Student Handbook

Master of Science in Statistics, Applied Statistics
Master of Science in Statistics, Mathematical Statistics
Doctor of Philosophy in Statistics

2026-2027

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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. Your decision to pursue an advanced degree in our department places you at the heart of modern scientific inquiry. The world is full of data, but clarity remains in short supply; you are here to learn how to find it. The world's most complex challenges—from modeling disease to building trustworthy AI—are fundamentally problems of data. Our programs are designed to give you the theoretical depth and computational skills to not only solve these problems, but to define the next questions.

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 year-round 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, Cyndi Goodson at cyndi.goodson@austin.utexas.edu.

Good luck, and hook'em, horns!



James Scott, Ph.D.
Chair, Department of Statistics & Data Sciences
The University of Texas at Austin

DEPARTMENT ADMINISTRATION

The Department of Statistics and Data Sciences is overseen by the leadership of the Department Chair, Associate Chair, GSC Chair, and Graduate Advisors. The SDS Leadership manage the high-level operations of the department, including faculty recruiting and hiring, departmental budgets and academic appointments for graduate student employees, department facilities, degree accreditation and tracking, and ensuring that all departmental affairs are running smoothly. The GSC Chair and SDS Associate Chair oversee the graduate curriculum for all programs housed in the Department of Statistics and Data Sciences, while the Graduate Advisors provide academic guidance to all students in the SDS graduate programs.

The SDS Department Leadership work in tandem with the Graduate Studies Committee (GSC) and its subcommittee known as the Executive Committee (EC). Eligibility and appointment rules for GSC and EC membership are specified in the SDS Department Faculty Governance Committee and Voting Policy document. The Statistics GSC cedes authority over all non-financial administration of the Ph.D. Program in Statistics to the Statistics GSC Executive Committee.

Department Leadership

Department Chair	James Scott, james.scott@austin.utexas.edu
Associate Chair	Jay Bartroff, bartroff@austin.utexas.edu
GSC Chair	Mevin Hooten, mevin.hooten@austin.utexas.edu
MS Graduate Advisor	Bindu Viswanathan, bindu@austin.utexas.edu
PhD Graduate Advisor	Mevin Hooten, mevin.hooten@austin.utexas.edu

Graduate Studies Committee

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

Members of this committee may serve on admissions committees, where they evaluate applications to the programs, and make recommendations for admission. Members may also serve as supervisor for student's research elective courses; serve as a supervisor or member of a student's candidacy examination committee or serve as a supervisor or member of a student's dissertation defense committee. Appointment to the Graduate Studies Committee follows the process outlined in the Department of Statistics and Data Sciences Governance Document.

Executive Graduate Studies Committee

The Executive Committee for the Statistics Graduate Studies Committee manages the strategy, curriculum, and outcomes for the PhD program in Statistics. The Executive Committee oversees program processes, such as admissions, preliminary exams, candidacy exams, dissertation defenses, as well as curriculum updates and research areas offered by the program. The Executive Committee also oversees outreach and recruitment initiatives for the programs.

Administrative Staff

The SDS Administrative Staff are responsible for the daily operations of the department and academic programs. Please reach out to the Graduate Program Administrator for all inquiries related to graduate programs. For all other inquiries please contact stat.admin@austin.utexas.edu.

GENERAL INFORMATION

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

Student ID

UT Austin provides each student with an ID card that enables use of many university facilities and services. UT Austin ID cards can be obtained at the Flawn Academic Center.

For students, faculty, staff, and university affiliates: the ID serves as a key to enter most campus buildings during restricted access hours. Celebrated (main) entrances for general-purpose classroom (GPC) and non-GPC buildings may only be accessible during restricted hours by students, faculty, and staff with university ID cards or traditional keys.

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, the student should notify the Graduate Program Administrator and also update this information in Workday (https://workday.utexas.edu/) and in UT Direct: https://onestop.utexas.edu/student-records/personal-information/.

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.

M.S. and Ph.D. Statistics students will be added to their program listserv before the start of their first semester in the program.

Facilities For Graduate Work

The Department of Statistics and Data Sciences is primarily located in Welch Hall (WEL), which houses the department's administrative suite and offices for the tenured/tenure-track faculty and staff. Ph.D. students and postdocs have a shared office in WEL, along with three state-of-the-art conference rooms and a flexible collaboration space. SDS maintains a footprint in the Dell Gates Complex (GDC), located across the street from Welch Hall. SDS instructional faculty and staff have offices in GDC, as well as flexible space for informal instruction and office hours.

