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Required Forms for Doctoral Students as found on The Graduate School website
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Completion of the Qualifying Exam
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PROGRAM OVERVIEW

As tremendous amount of data are collected every day, quantitative analysis and statistical modeling become more important in many profit and non-profit organizations as well as for government entities. Consequently, there is an increasing demand for individuals with expertise in designing experiments and analyzing large complex data sets via the latest advances in computing technology. In particular, there is a real need for professionals with a Ph.D. in Applied Statistics. Statisticians are in very high demand in the biomedical fields, biological research, business analysis, data mining, energy, sustainability, social sciences, and many other fields and industries. The Ph.D. in Applied Statistics combines theory with applications to prepare students to pursue careers in academia, research organizations, government, and industry.

Ph.D. in Applied Statistics

The University of Texas at San Antonio College of Business offers opportunities for advanced study and research leading to a Doctor of Philosophy degree in Applied Statistics. This program, housed in the Department of Management Science and Statistics, offers full- and part-time plans of study for interested candidates. Currently UTSA is one of a few public universities in Texas that offer this type of degree program. The college’s doctoral classes are diverse in terms of professional experience, academic experience, cultural influences and international experiences. Commitment to research and a passion for teaching are two of the qualities that distinguish both our doctoral faculty and our graduates. Students work closely with faculty members in small classes, seminars, research projects and other assignments, aimed toward developing the analytical skills competencies to conduct independent quality research.

This is a full- and part-time integrated program of colloquia, research and writing. Full-time students will normally be expected to enroll for nine hours each long semester and three hours in the summer. Part-time students will normally be expected to enroll for at least nine hours each year, with two long semesters and one summer.

Due to the small size of our program, students receive close interaction with faculty members and can make a significant contribution to the research activity of the college. The doctoral business administration program at UTSA offers five major fields of study: accounting, finance, information technology, marketing, and organization and management studies. Students in Applied Statistics doctoral program can connect with members of the Ph.D. in Business administration programs for research and project interactions.

Department of Management Science and Statistics

UTSA’s College of Business is accredited by AACSB International, the Association to Advance Collegiate Schools of Business. The college is one of the 40 largest business schools in the nation and is dedicated to raising its academic profile to become one of the best business schools, recognized for developing Knowledge for a New World. Faculty from the Department of Management Science and Statistics, and faculty from the University of Texas Health Science Center at San Antonio, will be involved in teaching in the Ph.D. program. The Department of Management Science and Statistics has attracted faculty from a number of outstanding universities. The core faculty members in the Applied Statistics programs come from McMaster University, Penn State University, University of Maryland, Purdue University, University of Texas, University of Michigan, University of Washington and University of Wisconsin.
PROGRAM ADMINISTRATION

Organization and Administration of the Doctoral Program
The doctoral program in Applied Statistics will be under the supervision of the College of Business Ph.D. Program Director. The Ph.D. Program Director, as appointed by the Dean of the College of Business, will be responsible for curriculum development, student recruitment and placement, faculty coordination, program scheduling, and ongoing program review. The Doctoral Admissions Committee (DAC), comprised of members selected from the graduate faculty in the Department of Management Science and Statistics, will make recommendations regarding admission to the degree program.

Before admission to candidacy, the student’s proposed program of study will be under the direction of the departmental Ph.D. Advisor, who is the chair of DAC. All approved course substitutions and waivers must be reflected on the program of study. The Ph.D. Advisor will be responsible for handling routine administrative duties, maintaining records, and representing the College in most matters related to degree requirements for Ph.D. students. The Ph.D. Advisor will recommend to the student’s Supervising Professor any additional course requirements. The final Program of Study, as approved by the Ph.D. Advisor and the Ph.D. Program Director, will then be recommended to the Dean of the Graduate School for approval.

Doctoral Offices

College of Business Policy on Shared Doctoral Offices
The College of Business provides full-time Ph.D. students a desk in one of the shared doctoral offices and a desktop computer for this space, subject to availability. A doctoral student who is actively working on campus may continue to have access to a desk with a computer in one of the shared offices. Part-time doctoral students or who do not regularly come to campus during the long semester will not be given access to a desk and computer in the shared offices. Exceptions will be considered on a case-by-case basis, subject to space and resource constraints. The shared doctoral offices are intended to provide a place to work on research projects and/or coursework. Adherence to the rules described below is a condition of access.

The shared doctoral offices are not private. If you are teaching, the UTSA Retention of Records policy requires you to keep student exams and graded materials for one year. The Family Educational Rights and Privacy Act (FERPA) stipulate that these materials must be kept confidential. Your students’ exams and graded materials should not be stored in the shared doctoral offices. Please have these materials stored by your department.

Shared Office Rules

Be considerate of others who are trying to work:

- Space is limited. Do not use your shared office space for storage. Be considerate of others when placing materials in a shelf or cabinet designated “shared”.
- Take social visits, student office hours, cell phone conversations, etc. out of the shared offices. Noise can be very distracting!
- Cooking is not allowed in the shared office, with the exception of water for coffee and tea. Feel free to cook your meals in the staff lounge or mailroom. You can eat there, or use the tables and chairs in the hallways throughout the building. Smells can also be distracting!
- The shared doctoral offices are not to be used as lockers or changing rooms under any circumstances.
• Keep your desk space and surrounding area clean and free from food, trash, clothes, and clutter.
• Do not keep perishable food in the doctoral offices.
• If you have a plant, please keep it well groomed and limited to your own space. And consider that others may be allergic.

