

## Departmental Structure and Information

### About the Department

The Department of Statistics a full-service academic department teaching a wide range of undergraduate and graduate classes in Statistics and offers MS and PhD degrees in Statistics. Faculty in the Department are involved in research, teaching, and statistical consulting for the entire university. Because of its activities, the collaborative work with other disciplines gives graduate students a wide range of opportunities to work with individuals in these disciplines and to learn practical applications of statistical principles from direct experience. In addition, Ph.D. students have the opportunity to double majors in statistics and a number of other disciplines.

### Location

The Department of Statistics at the University of Nebraska-Lincoln is located in Hardin Hall (33<sup>rd</sup> & Holdrege Streets, North wing) on the University's East Campus. Because of its unique two-campus nature, the Department of Statistics maintains a presence on both City and East campuses. The main office of the Department is located in 340 Hardin Hall on East Campus and satellite offices (mainly for undergraduate teaching) are located in 250 Avery Hall on City Campus.

## Faculty Assignments

### Faculty Contacts for 2018-2019 Academic Term

- Department Chair: Dr. Bertrand S. Clarke
- Chair of Awards Committee: Dr. Bertrand Clarke
- Chair of Comprehensive Exam Committee: Dr. Walt Stroup
- Chair of Graduate Studies Committee: Dr. Steve Kachman
- Chair of Graduate Curriculum Committee: Dr. Kent Eskridge
- Chair of Promotion & Tenure Committee: Dr. Kent Eskridge
- Chair of Seminar Committee: Dr. Yuhang Xu
- Chair of Teaching Assignments Committee: Dr. Bertrand Clarke
- Chair of Technology Committee: Dr. Steve Kachman
- Chair of Undergraduate Curriculum Committee: Dr. Erin Blankenship
- Statistics 218 Advisor: Dr. Kathy Hanford
- Statistics 801 Advisor: Dr. Kent Eskridge
- Statistics 802 Advisor: Dr. Kathy Hanford

## Faculty and Staff

Name	Title	Research interests
<b>Dr. Christopher Bilder</b>	Professor	Categorical data analysis, bootstrapping, group testing, statistics in sports.
<b>Dr. Erin Blankenship</b>	Professor	Environmental statistics, non-linear models.
<b>Dr. Bertrand S. Clarke</b>	Professor and Department Chair	Prediction, Bayesian statistics, asymptotics, data mining and machine learning.
<b>Dr. Jennifer L. Clarke</b>	Professor and Director of the Computational Sciences Initiative	Computational statistics, non-linear regression, classification, statistical bioinformatics.
<b>Dr. Kent M. Eskridge</b>	Professor	Design of experiments, biological modeling.
<b>Dr. Kathy Hanford</b>	Associate Professor of Practice	Statistical genetics, mixed models.
<b>Dr. Reka Howard</b>	Assistant Professor	
<b>Dr. Stephen D. Kachman</b>	Professor	Mixed linear models, plant and animal breeding and genetics, statistical computing.
<b>Dr. Walter W. Stroup</b>	Professor	Design of experiments, generalized linear models, statistics in developing countries.
<b>Dr. Zheng Xu</b>	Research Asst. Professor	Biostatistics, Bioinformatics, Genetics, Machine Learning, Nonparametric methods
<b>Dr. Yuhang Xu</b>	Assistant Professor	Non & Semiparametric methods, survival & functional /longitudinal analysis, measurement error models , applications in biology, agriculture and public health
<b>Dr. Qi Zhang</b>	Assistant Professor	High- dimensional data analysis, genomic data integration, and genome-wide association studies.
<b>Dr. Yuzhen Zhou</b>	Assistant Professor	Multivariate spatial-temporal models, Bayesian hierarchal modeling for high-dimensional data, multivariate Gaussian random fields

### Support Staff

- **Stacey Herceg**, Office Assistant, Graduate Assistant, teaching support, web support.
- **Tiffany Bellows**, Administration, business office, administrative support

### Computing Staff

- **Steve Westerholt**, Scientific Computing. C-C++/FORTRAN programming, computer/software troubleshooting/support/installation, backup SAS programming.

# Statistics Graduate Program Information

## General Information

The University has general graduate degree requirements for all degrees. These general requirements may be found in the UNL Graduate Catalog from the UNL Office of Graduate Studies at <http://go.unl.edu/gradcatalog> and in the list of “Steps to Degree Completion” at <https://www.unl.edu/gradstudies/current/degrees>. Specific details for the graduate programs from the Department of Statistics are described here.

