

STUDENT HANDBOOK

DOCTOR OF PHILOSOPHY IN STATISTICS
MASTER'S OF SCIENCE IN STATISTICS

2020–2021



THE UNIVERSITY OF TEXAS AT AUSTIN

Department of Statistics and Data Sciences

College of Natural Sciences

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.

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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 PhD and MS 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 might 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 Program Coordinator, Abby Black at black@austin.utexas.edu or 512-471-7618.

Good Luck!

Best Regards,

Catherine A. Calder, PhD
Chair, Department of Statistics & Data Sciences
The University of Texas at Austin

IMPORTANT DATES

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

FALL

4 th class-day	Last day of official add/drop period; tuition payment deadline 5 PM
12 th class-day	Last day a graduate student, with approvals, can add a class
Last week of Oct./ 1 st week Nov.	Registration for spring semester
Mid-November	Last day to apply for a graduate degree for the Fall semester
Late-November	Last day a graduate student may change registration to/from CR/NC
Late-November	Thanksgiving Break (Wednesday – Friday, for students)
Last Fri. of the semester, 3pm	Last day to submit master's report, portfolio report, and certificate report
Saturday after all grades submitted	Official graduation date (no public ceremony)

SPRING

Mid-January, just before classes	Add/drop for continuing students
Around the MLK Holiday	Classes begin
4 th class-day	Last day of official add/drop period; tuition payment deadline
12 th class-day	Last day a graduate student, with approvals, can add a class
Mid-March	Spring Break
Mid-April	Last day to apply for a graduate degree
Late April	Registration for summer and fall semester
Late April	Last day a graduate student can change class to/from CR/NC
May 1	Annual Report due
A Friday, in early May	Last class day
Last Fri. of the semester, 3pm	Last day to submit master's report, portfolio report, and certificate report
Saturday after all grades due	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 & DATA SCIENCES BACKGROUND

The Division of Statistics + Scientific Computation (SSC) officially became the Department of Statistics & Data Sciences (SDS) in August 2014. The Division of Statistics and Scientific Computation was established in 2006 to address an urgent need for new statistics courses and research support throughout UT. Since then, the department has grown into a thriving academic community that is advancing our ability to turn the information explosion into discovery, knowledge and progress.

The department coordinates a suite of undergraduate and graduate courses designed to support students enrolled in our degree, portfolio, and certificate programs, as well as to address the needs of students in different disciplines. Additionally, the department provides consulting services for UT students, faculty, and staff, brings prominent faculty to campus as part of the SDS Seminar Series, and organizes the Summer Statistics Institute each year in May.

The hallmark of the department is the faculty who are unequivocally the best, with particular strength Bayesian statistics and machine learning. The department has 17 world-class faculty, a mix of six 100% statistics faculty members, four faculty hired jointly by SDS and departments across campus, and seven statisticians hired by other departments prior to or in parallel with SDS. Our faculty not only win prestigious awards and bring in significant grant support, but also has gone far above and beyond the call of duty to build first-class educational and research programs from scratch.

THE MASTER'S OF SCIENCE IN STATISTICS PROGRAM

FACILITIES FOR GRADUATE WORK

The Department of Statistics & Data Sciences (SDS) is located in the Gates Dell Complex, which houses classrooms, faculty and administrative offices, and a statistical consulting center. The SDS administers the doctoral and master's degree programs in statistics and offers campus-wide programming with the assistance of over one hundred associated faculty members in nine colleges and schools, the Population Research Center (PRC), and the Texas Advanced Computing Center (TACC). Services offered for UT students, faculty and staff include:

- Undergraduate and graduate courses
- Statistical Consulting
- SDS Seminar Series
- Summer Statistics Institute
- Statistical software short courses

AREAS OF STUDY

The Master's of Science in Statistics 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/fields-of-study/natural-sciences/statistics/>

CONTACT INFORMATION

Mailing address: The University of Texas at Austin
Graduate Program in Statistics
Department of Statistics & Data Sciences
2317 Speedway D9800
Austin, Texas 78712

Campus address: Gates Dell Complex (GDC) 7.504, phone (512) 232-0693, fax (512) 475-8297
Campus mail code: D9800

URL: <https://stat.utexas.edu/ms-in-statistics>

GRADUATE COORDINATOR

The Graduate Coordinator keeps student records and ensures forms are processed in a correct and timely manner. Questions concerning routine procedures should be addressed to the Graduate Coordinator: Abby Black, black@austin.utexas.edu, 512-471-7618.