**Fire Safety Rules**

• Keep your materials off the floor. If you **must** have some of your work materials on the floor, they should be in a box or a bin. Loose papers in stacks on the ground are fire hazards.
• Nothing may be stored within 18 inches of the ceiling.
• Keep combustible items (that includes books and paper) at least 18 inches from lamps, light fixtures, appliances, and return/supply air vents.
• No items of any kind may be stored in the pathways leading to the exits of the shared doctoral offices.
• Exit doors may not be locked (from the inside) or obstructed in any way.
• Obtain approval for the use of any electric appliances, such as refrigerators, space heaters, or small microwaves, in the shared offices.
• All desk and overhead storage areas in the shared doctoral offices are subject to inspection by UTSA staff.

**Doctoral Studies Committee**

**Membership and Term of Office**

The Doctoral Studies Committee (DSC) of the College of Business shall be composed of the Ph.D. Advisor from each department with a doctoral degree program. The graduate faculty of each department shall determine its representative, but all representatives must be departmental graduate faculty and not hold administrative appointments such as the Associate Dean or Department Chair. The Dean may appoint up to two additional members from among the College of Business Doctoral Faculty whose primary assignment designation is faculty and not administration. The Associate Dean of Graduate Studies and the Ph.D. Program Director shall serve on the committee ex-officio without vote. All members of the committee must also be members of the doctoral faculty.

**Officers**

The members shall elect a chair each year.

**Function and Quorum**

The Doctoral Studies Committee shall provide overall guidance for academic policy as it pertains to the Ph.D. in Business Administration and Applied Statistics programs, and advise the Associate Dean of Graduate Studies on policies, initiatives, and programs affecting the conduct of research in the College of Business. Such guidance will include, but not be limited to, curriculum coordination, proposals for new and modified courses, degree requirements, and major area requirements for the Ph.D. program. It shall keep itself informed on current accreditation rules of AACSB and other appropriate accrediting bodies. It shall help ensure the adequacy of course offerings in the major areas. It shall develop and monitor general policies addressing admission and reinstatements to the Ph.D. program and it shall consider recommendations regarding candidacy for those degrees. It shall receive, hear, and review recommendations and proposals pertaining to Ph.D. curriculum issues from the Dean and from the Doctoral Faculty.
The Doctoral Studies Committee shall concern itself with and provide oversight of other activities appropriate to ensuring a high quality doctoral program. Such activities can include, but not be limited to, doctoral student recruitment, admissions, retention, advising, placement, and alumni relations.

The Doctoral Studies Committee shall develop research goals for the College and strategies for achieving those goals. It shall develop initiatives that will enhance the research reputation of the College.

A quorum shall consist of one-half plus one \((\frac{1}{2} + 1)\) of the committee members. The DSC may from time to time create special or Ad Hoc committees to carry out specific charge as assigned by the DSC. The charge to such special or Ad Hoc committees must fit within the boundaries of the DSC’s overall charge. Such special or Ad Hoc committees may include members who are not members of the DSC, but all members must also be members of the Graduate Faculty. If the DSC chooses to form a special committee to focus on curriculum issues, that special committee shall have at least one member elected from each department, and those members must be members of the doctoral faculty.

**Doctoral Degree Program Area**

The College of Business offers opportunities for advanced study and research leading to the Doctor of Philosophy degree in Business Administration and in Applied Statistics. The Ph.D. degree in Applied Statistics is awarded to candidates who have displayed an in-depth understanding of the subject matter and demonstrated the ability to make an original contribution to knowledge in Applied Statistics.

**Doctoral Degree Requirements**

According to the UTSA Graduate Catalog for the Ph.D. in Applied Statistics, if a student does not have a master’s degree in a Statistics-related discipline, foundation courses in MS Statistics are required. A master’s degree is considered Statistics-related if it involves coursework comparable to a traditional MS in Statistics. Statistics-related master's degrees include, but are not limited to: MS in Mathematics, MS in Computational Science, MS Physics, and Masters in Engineering.

The determination of whether a student's master's degree is "Statistics-related" should be made prior to the admission. The departmental Ph.D. Advisor can petition to waive some or all foundation courses if a student's Master's degree is "Statistics-related". The petition must include the master's program curriculum and the petition must be approved by the College Ph.D. in Business Administration and Applied Statistics Programs Committee, the COB Associate Dean of Graduate Studies and the Dean of the Graduate School. When approved, this petition must be saved in the student's permanent record in order to document the student's official program of study.

If a student's master's degree is not at all Statistics-related, the student must take at least 15 hours of foundation courses, to be determined by the Ph.D. Advisor.

If a student's master's degree is somewhat Statistics-related, the Ph.D. Advisor can petition to waive some of the foundation courses, based on the specific curriculum of the student's master's program. The petition must include the master's program curriculum and the petition must be approved by the College Ph.D. in Business Administration and Applied Statistics Program Committee, the COB Associate Dean of Graduate Studies and the Dean of the Graduate School. When approved, this petition must be saved in the student's permanent record in order to document the student's official program of study.