## What to do when you get on campus

The first weeks on campus are very busy for a new graduate student! Upon arriving on campus graduate students will be involved with the following:

1. Graduate students will be required to attend a Statistics Department student orientation and a departmental meeting before the first week of classes.
2. Graduate students working as Graduate Teaching Assistants (GTAs) will attend workshops before the start of Fall Semester classes.
3. Graduate students will be assigned a desk and keys.
4. Graduate students will be assigned a university e-mail account. UNL accounts are preferred over Hotmail, Gmail, etc. accounts due to reliability and problems with computer viruses.
5. Students should come to the Departmental party and familiarize themselves with department resources and policies.

## Supervisory Committees

Faculty members of the Department’s Graduate Committee serve as temporary advisors for all new MS and PhD students. MS students can retain this Committee as their permanent Supervisory Committee throughout their studies or form a Committee on their own. The Department strongly encourages MS students to do this latter option to better match their desired goals with faculty who can best provide advice on how to achieve them. These student-chosen committees consist of an Advisor and at least two other faculty. MS students should decide on their Supervisory Committee by the end of their second semester in the program.

PhD students need to find their own Advisor and subsequently form a Supervisory Committee as described in the UNL Graduate Catalog. The Advisor (or a temporary sponsor) needs to be identified within one month after passing the PhD Qualifying Exam (see below).

## M.S. Program

The Graduate Catalog describes three options for a MS degree. In summary, “Option I” requires a thesis and at least 30 credit hours, “Option II” requires a minor and at least 36 credit hours, and “Option III” requires at least 36 credit hours without a thesis or minor. The majority of Statistics students pursue Option III. Those who do not pursue this option generally choose Option II.

For all three options, students need to complete the following core courses with a grade of B- or higher: 810, 821, 822, 823, 825, 850, 882, and 883. Students not obtaining the necessary grade level in a core course may need to re-take it. A student’s Supervisory Committee makes this decision.

In addition to coursework, students need to pass a MS Comprehensive Exam. Students may choose from one of three exam types:

- A. Oral explanation of their Statistics project
- B. PhD Qualifying Exam (see section on PhD requirement)
- C. Oral defense of a thesis

Students choosing exam type A will typically present a poster of their Statistics project at the department’s “STAT Day” celebration held in March/April of each year. An Examining Committee will ask each student questions about their project to evaluate a student’s communication and data analysis skills. This Committee will give a Pass/Incomplete/No Pass grade. Students who receive an Incomplete grade will be given an opportunity to present their project again to the Committee within 4 weeks after STAT Day; this Committee will give a final Pass/No Pass grade. Other forms of oral presentations must be approved by their supervisory committee.

Students choosing exam type C will present their thesis research to the university in an open forum (e.g., a seminar advertised to the campus). This is followed by an oral defense conducted by the student’s Supervisory Committee. This Committee gives a Pass/No Pass grade.

Table 1 contains a typical timeline for MS students. In addition to the required core courses, this timeline includes STAT 892 (TA Prep) which is a Year 1 required course for all students with a teaching assistantship (TA).

**Table 1.** MS degree typical timeline. See “Steps to Degree Completion” at <http://www.unl.edu/gradstudies/current/degrees> for degree forms and their deadlines.

<b>Fall (Semester 1): 10 credits</b>	<b>Spring (Semester 2): 9 credits</b>
<b>STAT 810: Alpha Seminar</b>	<b>STAT 822: Statistical Methods II</b>
<b>STAT 821: Statistical Methods I</b>	<b>STAT 883: Mathematical Statistics II</b>
<b>STAT 850: Computing Tools</b>	<b>Elective</b>
<b>STAT 882: Mathematical Statistics I</b>	<b>Form Supervisory Committee</b>
<b>STAT 892*: TA Prep</b>	
<b>Fall (Semester 3): 9 credits</b>	<b>Spring (Semester 4): 9 credits</b>
<b>STAT 823: Statistical Methods III</b>	<b>Elective</b>
<b>STAT 825: Principles of Statistical Consulting</b>	<b>MS Comprehensive exam</b>
<b>Elective</b>	

\* Required course for TAs only

## Doctoral Program

The goal of the Statistics Ph.D. program is to train students to conduct original methodological and/or theoretical research in statistics and to apply advanced statistical methods to scientific problems. Students are expected to take advanced graduate classes in the theory and applications of statistics and other relevant classes. The Ph.D. program requires a **Qualifying Exam, a Ph.D. Comprehensive Exam and a Final Oral Exam.**