DEGREE REQUIREMENTS

The Masters 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:

- 1) Six core courses that provide a foundation for further study, including a two-course sequence in theoretical statistics, two courses in statistical modeling, one course in computational methods, and one course in research. These courses must be taken on a graded basis with students earning a B or better.
- 2) Six hours of statistics courses chosen from an approved list.
- 3) 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.
- 4) An optional three hours of master's report, which is expected to approximate a publishable journal article in length and quality.

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 advisor. In most cases, these courses may not be counted toward the degree.

MASTER'S 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	
SDS 388 CONSULTING SEMINAR		3	

MAJOR ELECTIVE COURSES (6 HOURS REQUIRED)

COURSE NAME	SEMESTER TAKEN	CREDITS	GRADE

MINOR ELECTIVE COURSES (6 HOURS REQUIRED)

COURSE NAME	SEMESTER TAKEN	CREDITS	GRADE

[OPTIONAL]

MASTER'S REPORT (SDS 398R)

SEMESTER TAKEN _____

FACULTY SUPERVISOR (GSC MEMBER) _____

FACULTY READER #2 _____

THE DOCTOR OF PHILOSOPHY IN STATISTICS PROGRAM

FACILITIES FOR GRADUATE WORK

The Department of Statistics & Data Sciences (SDS) is located in the Gates Dell Complex, which houses classrooms, faculty and administrative offices, and a statistical consulting center. The SDS administers the doctoral and master's degree programs in statistics and offers campus-wide programming with the assistance of over one hundred associated faculty members in nine colleges and schools, the Population Research Center (PRC), and the Texas Advanced Computing Center (TACC). Services offered for UT students, faculty and staff include:

- Undergraduate and graduate courses
- Statistical Consulting
- SDS Seminar Series
- Summer Statistics Institute
- Statistical software short courses

AREAS OF STUDY

The Doctor of Philosophy in Statistics is a four-year program that focuses on training future researchers on theory and methods of statistics. Major emphases are placed on probability models and modern computational statistical tools. Throughout the program, students are exposed to central ideas of both Bayesian and classical approaches to inference. The program integrates the following substantive areas of application into the Program of Work: biology, computer science, economics, education, engineering, government, neuroscience, and psychology.

EXECUTIVE GRADUATE STUDIES COMMITTEE

The following faculty members served on the Executive Graduate Studies Committee during school year 2019–2020:

Catherine Calder
Carlos Carvalho
Paul Damien
Antonio Linero
Lauren A. Meyers
Peter Mueller

Jared Murray
Thomas W. Sager
Abhra Sarkar
Purnamrita Sarkar
James Scott
Thomas S. Shively

Paul Rathouz
Stephen Walker
Sinead Williamson
Mingyuan Zhou
Corwin Zigler

GRADUATE STUDIES COMMITTEE

The following faculty members serve on the Graduate Studies Committee:

<https://catalog.utexas.edu/graduate/fields-of-study/natural-sciences/statistics/>

CONTACT INFORMATION

Mailing address: The University of Texas at Austin
Graduate Program in Statistics
Department of Statistics & Data Sciences
1 University Station G2500
Austin, Texas 78712

Campus address: Gates Dell Complex (GDC) 7.504, phone (512) 232-0693, fax (512) 475-8297, campus mail code: D9800

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

GRADUATE COORDINATOR

The Graduate Coordinator keeps student records and ensures forms are processed in a correct and timely manner. Questions concerning routine procedures should be addressed to the Graduate Coordinator: Abby Black, black@austin.utexas.edu, 512-471-7618.

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. By the end of the second 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 within two years of admission to candidacy.