TRACK 1: MASTER OF SCIENCE IN STATISTICS, APPLIED STATISTICS

Areas of Study

The Master of Science in Statistics (M.S.) in Applied Statistics offers advanced training for students in classical and modern statistical methods. The program is designed for students 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.

Admissions Process

The M.S. in Applied Statistics is only available to UT graduate students who are currently enrolled in other non-SDS doctoral programs and wish to pursue the M.S. in Statistics concurrently. There is no direct admission to the Master of Science in Statistics program. Applicants to the program should demonstrate a 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. Admission decisions are based upon several factors, including letters of recommendation, courses previously taken, GPA, GRE scores (unless waived), and the number of spaces available in the program.

Please refer to the SDS Admissions page for more detailed admissions criteria:
https://stat.utexas.edu/academics/master-science-statistics/ms-statistics-admission-process

M.S. in Statistics Program, Applied Statistics Timeline

1. We recommend students submit their initial M.S. application at least one academic year (or two long semesters) prior to their planned completion of master's level coursework.

2. Once approved by the M.S. in Statistics Admissions Committee, students may pursue coursework toward the completion of the M.S. in Statistics degree, while still enrolled in their original doctoral program.

3. Students must make satisfactory progress toward both degree plans, in order to continue enrollment in M.S. in Statistics courses. If a student is dismissed from their doctoral program, they may not continue in the M.S. in Statistics program.

    a. Students may consult the M.S. in Statistics Handbook, Coursework Progression Sheet, and list of approved electives, as well as meet regularly with their doctoral program Graduate Advisor, and the M.S. in Statistics Graduate Advisor, to ensure they are making satisfactory progress.

4. One semester prior to coursework completion, students should apply to officially switch to the M.S. in Statistics program by submitting the Graduate Change of Major form. This form will be used again to switch back to the doctoral program the following semester. Students should notify their program of their academic plans, so they can be re-admitted to their doctoral program the following semester.

5. Upon completion of the M.S. in Statistics degree, students must apply to graduate. They may consult the Graduate School website for graduation deadlines and requirements: https://gradschool.utexas.edu/navigating/graduation/deadlines.

Degree Requirements

The M.S. program in Applied Statistics requires completion of thirty credit hours of approved coursework. Degree requirements are distributed as follows:

- Five core courses that provide a foundation for further study, including a two-course sequence in theoretical statistics (Mathematical Statistics I, Mathematical Statistics II), two courses in statistical modeling (Regression Analysis, Design and Analysis of Experiments), and one course in Bayesian statistics (Bayesian Statistical Methods). These courses must be taken on a letter-grade basis with students earning a B or better in each course.
- 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 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.

Because the Master of Science in Statistics, Applied Statistics degree program is taken concurrently with another doctoral degree program, time to degree is variable and depends on a student's particular program of work and course availability.

Meeting with the M.S. Graduate Advisor is strongly encouraged on a semesterly basis, particularly in advance of registering for coursework. Students may also request to meet with the Statistics Graduate Program Administrator for any questions regarding the admissions process, change of major, and applying to graduate.

Process for Requesting Course Petitions and Substitutions

Students are expected to complete the M.S. in Statistics in Applied Statistics coursework using the Course Progression Worksheet and list of approved electives. Students may wish to take a course outside the list of approved electives to count toward the M.S. in Statistics coursework. In these cases, students should submit a copy of the course syllabus to the M.S. in Statistics Graduate Advisor, copying the Statistics Graduate Program Administrator, to request the class be petitioned for approval. The M.S. in Statistics Graduate Advisor makes final decisions on whether courses outside the approved electives list are appropriate to count toward the M.S. in Statistics coursework.

In some cases, there is the possibility of an exemption from one or more of the core courses based on passing a similar course taken previously, and in these cases, elective(s) may be substituted for the exempted course. Please contact the M.S. in Statistics Graduate Advisor as well as the Graduate Program Administrator with the relevant course syllabi for review by the M.S. in Statistics Graduate Advisor. Exemptions may be granted based upon review and/or vote of the Statistics Executive Graduate Studies Committee.