If a student is admitted with only a bachelor’s degree, all the foundation courses in MS of Applied Statistics need to be taken and the total credit hours taken are listed in the Graduate Catalog.
Progress toward the Degree

All students are expected to make reasonable progress toward the degree. Once a student has been admitted to candidacy for the Ph.D., the Ph.D. Advisor and department faculty will convene annually to review progress made by the student. The Supervising Professor will submit the Annual Progress Report for Doctoral Students and Candidates through the Ph.D. Advisor, the Department Chair, and the Ph.D. Program Director. If the student has not completed the dissertation within three years of admission to candidacy, then the results of the annual review will be presented with recommendations to the DSC. The DSC will then recommend what actions, if any, are required and will then transmit its recommendations to the Ph.D. Program Director and the Dean of the Graduate School who will determine the necessary actions.

Recommended Chronology for Completing the Degree Requirements

The following sequence summarizes some of the landmarks of progress that should be followed as closely as possible for a full-time student.

Year One
- Meet with Program Director and attend Ph.D. Program Orientation
- Meet with the Ph.D. Advisor
- Prepare and submit a preliminary Program of Study with the Ph.D. Advisor, (include any graduate level classes to be transferred) and send this to DSC for preliminary approval
- Complete requirements for conditional admission, if applicable
- Take courses based on Program of Study

Year Two
- Take courses based on Program of Study
- Complete supervised teaching course
- Schedule, take and pass Qualifying Examination administered by the Qualifying Examination Committee
- Be recommended for Advancement to Candidacy by the Doctoral Studies Committee

Year Three
- Select Supervising Professor/Doctoral Dissertation Committee Members by end of year
- Select Doctoral Dissertation Committee Members – committee consists of the supervising professor as the Chair, plus 3 additional members, (external member is usually recommended by the Chair)
- Submit preliminary title of dissertation project to Doctoral Studies Committee
- Submit and Defend the Dissertation Research Proposal to Supervising Professor/Doctoral Dissertation Committee Members for approval
- Conduct Research

Year Four & following:
- Complete research
- Prepare dissertation
- Complete dissertation, obtain Supervising Professor/Doctoral Dissertation Committee Members approval
- Set date for Dissertation Defense, notify the Ph.D. Program Director and publish the time, date, place and title of the Defense, at least two weeks in advance
- Complete Program of Study and submit for final approval
- Take / Pass Final Oral Dissertation Defense, submit two printed copies of the final dissertation to The Graduate School, along with one electronic copy to ProQuest.
ACADEMIC POLICIES AND PROCEDURES

Overview of the Sequential Procedures for Obtaining the Ph.D. Degree

The regulations for this degree comply with the general university regulations (refer to the UTSA Graduate Catalog, and specific chapter. In addition, the chapter on Doctoral Degree Regulations applies to doctoral students.).

- **Phase 1: (From matriculation through admission to candidacy)**

  o **Assignment of Ph.D. Advisor**

  The Ph.D. Advisor, who is appointed by the Department Chair, serves as counselor on academic matters and monitors and approves students’ progress in (a) successfully completing contingencies of admission, (b) drafting a preliminary Program of Study and completing the Program of Study form, and (c) selecting an area of research specialization and supervising professor.

  The Ph.D. advisor is also the student’s temporary advisor until he or she selects a Supervising Professor and Dissertation Committee. The Ph.D. advisor’s duties are as follows:

  - Recruits and advises Ph.D. students
  - Coordinates with the Doctoral Admissions Committee in selection of students
  - Works with the COB Office of Graduate Studies to ensure all documentation is complete and correct
  - Assigns Ph.D. students to faculty as research assistants
  - Coordinates the schedule of Ph.D. courses with other disciplines and within the department
  - Coordinates Ph.D. students’ selection of the Supervising Professor as Dissertation Chair

  o **Qualifying Examination**

  All students seeking a doctoral degree must first be admitted to candidacy -- one of the requirements for admission to candidacy is passing a doctoral qualifying examination. The doctoral qualifying examination is administered after the completion of the exam-related course work and before the student officially commences his/her chosen dissertation research. The purpose of the exam is to determine if the Ph.D. student has acquired the knowledge expected in his or her area of specialization. The Qualifying Examination often is given once a year. The Qualifying Exam Committee (QEC) in the Department of Management Science and Statistics will prepare the exam. The QEC is responsible for preparation, administration, and evaluation of the Qualifying Exam. The examination consists of two parts: (a) Statistical Inference (theory); and (b) Statistical Methods. A committee representative will meet with the students being examined to discuss the format and contents of the exam.

  Students will be notified of their results in a timely manner, by the QEC. The QEC will record their final decision on the Completion of the Qualifying Exam form and obtain final approval from the Dean of College and the Dean of the Graduate School. A final approved copy will be filled in the student’s file with the Ph.D. Program Director.