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 advisor. 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: please see year-by-year description on the website: <https://stat.utexas.edu/phd-in-statistics/program-description-for-phd>

Annual Report: At the end of every year (due May 1), second-year and beyond PhD students are required to submit a complete [Annual Progress Review](#).

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 Advisor and Graduate Coordinator are available to answer questions.

The Graduate School web site (<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. You are well advised to stay in frequent contact with the Graduate Coordinator and ask whenever you have questions.

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 (PhD or MS in Statistics) and the Graduate School of The University of Texas at Austin. All graduate degrees are the responsibility 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.

Approximately 30 faculty members from various Graduate Studies Committees, plus six graduate students, serve as representatives in the Graduate Assembly, the legislative body of the Graduate School.

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 persons associated with UT Austin or who need to complete online transactions with the university, will be assigned a UT EID. This electronic identifier or “user name” will serve as the primary means of identification for all university services.

When the UT EID and password have been assigned, it will be necessary to login to a secure UT web service and choose a new password. If there was not a password provided, it means a UT EID has already been activated with a self-chosen password.

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 several free e-mail services to the UT Austin community. For more information, please see: <https://get.utmail.utexas.edu/>.

Important PhD and MS in Statistics program information is posted on the program specific listservs:

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

To subscribe to either listserv:

- Go to <https://utlists.utexas.edu/sympa/subscribe/phdstat>. Enter your e-mail address and click the submit button. Follow the directions on the screen.
- 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 advice to students in order to assist them in making proper 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 PhD and MS in Statistics programs through a combination of resources including the Graduate Advisor and the Graduate Coordinator.

- PhD in Statistics Advisor: Dr. Stephen Walker, s.g.walker@math.utexas.edu
- MS in Statistics Advisor: Dr. Bindu Viswanathan, bindu@austin.utexas.edu
- Graduate Coordinator: Abby Black, black@austin.utexas.edu

REGISTRATION

All PhD and MS 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 Advisor, 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 preclude registration from taking place. 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. If the Graduate Coordinator finds a bar on a student’s record that prevents registration, the student will be immediately notified. 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.
<https://finaid.utexas.edu/>

The first step for any student seeking financial aid is to complete the Free Application for Federal Student Aid (FAFSA) form. You may complete it online: <https://studentaid.gov/h/apply-for-aid/fafsa>.

When you receive notification of your financial aid award, you will receive an e-mail called the “e-FAN” that will ask you to select a lender. Please research the lenders carefully. Most lenders used by The University of Texas do not charge loan origination fees. Some lenders, however, charge up to 3% of the total loan prior to releasing the funds to UT Austin, thus reducing the amount of financial aid you will actually receive

Financial aid money 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 whom UT Austin does not consider as Texas residents and who are employed as teaching assistants or graduate research assistants, are eligible for out-of-state tuition waivers. These are very important as they remove the out-of-state portion of the tuition bill.

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 encourages all graduate students to pursue fellowships opportunities. Fellowships can fund a stipend, medical benefits, and tuition. Students who have external funding through a fellowship can use their time to focus on their studies and research.

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

Note: Federal grants are restricted to US citizens and US 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 US Citizen or US 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 at <https://www.fic.nih.gov/Funding/NonNIH/Pages/predoctoral-graduate.aspx>

ADDITIONAL RESOURCES

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

Contact Jeanene Imerzel, SDS's Grants and Contracts Specialist, with questions or assistance. She can be contacted by email at jeanene.imerzel@austin.utexas.edu or by phone: 512-475-8788.

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 PhD and MS 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 his/her course relative to those metrics.

Official grade point averages are calculated by the registrar and appear on the student's academic record maintained by the registrar. 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 make a "C" or better in all courses. Only courses where a "B" or better is earned can be counted toward the Master's degree 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 your cumulative GPA falls below 3.0, the Graduate School will place you on academic probation. You will have one semester to raise your 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

Dean of college is final determiner. See Handbook of Operating Procedures 9-1240, The Graduate School, section E.1.b (<https://policies.utexas.edu/policies/graduate-school/>):

"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 graduate dean.

