# GRADUATE HANDBOOK

## ACADEMIC YEAR 2024 - 2025

University of Nebraska Lincoln

# 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 in Hardin Hall (33rd & Holdrege Streets, North wing) on the University's East Campus. The main office of the Department is in 340 Hardin Hall on East Campus.

### Mailing Address:
Department of Statistics
3310 Holdrege Street
340 Hardin Hall
Lincoln, NE, 68583-0963

# Faculty Assignments

## 2024 – 2025 Academic Term
- Department Chair: Dr. Bhaskar Bhattacharya
- Chair of Awards Committee: Dr. Bertrand Clarke
- Chair of Qualifying Exam Committee: Dr. Reka Howard
- Chair of Graduate Studies Committee: Dr. Souparno Ghosh
- Chair of Graduate Curriculum Committee: Dr. Kent Eskridge
- Chair of Promotion & Tenure Committee: Dr. Indranil Mukhopadhyay
- Chair of Seminar Committee: Dr. Heike Hofmann
- Chair of Teaching Assignments Committee: Dr. Bertrand Clarke
- Chair of Technology Committee: Dr. Susan VanderPlas
- Chair of Undergraduate Curriculum Committee: Dr. Erin Blankenship
- Statistics 218 Advisor: Dr. Susan VanderPlas

# Faculty and Staff

| Name | Title | Focus Areas |
|------|-------|-------------|
| **Dr. Bhaskar Bhattacharya** | Professor & Dept. Head | Order restricted statistical inference, I-projections |
| **Dr. Christopher Bilder** | Professor | Categorical data analysis, group testing, R software, statistics in sports, and statistics education. |
| **Dr. Erin Blankenship** | Professor | Statistics education, non-linear models. |
| **Dr. Sanjay Chaudhuri** | Associate Professor | Empirical likelihood, Bayesian empirical likelihood, small area estimation, order restricted inference, graphical Markov models |
| **Dr. Bertrand S. Clarke** | Professor | Prediction, Bayesian statistics, asymptotics, data mining and machine learning. |
| **Dr. Jennifer L. Clarke** | Professor and Director of theQuantitative Life Sciences Initiative | Computational statistics, non-linearregression, classification, statisticalbioinformatics, image analysis. |
| **Dr. Kent M. Eskridge** | Professor | Design of experiments, biological modeling. |
| **Dr. Souparno Ghosh** | Associate Professor | Bayesian hierarchical models, image modeling, bioinformatics, machine learning models. |
| **Dr. Kathy Hanford** | Professor of Practice Emeritus | Consulting and collaboration, mixed models. |
| **Dr. Heike Hofmann** | Professor | Methodology in Observational Data and Exploratory Data Analysis |
| **Dr. Reka Howard** | Associate Professor | Statistical methods for genomic prediction and applications in plant breeding. |
| **Dr. Stephen D. Kachman** | Professor Emeritus | Mixed linear models, plant and animal breeding and genetics, statistical computing. |
| **Dr. Indranil Mukhopadhyay** | Professor | Statistical Genetics |
| **Dr. Xueheng Shi** | Assistant Professor | Time series analysis, signal processing, changepoint analysis, climate study, high-dimensional data, and machine learning. |
| **Dr. Kimberly Stanke** | Extension Assistant Professor | STEM education - specifically, focused on science literacy and data analytics |
| **Dr. Susan VanderPlas** | Assistant Professor | Data visualizations, statistical graphics and perception, statistical forensics and image analysis, R software development, and open-source software |
| **Dr. Dixon Vimalajeewa** | Assistant Professor | Wavelets-based signal processing, distributed computing, machine learning, mathematical modelling, and internet of things |

**Support Staff**

- *Amanda Bulgar,* Office Associate, Graduate secretary, NRBC business office, administrative support.
- *Tegan Brooks,* Undergraduate academic advisor and recruiter.

# Statistics Graduate Program Information

## General Information

The University has general graduate degree requirements for all degrees. These general requirements may be found in the Graduate Studies Bulletin from the UNL Office of Graduate Studies at https://catalog.unl.edu/graduate-professional/ and in the list of "Steps to Degree Completion" at https://www.unl.edu/gradstudies/academics/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 willbe involved with the following:

1. Graduate students will be required to attend a new Statistics student orientation and a departmental meeting before the first week of classes.
2. Graduate students working as Graduate Teaching Assistants (GTAs) will attend workshopsbefore 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 Gmail, Hotmail, Yahoo, 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

A member of the Graduate Committee will serve as a temporary advisor for a student until they obtain their permanent advisor. MS students must find an advisor and form a MS supervisory committee by the end of their second semester. The MS Supervisory Committee will consist of an advisor from the department and two other faculty.