At least 90-credit hours need to be earned for a PhD degree. Most students will use their MS degree credit hours earned (from UNL or another university) to account for approximately 1/3 of these hours. A typical PhD program will also include STAT 999 for approximately 1/3 of these hours. For the remaining credit hours, students need to complete at least the following core courses with a grade of B- or higher: 950, 980, 982, 983, and 984. Students may substitute 981 for 984 if desired. Students not obtaining the necessary grade level in a core course may need to re-take it. A student’s Supervisory Committee makes this decision. Six additional credit hours from 900-level elective courses are required as well, excluding STAT 999.

In addition to coursework, students need to pass three exams: PhD Qualifying Exam, PhD Comprehensive Exam, and Final Oral Exam. The PhD Qualifying Exam is a written exam over the MS core courses that assesses preparedness for the PhD program. Students are allowed to take the exam if they have a GPA of at least 3.5 in their MS and PhD core courses taken, where a grade of B- or higher is needed in each course as well. This test is given in early January and in late May each year. A Pass/No Pass grade for the exam is decided upon by the PhD

Qualifying Exam Committee. Students have two attempts to receive a Pass grade; a third attempt can be granted by a majority vote of the Department’s faculty if extreme circumstances prevented a student from achieving a Pass.

The PhD Comprehensive Exam involves a dissertation proposal that is presented in an open forum. This is followed by an oral defense conducted by the student’s Supervisory Committee. This Committee will give a Pass/No Pass grade. A portion of this exam needs to be in a written format to satisfy the requirements in the Graduate Catalog. The exact written requirement will be decided upon by the Supervisory Committee. Commonly, this will consist of chapter drafts from a dissertation or handouts for the presentation. In addition to the dissertation proposal, the Supervisory Committee may incorporate other requirements for the exam.

The Ph.D. dissertation will be developed under the supervision of a faculty advisor on a topic approved by the student’s Ph.D. graduate committee. Dissertation hours (STAT 999) normally range between 15 and 30 semester hours. See the Graduate Catalog for further requirements for the Ph.D. dissertation

<https://catalog.unl.edu/graduate-professional/graduate/degrees/doctoral/>).

The Final Oral Exam is a dissertation defense. For this exam, students present their dissertation research to the university in an open forum. This is followed by an oral defense conducted by the student’s Supervisory Committee. This committee gives a Pass/No Pass grade. Complete details of the final examination procedure are in the Graduate Catalog (<https://catalog.unl.edu/graduate-professional/graduate/degrees/doctoral/>).

Table 2 contains a typical timeline for those students earning a MS in Statistics at UNL and then continuing on for a PhD. Table 3 contains the same information but tailored for those students coming to UNL with a MS in Statistics (or in a closely related area) from another university. In addition to the required core courses, these timelines include STAT 892 (TA Prep) which is a Year 1 required course for all students with a teaching assistantship (TA).

**Table 2.** PhD degree typical timeline for those students earning a MS in Statistics at UNL and then continuing on for their PhD. See “Steps to Degree Completion” at <http://www.unl.edu/gradstudies/current/degrees> for degree forms and their deadlines.

<b>Fall (Semester 1): 10 credits</b>	<b>Spring (Semester 2): 9 credits</b>
<b>STAT 810: Alpha Seminar</b> <b>STAT 821: Statistical Methods I</b> <b>STAT 850: Computing Tools</b> <b>STAT 882: Mathematical Statistics I</b> <b>STAT 892*: TA Prep</b>	<b>STAT 822: Statistical Methods II</b> <b>STAT 883: Mathematical Statistics II</b> <b>Elective</b> <b>Form Supervisory Committee</b>
<b>Fall (Semester 3): 9 credits</b>	<b>Spring (Semester 4): 9 credits</b>
<b>STAT 823: Statistical Methods III</b> <b>STAT 825: Principles of Statistical Consulting</b> <b>Elective</b>	<b>Elective</b> <b>PhD Qualifying Exam in January</b>
<b>Fall (Semester 5)</b>	<b>Spring (Semester 6)</b>
<b>STAT 950: Computational Statistics</b> <b>STAT 980: Advanced Probability Theory</b> <b>STAT 982: Statistical Theory I</b> <b>Form Supervisory Committee</b>	<b>STAT 983: Statistical Theory II</b> <b>STAT 984: Asymptotics and Applications</b> <b>Elective</b>
<b>Fall (Semester 7)</b>	<b>Spring (Semester 8)</b>
<b>STAT 999: Dissertation Research</b> <b>Electives</b>	<b>STAT 999: Dissertation research PhD</b> <b>Comprehensive Exam / Electives</b>
<b>Fall (Semester 9)</b>	<b>Spring (Semester 10)</b>
<b>STAT 999: Dissertation research</b>	<b>STAT 999: Dissertation research</b>

