3	
SDS 386D MONTE CARLO METHODS		3	
SDS 387 LINEAR MODELS		3	
SDS 190 READINGS IN STATISTICS (F1, Sp1, F2, Sp2)		4	

MAJOR ELECTIVE COURSES (6 HOURS REQUIRED)

COURSE NAME	SEMESTER TAKEN	CREDITS	GRADE

MINOR ELECTIVE COURSES (6 HOURS REQUIRED)

COURSE NAME	SEMESTER TAKEN	CREDITS	GRADE

EXAM NAME	SEMESTER TAKEN	RESULT
PRELIMINARY WRITTEN EXAM		
CANDIDACY ORAL EXAM		

PHD COMMITTEE (4 REQUIRED)

FACULTY SUPERVISOR (EXEC. GSC MEMBER) _____

OTHER COMMITTEE MEMBERS (2 SDS, 1 OUTSIDE) _____



ADMINISTRATION BASICS

Your Responsibilities as a Graduate Student

You are responsible for understanding the rules and policies that govern your academic degree. Use all resources available to you and plan well in advance to meet necessary deadlines.

The Graduate School website (<https://gradschool.utexas.edu/>) is an excellent resource for extensive information on the requirements of graduate degrees at the university. The policies and requirements governing your graduate career are dynamic. The Graduate Adviser and Graduate Coordinator are available to answer questions and help you navigate the program.

Two university catalogs are essential references: The General Information Bulletin and The Graduate Catalog. These catalogs are available online at <http://catalog.utexas.edu/>.

The Graduate School

As a graduate student, you are admitted to both a degree program (Ph.D. or M.S. in Statistics) and the Graduate School of The University of Texas at Austin. All graduate degrees fall under the oversight of the Graduate School.

The Graduate School includes the Vice President and Dean of the Graduate School and staff, plus about 100 Graduate Studies Committees. The Graduate School can be reached at (512) 471-4511.

Each department or field of study offering a graduate degree has a Graduate Studies Committee composed of active Assistant Professors, Associate Professors, and full Professors (tenured and tenure-track faculty). Each Graduate Studies Committee sets policy and supervises its graduate program.

The Graduate Assembly (<https://gradschool.utexas.edu/faculty/graduate-assembly>), the legislative body of the Graduate School, has the power to legislate on all matters having to do with the academic character of the graduate programs of the university. The Graduate Assembly has approximately 35 members apportioned among the colleges and schools, with 6 student members and 20 ex-officio members.

There is also a student organization concerned with issues related to graduate study, called the Graduate Student Assembly (GSA) (<https://www.utgsa.net/>). Any graduate student is welcome as a member.

UT EID

All students of UT Austin are assigned a UT EID at the time of admissions. This electronic identifier will serve as the primary means of identification for all university services. Students should not share their UTEID login password with anyone.

For additional information, visit https://idmanager.its.utexas.edu/eid_self_help/general.

Personal Information

Each student is required to keep current local and permanent contact information and an e-mail address on file with the university. If any changes occur, please notify the Graduate Coordinator and also update this information in WorkDay (<https://workday.utexas.edu/>).

E-mail and Listservs

The university offers free e-mail services to the UT Austin community. For more information, please see: <https://get.utmail.utexas.edu>. Students should use their UT affiliated email for primary communication with the department and university.

Important Ph.D. and M.S. in Statistics program information is sent to program-specific listservs:

- phdstat@utlists.utexas.edu
- msstat@utlists.utexas.edu

Ph.D. Statistics students are automatically added to the phdstat listserv shortly before the start of their first semester in the program.

To be added to the msstat listserv, go to <https://utlists.utexas.edu/sympa/subscribe/msstat>, enter your e-mail address, and click the “submit” button. Follow the directions on the screen.

Academic Advising

The university provides information and academic advising to students to assist them in making academic decisions. The Dean of each college or school is responsible for providing an effective system of information dissemination and advising that is appropriate to the academic programs of that college or school. Each unit will seek to provide the most current and accurate information and advice possible. The student is responsible for seeking advice, for knowing and meeting the requirements of the degree program of his or her interest, for enrolling in courses appropriate to that degree program, and for taking courses in the proper sequence to ensure orderly and timely progress toward the degree.

Advising and assistance are provided to students in both the Ph.D. and M.S. in Statistics programs through a combination of resources including the Graduate Adviser and the Graduate Coordinator.

- Ph.D. in Statistics Graduate Adviser: Dr. Stephen Walker, s.g.walker@math.utexas.edu
- M.S. in Statistics Graduate Adviser: Dr. Bindu Viswanathan, bindu@austin.utexas.edu
- Graduate Program Administrator: Elizabeth Davis, elizabethirene@austin.utexas.edu

Registration

All Ph.D. and M.S. in Statistics students must be advised before registering for courses. This advising session occurs during the official advising period (see [Academic Calendar](#)). To be prepared for the advising session, please review the Course Schedule, decide which courses you would like to take, discuss your choices with the Graduate Adviser, request your advising bar be removed, and then register online during your access period.

Registration Bars

Occasionally, students will acquire “bars” on their records that will prevent course registration. Bars are holds on a student’s record that arise from insufficient documentation at a university office, unpaid parking



violations, library fines, or conditions of enrollment that have not been met. Students may verify existing bars by checking their [Registration Information Sheet \(RIS\)](#). These must be cleared before a student can register.