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

## Annual Progress Reports

Graduate students will be evaluated each year for academic performance and progress towards a graduate degree. Feedback from the advisor will be given on the graduate student's performance and progress. If progress is unsatisfactory, the advisor and student are expected to adhere to the Graduate Handbook and Unsatisfactory Performance and Progress statement below.

**Procedure:**

1. Receive evaluation form (Mid-March)
2. Complete the evaluation form
3. Make an appointment (Before April 1st) with advisor to discuss academic progress
4. Meet with advisor during appointment to discuss and sign form
5. Submit evaluation (Before April 15th) to Statistics Office Staff and copy will be retained in the department's file
6. A copy will be given the student and advisor
7. Graduate committee will review evaluation forms

## Unsatisfactory Performance and Progress

If the graduate student is not making academic progress the advisor will require a stringent timeline for making academic progress of his or her degree during the forthcoming semester. If the timeline is dismissed by the student and/or grade expectations are not met, academic probation and/or termination will be considered. A copy of the timeline signed by both the student and advisor will be submitted as part of the annual evaluation.

# M.S. Program

There are two options for a MS degree:

"Option A" requires a thesis and at least 30 credit hours, "Option B" requires at least 36 credit hours

The majority of Statistics students pursue Option B.

For both 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. The 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 five options:

1) **Thesis**
   A student takes 6-10 credit hours of STAT 899 and completes a thesis by working directly with their advisor. The results from the thesis are presented by the student in an open forum. After the presentation, the student participates in a formal defense with the committee. The committee decides on a pass or no pass grade.

2) **Report**
   A student writes a formal 15-30 page report on a statistical research or application topic. This report is completed by the student working directly with their advisor. The corresponding workload should be the equivalent of 3-6 credit hours, and the student may take STAT 898 to receive these credit hours. The results from the report are presented by the student in an open forum. After the presentation, the student participates in a formal defense with the committee. The committee decides on a pass or no pass grade.

3) **STAT 930**

A student takes STAT 930 to gain experience as a practicing statistician. As part of the normal course content, the student will assemble project reports and other written experiences into a portfolio that can be shared with potential employers. The overall course grade given by the instructor results in a pass or no pass grade for the MS Comprehensive Exam.

4) **PhD Qualifying Exam**

A student takes this exam prior to their second spring semester in the program. If the PhD Qualifying Exam Committee gives the student a pass grade on the exam, this student receives a pass grade for the MS Comprehensive Exam.

5) **Internship**

A student completes an internship and writes a report on their experiences. This student takes STAT 997 to receive course credit for it. The report is submitted to their advisor who decides on a pass or no pass grade.

All students are required to obtain an advisor and form an MS Supervisory Committee. This committee needs to approve the option chosen by a student.

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 timelines.

### Year 1

| Fall (Semester 1) – 10 credits | Spring (Semester 2) – 9 credits |
|---|---|
| STAT 810: Alpha Seminar | STAT 822: Statistical Methods ll |
| STAT 821: Statistical Methods l | STAT 883: Mathematical Statistics ll |
| STAT 850: Computing Tools | Elective |
| STAT 882: Mathematical Statistics l | Choose a faculty advisor and form a MS Supervisory Committee |
| STAT 892*: TA Prep | Choose an MS Comprehensive Exam option with the committee's approval |
| Learn about potential career paths and faculty interest areas | |

### Year 2 Thesis Option

| Fall (Semester 3) – 9 credits | Spring (Semester 4) – 3 credits |
|---|---|
| STAT 823: Statistical Methods lll | STAT 899: Masters Thesis |
| STAT 825: Principles of Statistical Consulting | |
| STAT 899: Masters Thesis | |

| Fall (Semester 3) – 9 credits | Spring (Semester 4) – 9 credits |
|---|---|
| STAT 823: Statistical Methods lll | STAT 898: Statistics Report |
| STAT 825: Principles of Statistical Consulting | Electives |
| STAT 898:  Statistics Report | |

**Year 2 STAT 930 Option**

| Fall (Semester 3) – 9 credits | Spring (Semester 4) – 9 credits |
|---|---|
| STAT 823: Statistical Methods lll | STAT 930: Advanced Statistical Consulting |
| STAT 825: Principles of Statistical Consulting | Electives |
| Elective | |