  If students fail their examination, they will be permitted a second attempt only upon the recommendation, by majority vote, of the group of faculty members who graded the examination. No more than two attempts to pass qualifying examinations are allowed. Results of the examination must be reported to the Dean, and the Dean of the Graduate School. Normally, the Qualifying Exam Committee (QEC) will be appointed by the Ph.D. Advisor with the approval of the Department Chair.
- **Phase 2:** (From admission to candidacy through granting of the degree)
  
  o **Admission to Candidacy for the Ph.D.**

To be admitted to candidacy for the doctoral degree in Applied Statistics, the student must comply with both university and program requirements and receive approval. Admission to the doctoral program does not guarantee advancement to candidacy. The criteria for admission to candidacy are:

- Satisfactory completion of all required course work (with the exception of Doctoral Research and Doctoral Dissertation classes).
- An approved Interim Program of Study form on file with the Program Director
- Report by the Qualifying Examination Committee that the student passed the Qualifying Examination
- Report by the student’s Supervising Professor and other graduate faculty members, as appropriate, that the student has clearly evidenced the potential for productive and independent investigation.
- Overall approval by the Program Director and Dean of the Graduate School.

When criteria are met, the Supervising Professor will complete and submit an “Application for Candidacy for the Doctoral Degree” form forwarding for approval to the Department Chair, COB Associate Dean of the Graduate Studies and the Dean of the Graduate School.

Any student who is admitted to the program to earn the Ph.D. Degree should be admitted to candidacy within three years after enrollment. Any student who has not been admitted to candidacy within three years can continue in the program only after individual review and recommendation by the Ph.D. Advisor through the Ph.D. Program Director, and the Dean of the Graduate School.

  o **Selection of the Supervising Professor**

After the student is admitted to candidacy, the graduate faculty member of the doctoral program (the proposed mentor must be selected from the core faculty of the Applied Statistics program) who will serve as the Supervising Professor of the dissertation research shall be decided upon by mutual agreement among the candidate and the faculty member.

  o **Nomination of the Supervising Professor/Doctoral Dissertation Committee**

After passing the Qualifying Examination, the Supervising Professor and the candidate will make formal recommendations to the Ph.D. Advisor and the Department Chair regarding the composition of the Doctoral Dissertation Committee for the dissertation research. The dissertation committee will consist of at least four members, including the Supervising Professor as the Chair. The Supervising Professor must be a tenured or tenure-track professor in Statistics. The external member can be from another department within the college, from another college within The University of Texas at San Antonio, or external to The University of Texas at San Antonio. The external member must be a Graduate Faculty to the University of Texas at San Antonio. Nomination is contingent upon the willingness of the designated person to serve on the committee. The composition of the committee should, in principle, provide a group of research faculty who constitute an important resource to the candidate and his/her dissertation research. Their functions are, with the Supervising Professor, to guide the candidate through the dissertation research and to certify that the candidate has, in fact, carried out a meritorious research investigation of the caliber appropriate for a Ph.D. dissertation and, in their opinion, defended it satisfactorily and ultimately provided such proof to the Dean of the Graduate School that an acceptable dissertation has been submitted and that all degree requirements are completed.
Although the supervising professor provides day-to-day guidance to the student, all members of the committee are available for consultation, and the student should feel free to ask for advice. The Dissertation Committee has general responsibility for monitoring the student's research progress. These responsibilities include:

- guiding students in the selection of their dissertation topic
- approving the dissertation topic
- helping students develop a dissertation proposal
- accepting the dissertation proposal
- arranging for the proposal defense
- guiding students through the dissertation research and writing of the dissertation
- conducting the dissertation defense

### Approval of the dissertation proposal and supervising committee

The Ph.D. Program Director will review the recommendation of the proposal and membership of the supervising committee. After approval by the Dean of the Graduate School of both the proposal and the supervising committee, the candidate may register for the Dissertation course. Any subsequent change in the composition of the supervising committee must be approved by the COB Associate Dean of Graduate Studies and the Dean of the Graduate School. It is sometimes necessary to change the membership of the dissertation committee prior to completion of the dissertation. This procedure involves a petition to the COB Associate Dean of Graduate Studies and approval through administrative channels. The student should consult with his or her Supervising Professor and the Ph.D. Advisor before initiating any action. Changes in the committee should be completed well in advance of the final oral examination.

### Supervision of the dissertation research

After approval of the Doctoral Dissertation Committee, the Supervising Professor shall convene the Dissertation Committee at appropriate intervals to discuss with the candidate his/her research progress and projected future work. At least every six months afterward, the supervising committee shall meet with the candidate for presentation of progress reports written and/or oral, so that the current status of the research may be evaluated and direction of future work is planned. If the external committee member is unable to attend these meetings, it is the responsibility of the candidate and the Supervising Professor to provide this member with progress reports for review and recommendations. It is essential that the Doctoral Dissertation Committee be fully informed of the research progress and be able to provide continued supervision throughout. The Doctoral Dissertation Committee may approve or direct alterations in the research plans within the general context of the dissertation proposal. Major changes in the candidate’s research status (such as selection of a new Supervising Professor, new Doctoral Dissertation Committee members, or a new research question) must be reported and approved by the COB Associate Dean of Graduate Studies and by the Dean.

### Dissertation Proposal

After the Qualifying Examination is passed, students will develop a dissertation proposal in consultation with their Doctoral Dissertation Committee. The proposal should include a summary of the following: the purpose and importance of the study and the research questions; a review of the literature; the hypotheses to be developed and tested; the methodology, techniques, and data sources, if any, to be used; and a time frame for completing the dissertation. A written dissertation proposal must be submitted to members of the student’s Doctoral Dissertation Committee at least two weeks prior to the proposal defense. All dissertation committee members must approve of
the proposal draft prior to scheduling the proposal defense. Students will present and defend the dissertation proposal in a public presentation that is open to faculty and other doctoral students.