\* Required course for TAs only

**Table 3.** PhD degree typical timeline for those students coming to UNL with a MS in Statistics (or in a closely related area) from another university. See “Steps to Degree Completion” at <http://www.unl.edu/gradstudies/current/degrees> for degree forms and their deadlines.

<b>Fall (Semester 1)</b>	<b>Spring (Semester 2)</b>
800-level courses needed for PhD Qualifying exam STAT 982: Advanced Inference STAT 892*: TA Prep	800-level courses needed for PhD Qualifying exam STAT 983: Statistical Learning PhD Qualifying Exam in May
<b>Fall (Semester 3)</b>	<b>Spring (Semester 4)</b>
STAT 950: Computational Statistics STAT 825: Principles of Statistical Consulting Elective Form Supervisory Committee	STAT 984**: Asymptotics and Applications STAT 999: Doctoral Dissertation Electives
<b>Fall (Semester 5)</b>	<b>Spring (Semester 6)</b>
STAT 999: Doctoral Dissertation Electives	STAT 999: Doctoral Dissertation PhD Comprehensive Exam Electives
<b>Fall (Semester 7)</b>	<b>Spring (Semester 8)</b>
STAT 999: Doctoral Dissertation	STAT 999: Doctoral Dissertation Final Oral Exam

\* Required course for TAs only; \*\* Students may substitute STAT 981: Advanced Probability Theory II

## Joint Ph.D. Program

The Department of Statistics has joint PhD degree programs with Agricultural Economics, Agronomy/Horticulture, Animal Science, Economics, and Natural Resources. Specific details for these degrees are available from the department’s website and the Graduate Committee.

## M.S. and Ph.D. Minors in Statistics

MS students (under Option II) and PhD students may complete a minor in another area of study. Specific requirements vary by area, so students need to contact the corresponding minor department for more information. General details are also provided in the Graduate Catalog. Students majoring in an area other than Statistics may obtain a minor in Statistics at the MS or PhD levels. For a MS minor in Statistics, students are required to earn 9 credit hours of 800/900 level courses from the Department (excluding STAT 801). Interested students need to contact the Chair of the Graduate Committee for approval of their course selections. For a PhD minor in Statistics, students are required to earn 16 credit hours of 800/900 level courses from the Department (excluding STAT 801) and to include a faculty member from the Department on their PhD Supervisory Committee. This faculty member may also include other requirements for the minor. For both MS and PhD minors, courses taught by Department of Statistics faculty are expected to be used when fulfilling the credit hours requirement.

## Minimum Academic Performance Requirements

A minimum cumulative GPA of 3.0 is required to graduate with a MS or PhD in Statistics. A student who does not maintain a minimum cumulative GPA of 3.0 for two consecutive semesters is placed on probationary status by the Graduate Committee. Probation can be removed only by raising the GPA to 3.0 or above. Courses may be retaken for a better grade to increase GPA. If a student does not meet the necessary GPA levels after one semester on probation, the Graduate Committee may remove a student from the program.

## Assistantships

Each semester students on assistantships are assigned duties of research, consulting, teaching a class, or conducting a lab. If you are conducting a lab, you may be expected to attend the lecture portion of the class. Your supervising faculty member will be the course instructor. If you are teaching STAT 218, you will be assigned a supervising faculty member. Concerns about how to present a new topic or how to handle problems that may arise should be taken to this faculty member. Students working on research grants or consulting projects will also have supervising faculty. If you do not know who your supervisor is, you should contact your faculty advisor. Failure to perform assistantship duties assigned to you may result in loss of the assistantship. Further information on rights and responsibilities of graduate assistants may be found in the "UNL Business Policies and Procedures" and in the "Policy statement on rights, privileges and responsibilities of graduate assistants and fellowship recipients" available through the Graduate Studies office.