Financial Aid Information

Information about financial aid for U.S. students is available through the [Office of Scholarships and Financial Aid](#). This office has contact information for federal financial aid lenders, as well as information regarding the various resources available for graduate students to fund their studies.

The first step for U.S. students seeking financial aid is to complete the [Free Application for Federal Student Aid \(FAFSA\)](#).

When financial aid award information is available, students will receive a Financial Aid Notification (FAN) from the Office of Scholarships and Financial Aid through [CASH](#). Students will be able to review their financial aid offer and can accept, decline, and reduce award amounts.

Financial aid is distributed approximately three weeks after the official start of the semester. Note that these funds are intended to cover the program fees and not living expenses. Should you need additional funds for housing, meals, etc., you should investigate supplemental loan programs.

Out-of-State Tuition Waivers

Students who are not Texas residents and are employed as Teaching Assistants or Graduate Research Assistants, are eligible for out-of-state tuition waivers. These waivers allow non-Texas resident students to be billed tuition at in-state rates.

The out-of-state tuition waiver is accessed through UT Direct and must be completed each semester. https://utdirect.utexas.edu/acct/fb/waivers/rte_request.WBX

Recipients of a Continuing or Recruiting University Fellowship should **not** complete this form, as the Graduate Coordinator will request waivers for these students.

FELLOWSHIPS AND EXTERNAL FUNDING

SDS and the College of Natural Sciences are committed to provide financial support to each student in the Ph.D. program for five years. Financial support will consist of an assistantship with either teaching or research duties or fellowships. Students are also encouraged to pursue external funding opportunities.

Being awarded an external fellowship is prestigious and often provides students with resources, support, and professional networks to pursue goals not otherwise accessible. Furthermore, applying for an external fellowship provides students valuable experience writing grants – an activity that tenure-track faculty is expected to do at research institutions. Below are a few external fellowship opportunities.

Note: Federal grants are restricted to U.S. citizens, U.S. nationals, or permanent residents.

Federal Funding Opportunities

The following are the most common federal fellowship opportunities for mathematics and related disciplines:

- National Science Foundation: [Graduate Research Fellowships Program \(GRFP\)](#)
- National Institutes of Health: [National Research Service Award \(F31\)](#)
- Resource to find other federal fellowships: <http://fedmoney.org>

Note: Federal grants require that you are a U.S. citizen or U.S. national.

Non-Federal Funding Opportunities

Some organizations, for-profit and non-profit, also provide graduate fellowships. Examples are below:

- Private companies: Google, Microsoft, Facebook
- Non-profits: AHA, HHMI
- The Fogarty International Center at the NIH also provides a helpful list of opportunities <https://www.fic.nih.gov/Funding/NonNIH/Pages/predoctoral-graduate.aspx>

Additional Resources

- Opportunities offered by the Graduate School <https://gradschool.utexas.edu/finances/fellowships/graduate-school/continuing-fellowships>
- Opportunities at the College of Natural Sciences
- <https://cns.utexas.edu/graduate-education/professional-development-career-support/other-services#Funding>

ACADEMIC POLICIES

Detailed information regarding all items addressed in this section may be found in the UT Austin Graduate Catalog or at <https://gradschool.utexas.edu/>.

Grades

All Ph.D. and M.S. in Statistics students are held to the pedagogical and academic standards of the university. Students will receive a letter grade for each course. Grades are determined solely by the faculty. Each instructor determines grading metrics and what constitutes successful academic performance in the course relative to those metrics.

Official grade point averages are calculated by the Registrar and appear on the student's academic record maintained by their office. The grade point average does not include any graduate or undergraduate courses the student took at the university before enrolling in the UT Austin Graduate School, credit by examination, or courses taken at other institutions.

The following numerical equivalents of letter grades are used in the calculation of the graduate grade point average:

A	4.00	B	3.00	C	2.00	D	1.00
A-	3.67	B-	2.67	C-	1.67	D-	0.67
B+	3.33	C+	2.33	D+	1.33	F	0.00

To graduate, all students must maintain an overall grade point average of at least 3.00 and earn a letter grade of "C" or better in all courses. The M.S. program requires a letter grade of "B" or better for courses to count towards the degree's Program of Work.

Required Grade Point Average

The Graduate School requires all graduate students to maintain a cumulative graduate GPA of at least 3.0. If a student's cumulative GPA falls below 3.0, the Graduate School will place the student on academic probation. Students will have one semester to raise the cumulative GPA above 3.0 or be dismissed from the program. Details here <https://gradschool.utexas.edu/academics/policies/grades-and-credit>

Obtaining Grade Reports

Final course grades can be obtained at <https://utdirect.utexas.edu/apps/student/gradereport/student/>. The university does not mail hard copies of grade reports to home addresses.

To obtain an official hard copy of their grade students need to request an official grade report each semester online at <https://onestop.utexas.edu/student-records/grades/>. Requests must be made during the semester in question; retroactive requests will not be fulfilled. Official grade reports are mailed to the student's permanent address on file with the university. Any student who misses the deadline to request an official grade report from the university must purchase a transcript once the semester ends for \$20.