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 grade point average falls below 3.00 at the end of any semester will be warned by the Office of Graduate Studies that his or her continuance in the UT Austin Graduate School is in jeopardy and will be placed on scholastic probation during the subsequent semester. During this period, the student may not drop a course or withdraw from the university without the approval of the graduate advisor and the graduate dean. The student must attain a cumulative grade point average of at least 3.00 during the next semester he or she is enrolled or be subject to dismissal from the university. Academic dismissal is reflected on the student's academic 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. 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 are permitted, with the approval of the graduate advisor and the associated faculty, to drop courses during an ongoing semester and re-enroll in them the following year. This is primarily intended as recourse for a change in personal circumstances and is not intended to be used as a means to “escape” an anticipated poor final course grade. Note that this action can also have significant ramifications in terms of eligibility for federal financial aid.

Dropping an entire course load constitutes withdrawal from the university for that semester. To withdraw from the Graduate School, a student must first contact the Graduate Coordinator (for applicable procedures and deadlines) and then file a petition with the graduate dean. Additional details here <https://gradschool.utexas.edu/academics/policies/withdrawals>

THE STANDARD OF ACADEMIC INTEGRITY*

A fundamental principle for any educational institution, academic integrity is highly valued and seriously regarded at The University of Texas at Austin, as emphasized in the standards of conduct. More specifically, you and other students are expected to "maintain absolute integrity and a high standard of individual honor in scholastic work" undertaken at the university (Sec. 11-801, Institutional Rules on Student Services and Activities). This is a very basic expectation that is further reinforced by the University's Honor Code. At a minimum, you should complete any assignments, exams, and other scholastic endeavors with the utmost honesty, which requires you to:

- Acknowledge the contributions of other sources to your scholastic efforts.
- Complete your assignments independently unless expressly authorized to seek or obtain assistance in preparing them.

- Follow instructions for assignments and exams, and observe the standards of your academic discipline.
- Avoid engaging in any form of academic dishonesty on behalf of yourself or another student.
- For the official policies on academic integrity and scholastic dishonesty, refer to [Chapter 11](#) of the Institutional Rules on Student Services and Activities.

*From the UT Austin Dean of Students website <https://deanofstudents.utexas.edu/conduct/academicintegrity.php>

INTERNATIONAL STUDENTS

Texas Global 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.

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 the International Office's website at <https://global.utexas.edu/issc/students/new/ibc>.

The International Office is open Monday—Friday from 8 a.m.–5:00 p.m. Please check the website for walk-in advising hours as they change each semester: <https://global.utexas.edu/issc/advising>. 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. All international students admitted to the PhD and MS in Statistics programs are anticipated to unconditionally pass the Oral English Proficiency Assessment and be “certified with student contact.”

MEDICAL DOCUMENTATION FOR INTERNATIONAL STUDENTS

Shortly after acceptance to UT Austin, every entering student is mailed a Pre-Matriculation Health Record form. Please complete and submit these forms as soon as possible.

VISA ISSUES

Most students enter the U.S. in F-1 student status when enrolled in a full-time degree program. A Form I-20 (certificate of eligibility for an F-1 student visa) is issued to students by UT Austin for entry into the U.S. Dependents of an F-1 visa holder are classified as F-2 and are not permitted employment in the U.S.

Some students enter the U.S. in J-1 student status. The J-1 visa is administered by the U.S. Information Agency and is used for a variety of educational purposes. Dependents of a J-1 visa holder are classified as J-2 and may apply for permission to work in the U.S.

If residing outside the U.S., the UT Austin International Office will mail the certificate of eligibility (Form I-20 or Form IAP-66) once it has received the required evidence of financial support. The certificate of eligibility (Form I-20 or Form IAP-66) must be presented at the U.S. Consulate or Embassy when applying for a F-1 student or J-1 student visa, together with an unexpired passport and evidence of financial support.