MASTER OF SCIENCE IN STATISTICS, APPLIED 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

Masters Report (SDS 398R)

Semester Taken_____

Faculty Supervisor (GSC Member):

Faculty Reader #2:

TRACK 2: MASTER OF SCIENCE IN STATISTICS, MATHEMATICAL STATISTICS

Areas of Study

The Master of Science in Statistics (M.S.) in Mathematical Statistics is open to current Ph.D. students in Statistics who are seeking additional statistical training while pursuing their doctoral degree.

The M.S. in Mathematical Statistics and Ph.D. in Statistics focus on training students in the theory and practice of modern statistical science and computation so that they are prepared to understand modern research and 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 in Bayesian methods, classical and modern statistical inference, and statistical machine learning.

Degree Requirements

The M.S. program in Mathematical Statistics requires completion of thirty credit hours of approved coursework. Degree requirements are distributed as follows:

- Six core courses that provide a foundation in statistical theory and methods (please see program progression sheet for core coursework). These courses must be taken on a letter-grade basis with students earning a B or better in each course.

- Twelve hours of supporting coursework, which may be in a subject area other than statistics but must be logically related and constitute a coherent degree program.

  Students may not count more than three hours of SDS 190, SDS 189R, 289R, or 389R toward this requirement. Graduate-level coursework in statistics or data science outside of SDS may count toward this requirement with the permission of the graduate advisor.

Meeting with the Graduate Advisor is strongly encouraged on a semesterly basis, particularly in advance of registering for coursework. Students may also meet with the Graduate Program Administrator for any questions regarding academic policies.

Students are expected to complete all degree requirements for the M.S. within two years. The semester the student intends to complete the M.S., an online graduate application and Program of Work must be submitted.

MASTER OF SCIENCE IN STATISTICS, MATHEMATICAL STATISTICS
STUDENT PROGRESSION WORKSHEET

Student Name _____ **UT EID** _____

Expected Graduation Date _____ **Area of Specialization** _____

Core Courses (18 hours Required)

Course Name	Semester Taken	Credits	Grade
SDS 391P.1 **Adv Statistical Modeling and Applications I**		3	
SDS 391P.2 **Adv Statistical Modeling and Applications II**		3	
SDS 391P.3 **Theory of the Linear Model**		3	
SDS 391P.4 **Computational Inference**		3	
SDS 391P.5 **Concepts in Mathematical Statistics**		3	
SDS 391P.6 **Theoretical Statistics and Machine Learning**		3	

Elective Courses (12 Hours Required) *

Course Name	Semester Taken	Credits	Grade

* Students may not count more than three hours of SDS 190, SDS 189R, 289R, or 389R toward this requirement. Graduate-level coursework in statistics or data science outside of SDS may count toward this requirement with the permission of the graduate advisor.

THE DOCTOR OF PHILOSOPHY IN STATISTICS PROGRAM

Areas of Study

The Doctor of Philosophy in Statistics is a rigorous 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. Expected time to completion of the PhD is five years. While a shorter timeline is possible for students who make rapid research progress, completion timelines exceeding five years are rare and strongly discouraged, with students not guaranteed any form of departmental funding beyond their fifth year.

Degree Requirements

The PhD program in Statistics requires completion of a minimum of 47 credit hours of required coursework, although students regularly complete over 90 credit hours during the five-year degree program, including dissertation hours. A doctoral student in statistics must complete a program of study in statistical theory and methods that includes a progression of 6 required core courses; students must receive a letter grade of "B" or better in each course for it to count toward the PhD. Students must also complete 4 semesters of SDS 190, Readings in Statistics, which focuses on learning how to read scientific papers and how to grasp the main ideas, as well as a number of important career development topics.

Beginning in year 2 and until students officially advance to candidacy, students must complete at least 6 credit hours of SDS 389/489 (Research Elective) per semester.

Once a student advances to candidacy, they must enroll in at least 3 credit hours of dissertation writing (SDS 399w Dissertation) per semester to be eligible to graduate.