Grade Disputes

See Handbook of Operating Procedures 9-1240, The Graduate School, section E.1.b (<https://secure2.compliancebridge.com/utexas/public/getdoc.php?file=9-1240>)

“Grade disputes are handled according to departmental review policies by the department offering the course in question. The order of review for grade disputes is the course instructor, graduate adviser, department chair (or the director of the academic program if there is no department), and dean of the college or school offering the course. The decision of the college or school dean is final.”

Warning Status and Academic Dismissal

To continue study at UT Austin beyond the first semester, students must make satisfactory progress in fulfilling any admission conditions that were imposed by the Dean of the Graduate School.

The Graduate Studies Committee is responsible for evaluating students in their program to ensure that they are making satisfactory progress towards a degree. A student whose graduate grade-point average falls below 3.0 at the end of any semester or summer session will be warned by the Graduate School that their continuance in the Graduate School is in jeopardy. During the next semester or summer session for which the student is registered, they must attain a cumulative grade-point average of at least 3.0 or be subject to dismissal. During this period, the student may not drop any course or withdraw from the university without the approval of the Graduate Adviser and the Graduate Dean.

Students who have been dismissed from the Graduate School may be readmitted for further graduate study only by petition of a Graduate Studies Committee to the Dean of Graduate Studies. The petition and readmission must be approved by the dean.

Warning status and academic dismissal are reflected on the student’s record. Details here <https://gradschool.utexas.edu/academics/policies/warning-status-academic-dismissal>

Leave of Absence

Master’s students and students not yet admitted to candidacy may apply for a leave of absence for no more than two semesters. A student on an approved leave of absence must apply for readmission in order to return to the university, but readmission during this approved period is automatic and the application fee is waived.

If a student has already been admitted to candidacy for the Ph.D. program, the application for leave must be petitioned in advance by the Graduate Adviser to the Graduate Dean and will be approved in rare and unusual circumstances.

A student on leave may not receive any privileges otherwise available to enrolled students. Details here <https://gradschool.utexas.edu/academics/policies/leaves-of-absence>

Withdrawal

Students who drop their entire course load by definition withdraw from the university for the semester. To withdraw from the Graduate School, the student must submit a Withdrawal and Refund Request form, which may be obtained from the Graduate School by emailing gradstudentsvcs@austin.utexas.edu or contacting the Graduate Coordinator. Refund policies are explained in the form.



All requests for withdrawal must be accompanied by an acknowledgment from the Graduate Adviser. A student may withdraw through the last class day, but academic appointments may not extend beyond the effective date of a student's withdrawal. Additional details here <https://gradschool.utexas.edu/academics/policies/withdrawals>

Academic Integrity

Academic integrity is essential to the world-class education of students at The University of Texas at Austin. As Longhorns, you are expected to maintain integrity and individual honor in academic work at UT Austin. This expectation is reinforced by the Student Honor Code and Institutional Rules which detail academic behaviors that are violations. Aim to complete all assignments, exams, and other scholastic endeavors with the following goals:

- acknowledge the contributions of other sources to your scholastic work;
- complete your assignments independently unless specifically allowed to collaborate with others;
- follow instructions for assignments and exams and observe the standards of your academic discipline; and
- verify what sources can be used to complete assignments or accessed during quizzes and tests.

Please see the [Institutional Rules on Student Services and Activities, Section 11-402](#) for the Institutional Rules on academic misconduct. Information on the conduct process and possible academic sanctions are included in other areas of [Chapter 11](#).

From the Student Conduct and Academic Integrity, Office of the Dean of Students:
<https://deanofstudents.utexas.edu/conduct/academicintegrity.php>



INTERNATIONAL STUDENTS

[Texas Global's International Student and Scholar Services \(ISSS\)](#) provides a variety of services and programs for international students. They are located at 2400 Nueces Street, Austin, TX 78705. For more information regarding Texas Global activities, please call 512-471-2477.

Pre-Arrival Checklist for International Students

ISSS provides extensive information on their Pre-Arrival Checklist page: <https://global.utexas.edu/iss/life-at-ut/pre-arrival>. The checklist includes information on student visa, making travel plans to Austin, arranging finances, finding housing, and health/medical requirements among others.

International Check-In

New UT Austin international students must upload their immigration documents to the International Office for "check-in" before they are allowed to register at UT Austin. International students will complete a series of online trainings and tasks that are designed to answer questions about insurance, U.S. social security numbers, immigration transfer, English evaluation, registration, and other matters of importance.

For more information regarding check-in and English evaluations please see <https://global.utexas.edu/iss/life-at-ut/new-student-scholar-resources>.

The ISSS front desk is open Monday-Friday from 8am-5pm. Please check the website for walk-in advising hours as they may change each semester (<https://global.utexas.edu/iss/advising-services>) or send your questions to the general email at hotline@austin.utexas.edu.

English Certification for International Students

UT Austin conducts [English Certification](#) for TAs whose first language is not English. This must be completed prior to beginning an appointment as a TA. International students should contact the Graduate Coordinator to register for the certification.



GRADUATE STUDENT ACADEMIC EMPLOYMENT

During your program in SDS you will have the opportunity for employment through the department and university. Some graduate students in SDS may be employed by the department as part of the financial support offer provided by the program. Below are general information, requirements, and resources for graduate student academic employment.

If you are offered a position in SDS as a graduate student employee, you will receive an offer letter that will outline what position you are being offered, the employment dates of the offer, and compensation.