Unless stated otherwise, assistantships usually have a .49 time appointment with a stipend, which is paid in ten monthly payments. This appointment will allow you to qualify for a tuition waiver of up to twelve credit hours for each semester during the academic year and four credit hours during each of the two five-week summer sessions. If during this year, you decide to take another job, internship or otherwise forgo employment with the department, you will not be paid your monthly stipend. Remaining on an assistantship will be dependent on adequate progress toward your degree and acceptable performance of your assistantship duties. Departmental funding will be available up to two years for MS students and up to 5 years for PhD students with exceptions to this rule decided on by the Graduate Committee in conjunction with the Department Chair.

International graduate students for whom English is not their native language who are offered a teaching assistantship with an instructional assignment must successfully complete the Institute for International Teaching Assistants (ITA). ITA prepares international graduate student TAs to teach American undergraduates. Participants attend a two-week intensive training program that focuses on instructional strategies, classroom management and active learning, English pronunciation and intonation, and cross-cultural communication. Morning sessions are devoted to teaching and language development, while the afternoon sessions consist of micro-teaching practice where participants receive immediate feedback on their teaching skills from ITA faculty, undergraduate students, and ITA peers. For more information see the UNL Graduate Studies website (<http://www.unl.edu/gradstudies/current/ita>).

## Other Graduate Program Information

### Internships

Interested students are encouraged to pursue summer internships between the first and second year. Students should contact faculty regarding internship possibilities and use the American Statistical Association website

([www.amstat.org](http://www.amstat.org)) and other websites to locate internships. Possible internships may also be listed on the bulletin boards outside of the main Statistics office in Hardin Hall.

## Graduation

You must apply for a degree in the semester that you will graduate. Check the schedule of classes for the deadlines for submission of this paperwork (<http://www.unl.edu/gradstudies/current/degrees>).

## Grievance Procedures

Students who believe their evaluation or dismissal in an assistantship has been prejudiced or capricious or who believe that their stipend is not commensurate with that of other graduate students having the same status in their department must first attempt to resolve the matter with the faculty/staff responsible for the assistantship.

If unsuccessful, the student may then file a written appeal to the graduate chair for consideration by the appropriate graduate committee. This appeal must be filed within 60 days of the evaluation or dismissal. A written determination of the appeal shall be presented to the student and supervisor.

If no action is taken on the appeal within 30 days of its filing or if the matter is not resolved to the student's satisfaction; the student may present the original appeal and documentation to the UNL Dean of Graduate Studies. If the dean determines that the appeal may have merit, the dean will request a review by a subcommittee of the Graduate Council. Upon subcommittee recommendation, the full Graduate Council will meet and serve as the final level of appeal.

During the appeal process, if an evaluation or assistantship renewal or dismissal is overturned, the supervisor or graduate committee has the right of appeal, in writing, to the next level of review. See the UNL websites for more details: <http://registrar.unl.edu/probationanddismissal> ; <http://stuaafs.unl.edu/osa>

## Policies for Use of Office Equipment and Resources

### Faculty/Staff Offices

You should never use a faculty/staff person's office without permission. You should not be in a faculty/staff person's office without them being there. Do not borrow books without permission.

### Desk space and assignment

Graduate student offices are assigned on an annual basis. Because we believe that students benefit from interacting with their peers, we will attempt to provide office space to all graduate students satisfying at least one of the following criteria:

1. The student is actively pursuing a degree in Statistics.
2. Ph.D. student having a Statistics faculty member as his/her major advisor.
3. Research assistant associated with a grant for which a Statistics faculty member is the Principal Investigator.
4. By vote of the Graduate Studies Committee.

Graduate students should avoid letting their students, friends or guests sit at another graduate student's desk.

Office space for graduate students is a privilege of department affiliation. If you have guests in your office, care should be taken that the ability of other students to work or study is not impaired by their presence.

## Space

Because of a lack of space, desks may need to be shared. Because of this, we all have to be especially considerate of others. Textbooks, computer equipment, and any items of a personal nature are kept in your office or at the desk you are using at your own risk. Keeping noise at a level that permits others to study in the office will be challenging. If you need extra privacy or quiet, the libraries available to all campus students have study carrels. See your advisor if you need help in establishing a good study environment. Also, the Statistics library (room 349E) is available to any students with Statistics room keys.