A semester-by-semester breakdown of the core coursework for the Ph.D. program in Statistics is as follows:

Year 1: Fall Semester

- SDS 391P.1: Advanced Statistical Modeling and Applications I
- SDS 391P.3: Theory of the Linear Model
- SDS 391P.5: Concepts in Mathematical Statistics
- SDS 190 Readings in Statistics

Year 1: Spring Semester

- SDS 391P.2: Advanced Statistical Modeling and Applications II
- SDS 391P.4: Computational Inference
- SDS 391P.6: Theoretical Statistics and Machine Learning
- SDS 190 Readings in Statistics

Year 2: Fall Semester

- SDS 190 Readings in Statistics
- SDS 389/489 Research Elective*
- Any of the following approved electives OR additional research electives:
    - SDS 389 Statistical Machine Learning Optimization

- M 385C Theory of Probability
- M 394C Stochastic Process
- SDS 189/289/389 Research Elective*

Year 2: Spring Semester

- SDS 190 Readings in Statistics
- SDS 389/489 Research Elective*
- Any of the following approved electives OR additional research electives:
  - SDS 389 Statistical Machine Learning Optimization
  - M 385C Theory of Probability
  - M 394C Stochastic Processes
  - SDS 189/289/389 Research Elective*

* Research electives allow students to explore different advising possibilities by working with a different professor for a semester. These projects can also serve as the beginning of a dissertation research path, a potential collaborative research project, or a short paper to present at a conference. **No more than six credit hours of research electives can be taken with a single faculty member in a semester during Year 2.**

Process for Requesting Course Substitutions

In some cases, there is the possibility of exemption(s) from one or more of the core courses based on passing a similar course taken previously. In these cases, alternative course(s) may be substituted for the exempted course, as long as students complete two semesters of SDS 190 and 18 total hours of approved graduate-level coursework in residence during their first year in the program. Students wishing to pursue such an exemption should contact the Ph.D. in Statistics Graduate Advisor as well as the Statistics Graduate Program Administrator with the relevant course syllabi for review by the Statistics Graduate Advisor. Exemptions may be granted based upon review and/or by a vote of the Statistics Executive Graduate Studies Committee.

Program Milestones

In addition to the required coursework, students in the Ph.D. program must also complete several program requirements, which are also referred to as Milestones. These program requirements are outlined below:

- **Preliminary Exam**

  Progress from Year 1 to Year 2 involves passing the Preliminary Examination in May of Year 1. 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 covers the material taught in the 6 core PhD courses and consists of two parts: (1) a 3-hour closed book, in-class exam; and (2) a 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 24 hour-completion deadline.

  Students who do not pass the preliminary exam will meet with the Graduate Advisor to discuss any issues that may have arisen, as well as any remedial action that needs to occur. The Graduate Advisor may recommend that the student complete remedial action prior to retaking the exam. They may also recommend that the student's case be evaluated by the Statistics Executive Graduate Studies Committee, to determine whether the student should continue in the Ph.D. program.

- **Candidacy Exam**

  Once a student has completed all core coursework, selected a research supervisor, and identified their intended dissertation research project, the student should work toward advancing into candidacy, which must take place by the end of year 3. The first part of advancing into candidacy is identifying faculty members who will serve on the student's candidacy exam committee and eventual dissertation committee. The student should collaborate with their research supervisor and the Statistics PhD Graduate Advisor to select appropriate faculty members. The committee must meet Graduate School requirements: it must include at least four members—three from the Statistics Graduate Studies Committee (including the supervisor), and at least one member from outside the Statistics Graduate Studies Committee.

  After the committee has been confirmed, the student should prepare for their candidacy exam by discussing exam topics with their research supervisor and the Graduate Advisor. The student should schedule the candidacy exam with their committee members and book a room for the exam, if held in-person. The candidacy examination shall consist of: (1) a 45-minute presentation to the student's committee that demonstrates the candidate's command of a defined subfield, research proficiency, and preparedness to advance to the dissertation phase; and (2) a period of follow-up questioning by the committee members, which need not be limited to the topic of the presentation, and which will assess the candidate's depth of understanding, ability to integrate and apply relevant concepts from coursework and the scholarly literature, and overall readiness to conduct independent research. The committee shall determine both the appropriate duration of the follow-up questioning period and the overall outcome of the examination. The 45-minute presentation shall be open to all members of the Department who wish to attend; however, the committee may, at its discretion, excuse non-committee attendees prior to the commencement of the follow-up questioning.

  Upon successful completion of the candidacy exam, students must submit an application for candidacy with the Graduate School. After the candidacy application has been approved, the student will register for dissertation hours (SDS 399w, 699w, 999w) during every subsequent semester until graduation. The student should enroll in a minimum of 3 dissertation hours each long semester.

  Extensions of Doctoral Candidacy

  The Graduate School requires that the candidacy of each doctoral student be reviewed by their program's Graduate Studies Committee after two years from their advancement into candidacy, and annually thereafter. The Graduate Advisor is notified when students are due for review and grants extensions based upon the student's academic standing and completion of the program requirements.