The dissertation proposal should:

- explain the basic idea of the dissertation topic
- present an overview of the background and related work in the field
- describe why the topic is original, challenging, and important
- state what kind of results are expected and present preliminary results, if any
- make a plausible argument that the results are obtainable within a reasonable amount of time

The dissertation proposal needs to be approved by the Doctoral Dissertation Committee, the Department Chair, the Dean of COB and the Dean of Graduate School.

o Submission of the Dissertation

Once all members of the Doctoral Dissertation Committee agree that the research has progressed sufficiently for submission of the dissertation, a draft of the dissertation shall be submitted to the Supervising Professor and then to all members of the Doctoral Dissertation Committee for review and recommendations. It is the responsibility of the candidate to follow the guidelines and deadlines for preparation and review of the dissertation. These guidelines/deadlines imposed by the Graduate School can be found on their website.

o Dissertation Defense

In many ways, the dissertation should be the focal point of the student’s entire program. When the dissertation is in final form, it is circulated to the Doctoral Dissertation Committee until approved. When all members of the committee agree, the final oral exam (defense of dissertation) should be scheduled. The candidate should request in writing to the Doctoral Dissertation Committee an agreed upon date to defend. The request for scheduling of the final oral exam is to be submitted to the Ph.D. Advisor and the Ph.D. Program Director with appropriate notification as required by the committee. Notification to the COB Associate Dean of Graduate Studies and the Dean of the Graduate School is required as well as publishing the time, date, location and title of the Defense, at least two weeks in advance.

The final defense is conducted by the Doctoral Dissertation Committee with the Supervising Professor as Chair. The defense of the doctoral dissertation will consist of two parts. The first is an open presentation of the dissertation open to all faculty and students. Following an open presentation of the dissertation findings, the Doctoral Dissertation Committee members conduct a closed meeting to determine the adequacy of the research and any further requirements for completion of the dissertation. If the dissertation is approved by the Doctoral Dissertation Committee members, the Supervising Professor notifies the Ph.D. Advisor, the Ph.D. Program Director and the Dean of the Graduate School of successful completion of the exam (defense) and that all degree requirements have been met. The Doctoral Dissertation Committee is responsible for preparing the required documentation for depositing the dissertation. This must be done no later than three weeks prior to the end of the semester. Awarding of the degree is based on the approval of the Doctoral Dissertation Committee members, approved by the Department Chair, the Dean of COB, and the Dean of the Graduate School.

o Recommendation for Granting of the Degree

Upon approval of the Doctoral Dissertation Committee’s favorable recommendation, the Supervising Professor will advise the Ph.D. Program Director that the candidate has fulfilled all requirements for the degree of Doctor of Philosophy. The Supervising Professor will complete the Certification of Completion of Dissertation form. The candidate will complete a final Program of Study and obtain the required signatures as indicated on the form. The
Doctoral Dissertation Committee will complete the required documentation attesting to completion of degree requirements and forward to the Program Manager immediately after the final defense. The Ph.D. Program Director will obtain final signatures from the Dean of COB and the Dean of the Graduate School. Upon final approval from the Dean of the Graduate School, the Ph.D. Program Director will perform a degree check and forward all documents to the Graduation Coordination Office for awarding of the degree.

REQUIREMENTS AND REGULATIONS

Introduction

Students enrolled in the doctoral program in Applied Statistics in the College of Business are subject to all established requirements and regulations of The Graduate School at The University of Texas at San Antonio. For ready reference, the UTSA Graduate School Catalog and Information Bulletin are available online.

Full- and Part-Time Statuses

The minimum full-time course load for a long semester (fall and spring) is nine semester credit hours. Individually, the maximum course load should be determined by the student’s Supervising Professor and the Ph.D. Advisor. Students should be aware that financial assistance may require registration for a minimum number of hours during specific semesters and this information will be detailed in their financial award letter that they agree to.

- The PhD in Applied Statistics consists of both full-time and part-time programs.
- For a full-time student, he or she is required to take a minimum of 9 semester credit hours in each of the long semesters (fall and spring) and 3 semester credit hours in the short semester (summer) until the degree requirements are met (or nearly met).
- For a part-time student, he or she is required to take a minimum of 9 semester credit hours in each of the calendar year which includes two long semesters (fall and spring) and a summer, until the degree requirements are met (or nearly met). In addition, a part-time student needs to maintain full-time status for at least one year in his or her Ph.D. career in Applied Statistics.

Assistantship

Full-time doctoral students awarded an assistantship must adhere to the requirements as stated in their letter of commitment and contractual Memorandum of Appointment issued by the COB Associate Dean of Graduate Studies each semester. Such memorandum will advise the student of their period of appointment and assignment. For further information concerning employment at The University of Texas at San Antonio, please refer to the UTSA Human Resources (HR) website. Specific guidance for student employees can be found in the UTSA Handbook of Operating Procedures (HOP) located on the HR website.