Graduate Student Academic Titles

The university has several official job titles for graduate student academic employment. SDS currently offers positions in the following academic job titles:

- 0045 Assistant Instructor
- 0062 - 0063 Teaching Assistant
- 0071 Assistant (Graduate)
- 0090 Graduate Research Assistant

To work in a graduate academic job title, you must be currently enrolled in the university, be in good academic standing, be making satisfactory progress toward your graduate degree, and be enrolled in at least 9 semester credit hours during the semester of employment for fall or spring employment and at least 3 semester credit hours during any summer term for summer employment. You may only be employed in a graduate student academic job title for a maximum of 14 long semesters.

First year graduate students and international graduate students may only work in any (academic or non-academic) position on campus for 20 hours per week. After the first year, non-international graduate students may work up to 30 hours per week.

Serving as an Assistant Instructor (AI) requires the student to have completed a teaching methods course (i.e., 398T or its equivalent, like GRS 097).

Additional departmental policies:

- Ph.D. Statistics students may not be appointed as an AI for two semesters in a row
- Students must have served as a Teaching Assistant (TA) at UT Austin at least one semester before becoming eligible to serve as an AI

Academic Employment Compensation & Benefits

Graduate student academic employment compensation rates for these titles are established by SDS and/or the hiring PI consistent with the compensation rates set by the CNS Dean's Office and the Office of the Executive Vice President and Provost. In addition to salary compensation, students holding academic positions may be eligible for certain benefits, including resident tuition entitlement and employee insurance benefits.



Information about academic employment for graduate student employees in CNS can be found here: <https://cns.utexas.edu/graduate-education/college-policies/academic-employment>

Teaching Assistants and Assistant Instructors will also receive a Tuition Reduction Benefit (TRB) of \$4,608 per semester for a 20-hour appointment or \$2,304 per semester for a 10-hour appointment. The Graduate Education Taskforce updated the amount of the TRB to match the cost of 9 hours of in-state tuition for all graduate students beginning in the Fall of 2020. This funding is expected to continue.

Graduate Research Assistants may see a TRB up to the full amount of their tuition bill.

Insurance

Graduate students who are assigned to work in an academic title for at least 20 hours a week for at least 4.5 months are eligible for the same insurance benefits as other UT employees. Once your assignment is finalized, you will automatically be enrolled in the university's employee insurance program and have the option to elect additional coverage (vision, dental, etc.) offered to employees.

Find more information about graduate student employee insurance and summer insurance eligibility here: <https://hr.utexas.edu/student/student-employee-insurance-benefits/academic-graduate-student-employee-insurance-options>

International students who gain insurance through graduate student employment may waive the international student insurance cost. To obtain this waiver, please visit <https://global.utexas.edu/iss/advising-services/insurance>.

Any questions you have about graduate student employee insurance should be addressed to the Senior Administrative Associate, Jacquie Fuentes (Jacquie.fuentes@austin.utexas.edu, 512-232-0693). You may also contact the university's main Human Resources office at HRSC@austin.utexas.edu.

Employee Checklist

Students will need to complete a number of steps to be compliant with federal, state, and university requirements before the assignment in a student academic position can be finalized. The New Employee Checklist is located here: <https://hr.utexas.edu/student/new-student-employee-checklist>. Be sure to complete each item on the checklist.

Some items on the checklist can be completed after you are appointed and begin working. However, several of them must be completed before you are appointed or very early in your appointment. The items that must or should be completed before you begin your assignment:

- Signed offer letter must have been received back by the SDS administration.
- I-9 must be completed. If you are a new employee at the university or an international student with an expired I-9 status, you must complete this before your assignment starts or within your first three work days.
- Social Security number must be obtained. A Social Security number is required for the I-9 process and payroll.
- Tuition paid. Your tuition and any other charges on your account must be paid and your attendance must be confirmed. You may need to claim an out-of-state tuition waiver, insurance waiver (for



international students), and/or pay the remaining balance on your account once the Tuition Reduction Benefit and any other tuition credits are posted to your account. You will then need to confirm your attendance through the Registrar.

Any questions you have about completing items on the employee checklist should be addressed to the Senior Administrative Associate, Jacquie Fuentes (Jacquie.fuentes@austin.utexas.edu, 512-232-0693).

Employee Expectations

Students in any academic positions within SDS and the university are expected to follow the policies outlined for their positions in the university's Handbook of Operating Procedures and in the mandatory compliance training and policy acknowledgments required of all employees. The Handbook of Operating Procedures Policies can be found at <https://gradschool.utexas.edu/academic-employment>. University mandatory compliance training can be found at <https://utlearn.utexas.edu/>. The policy acknowledgment can be found at https://forms.security.utexas.edu/acceptable_use/about.

In addition, Teaching Assistants will receive a copy of the SDS Teaching Assistant workload policy. Students appointed to a CNS TA position for the first time are required to attend the TIDES TA training. TAs may also be required to attend a course-specific training with the instructor(s).

Assistant Instructors will receive expectations and guidance for the class they are teaching from an SDS faculty mentor. Graduate Research Assistants will receive expectations and guidance for their position from the hiring PI.