- **Dissertation Defense**

  Students must submit an application to graduate during the semester in which they intend to defend their dissertation.

  After applying to graduate, students should schedule their dissertation defense with their research supervisor and all members of their doctoral committee. Once a date, time, and location have been determined, students must complete the Request for Final Oral Examination form and submit it to GradStudentSvcs@austin.utexas.edu no later than 2 weeks before their proposed defense date.

  Once the Request for Final Oral Examination form has been submitted, the Graduate School will review and approve the dissertation defense date. The Graduate School will also circulate the Report of Dissertation Committee form to the student and their research supervisor, which must be

completed after the student's defense. Scanned and electronic signature versions of the form are acceptable and must be submitted no later than 3 pm on the last Friday of the semester.

Students must submit their dissertation to the Texas Digital Library no later than 3 pm on the last Friday of the semester. Additional information about dissertation format, publishing, and requests to delay publication, as well as official deadlines for dissertation submission can be found on the Graduate School website: https://gradschool.utexas.edu/navigating/graduation/deadlines

Request for Change in Doctoral Committee

Should a student need to change their dissertation committee, the student must notify the Graduate Program Administrator and Graduate Advisor as soon as possible. Changes to committee membership require completion of the Request for Change in Doctoral Committee form.

Additional Program Requirements

- **Annual Report**

  Students enrolled in the Ph.D. program in Statistics are required to complete the Annual Review of Student Progress each year starting in year 2. The purpose of the form is to communicate to the Statistics Graduate Studies Committee that the student is making satisfactory progress toward their degree. The Annual Review form is completed by the student and then signed by the student's supervisor and committee members. Forms will be reviewed by a faculty committee, and students will receive written feedback regarding their progress.

- **Finding a Research Supervisor**

  After a student has passed their preliminary exam and advances to year 2 of the program, the student will take research electives, which are intended to allow the student to explore different research paths and areas of interest, and to begin to identify a potential research supervisor. A student's intended research supervisor must belong to the Statistics Graduate Studies Committee, per requirements from the Graduate School. No later than the beginning of year 3, students should solidify their research supervisor via a written agreement with the intended research supervisor, which outlines the commitments of the research supervisorship.

  In some cases, a student may wish to be co-supervised by two faculty members. In this case, students should still obtain a written agreement from both intended research supervisors that outlines the commitments of the supervisorship and outlines the roles each research supervisor will contribute toward the student's research project.

  Students who are unable to secure a research supervisor by the beginning of year 3 should consult with the Ph.D. in Statistics Graduate Advisor, who may be able to assist.

- **Presentation of Research**

  Students in years 4 and beyond are required to present a poster at the annual SDS poster session that occurs each spring semester.

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 391P.1 **Adv Statistical Modeling and Applications I**		3	
SDS 391P.2 **Adv Statistical Modeling and Applications II**		3	
SDS 391P.3 **Theory of the Linear Model**		3	
SDS 391P.4 **Computational Inference**		3	
SDS 391P.5 **Concepts in Mathematical Statistics**		3	
SDS 391P.6 **Theoretical Statistics and Machine Learning**		3	
SDS 190 **Readings in Statistics** (F1, SP1, F2, SP2)		4	

Elective Courses (12 Hours Required) *

Course Name	Semester Taken	Credits	Grade

* Beginning in year 2 and until students advance to candidacy, students must complete at least 6 credit hours of SDS 389/489 (Research Elective) per semester.

Exam Name	Semester Taken	Result
Preliminary Written Exam		
Candidacy Oral Exam		

PhD Committee (4 required):

Research Supervisor (GSC Member):

ACADEMIC EMPLOYMENT

Graduate Student Employment

To work in a graduate academic job title, students must be currently enrolled in the university, be in good academic standing, be making satisfactory progress toward their 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.

Employment details, terms, and pay rate of each graduate student academic appointment is outlined in an offer letter sent by the Department. Specific work assignments are subject to change at the discretion of the Department leadership, course instructor (Teaching Assistants and Assistant Instructors), and faculty member supervising the student's research assistantship (for Graduate Research Assistants). In the performance of assigned duties, graduate student employees must abide by the academic and research criteria and policies established by the Department, College, and University.

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: https://gradschool.utexas.edu/academic-employment. University mandatory compliance training can be found at https://utlearn.utexas.edu/.