Attendance Requirement

Students must attend classes as required. If a student fails to attend classes or fulfill commitments and does not notify his or her Ph.D. Advisor and Supervising Professor, then their stipend may be suspended, and procedures will begin to ascertain whether or not the student should be dropped from the doctoral program.

- **Course Attendance** PhD Students are expected to attend all classes and to complete all assignments on time. Every effort should be made to avoid absences. Unexcused absences will not be tolerated. When the
instructor of a required doctoral class feels that a student has excessive absences*, the UTSA Handbook of Operating Procedures (HOP) policy will apply.

*If a student has more than one unexcused absence in a class which meets once weekly, or more than two unexcused absences in a class which meets twice per week, the absences are considered to be excessive.

- **Department Seminar Attendance**  PhD Students are also expected to attend all departmental research seminars. Every effort should be made to avoid absences. Unexcused absences will not be tolerated.

- **Withdrawing from Doctoral Courses**  If a doctoral student withdraws from a required doctoral course with:
  1. A record of excessive absences*, or
  2. With a record of performance which would earn a failing grade (to date), the withdrawal will be treated, administratively, as if the student had earned a grade of “F” in the course.

**Common and Discipline Specific Coursework**

Full-time students are expected to take at least 9 hours of course work each long semester and 3 hours in the summer. Part-time students are required to take a minimum of 9 semester credit hours in each of the calendar year which includes two long semesters (fall and spring) and a summer. Students may be expected to take additional work to develop skills necessary to support their dissertation. Students are also required to attend the research colloquium in his or her discipline. After this coursework is completed, students will take research and dissertation credit.

**Waiver of Courses**

With the approval of the Doctoral Admissions Committee, the committee may waive certain required courses, based on the student’s previous graduate course work or experience. These hours will be accepted in the form of credit for the course material rather than by application of credit hours directly to the student’s transcript. Submission of a “Petition for Waiver of University-wide Requirements” form must be completed and submitted through the appropriate channels for approval. This must be done before a student is admitted to candidacy.

**Course Substitutions**

Students are expected to complete all of the courses specified as requirements for the degree in the Graduate Catalog (and subsequent Programs of Study). Exceptions may be allowed for cases where a specific required course is not offered on a regular basis. Submission of a “Course Substitution Form” must be completed and submitted through the appropriate channels for approval. Course substitution forms should be approved before the student registers for the course to be substituted.

**Transfer of Credit**

Students are expected to complete all course work at UTSA. Exceptions require approval of the appropriate graduate program committee, the Graduate School, and the administrative office responsible for graduate education. Work counted toward the award of another degree at another institution cannot be transferred. Additional information can be found in the UTSA Graduate Catalog.
Teaching Requirement

Because teaching is an important part of the role of being a faculty member, every full-time Ph.D. student will teach as directed by the Ph.D. Advisor and the Department Chair.

Fitness to Practice

It is expected that doctoral students and candidates be both mentally and emotionally fit, in addition to meeting academic standards. Doctoral programs involve a connection of synergistic relationships between and among students, faculty and staff, bound through mutual respect, trust and a dedication to understanding. Progress toward completion of the degree is measured on three dimensions:

- academic progress and standing related to academic coursework
- motivation and ability to conduct research, and
- development and maintenance of good relationships with faculty, students, and staff

Annual Doctoral Progress Report

Doctoral students will be evaluated annually on their progress in their program (in addition to their overall academic progress monitored by university officials). Supervising Professors are required to evaluate their student(s) and complete the evaluation by the end of the summer semester each year. They will review with their students in a one-on-one environment. The progress report will be signed by the Ph.D. Advisor, the Department Chair and the COB Associate Dean of Graduate Studies. Further, the evaluations will be forwarded to the Dean of the Graduate School for review.

Misconduct

Students are responsible for knowing and observing The University of Texas at San Antonio “Procedures and Regulations Governing Student Conduct and Discipline” and the Rules and Regulations of the Board of Regents of the University of Texas System. Additional information can be found online in the UTSA Graduate Catalog and Information Bulletin.

Continuation, Probation and Dismissal

See the UTSA Graduate Catalog and Information Bulletin for further information.

Withdrawal

See the UTSA Graduate Catalog and Information Bulletin for further information.

Leave of Absence

Please note that there is no guarantee that the financial award will be reinstated if it was offered initially to the student. See UTSA Graduate Catalog, Chapter on Doctoral Degree Regulations for further information.
Medical and/or Mental Health Withdrawal from the University

See the Information Bulletin for further information.