Employee Resources

- Teaching Assistant Room Request: email stat.admin@austin.utexas.edu
- Information Technology resources: <https://stat.utexas.edu/resources/information-technology>
- Instructional resources for course instructors: <https://stat.utexas.edu/resources/instructional-course-information>
- Graduate Student Employment Information: <https://gradschool.utexas.edu/finances/student-employment>
- Payroll information can be found on Workday: <https://workday.utexas.edu/>
- UT Austin's payroll dates can be found here: <https://payroll.utexas.edu/paydays-and-deadlines>
- Tax Considerations for Graduate Students: <https://gradschool.utexas.edu/finances/tax-considerations-for-graduate-students>
- Graduate student employees may make appointments with the staff HR representatives to discuss specific issues. Find your HR representatives at <https://utdirect.utexas.edu/apps/fasweb/hr/rep/look-up/>.
- The Student Employee Excellence Development (SEED) Program offers professional development training to student employees. More information can be found at <https://hr.utexas.edu/student/SEED>.



DESK ASSIGNMENT POLICY

To the extent possible, all Ph.D. in Statistics students will be assigned a desk. Desk space will be randomly assigned at the beginning of each academic year. Students are expected to occupy and use this desk while on campus. If a student chooses not to use the desk provided, the desk may be assigned to another student. All keys must be returned when vacating a desk.

Students serving as a Graduate Research Assistant outside of SDS may ask their supervisor for possible space accommodations.

Study space is available in the PCL library:

PCL Closed Studies are available to Ph.D. students who have advanced to candidacy. These spaces are assigned on a semester basis. Applications are available in PCL Borrower Services, PCL 2.122. Studies are assigned in the order of applications received.
<https://www.lib.utexas.edu/study-spaces-technology/spaces/pcl-closed-studies>



STUDENT TRAVEL

During your program you may want to travel from UT for academic conferences, events, presentations, and research. Any academic or research activity requiring you to leave campus is considered travel and requires prior authorization. Below is a guide for requesting authorization to travel and for requesting and receiving travel funds.

Requesting Travel Authorization

Student travel in relation to your academic program, research, or a student employment position requires pre-approval, even if you are not receiving funds from the university.

Request for Travel Authorization (RTA) must be filed at least three weeks in advance of domestic travel and four weeks in advance for international travel. More information about RTAs and other considerations for international travel can be found here: <https://stat.utexas.edu/resources/administrative/request-travel-authorization>.

Failure to obtain proper authorization for travel will result in violation of departmental and institutional policies and reimbursements for any travel expenses will not be possible.

International students may have additional considerations when traveling abroad. Please visit <https://world.utexas.edu/iss/visa/travel> for more information and guidance to ensure you stay compliant with your visa requirements.

Requesting Funding for Travel

The department or individual faculty members may have funds available for travel for academic purposes. If you are working with a faculty member or PI, you may ask if there are funds available for specific travel related to your research or to attend a conference. If the faculty member or PI agrees to fund your travel you will need to have them email the SDS department at stat.admin@austin.utexas.edu prior to your RTA being approved to confirm their financial support of your travel. Please request that they provide your name, the conference or location of your travel, the purpose of your travel, the amount they are funding you for, and the account from which they are funding your travel.

Graduate Travel Awards

Every semester, SDS will call for Ph.D. students to apply for travel funding. This application includes departmental travel awards as well as the Graduate School's Professional Development Award. Funds up to \$500 for domestic travel and up to \$700 for international travel will be awarded through this process. The availability and amount of funding will be dependent on several factors: the location of the event (i.e., local, domestic, or international), the level of professional benefit to the awardee, the type of participation, whether faculty mentor(s) or research supervisor(s) will provide matching funds, whether partial support has been offered by the event organizers or non-UT entity. Faculty mentors and research supervisors are strongly encouraged to match these awards. Students should directly inquire with faculty regarding their commitment to match funds.



The Professional Development Award (PDA) is offered by the Graduate School and provides support for students to attend major professional meetings at which they will present an original paper based on their research. The expectation is that the PDA award amount will be matched by the student's research supervisor. The award amount can vary with the minimum award of \$100 and maximum award of \$500 with only one award per student within a given academic year. Nominees are selected from the SDS travel funding applicant pool, and nominations are submitted to the Graduate School through the Graduate Coordinator.

Travel Reimbursement

If you were approved for travel funds from SDS, a faculty member, or PI in the department, you will need to submit a reimbursement request form and travel receipts for your expenses (up to the amount of approved funding), found here: <https://stat.utexas.edu/resources/administrative/reimbursement-request>. Please submit the reimbursement request no later than 7 days after the completion of your travel. Submit your receipts for travel to the Senior Administrative Associate, Jacquie Fuentes (jacquie.fuentes@austin.utexas.edu, 512-232-0693).

Reimbursement requests must be consistent with university policy found at <https://afm.utexas.edu/hbp/part-11/5-travel-reimbursements>. In addition, per SDS departmental policy, all student travelers will be reimbursed for meal at the per diem rate of \$51 per day of travel. When you submit your receipts, please do not include meal receipts. Depending on the travel funding, additional restriction or conditions may apply.