**Year 2 PhD Qualifying Exam Option**

| Fall (Semester 3) – 9 credits | Spring (Semester 4) – 9 credits |
|---|---|
| STAT 823: Statistical Methods lll | Take exam the week before the semester begins |
| STAT 825: Principles of Statistical Consulting | Electives |
| Elective | |

**Year 2 Internship Option**

| Summer |
|---|
| Internship |

| Fall (Semester 3) – 9 credits | Spring (Semester 4) – 9 credits |
|---|---|
| STAT 823: Statistical Methods lll | Electives |
| STAT 825: Principles of Statistical Consulting | |
| STAT 997: Statistics Practicum | |

See "Steps to Degree Completion" at  https://www.unl.edu/gradstudies/academics/degrees for degree forms and their deadlines.

*Required course for TAs only

## M.S. Minor in Statistics

Students working on a master's degree and majoring in an area other than Statistics may obtain a MS minor in Statistics. Students must earn 10 credit hours of 800/900 level courses from the Department (excluding STAT 801 and 880). Interested students need to contact the Chair of the Graduate Committee for approval of their course selections.

Pre-2024: Students working on a master's degree and majoring in an area other than Statistics may obtain a MS minor in Statistics. Students must earn 9 credit hours of 800/900 level courses from the Department (excluding STAT 801 and 880).

## 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.** The Ph.D. requires 90 hours of graduate credit, including a dissertation. At least 45 hours must be completed at UNL after the filing of the program of studies, which must be approved by the student's Ph.D. graduate committee. The Ph.D. program will normally include at least 12 hours and at most 55 hours of dissertation research. In addition, there are specific course requirements.

## The Ph.D. Qualifying Exam

Entrance into the Department's Ph.D. program is partially determined by the Ph.D. Qualifying Exam. The exam is a written exam over the MS core course that assesses preparedness for the PhD program. Students can take the exam if they have at least 3.5 GPA in their MS and PhD core courses. This test is given in early January and in late May each year. Pass/No Pass grades for the exam are assigned 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 Exam Committee will inform the student of his/her exam result within two weeks from the last day of the exam.

## Acceptance into the Ph.D. program

Full acceptance into the Department's Ph.D. program also requires that the student find a faculty advisor (or a temporary sponsor) within one month after passing the PhD Qualifying Exam. Full acceptance into the Department's Ph.D. program does not guarantee funding by the university.

## Requirements for the Ph.D. Degree

At least 90-credit hours 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 dissertation hours (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. The student's Supervisory Committee makes this decision. Six additional credit hours from Stat 900-level elective courses are required as well, excluding STAT 997, STAT 999. Administrative Procedures:

(1) After a student has passed the Ph.D. Qualifying Exam, but before he or she has earned 45 credit hours, the student forms a Ph.D. Supervisory Committee. The student must choose an advisor, who will chair the Supervisory Committee and direct the dissertation. A form listing the Ph.D. Supervisory Committee must be filed with the Graduate Studies Office (https://catalog.unl.edu/graduate-professional/policies/academic-program-requirements/).

(2) A Program of Studies form must be filed with the Graduate Studies Office before the student has earned 45 credit hours; this form is completed with the advice and consent of the student's Supervisory Committee. See the Graduate Studies website (https://catalog.unl.edu/graduate-professional/policies/academic-program-requirements/).

(3) Once a student has passed the Ph.D. Comprehensive Exam, the student must file the Admission to Candidacy form with the Graduate Studies Office. This form must be filed no later than seven months prior to graduation. See the Graduate Studies website (https://catalog.unl.edu/graduate-professional/policies/academic-program-requirements/).

Table 2 contains the typical timeline for PhD students entering UNL with a MS in Statistics (or in a closely related area) from another university.

**Table2. PhD degree typical timeline**

| Fall (Semester 1) – 10 credits | Spring (Semester 2) – 9 credits |
| --- | --- |
| STAT 810: Alpha Seminar | STAT 822: Statistical Methods ll |
| STAT 821: Statistical Methods l | STAT 883: Mathematical Statistics ll |
| STAT 850: Computing Tools | Elective |
| STAT 882: Mathematical Statistics l | Form Supervisory Committee |
| STAT 892*: TA Prep | |

| Fall (Semester 3) – 9 credits | Spring (Semester 4) – 9 credits |
| --- | --- |
| STAT 823: Statistical Methods lll | Elective |
| STAT 825: Principles of Statistical Consulting | PhD qualifying exam in January |
| Elective | |