Financial Support

Applicants awarded financial support will receive support for four years, contingent upon availability and conformance/compliance with requirements listed below. Continuation of annual support is determined by the Ph.D. Advisor, the Department Chair and the Ph.D. Program Director. Financial assistance will be awarded to students in the form of teaching and/or research assistantships. Tuition and fees at the in-state rate will also be waived or paid not to exceed nine semester credit hours in the fall and spring, and three semester credit hours in the summer semester. Award contingencies are as follows:

- Must be enrolled in 9 SCH in the fall and spring semesters, and 3 SCH in the summer semester
- A minimum GPA of 3.0 must be maintained in all coursework
- Teaching/Research Assistantship appointment
- Overall satisfactory performance in the program
- Scholarships and funding from other sources must be reported to the Associate Dean of Graduate Studies and Research. **Note:** Additional scholarships can affect your College of Business assistantship funding – this does not include awards solely for dissertation
- Outside employment is not authorized for those receiving this financial support, verification of employment may be made if necessary

To facilitate your academic experience please be aware of the following:

- Financial support **will not** be awarded for periods of time in which you are not enrolled in the required number of credit hours nor will it be awarded for those not in-residence, and not in good standing
- You must review your Program of Study (and courses) with your Ph.D. Advisor or Supervising Professor to be sure they meet curriculum requirements, and to ensure eligibility for financial support
- You must obtain prior approval from your Ph.D. Advisor or Supervising Professor prior to registering for any courses
- You must have periodic contact with your Ph.D. Advisor and your Supervising Professor to be sure you are on track with your courses and/or other program requirements

Registration for Dissertation

Doctoral candidates may register for Dissertation course credit (73xx) only after all of the following actions have been taken:

- Approval of admission to candidacy for the Ph.D. by the Dean of the Graduate School
- Approval of the dissertation research proposal
- Approval of the membership of the candidate’s Doctoral Dissertation Committee by the Dean of the Graduate School
Graduation and Commencement

Further information is available through the UTSA Registrar Office online.

DISCLAIMER

The information contained in this Handbook does not constitute a contract, expressed or implied, between any applicants, student, or faculty member of the College of Business, The Graduate School at UTSA, or The University of Texas at San Antonio. Students must adhere to university policy as noted in the Graduate Catalog and the Information Bulletin.

STUDENTS ARE HELD INDIVIDUALLY RESPONSIBLE FOR MEETING ALL REQUIREMENTS AS DETERMINED BY THE UNIVERSITY OF TEXAS AT SAN ANTONIO AND THE UNIVERSITY OF TEXAS SYSTEM. FAILURE TO READ AND COMPLY WITH POLICIES, REGULATIONS, AND PROCEDURES WILL NOT EXEMPT A STUDENT FROM WHATEVER PENALTIES HE OR SHE MAY INCUR.

REVISIONS

Recommendations for improving the content of this handbook are welcomed from the students and any members of the faculty of the College of Business associated with the Doctoral Program in Applied Statistics. Please forward your comments to Caron Kiley at Caron.Kiley@utsa.edu.

APPENDICES

University and College of Business Forms for Doctoral Students

Milestones Agreement Form for the Ph.D. in Applied Statistics (full-time student)
Milestones Agreement Form for the Ph.D. in Applied Statistics (part-time student)
Completion of the Qualifying Exam
Application for Candidacy for the Doctoral Degree
Appointment of Doctoral Dissertation Committee
Dissertation Proposal Approval Form
Certification of Completion of Dissertation Requirements for Doctoral Degree
Milestones Agreement Form

Ph.D. Applied Statistics (full-time student)

This form is provided for the purpose of informing students about the academic milestones that they will be expected to reach in order to earn their Ph.D. degree as well as when they are expected to complete these milestones. Students are expected to reach each milestone within the specified time period in order to make satisfactory progress through the program. Students who are not making satisfactory progress may lose funding, be placed on academic probation, or be dismissed from the program.

Academic Advising

The graduate advisor for the Ph.D. in Applied Statistics is Dr. XXX.

- The advisor will provide the student with guidance and mentoring and will seek the assistance of other faculty and graduate school resources when necessary to support the student’s academic and career development.
- The advisor will ensure that a mutually agreed upon set of expectations and goals for the student are in place and assessed periodically.
- The advisor will help the student assemble a thesis/dissertation committee.
- The advisor will provide career advice and links to information on previous graduate placement.
- The advisor will be accessible to give advice and feedback on career goals.

Academic advising includes the following elements that are designed to ensure that students remain in good academic standing and make satisfactory progress through the program:

- Reviews between student and advisor will be conducted prior to every semester, including the summer. The results of this review will be included in the program’s annual doctoral progress report.
- Suggestions on course selection
- Review of Degree Plan to determine if modifications are necessary
- Clarification of the timetable for completing any remaining course requirements, examinations, and other requirements
- Assistance in understanding the requirements for successful completion of dissertation
- Students are required to have a completed registration form signed by the advisor prior to registration for each semester
### Requirements for all Students in the Applied Statistics Program

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Expected Time of Achievement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review of Student’s Progress with the dissertation committee</td>
<td>Annually</td>
</tr>
<tr>
<td>Successful completion of oral and/or written qualifying exam</td>
<td>By the end of the student’s second year in the program</td>
</tr>
<tr>
<td>Select a Dissertation Chair</td>
<td>By the end of the student’s second year in the program</td>
</tr>
<tr>
<td>Relevant Coursework Successfully Completed</td>
<td>By the end of the fifth long semester in the program</td>
</tr>
<tr>
<td>Dissertation Committee Appointed and Approved</td>
<td>By the end of the sixth long semester in the program</td>
</tr>
<tr>
<td>Dissertation Proposal Completed and Approved</td>
<td>By the end of the student’s 3(^{rd}) year in the program</td>
</tr>
<tr>
<td>Dissertation Completed and Approved by Committee</td>
<td>Before the deadline for dissertation defense in the tenth long semester in the program</td>
</tr>
<tr>
<td>Dissertation Accepted by Graduate School</td>
<td>Before the deadline for dissertation completion in the tenth long semester in the program</td>
</tr>
<tr>
<td>Exit Interview Completed and Submitted To SED</td>
<td>By the end of the tenth long semester in the program</td>
</tr>
</tbody>
</table>
Degree Completion Checklist for Students