If an international student has not received the Form I-20 or Form IAP-66, s/he cannot enter the U.S. on a B-1/B-2 tourist visa because a change to F-1 student status can be difficult once in the U.S. If absolutely necessary to enter the U.S. prior to receiving the Form I-20 or Form IAP-66, a request should be made at the U.S. Consulate to have "prospective student" noted on the B-1/B-2 visa to make a change of status easier to obtain. Entering the U.S. on the visa waiver program is not allowed and

therefore, a student will be required to leave the United States to change his or her status.

If an international student is now studying at another U.S. university, the Form I-20 for UT Austin will be prepared and held at the International Office. If a student plans to leave the U.S. before enrolling, it will be necessary to request that the UT Austin Form I-20 be sent, so that it may be used for entrance into the U.S. and for application of a new visa at the U.S. Consulate or Embassy, (if applicable). If an international student plans to remain in the U.S., INS regulations permit a transfer of immigration status to UT Austin provided that the student is in valid F-1 status at the school that s/he is currently attending. The foreign student advisor should be asked to complete and return to UT Austin, the UT Austin "Transfer Letter" or equivalent confirmation that the F-1 status has been maintained. The student should then receive the UT Austin "Transfer Letter" from the International Office after s/he has submitted the required evidence of financial support. The Form I-20 from UT Austin will be given to the student once the transfer is completed, which is usually at check-in at the International Office.

WARNING: Failure to complete the transfer process results in the violation of immigration regulations. Furthermore, a student may not work on campus until the transfer of immigration is processed. If a student is out of status, s/he is advised to discuss reinstatement with his or her current foreign student advisor or with an immigration advisor in the International Office

If an international student is currently in the U.S. on another type of visa (F-2, J-2 or H-1) or s/he has applied for permanent residency, the university does not require the status to be changed to F-1 or J-1 student status to be enrolled. The student is required to present his or her immigration documents to an immigration advisor during check-in, and the International Office will assist with the change of status process should that be required or advisable. If a student would like to change from the present status to student or exchange visitor visa status, s/he should contact an immigration advisor in the International Office as soon as possible.

For more information on visa issues, please contact Texas Global at 512-471-2477 or <https://global.utexas.edu/>.

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.

GRADUATE STUDENT 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 Deans 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 of \$4,608 per semester for a 20-hour appointment or \$2,304 per semester for a 10-hour appointment. Graduate Research Assistants may see a Tuition Reduction Benefit up to the full amount of their tuition bill.

Students who are employed in an academic position for at least half time (20 hours per week) or a combination of academic positions that equal at least half time (two 10 hours per week) are eligible for resident tuition entitlement (see Administration Basic, Out-of-State Tuition Waivers), employee insurance benefits (see Graduate Student Academic Employment, Graduate Student Employee

Insurance) and other UT staff benefits. For a full list of benefits and further information please see the HR Student Employee Benefits page at <https://hr.utexas.edu/student/student-employee-benefits>.

GRADUATE STUDENT EMPLOYEE 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 here:

<https://hr.utexas.edu/student/student-employee-insurance-benefits>

Summer Insurance Eligibility:

Students assigned to Teaching Assistant or Assistant Instructor positions for the spring semester (January 16 through May 31) are eligible for insurance coverage for the summer months of June, July, and August ***if*** the student is expected to be hired in the fall in an academic job title. The university will contribute its portion of premiums (premium sharing) to the summer insurance coverage. Any monthly insurance costs for optional insurance coverage (vision, dental, etc.) will automatically be deducted from the June 1 paycheck for the months of June, July, and August.

Graduate Research Assistants or other academic graduate student employees for the spring semester (January 16 through May 31) are only eligible for insurance coverage in the summer (June 1 through August 31) if assigned in a benefits-eligible position during that time period.

Human Resources offers a free class to graduate students to learn about insurance options. Register for the class through [UTLearn](#) and find it by searching for "Graduate Employment Insurance." We highly recommended that you take this class.

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/insurance/students/>.

Any questions you have about graduate student employee insurance should be addressed to the Senior Administrative Associate: Victoria Obioma, vobioma@austin.utexas.edu, 512-232-0693. You may also contact the University's main Human Resources office at HRSC@austin.utexas.edu.