| Fall (Semester 5) – 9 credits | Spring (Semester 6) – 9 credits |
| --- | --- |
| STAT 950: Computational Statistics | STAT 980: Advanced Probability Theory l |
| STAT 984***: Asymptotics and Applications | STAT 900-level course |
| Elective | Elective |
| Form Supervisory Committee | |

| Fall (Semester 7) – 9 credits | Spring (Semester 8) – 9 credits |
| --- | --- |
| STAT 982: Advanced Inference | STAT 983: Statistical Learning |
| STAT 900-level course | STAT 999: Dissertation Research |
| STAT 999: Dissertation Research | Elective |
| | PhD Comp Exam |

| Fall (Semester 9) – 9 credits | Spring (Semester 10) – 8 credits |
| --- | --- |
| STAT 999: Dissertation Research | STAT 999: Dissertation Research |
| Elective | Final Oral Exam |

See "Steps to Degree Completion" at https://catalog.unl.edu/graduate-professional/policies/academic-program-requirements/ for degree forms and their deadlines.

*Required course for TAs only
***May take STAT 981 in place of STAT 984

# The PhD Comprehensive Exam

The Statistics 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 Bulletin(https://catalog.unl.edu/graduate-professional/policies/academic-program-requirements/) . The exact written requirements are determined by the Supervisory Committee, but normally will consist of chapter drafts from the dissertation. In addition to the dissertation proposal, the Supervisory Committee may incorporate other requirements for the exam.

# Dissertation

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 Studies Bulletin for further requirements for the Ph.D. dissertation (https://catalog.unl.edu/graduate-professional/policies/academic-program-requirements/).

# Final Oral Exam

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 a final 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 Studies Bulletin (https://catalog.unl.edu/graduate-professional/graduate/degrees/doctoral).

# Double Major Ph.D. in Statistics

The Department of Statistics has joint PhD degree programs with Agricultural Economics, Agronomy, Animal Science, Economics, Horticulture, and Natural Resources. Specific details for these degrees are available from the department's website (http://statistics.unl.edu/joint-phd-programs-0). See the Chair of the Statistics Graduate Studies Committee for more details.

# Ph.D. Minor in Statistics

Students working on a doctoral degree and majoring in an area other than Statistics may obtain a PhD minor in Statistics. Students are required to earn 16 credit hours of 800/900 level courses from the Department and to include a faculty member from the Department on their PhD Supervisory Committee. The Statistics faculty member may also include other requirements for the minor.

# 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.  See the Graduate Studies website for more details (https://registrar.unl.edu/academic-standards/policies/academic-standards-grad/)

# 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 towards graduate course work 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) 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 (https://www.unl.edu/gradstudies/academics/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 willmeet 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 website for more details:  https://catalog.unl.edu/graduate-professional/policies/academic-program-requirements/

# 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 youneed 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 toUNL.

# 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/parking

# 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 **is 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 any time, 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 are also groups of computers that can be used by Statistics graduate students in Hardin Hall rooms 349, 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.

## Printer Use

Policies on the use of printers carry the same restrictions as computers. Printing of electronic publications, books, and other copyrighted materials are strictly prohibited. The Department of Statistics provides Statistics graduate students with equipment and resources for statistical studies and should be used conservatively. The department has a student-dedicated copying machine for printing, copying, and scanning documents. In addition, a few printers are available to students. The department has several resource computers to assist students in their academic studies. These are located in Hardin Hall 354 and 349. Login to these computers will require the student to log on with their domain provided by UNL. Logging in with your UNL account will allow you to print to the department's printers and student copier. Students will be assigned an access ID number to login to the student Canon copier located in Hardin 354. All students are encouraged to print using the Canon copier versus the department printers.

# 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 useis 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 facilitieswithout 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.

For information for computer use at UNL, refer to the website https://www.unl.edu/ucomm/compuse/

# 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 (*https://studentconduct.unl.edu/academic-integrity*). 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:*

A student wishing to appeal a Statistics or CASNR policy must first request a decision from his or her academic advisor. If a satisfactory solution is not achieved with the advisor, the student may request a decision from the departmental committee implementing the policy (if such a committee exists), Department of Statistics 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.

Students appealing a policy must do so **within 30 days** following the decision based on that policy. The departmental

curriculum committee would then have 30 days to provide a written response.