- Maintain active student status by registering for courses every fall and spring semester
- Submit your signed Milestones Agreement Form to your advisor before the end of your first year
- Complete all required organized coursework
- Schedule and successfully complete required qualifying exams
- Select the Chair and members of your dissertation committee
- Prepare and successfully present your dissertation proposal
- Apply for Advancement to Candidacy
- Enroll in required dissertation hours and complete your dissertation
- Successfully complete your defense of your dissertation
- Submit required documentation to the Graduate School for completion and graduation

I have read this form and have had the opportunity to discuss the information contained in it with my Ph.D. Advisor. I understand the academic milestones that I am expected to reach in order to successfully complete the Ph.D. in Business Administration program, as well as the expected timeline for completing these milestones.

______________________________________                  ___________________
Student (print name and sign)     Date

______________________________________                  ___________________
Ph.D. Advisor (print name and sign)    Date
Milestones Agreement Form

Ph.D. Applied Statistics (Part-time student)

This form is provided for the purpose of informing those students admitted as part-time to the Ph.D. in Applied Statistics about the academic milestones that they will be expected to reach in order to earn their Ph.D. degree as well as when they are expected to complete these milestones. Students are expected to reach each milestone within the specified time period in order to make satisfactory progress through the program. Students who are not making satisfactory progress may lose funding, be placed on academic probation, or be dismissed from the program.

Academic Advising

The graduate advisor for the Ph.D. in Applied Statistics is Dr. XXX.

- The advisor will provide the student with guidance and mentoring and will seek the assistance of other faculty and graduate school resources when necessary to support the student’s academic and career development.
- The advisor will ensure that a mutually agreed upon set of expectations and goals for the student are in place and assessed periodically.
- The advisor will help the student assemble a thesis/dissertation committee.
- The advisor will provide career advice and links to information on previous graduate placement.
- The advisor will be accessible to give advice and feedback on career goals.

Academic advising includes the following elements that are designed to ensure that students remain in good academic standing and make satisfactory progress through the program:
- Reviews between student and advisor will be conducted prior to every semester, including the summer. The results of this review will be included in the program’s annual doctoral progress report.
- Suggestions on course selection
- Review of Degree Plan to determine if modifications are necessary
- Clarification of the timetable for completing any remaining course requirements, examinations, and other requirements
- Assistance in understanding the requirements for successful completion of dissertation
- Students are required to have a completed registration form signed by the advisor prior to registration for each semester
### Requirements for all Students admitted as part-time in the Applied Statistics Program

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Expected Time of Achievement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review of Student’s Progress with the dissertation committee</td>
<td>Annually</td>
</tr>
<tr>
<td>Successful completion of oral and/or written qualifying exam</td>
<td>By the end of the 2\textsuperscript{nd} year in the program</td>
</tr>
<tr>
<td>Select a Dissertation Chair</td>
<td>By the end of the student’s 2\textsuperscript{nd} year in the program</td>
</tr>
<tr>
<td>Relevant Coursework Successfully Completed</td>
<td>By the end of the 6\textsuperscript{th} long semester in the program</td>
</tr>
<tr>
<td>Dissertation Committee Appointed and Approved</td>
<td>By the end of the student’s 3\textsuperscript{rd} year in the program</td>
</tr>
<tr>
<td>Dissertation Proposal Completed and Approved</td>
<td>By the end of the 6\textsuperscript{th} long semester in the program</td>
</tr>
<tr>
<td>Dissertation Completed and Approved by Committee</td>
<td>Before the deadline for dissertation defense in the 10\textsuperscript{th} long semester in the program</td>
</tr>
<tr>
<td>Dissertation Accepted by Graduate School</td>
<td>Before the deadline for dissertation completion in the 10\textsuperscript{th} long semester in the program</td>
</tr>
<tr>
<td>Exit Interview Completed and Submitted To SED</td>
<td>By the end of the 10\textsuperscript{th} long semester in the program</td>
</tr>
</tbody>
</table>
Degree Completion Checklist for Students

- Maintain active student status by registering for courses every fall and spring semester
- Submit your signed *Milestones Agreement Form* to your advisor before the end of your first year
- Complete all required organized coursework
- Schedule and successfully complete required qualifying exams
- Select the Chair and members of your dissertation committee
- Prepare and successfully present your dissertation proposal
- Apply for Advancement to Candidacy
- Enroll in required dissertation hours and complete your dissertation
- Successfully complete your defense of your dissertation
- Submit required documentation to the Graduate School for completion and graduation

I have read this form and have had the opportunity to discuss the information contained in it with my Ph.D. Advisor. I understand the academic milestones that I am expected to reach in order to successfully complete the Ph.D. in Business Administration program, as well as the expected timeline for completing these milestones.

____________________________________                  ___________________
Student (print name and sign)    Date

____________________________________                  ___________________
Ph.D. Advisor (print name and sign)    Date