## Building keys

The outside entrances of the building should be unlocked during building hours (8:00 a.m. to 5:00 p.m., Monday through Friday, except for staff holidays and/or closedowns). After hours, those doors will be locked and you will need your N-card for entry. Carry your office keys and your N-card with you at all times to avoid being locked out. If you do get locked out, go to another building or an outside phone and call university maintenance or the university police to let you in. Once again, it needs to be stressed that you are responsible for locking doors when appropriate and carrying your keys with you at all times. Offices will be assigned on an annual basis. Assigned room keys are available from one of the department secretaries, but this key needs to be returned whenever leaving campus at the end of the academic year, if you are going out of the country, or if for some other reason you will be leaving and not returning to UNL.

## Library

C.Y. Thompson Library has terminals to help you locate needed references. If the references are not available at C.Y. Thompson, other libraries, such as the Mathematics and Statistics Library in Avery Hall on City Campus may have them. All students may also use UNL's Interlibrary Loan system to request materials from other institutions, free of charge.

## Mail

Mailboxes are located in the break room. Please be sure that mail you remove is from your box only.

## Parking

A parking permit is required to park anywhere on City Campus and East Campus. These may be obtained from Parking & Transit Services, Stadium Drive Parking Garage, 625 Stadium Dr., Suite A, on City Campus. The closest student parking lot to Hardin Hall is west and across the street (by the Lincoln Fire Department building) from Hardin Hall. Parking is usually available there. However, there is no convenient student parking on City Campus. It is recommended that you take the bus that runs between City Campus and East Campus. Bus schedules and passes are available on the UNL website under "Transportation Services." For more information see <https://parking.unl.edu/>

## Break Room

We have a small break room with a microwave, refrigerator, sink, table and chairs. This room is used by all. Please do not allow food to stay in the refrigerator so long that it spoils. If your food makes a mess in the microwave, please clean it immediately. You are responsible for keeping the area clean when you use it.

## Office Supplies

Office supplies (paper, pencils, pens, notebooks, etc.) located in the main office **are not for personal use**. Statistics office supplies may be used only for a class or lab which you are teaching.

## Photocopying

Photocopy machines are for business use. If requested, a grad student can obtain a number for personal use for a small number of copies each semester (1,000); however, if it looks as if this privilege is being abused, students will be charged 5¢ per copy. Research assistants and teaching assistants are asked to use the copy machine in the main office, if at all possible, for their work copies, and the copy machine in room 354 for other uses. Additional copy machines are located in C.Y. Thompson Library and the East Campus Union. Statistics TAs and faculty are allowed to do a few copies on the Mathematics Department copy machine in Avery. We pay a fee for this privilege. Please remember, also, that there are copyright laws and you need to be careful about what you copy.

## Secretarial/Computer Programming Staff

Please respect the time of the secretarial and computing staff. If you need something done for a Statistics class that you are teaching or a research project assigned with your assistantship, you may ask someone to help you. Please feel free to ask questions, just remember that the staff may not be able to help you immediately because of other duties they have at the time.

## Telephone

It is against university policy for the telephone to be used for personal calls. If you need to make a long distance call in connection with a consulting or research project, your supervising faculty will make arrangements for you.

## Fax

If you have a consulting or research project that requires the use of a facsimile machine, your supervising faculty member will make arrangements.

## Tobacco Use

Hardin Hall is a tobacco free building. Smoking or tobacco use of any kind is not permitted inside the building or within 30 feet of the entrances at anytime, day or night.

## Recycling/Trash Containers

Containers labeled as “we recycle” are to be used **ONLY** for office-type paper. Please do not use them for general trash such as soft drink containers, leftover food, facial tissues, candy wrappers, newspapers, etc. This kind of trash can be thrown away in containers **NOT** labeled as recycling containers. Please make sure any food is thrown away in airtight containers or in the break room in containers with plastic liners. Rodents and insects have been known to try to invade the space we have, so please do not let your food sit out on tables or desks.

## Conclusion

If there are any questions, comments, or trouble spots that we have missed please feel free to talk to your advisor or a member of the Graduate Committee. All of the Statistics faculty and permanent staff want you to be as successful as possible. Being a graduate student is a tough life, but the rewards are more than worth it! Keep at it.

# Department Computer Use and Procedures

## Guidelines for Computer Usage at the University of Nebraska

Computers are provided in some graduate student offices. There area also groups of computers that can be used by Statistics graduate students in Hardin Hall rooms 346, 354. The computers are networked with a central computer called the server. A temporary storage area will be provided on the server for graduate students' use to facilitate information exchange, but is subject to erasure without notice. Since many students will be using this computer, as well as other computers provided in the graduate student offices, your important files should be backed up on other sources (DVD disk, CD disk or USB flash drive) to prevent accidental permanent erasure. The network also provides access to laser printers. In accordance with university policy, the laser printers are to be used with job-related projects only. Use the laser printer in your computer area. The laser printers may be used for course work or assistantship work.