Some things to consider about travel reimbursement:

- Airfare (economy cabin), taxis or similar services, accommodations and registration fees are all reimbursable expenses for travel. However, reimbursement is subject to the cost being consistent with the university's travel policies.
- Some expenses, airfare, and registration fees may be able to be booked and paid for by the department directly.
- You may choose to share the cost of accommodations or transportations services with another student. This is allowable and you may be reimbursed for your share of the expense. When submitting receipts please state your share of the cost and sign the statement. If the expense was paid for by another individual and your name does not appear on the receipt, you will need to submit the receipt and a statement from the paying individual confirming that you paid him/her directly for a portion of the expense.

If you have questions please contact the Senior Administrative Associate, Jacquie Fuentes (jacquie.fuentes@austin.utexas.edu, 512-232-0693) for more information before you book travel.

RESOURCES AND SERVICES AVAILABLE

The university and surrounding community offer numerous resources and services for your benefit.

Student ID

UT Austin provides each student with a picture identification card that enables use of many university facilities and services. Students should carry this card with them any time they are going to be present on the UT Austin campus. UT Austin ID cards can be obtained from the ID Center on the first floor of the Flawn Academic Center.

To deactivate a lost or stolen ID card:

- During normal business hours, contact the ID Center at 512-471-4334.
- Visit the Lost/Stolen ID Card web page at <https://utdirect.utexas.edu/idcenter/lostid/lostid.WBX>.

After deactivating the lost or stolen ID, the cardholder must go to the ID Center to reactivate the card, should it be found. Otherwise, a replacement ID card may be obtained at the ID Center during normal office hours. Photo identification (driver's license, passport, or government issued ID) is required. A \$10 fee will be charged for all replacement cards.

Your ID is KEY

For students, faculty, staff, and university affiliates: Your ID is your key to enter most campus buildings during restricted access hours and will require carrying your UT ID card at all times.

A safe environment is the cornerstone of a high-quality education. In addition to its ongoing [campus safety and security](#) initiatives and recommendations outlined in a 2016 Texas Department of Public Safety (DPS) study, UT Austin developed a building and facility access [policy](#). Ultimately, successful implementation of restricted building access and security will require a cultural change in the way the entire campus community thinks (and acts).

This policy calls for restricting hours of building access in the interest of safety and for creating celebrated (main) entrances for general-purpose classroom (GPC) and non-GPC buildings. These entrances may only be accessible during restricted hours by students, faculty, and staff with university ID cards or traditional keys.

For updates on the implementation of this policy and the buildings with the security system already installed, visit besafe.utexas.edu/BACS.

Graduate Student Assembly

The Graduate Student Assembly (GSA) is the elected governing body of UT Austin's approximately 12,000 graduate students. GSA is one of three elected student leadership organizations at UT, including Student Government and the Senate of College Councils. GSA reports to the Vice-Provost and Dean of Graduate Studies and is considered an official element of the UT administrative structure.

GSA is the principal body for the representation of graduate student interests on campus. Members serve on a variety of important committees across campus to ensure that graduate issues are being communicated and



addressed. The GSA also accepts requests for funding for events, projects, programs, organizational support, etc. from registered graduate student organizations.

Each department elects one graduate student to represent its students at GSA's meetings. Graduate students are also eligible to serve on GSA committees.

For more information, see <http://www.utgsa.net/>.

Library Services

All students are eligible for full UT Austin library privileges. This includes, but is not limited to, book borrowing, database access (such as LEXIS/NEXUS), subscriber access to a multitude of professional journals, research assistance, and study space. Real-time library assistance is also available via e-mail/IM during normal business hours. It is suggested that all students take some time at the start of the year to familiarize themselves with the basic research tools at <http://www.lib.utexas.edu>.

The PCL also makes available student lockers and library study offices, which can be found at various points throughout the library stacks. In the lockers you may store your books. You may renew these lockers twice, keeping them for up to three semesters (the summer counts as one semester). Study offices are available to doctoral students in candidacy only.

Academic Support Through the Graduate School

The Graduate School offers several services to complement those offered by the department. These include:

- On-Campus Writing Services and Support: <https://uwc.utexas.edu/how-we-help/graduate-students/>
- Campus Research Resources: <https://gradschool.utexas.edu/services-and-resources/campus-services>

Student Services

Full-time students at UT Austin are eligible for a variety of academic, recreational, and personal services, often at little or no cost. These may include:

- Free access to writing assistance, ESL practice sessions, and general learning assistance resources at the Sanger Learning and Career Center
- Discounted membership to Gregory Gymnasium and the Recreational Sports Center
- Ability to purchase tickets to UT Austin Athletics
- Discounted theater and performance tickets at Bass Concert Hall and other UT Austin performance venues
- Free access to basic legal services
- Access to UT health and pharmacy services
- Eligibility for membership in over 1,000 professional, academic, and social student organizations

For a full listing of services and contact information, visit <https://www.utexas.edu/student-resources>.

Student Perks

Both the City of Austin and the retail world at large are generally kind to college students. Many restaurants and movie theaters, among other establishments, offer discounts to students with a valid UT ID. Many publications and professional organizations also offer substantial subscription and membership discounts to students.

Parking on Campus

Parking at The University of Texas at Austin is limited and somewhat pricey. As a TA or AI you may purchase a commuter pass (“C” pass), which allows you to park in perimeter lots with undergraduates and graduate students, or you may purchase an “A” pass, which is a staff pass that allows you closer-in parking. Visit the university’s Parking Services site for more information (<https://parking.utexas.edu/>).