Academic Employment Benefits

Information about academic employment for graduate student employees in CNS can be found here.

- **Tuition Reduction Benefit:** Graduate student academic employees will receive a Tuition Reduction Benefit (TRB) per semester for a 20-hour appointment or a half TRB for a 10-hour appointment.

- **Out-of-State Tuition Waivers**: Non-Texas residents employed as Teaching Assistants or Graduate Research Assistants, are eligible for out-of-state tuition waivers. These waivers allow students to be billed tuition at in-state rates. The waiver must be completed each semester of employment.

- **Insurance:** Graduate students assigned to work in an academic title for at least 20 hours a week for at least 4.5 months are eligible for insurance benefits. More information about graduate student employee insurance is available here.

  International graduate student employees may waive the international student insurance cost here: https://global.utexas.edu/isss/advising-services/insurance.

Employee Resources

- New Employee Checklist: https://hr.utexas.edu/student/new-student-employee-checklist
- Information Technology Resources: https://stat.utexas.edu/resources/information-technology
- Instructional Resources: https://stat.utexas.edu/resources/instructional-course-information
- Workday: https://workday.utexas.edu/
- Tax Considerations for Graduate Students: https://gradschool.utexas.edu/finances/tax-considerations-for-graduate-students

PH.D. STUDENT TRAVEL

Travel for Academic or Research Purposes

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 four weeks in advance of domestic travel and six 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://global.utexas.edu/risk/travel/student-international-travel for more information and guidance to ensure you stay compliant with your visa requirements.

Graduate Travel Awards

The SDS travel award application includes departmental travel awards as well as the Graduate School Professional Development Award. Funds *up to* $1000 for domestic travel and *up to* $1500 for international travel will be awarded through this application process. The availability and actual awarded 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, and whether partial support has been offered by the event organizers or non-UT entity. Faculty 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 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.

Travel Reimbursement

If a student was approved for travel funds from SDS or a faculty member, the student will need to submit a reimbursement request form and travel receipts for expenses (up to the amount of approved funding), found here: https://stat.utexas.edu/resources/administrative/reimbursement-request.

Reimbursement requests must be consistent with university policy found at https://afm.utexas.edu/hbp/part-11/5-travel-reimbursements.

ADVISING AND REGISTRATION

All Ph.D. and M.S. in Statistics students must be advised before registering for courses. Please review the course schedule, as well as program requirements, and discuss your options with the Graduate Advisor and Graduate Program Administrator prior to your registration access period.

Registration

To maintain full-time enrollment, graduate students must enroll in at least nine (9) credit hours for each long semester (fall & spring) and three (3) hours in the summer session. Students employed in a graduate student academic appointment must maintain full-time registration status.

Registration Holds

Occasionally, students will acquire holds on their records that will prevent course registration. Holds may 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 holds by checking their Registration Information Sheet (RIS). These must be cleared before a student can register.

Adding/Dropping Courses

Students may add or drop courses during the add/drop period without penalty. After the 12th class day, a student cannot add a class without petitioning the Graduate School. Students who need to drop a course after the 12th class day will not be reimbursed for the cost of the course.

Please refer to the Graduate School website for information regarding add/drop and late registration policies: https://gradschool.utexas.edu/navigating/policies/registration/add-drop

Confirmation of Attendance

Graduate students are expected to enroll and pay tuition and fees by the 12th class day of the fall and spring term of each academic year. Upon registration and payment of all tuition and fees, students must select "Confirm Attendance" on their tuition bill in UT Direct to finalize their enrollment. Failure to confirm attendance will result in enrollment cancellation by the University. A student may re-enroll and pay associated late fees, if they fail to confirm attendance by the initial deadline.

International Student Advising

Texas Global International Student and Scholar Services (ISSS) provides a variety of services and programs for international students. Students may visit ISSS during designated hours to receive drop-in services for quick immigration questions or students may schedule virtual or in-person appointments online.

ACADEMIC POLICIES

Graduate Student Responsibilities

Graduate students are responsible for understanding the rules and policies that govern their academic degree. Students should use all resources available and plan well in advance to meet necessary deadlines. Detailed information regarding all items addressed in this section may be found in the UT Austin Graduate Catalog http://catalog.utexas.edu/ or at https://gradschool.utexas.edu/.