GRADUATE STUDENT 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, a number of them must be completed **before** you are appointed and can begin working. The items that must be completed before you begin your assignment:

- **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 at least one week before your assignment starts unless other arrangements have been made with the SDS administration.
- **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.
- **Signed offer letter** must have been received back by the SDS administration.

Any questions you have about completing any items on the employee checklist should be addressed to the Senior Administrative Associate: 512-232-0693.

GRADUATE STUDENT EMPLOYEE EXPECTATIONS

Students in any graduate position 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://utdirect.utexas.edu/cts/index.WBX>. 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 and will be required to sign and return the Teaching Assistant Workload Policy Acknowledgement. TAs are required to attend a mandatory training at the beginning of each semester.

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.

Question or concerns about your position's job duties and/or your ability to satisfactorily perform them should be addressed to the Graduate Coordinator: Abby Black, black@austin.utexas.edu.

GRADUATE STUDENT EMPLOYEE RESOURCES

- Teaching Assistant Room Request: <https://stat.utexas.edu/resources/administrative/room-request>
- Teaching Assistant Copy Request: <https://stat.utexas.edu/resources/administrative/copy-request>
- Information Technology resources: <https://stat.utexas.edu/resources/information-technology>
- Instructional resources for Teaching Assistants and Assistant Instructors: <https://stat.utexas.edu/resources/instructional>
- Graduate Student Employment Information: <https://gradschool.utexas.edu/finances/student-employment>

- Your Payroll Information can be found at My Paycheck Profile: https://utdirect.utexas.edu/payroll/po8/payroll_info.WBX. 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 <http://sites.utexas.edu/seed/>.

GRADUATE STUDENT DESK ASSIGNMENT POLICY

Policy: To the extent possible, all PhD in Statistics students will be assigned a desk. Students are expected to occupy and use this desk while on campus. If a student chooses not to use the desk provided, the desk will be assigned to another student. All keys must be returned when vacating a desk.

Guidelines:

First priority will be given to students performing a departmental service (working as Assistant Instructors and Teaching Assistants) and based on seniority. Desk space will be made available to the student annually.

Second priority will be given to students who are in candidacy and based on seniority. Desk space will be made available to the student annually.

Third priority will be given to students on Fellowship and based on seniority. Desk space will be made available to the student annually.

Fourth priority will be given to students with a Research Assistantship and based on seniority. Desk space will be made available to the student annually.

All of the above will be executed in a manner that provides the least amount of movement and inconvenience for students. Students wishing to remain in their assigned desks following a change in teaching/student status will be accommodated whenever possible.

Within each priority we will use random priority sequence in assigning space.

Students on RA support should ask their advisor for possible space accommodations outside of SDS, too.

Study space is available in the PCL library:

PCL Closed Studies: available to PhD 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.

All travelers must complete the Request for Travel Authorization form for the department located here: <https://stat.utexas.edu/resources/administrative/request-for-travel-authorization>. This must be completed no later than **two weeks** prior to domestic travel and **four weeks** prior to international travel.

International travel also requires obtaining authorization to travel from the International Office **prior** to travel. Failure to obtain proper authorization for international travel will find you in violation of this policy and you will not be able to be reimbursed for any travel expenses occurred even with prior approval of travel funds. More information on international travel and International Travel Request Form may be found here: <https://global.utexas.edu/risk/travel/register>. An overview of this policy can be found here: <https://global.utexas.edu/risk/travel/policies>.

International travel requires overseas insurance. UT System mandates that all students taking part in UT-affiliated international activities enroll in this coverage. Overseas Insurance costs \$19/week and is charged to your What I Owe page when you register your travel with UT. Learn more at world.utexas.edu/risk/policies/student/insurance.

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.

Please be aware that there are regions where travel for University students is restricted and may require additional authorization. For more information, refer to the International Office’s Restricted Regions Travel Policy at <https://world.utexas.edu/risk/policies/restricted-regions>.