The PCs allow students to access Windows and obtain library information, use SAS, run other programs, and use electronic mail capabilities. Additional PCs are located in the labs in C.Y. Thompson Library. Each student is entitled to a UNL email account. Please set up an account through UNL. Accounts on other systems are available and you should contact your advisor if additional computing capabilities are required.

Questions and clarifications on the computing information and policies outlined above may be obtained from the chair of the computer committee. For your information a copy of "Ethical Principles for the Use of UNL Computing Resources" may be found at the end of this document.

## Access

All allocations of computing resources are made for a specific purpose, which may be associated with education, research, service, or administration. To gain access to these resources a person must obtain a computer account. Use of computing resources for any purpose other than that for which an allocation has been made is in violation of University of Nebraska-Lincoln policy and is considered unethical. Allocations will be made only to University personnel who accept the responsibilities, which attend the receipt and management of public monies. These include:

1. Prudent use of the allocation for the purpose specified.
2. Supervision of all persons using the resources under the assigned account number.
3. Reporting any violations of ethical conduct in the use of the resources under that account to the person responsible for supervising that account.

## Private Use

Use of computer resources by faculty, staff, or students for personal purposes or monetary gain is prohibited unless approved by the *Board of Regents* or an administrative officer designated by the *Board of Regents* for such approval. The University must be reimbursed for all such use. In general, persons outside the University may be permitted access to computing resources only if the needed service is otherwise unavailable in this geographic area or if the use is associated with an approved cooperative project with University personnel or administrative units and the use does not interfere with the ongoing teaching, service, and research programs of the University. The University must be reimbursed for all such use.

## Ethical Conduct

University policy about the use of University computer is very specific and carries very severe penalties if misused. University computers, network, or any equipment used for hacking, malicious use, and pornography

are grounds for immediate dismissal, criminal prosecution, or both.

Any person who is in violation of the University policy regarding the use of computing resources may lose access to these resources and be subject to disciplinary action. Among the more serious violations are:

1. Use of University computing allocations for private or personal purposes, or for purposes other than those for which the allocation was granted.
2. Violation or attempted violation of the rights of others including:
  - a. The rights of privacy.
  - b. The rights of ownership.
  - c. The right to equitable access to computing resources.
3. Modification or attempted modification of the operating environment of the facilities without authorization.
4. Theft or attempted theft of data or programs belonging to others.

The University intends to meet its responsibilities to ensure the privacy of the users of the resources and to ensure that public monies are used as intended.

## Copyright Infringement

In order to satisfy the many needs of the University community, programs may be purchased by the University, by its various administrative units, and by individuals. When such a program is protected by a copyright, the individual or units purchasing or using the program, is responsible for the protection of that copyright. UNL will use all means available to it to protect those programs under its control. However, when programs are stored or used elsewhere, the user assumes this responsibility. Any person who accesses or attempts to access materials belonging to others or who uses or attempts to use copyrighted materials in a manner violating the copyright laws may be subject not only to civil action but also to discipline as prescribed below.

## University Systems and Operations

Unless other conditions are established in writing at the time an account is set up, systems and operations personnel authorized by the designated administrative officer may access (for supervisory purposes) and/or copy (for backup purposes) any and all files stored in the facilities.

## Executive Memorandum No. 16

### Policy for Responsible Use of Computer and Information Systems

The University of Nebraska strives to maintain access for its faculty, staff, students, administrators and Regents (the "users") to local, national and international sources of information and to provide an atmosphere that encourages sharing of knowledge, the creative process and collaborative efforts within the University's educational, research and public service missions. Access to electronic information systems at the University of Nebraska is a privilege, not a right, and must be treated as such by all users of these systems. All users must act honestly and responsibly. Every user is responsible for the integrity of these information resources. All users must respect the rights of other computer users, respect the integrity of the physical facilities and controls, and respect all pertinent license and contractual agreements related to University information systems. All users shall act in accordance with these responsibilities, and the relevant local, state and federal laws and regulations. Failure to so conduct oneself in compliance with this Policy may

result in denial of access to University information systems or other disciplinary action.