A policy appeal to the departmental curriculum committee, and then (if a satisfactory resolution is notachieved) to the department chair, should provide the following information:

1. An account of the facts surrounding the reason for the policy appeal.
2. Evidence that the student has sought to resolve the case in consultation with their academic advisor and the departmental committee.
3. In the case of an appeal to the chair, evidence that the student, failing to resolve the case, has attemptedto resolve it by recourse to the department curriculum committee.
4. Evidence that the student has carried through the appeal with the greatest expedition possible under the circumstances
5. A phone number and an email address at which the committee (or chair) can contact you.
6. Any relevant written evidence.

    The appellant should be as specific as possible in the evidence introduced, giving dates, places and times, supplying documentary evidence when this is available (e.g., e-mail communications). The statement is intended as a source of information for the members of the committee (or chair) and the academic advisor, andshould not be a vehicle for unsubstantiated charges.

### *Student Appeals of Statistics Course Grades:*

In the event of a dispute involving a Statistics course grade, the student must first appeal to his or her instructor and, failing resolution with the instructor, to the Department of Statistics Undergraduate Curriculum Committee (in the case of an undergraduate course) or the Department of Statistics Graduate Committee (in the case of a graduate course) by sending a written appeal to the Department Chair. 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.

A student wishing to appeal a grade should attempt to reconcile the grade with the instructor **within 30 days** ofthe posting of the grade report of the disputed final grade. It is incumbent upon the instructor to render a decision regarding the grade during this 30-day period.

If unsuccessful, the student may file a written appeal to the chair of the Undergraduate Curriculum Committee in the case of undergraduate courses or the chair of the Graduate Committee in the case of graduate courses. The appeal must be filed **within 60 days** of the posting of the grade report. The appeal should be sent to the chair of the Department who will forward it to the appropriate committee chair. A written determinationof the appeal will be presented to both the student and the instructor.

If unsuccessful, the student may appeal to the CASNR dean in the case of undergraduate courses or to the Dean of the Graduate College in the case of graduate courses following the procedures outline in the appropriate college catalog.

A grade appeal to the Department of Statistics Undergraduate Curriculum Committee (in the case of an undergraduate course) or the Department of Statistics Graduate Committee (in the case of a graduate course), should provide the following information:

1. An account of the facts surrounding the reason for the grade appeal.
2. Evidence that the student has sought to resolve the case in consultation with their instructor.
3. Evidence that the student has carried through the appeal with the greatest expedition possible under the circumstances
4. A phone number and an email address at which the committee can contact you.
5. Any relevant written evidence.

*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 Statistics 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 beyond giving a score of zero on an assignment or exam is imposed, the Statistics Curriculum Committee will be informed. When academic sanction is imposed which causes the student to receive a lowered course grade, the faculty member shall make a report in writing of the facts of the case and the academic sanction imposed against the student to the faculty member's department chairperson or head and to the Conduct Officer. The student shall be provided with a copy of this report. Further, the instructor may recommend the institution of CASNR 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 Department of Statistics course wishes to appeal the severity of the sanction, the following process must be followed. First is an appeal to the chief instructor of the course. Failing resolution with the instructor, a student can appeal to the Departmental Curriculum Committee by sending a written appeal to the Department Chair who will forward it to the Departmental Curriculum Committee. Failing resolution with the Departmental Curriculum Committee, the student can next appeal in writing to the Department Chair.

If a satisfactory solution is not achieved at the department level, the student may then appeal through the appropriate CASNR or UNL appeal process, subject to the process and requirements of those bodies. If a student facing sanctions due to academic dishonesty in a Department of Statistics course wishes to dispute the finding of academic dishonesty, the matter shall be referred to the Conduct Officer for disposition in accordance with the University Disciplinary Procedures, as detailed in the Student Code of Conduct.

Students wishing to appeal the severity of the sanction must do so **within 30 days** of being informed of the sanction. The departmental curriculum committee would then have 30 days to provide a written response.

An appeal to the departmental curriculum committee, and then (if a satisfactory resolution is not achieved) to the department chair, should provide the following information:

1. An account of the facts surrounding the reason for the appeal.
2. Evidence that the student has sought to resolve the case in consultation with the instructor.
3. In the case of an appeal to the chair, evidence that the student, failing to resolve the case, has attempted to resolve it by recourse to the department curriculum committee.
4. Evidence that the student has carried through the appeal with the greatest expedition possible under the circumstances
5. A phone number and an email address at which the committee (or chair) can contact you.
6. Any relevant written evidence.

Approved by Statistics Undergraduate Curriculum Committee – 05/09/2019Approved by Statistics Graduate Curriculum Committee – 05/05/2019 Approved by Statistics Graduate Committee – 05/09/2019

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