REQUESTING FUNDING FOR TRAVEL

The department or individual faculty members may have funds available for travel for academics 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 Request for Travel 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 they are funding you from.

GRADUATE PROFESSIONAL DEVELOPMENT AWARDS

Professional Development Awards (PDAs) provide 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 advisor. 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. If matching funds are not available, the advisor needs to provide an explanation to the PDA committee. Nominations are submitted through the Graduate Coordinator. There will be a call for self-nominations during the first half of every semester.

TRAVEL REIMBURSEMENT

If you were approved for travel funds from the department or from 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 14 days after the completion of your travel. Submit your receipts for travel to the Senior Administrative Assistant: 512-232-0693.

Reimbursement requests must be consistent with University policy found at <https://financials.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 as well.

Some things to consider about travel reimbursement:

- Airfare, 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 Assistant: 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 main 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 'The University of Texas' 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 the GSA's meetings. If you are interested in being the Statistics' representative, please contact [Abby Black](#) or the GSA Administrative Director. 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 OFFICE OF GRADUATE STUDIES

The Office of Graduate Studies offers several services to complement those offered by your department. These include:

- On-Campus Writing Services and Support: <http://uwc.utexas.edu/grad/>
- 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 (<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. Tobacco use will be permitted in a limited number of temporary designated tobacco use areas until February 28, 2013. 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 using this form: https://utexas-advocate.symplicity.com/titleix_report/index.php/pid198327?.

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 identify himself/herself to the Services for Students with Disabilities (SSD) Office and to provide documentation of his/her disability. Strict documentation guidelines exist for different types of disabilities. Information on documentation guidelines for disabilities can be found on the SSD website <https://diversity.utexas.edu/disability/> or via phone at 512-471-6259.

GRADUATION

The University of Texas Office of the Vice President and Dean of Graduate Studies coordinate graduation ceremonies for all university wide graduation ceremonies. Information from the Office of Graduate Studies will be sent to you upon your 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 (Compaq, Gateway, 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 and open Mon-Fri from 8AM to 6PM.

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/>).

DIVERSITY

The Division of Diversity and Community Engagement (<https://diversity.utexas.edu/>) supports a broad range of campus-wide initiatives and organizations to advance socially just learning and working environments that foster a culture of excellence through diverse people, ideas, and perspectives. There are also a variety of centers and groups dedicated to providing support and outreach services:

- Multicultural Information Center: <http://diversity.utexas.edu/multiculturalengagement/>
- Gender and Sexuality Center: <https://diversity.utexas.edu/genderandsexuality/>
- John L. Warfield Center for African & African American Studies: <https://liberalarts.utexas.edu/caaas/>
- 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 Student 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.

- UT Student Health Services: <http://healthyhorns.utexas.edu/index.html>
- UT Counseling and Mental Health Center: <http://cmhc.utexas.edu/>

BCAL –BEHAVIOR CONCERNS ADVICE LINE

The Behavior Concerns Advice Line is a service that provides The University of Texas at Austin'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 after hours 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.

Contact SURE Walk

7 Days a Week, 8 p.m.-2 a.m. 512-232-9255 or email at orderasurewalk@gmail.com. Details can be found <https://www.utsg.org/request-a-sure-walk/>

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., 8-4:30)

After hours: 512-232-5050

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 prohibited conduct includes sexual discrimination, sexual harassment, sexual assault, sexual misconduct, relationship (dating or domestic) violence and stalking. Details here <https://titleix.utexas.edu>

GENDER AND SEXUALITY CENTER

The mission of the Gender and Sexuality Center (GSC) is to provide opportunities for all members of the UT Austin community to explore, organize, and promote learning around issues of gender and sexuality. The center also facilitates a greater responsiveness to the needs of women and the LGBTQ communities through education, outreach, and advocacy. Learn more <http://diversity.utexas.edu/genderandsexuality/>

CAMPUS CLIMATE RESPONSE TEAM

The Campus Climate Response Team (CCRT) serves as a university-wide strategy resource team that develops and facilitates the implementation of appropriate responses to campus climate incidents impacting the UT Austin community. The team reports to the Office of the Vice President for Diversity and Community Engagement and is jointly coordinated through the [Division of Diversity and Community Engagement](#) and the [Vice President for Student Affairs](#). The core functions of the CCRT include:

- Gathering information and managing the specific incident
- Supporting individuals involved, including both those targeted by the incident and those who initiated the incident
- Providing appropriate and effective education
- Identifying and connecting with appropriate support services
- Evaluating the response process post incident
- Coordinating, when appropriate, activities with other campus-wide entities, especially those involved with crisis management

In addition, through the work of the CCRT, potential gaps in UT Austin policies and procedures that may impede the university's ability to minimize campus climate incidents may be addressed, increasing the likelihood of creating a more welcoming and inclusive environment. Learn more <http://diversity.utexas.edu/ccrt/>

USEFUL PHONE NUMBERS AND WEBSITES

The University of Texas at Austin Main Switch Board	512-471-3434
UT Austin IT Services Help Desk https://ut.service-now.com/sp	512-475-9400
Dean of Students http://deanofstudents.utexas.edu/	512-471-5071
UT Outpost, Career Closet and Food Pantry https://deanofstudents.utexas.edu/emergency/utoutpost.php	512-232-6174
General Information and Referral Service Graduate Admissions https://gradschool.utexas.edu/admissions	512-475-7391
Texas Global, International Student and Scholar Services (ISSS) https://global.utexas.edu/issc/students	512-471-2477
University Health Services http://healthyhorns.utexas.edu/	512-471-4955
UT Austin General Libraries http://www.lib.utexas.edu/	512-495-4350
UT Austin Library Research Help & Support https://www.lib.utexas.edu/research-help-support	512-495-4250
Student Veteran Services http://deanofstudents.utexas.edu/veterans/	512-232-2835
Office of Scholarships and Financial Aid http://finaid.utexas.edu/	512-475-6282
Campus Computer Store http://www.campuscomputer.com/	512-475-6550
Services for Students with Disabilities https://diversity.utexas.edu/disability/	512-471-6259

LIVING IN AUSTIN

Here is some general information about living in Austin. Please also visit the Office of Graduate Studies 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. The following links might assist you in your search:

- Apartment Guide: <http://www.apartmentguide.com/>
- Austin Chronicle classifieds: <http://www.austinchronicleclassifieds.com/>
- Austin Co-ops: <http://michaelbluejay.com/coop/>
- Austin Home Search: <http://www.austinhomesearch.com/>
- Barkley Houses: <http://www.barkleyhouses.com/>
- College Houses: <http://www.collegehouses.org/>
- Craigslist: <http://austin.craigslist.org/>
- Homestore.com: <http://www.austinhomestore.com/>
- Housing Maps: <http://www.housingmaps.com/>
- Inter-cooperative Council: <http://iccaustin.coop/>
- People with pets: <http://www.peoplewithpets.com/>
- Statesman classifieds: <https://marketplaceadsonline.com/marketplace/txaus>
- UTexas Rent: <https://utexas.rent/>

GETTING AROUND AUSTIN

Austin maintains an excellent 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 student ID allows you to ride Capital Metro buses for free. Please note that the UT Shuttle Service does 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 All Systems Go (<http://www.capmetro.org/metrorail/>) site.

EATING AND DRINKING IN AUSTIN

Austin is home to many fine restaurants and fun eating and watering holes. We encourage you to look at Austincitysearch.com, Austin360.com, and Yelp for more information on Austin dining.

EATER Austin. Austin Dining 101. Everything a college pupil needs to know about the city's vibrant restaurant scene, from campus and beyond. <https://austin.eater.com/maps/ut-campus-austin-best-lunch-restaurants-dining-guide>

UT's Division of Housing and Food Service offers two unique types of on-campus dining: buffet and *a la carte* meal service. DHFS caters to all of customers with a diverse menu that's sure to suit any taste or lifestyle. Check out the dining resources and learn more about each location by following this link <http://housing.utexas.edu/dining>

O's Campus Café: <http://www.oscampuscafe.com>