The University of Nebraska is a provider of a means to access the vast and growing amount of information available through electronic information resources. The University of Nebraska is not a regulator of the content of that information and takes no responsibility for the content of information except for that information the University itself and those acting on its behalf create. Any persons accessing information through the University of Nebraska information systems must determine for themselves and their charges whether any source is appropriate for viewing.

Accepting any account and/or using the University of Nebraska's information systems shall constitute an agreement on behalf of the user or other individual accessing such information systems to abide and be bound by the provisions of this Policy. The University may restrict or prohibit the use of its information systems in response to complaints presenting evidence of violations of University policies or state or federal laws. When it has been determined that there has been a violation, the University may restrict or prohibit access by an offending party to its information systems through University-owned or other computers, remove or limit access to material posted on University-owned computers or networks, and, if warranted, institute other disciplinary action.

**Please refer to this website for the rest of following Memorandum No. 16**

<http://nebraska.edu/docs/president/16%20Responsible%20Use%20of%20Computers%20and%20Info%20Systems.pdf>

## Academic Integrity Policy - Department of Statistics

All courses taught by faculty members and graduate students in the Department of Statistics will include the following academic integrity statement in their syllabi:

*“Students are expected to adhere to guidelines concerning academic dishonesty outlined in Section 4.2 of University’s Student Code of Conduct (<http://stuafs.unl.edu/ja/code/>). Students are encouraged to contact the instructor for clarification of these guidelines if they have questions or concerns.”*

Grade and Policy Appeals, and Incidents of Academic Dishonesty in Department of Statistics courses are to be handled in the following framework:

### Student Appeals of Statistics Department Policies and Course Grades:

A student wishing to appeal a Statistics, CASNR or Arts and Sciences policy must first request a decision from his or her academic adviser. If a satisfactory solution is not achieved with the adviser, the student may request a decision from the Statistics Department Curriculum Committee and then the Department Chair (in that order). If a satisfactory solution is not achieved at the department level, the student may appeal his or her case through the appropriate College Dean’s Office, using that body’s appeal process.

In the event of a dispute involving a Statistics course grades, the student must first appeal to his or her instructor and, failing resolution with the instructor, to the Department Curriculum Committee, and then to the Department Chair in writing (in that order). If a satisfactory solution is not achieved at the department level, the student may appeal his or her case through the appropriate College Grade Appeals Committee using that body’s process. Students appealing either a policy decision or course grade must do so within one semester following the decision or grade.

### Academic Dishonesty:

Academic dishonesty can involve cheating; fabrication or falsification of information; plagiarism; destroying, defacing, stealing, or making inaccessible library or other academic resource material; complicity in the academic dishonesty of others; falsifying grade reports; or misrepresenting illness, injury, accident, etc., to avoid or delay an examination or the timely submission of academic work.

Consequences of academic dishonesty in Statistic courses, depending on the degree of severity as interpreted by an instructor, may range from a warning to assigning an F for the course. The instructor might also choose to assign a zero or partial credit for a specific assignment, quiz, examination or laboratory report in which dishonesty was involved. In all cases the instructor must document the instance(s) of student activity which constitutes academic dishonesty. Documentation must be kept by the instructor for a minimum of one year and must be made available to appropriate department, college, and UNL authorities if cases of academic dishonesty result in disciplinary hearings and/or appeals at those levels. When an academic sanction is imposed that causes a student to receive a lowered course grade, the instructor shall make a report in writing of the facts of the case, and of the academic sanction imposed against the student, to the Statistics Department Chair and, if necessary to the UNL Director of Student Judicial Affairs. The student shall be provided with a copy of this report. Further, the instructor may recommend the institution of CASNR, Arts and Sciences, or UNL disciplinary proceedings against the student for violation of the Student Code of Conduct if the instructor, in the exercise of his or her professional judgment, believes that such action is warranted.

If a student facing sanctions due to academic dishonesty in a Statistics Department course wishes to appeal such a sanction, the following process must be followed. First is an appeal to the chief instructor of the course. Failing this appeal, next is an appeal (in writing) to the Department Curriculum Committee, then to the Department Chair (in that order). If a satisfactory solution is not achieved at the department level, the student may then appeal through the appropriate CASNR, Arts and Sciences, or UNL appeal process, subject to the process and requirements of those bodies.

Approved by Statistics Curriculum Committee – 09/15/2013  
Approved by Statistics Faculty – 9/15/2013