Smoking and Alcohol Policies

Effective April 9, 2012, UT Austin instituted a Tobacco-Free Campus policy that prohibits the use of all forms of tobacco products on university property. UT Austin policies regarding alcoholic beverage consumption are also very strict. Alcoholic beverages are prohibited from university activities without express written permission and prior approval from the Office of the Provost.

Sex Discrimination, Sexual Harassment, and Sexual Misconduct

UT Austin is committed to maintaining an educational environment that is free from inappropriate conduct of a sexual nature. The university encourages students who believe that they may have been subjected to sex discrimination, sexual harassment, or sexual misconduct by faculty, staff, students, visitors, or contractors to report it immediately to the Title IX office using this form: https://utexas-gme-advocate.symplicity.com/titleix_report/index.php/pid105743?

Students with Disabilities

The University of Texas at Austin has a written policy that states that students with disabilities will be provided appropriate academic accommodations. The purpose of academic accommodations is to assure equal access to and the opportunity to benefit from all education programs at UT Austin for all students. It is the student’s responsibility to contact the Disability and Access (D&A) office to provide documentation of their disability. Strict documentation guidelines exist for different types of disabilities. Information on documentation guidelines for disabilities can be found on D&A website <https://newstudentservices.utexas.edu/students-with-disabilities> or via phone at 512-471-6259.

Field Code Changed

Graduation

The University of Texas Office of the Vice President and Dean of the Graduate School coordinate graduation ceremonies for all university-wide graduation ceremonies. Information from the Graduate School will be sent to students upon certification of graduation.

Regalia is required and available for purchase from the University Co-op at the following locations: Graduation Store in the Co-op Outlet at 2304 Guadalupe Street, Austin, TX, 512-476-7211, Ext. 8210; or at <http://www.universitycoop.com>.

Purchasing Hardware and Specialty Software

The UT Campus Computer Store offers special educational prices on new hardware (e.g., Dell and Apple computers and accessories) and specialty software. Visit its website (<http://campuscomputer.com/campuscomputer/>) or call (512) 475-6550. The Campus Computer Store is located in the Flawn Academic Center.

Childcare

Many graduate students have children and the rigors of maintaining a child or family coupled with graduate studies can be overwhelming. There are a number of childcare services in Austin. As a student at UT, you are also eligible to use the University Child Development Center (<https://childcenter.utexas.edu/>).

Groups for Underserved Student Populations

The University of Texas at Austin's Division of Campus and Community Engagement hosts several centers and groups for underserved student populations, which are listed below.

- Multicultural Engagement Center: <https://utexas.campuslabs.com/engage/organization/MEC>
- Women's Community Center: <https://community.utexas.edu/wcc/>
- John L. Warfield Center for African & African American Studies: <https://liberalarts.utexas.edu/caas/>
- Texas Center for Disability Studies: <https://disabilitystudies.utexas.edu/>
- Center for Mexican American Studies: <https://liberalarts.utexas.edu/cmas/>
- Center for Asian American Studies: <https://liberalarts.utexas.edu/aas/>

Health, Counseling, and Mental Health Services

UT students have access to the services provided by healthcare professionals at University Health Services. These include doctors in general medicine, sports medicine, women's health, allergy and immunization, and a pharmacy. The university also offers counseling and other mental health-related care.

- University Health Services: <https://healthyhorns.utexas.edu/>
- UT Counseling and Mental Health Center: <http://cmhc.utexas.edu/>

Counselors in Academic Residence Program (CARE)

CARE is a program of the Counseling and Mental Health Center that was created in collaboration with the Office of the Provost. CARE counselors are located within the colleges they serve. They are licensed mental health professionals and work with students who have been referred by faculty and staff. CARE counselors assigned to CNS can be found here: <https://cmhc.utexas.edu/CARE-college-natural-science.html>

Learn more about CARE: <https://cmhc.utexas.edu/CARE.html>

Behavior Concerns Advice Line (BCAL)

The Behavior Concerns Advice Line is a service that provides UT's faculty, students, and staff an opportunity to discuss their concerns about another individual's behavior. This service is a partnership among the Office of the Dean of Students, the Counseling and Mental Health Center (CMHC), the Employee Assistance Program (EAP), and The University of Texas Police Department (UTPD). An individual can either call the line at 512-232-5050 or report their concerns using the online submission form.

Trained staff members will assist the individual in exploring available options and strategies. They will also provide appropriate guidance and resource referrals to address the particular situation. Depending on the situation, individuals may be referred to resources including but not limited to the Office of the Dean of Students/Student Emergency Services, Counseling and Mental Health Center, and the Employee Assistance Program. Learn more <https://besafe.utexas.edu/behavior-concerns-advice-line>.

SURE Walk

If you are on campus late and have concerns about your safety getting home, all students, faculty, and staff can request Sure Walkers to accompany them. Two Sure Walkers may accompany you on your walk home or provide a complimentary cart or car ride, depending on service area.

Sure Walk does not provide walks or rides starting FROM off or west campus locations. It does provide walks or rides TO off and west campus locations, provided they are within the service area and originate from an on-campus location. Sure Walk also provides walks or rides from any on-campus location to any on-campus location.