Class Attendance

While occasional class absences due to illness, professional travel, or other legitimate reasons are normal and expected, students are expected to maintain regular attendance in their core PhD courses (or approved substitutes) during their first year of study. A recurring pattern of nonattendance will be reported to the Graduate Advisor and the Executive Committee of the Graduate Studies Committee (GSC), who may issue a formal warning to the student. If the pattern of nonattendance continues after such a warning, the Executive Committee may, at its discretion and after consideration of any extenuating circumstances that exist, determine that the student is not making satisfactory progress and may dismiss the student from the program.

Satisfactory Progress

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. More information available here: https://gradschool.utexas.edu/academics/policies/grades-and-credit

In addition to minimum course and GPA requirements, students should make satisfactory progress towards their degree by reaching their program Milestones, outlined on their Milestones Agreement. Beginning in year 2, students' academic progress will be reviewed during the Annual Review of Student Progress.

Leave of Absence

Graduate students may apply for a leave of absence of no more than two long semesters. 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 Advisor to the Graduate Dean. A student on an approved leave of absence must apply for readmission to return to the University. A student on leave may not receive any privileges otherwise available to enrolled students: https://gradschool.utexas.edu/academics/policies/leaves-of-absence

Withdrawal

All requests for program withdrawal must be formally submitted to the Graduate School, along with an acknowledgment from the Graduate Advisor. A student may withdraw through the last class day, but academic appointments may not extend beyond the effective date of a student's withdrawal: 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. Students 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 violations. Students should 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/exams and observe the standards of your academic discipline.
- Verify what sources can be used to complete assignments or accessed during quizzes and tests.

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

CAMPUS RESOURCES

Full-time students at UT Austin are eligible for a variety of academic, recreational, and personal services, often at little or no cost: https://offcampus.utexas.edu/campus-resources

Financial Aid

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.

Graduate Student Assembly

The Graduate Student Assembly (GSA) is the elected governing body of UT Austin graduate students. Members serve on a variety of important committees across campus to ensure that graduate student issues are being communicated and addressed: https://graduatestudentassembly.utexas.edu/

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. We recommend 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.

Additional study space is available in the PCL library for Ph.D. students who have advanced to candidacy. PCL Closed Studies are assigned on a semester basis, in the order of applications received:
https://www.lib.utexas.edu/study-spaces-technology/spaces/pcl-closed-studies

Academic Support

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

Students with Disabilities

Disability and Access (D&A) ensures students with disabilities have equal access to their academic experiences at the University of Texas at Austin by determining eligibility and approving reasonable accommodations. For more information: https://disability.utexas.edu/

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/
- **Counselors in Academic Residence Program (CARE)**: https://healthyhorns.utexas.edu/cmhc/
- **Student Emergency Services**: available to students during difficult or emergency situations. Assistance includes advocacy, intervention, support, and referrals to relevant campus and community resources. Learn more: http://deanofstudents.utexas.edu/emergency/

Campus Safety

- **UT Police Department:** The University of Texas at Austin Police Department (UTPD) is an accredited state police agency, serving the UT community 24 hours a day. UTPD includes an investigative division, K-9 teams, bicycle patrol team and its own 911 Dispatch Center. https://police.utexas.edu/

- **Behavior Concerns Advice Line (BCAL):** The Behavior Concerns Advice Line provides UT's faculty, students, and staff an opportunity to discuss their concerns about an individual's behavior. BCAL may be contacted at 512-232-5050 or via the online submission form: https://besafe.utexas.edu/behavior-concerns-advice-line

- **Texas Title IX:** The Title IX Office is committed to supporting UT's mission to maintain an educational and work environment free from all forms of sexual discrimination. The Title IX Office develops and implements best practices for education, prevention, resources, and support services, while providing leadership pertaining to Title IX policies, laws, and regulations. More information is available here: https://titleix.utexas.edu

- **SURE Walk:** If students are on campus late and have safety concerns about getting home, all students, faculty, and staff can request Sure Walkers to accompany them, depending on service area: https://parking.utexas.edu/transportation/walking

Parking and Transportation

Parking at The University of Texas at Austin is limited. Visit the university Parking Services site for more information: https://parking.utexas.edu

Your UT ID card allows you to ride Capital Metro buses and the MetroRail for free. Please note that the UT shuttles do not run on Saturdays, but Capital Metro has several routes that service UT shuttle areas: https://parking.utexas.edu/transportation/capmetro

The UT shuttle system https://parking.utexas.edu/transportation/shuttles services a large portion of the city with direct transportation to campus.