Contact:

7 pm - 2 am, 7 days/week*

Phone: 512-232-9255

Email: orderasurewalk@gmail.com

*excludes holidays and when dorms are closed

Details can be found <https://parking.utexas.edu/transportation/walking>

Student Emergency Services

Student Emergency Services helps students and their families during difficult or emergency situations. Assistance includes outreach, advocacy, intervention, support, and referrals to relevant campus and community resources. Please note that this office does not provide counseling services. Learn more <http://deanofstudents.utexas.edu/emergency/>

Contact: 512-471-5017 (Mon.-Fri., 8am-5pm)

Emergency situations include but are not limited to:

- Missing Student
- Family Emergency
- Fire or Natural Disaster
- Student Death (current or former)
- Medical or Mental Health Concern

- Academic difficulties due to crisis or emergency situations
- Interpersonal Violence (stalking, harassment, physical and/or sexual assault)

Texas Title IX

The Title IX Office is committed to supporting the university's mission to create and maintain an educational and work environment free from all forms of sexual harassment, sexual discrimination, exploitation, and intimidation in which all students, faculty, and staff can learn, work, and thrive.

Title IX prohibits discrimination based on sex in education programs or activities. Title IX prohibits conduct includes sexual discrimination, sexual harassment, sexual assault, sexual misconduct, relationship (dating or domestic) violence, and stalking. Details here <https://titleix.utexas.edu>.

Women's Community Center

The mission of the Women's Community Center (WCC) is to be a place for Longhorns of all genders to connect, find resources, and get support around experiences of intersectionality, community, and gender solidarity. The WCC functions as a central hub, providing personalized guidance to individual students and student organizations. It serves as a welcoming space for students to connect, fostering a sense of community on campus. Learn more <https://community.utexas.edu/wcc/>.

The Center for Access and Engagement

The Center for Access and Restorative Engagement (CARE) provides compassionate guidance that advances a supportive university culture by inviting self-reflection and exploration of perspectives. We curate resources for educational solutions, Restorative interventions, workforce representation and initiatives for campus support. CARE serves as a resource to cultivate belonging throughout the university community. We encourage learning and dialogue among community members as they navigate experience-centered relationship dynamics. The Center for Access and Restorative Engagement (CARE) is committed to promoting fairness, repairing harm and prompting critical thinking about perspectives. Learn more <https://community.utexas.edu/care/>.

USEFUL PHONE NUMBERS AND WEBSITES

Emergency	911
Campus Resources	
The University of Texas at Austin	512-471-3434
Behavior Concerns and COVID-19 Advice Line (BCCAL) 24/7	512-232-5050
Campus Computer Store	512-475-6550
Center for Students in Recovery	512-475-6778
CMHC Crisis Line 24/7	512-471-2255
Counseling and Mental Health Center (CMHC)	512-471-3515
Disability and Access	512-471-6259
Division of Campus and Community Engagement	512-471-3212
Women's Community Center	512-232-1831
Multicultural Engagement Center	512-232-2958
Office of the Dean of Students	512-471-5017
Student Emergency Services	512-471-5017
Student Ombuds	512-471-3825
Texas Global, International Student and Scholar Services (ISSS)	512-471-2477
Texas One Stop (registration, financial aid, bills, transcript)	512-232-6988
The Graduate School	512-471-4511
Title IX	512-471-0419
UHS Nurse Advice Line 24/7	512-475-6877
University Health Services (UHS)	512-471-4955
University Writing Center	512-471-6222
UT Austin IT Services Help Desk Board	512-475-9400
UT Libraries	512-495-4300
UT Libraries, Research Help & Support	512-495-4250
UT Outpost, Career Closet and Food Pantry	512-471-6242
UT Police Department 24/7	512-471-4441
Veteran and Military Affiliated Services	512-232-2835
Off-Campus Resources	
Suicide and Crisis Lifeline	988
Integral Care Crisis Helpline 24/7	512-472-4357
The Trevor Project Crisis Line 24/7	1-866-488-7386



LIVING IN AUSTIN

Here is some general information about living in Austin. Please also visit the Graduate School website for basic information and quality of life issues for graduate students.

Housing Information

The university owns three apartment complexes, appropriately known as the university apartments: Brackenridge, Colorado, and Gateway. Be aware that application for housing is separate from application to the graduate program and the university. Applicants must be admitted or enrolled by the preferred move-in date specified on the application. Applicants are placed on a waiting list according to the date the application is received. <https://gradschool.utexas.edu/services-and-resources/housing>

There are other housing opportunities to consider. Off-campus living resources are provided by the Graduate School: <https://offcampus.utexas.edu>

Getting Around Austin

Austin maintains a bus system through Capital Metro (<http://www.capmetro.org>).

This system also includes the UT shuttle system <https://parking.utexas.edu/transportation/shuttles>, which services a large portion of the city with direct transportation to campus. If you live farther northwest of the city in outlying areas such as Northeast Austin, Northwest Austin, Cedar Park, and Leander, Capital Metro offers express routes that deliver you from outlying areas with limited stops. Capital Metro also offers airport shuttles, known as flyers, which service the airport from around the city and campus.

Your UT ID card allows you to ride Capital Metro buses for free. Please note that the UT shuttles do not run on Saturdays, but Capital Metro has several routes that service UT shuttle areas.

Capital Metro also offers a commuter passenger rail system between Leander and the Austin Convention Center. For more information, please visit Capital Metro's site (<http://www.capmetro.org/metrorail>).