

Computational Science,
Engineering, and Mathematics
(CSEM)
Graduate Program

Graduate Student Handbook

Master of Science in Computational Science,
Engineering, and Mathematics (MSCSEM)

and

Doctor of Philosophy (PhD)

Academic year 2022 – 2023

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1.0 Introduction

1.1 Purpose of this Handbook

The Oden Institute for Computational Engineering and Sciences houses the premier graduate program in Computational Science, Engineering, and Mathematics (CSEM). This document outlines the formal requirements and informal guidelines for the CSEM Graduate Program and articulates both Institute policies as well as Graduate School and program requirements. Each student is personally responsible for becoming familiar with the University rules and requirements contained in the Graduate Catalog as well as the General Information Catalog. Deadlines for completion of requirements and the filing of essential forms are enforced by the Program and by the Graduate School; the student bears the sole responsibility for learning all appropriate deadlines and meeting them. This document is intended to be used as a reference for questions about the CSEM graduate program.

1.2 Organization and Administration of the Graduate Program

Oden Institute Director – Karen Willcox

The director sets policies on a variety of academic and research issues and administers the Institute's budget.

Graduate Advisor – George Biros

The Graduate Advisor is appointed by the faculty and is responsible for the graduate program within the Institute, including admitting, recruiting, and advising graduate students who intend to obtain a degree in CSEM.

The Graduate Advisor represents the Vice President and Dean of Graduate Studies in all matters pertaining to the graduate program. Administrative and supervisory functions are discharged by the Graduate Advisor, who also serves as liaison with the Graduate Studies Committee. The Graduate Advisor's functions extend from monitoring progress to offering advice about financial support, coursework, degree requirements, and employment.

Graduate Studies Committee Chair – Todd Arbogast

The GSC Chair presides over all GSC meetings. All matters concerning policy and legislation affecting graduate studies should be addressed to the GSC Chair.

Graduate Studies Committee (GSC)

The GSC consists of all members of the faculty who are deemed qualified to supervise the dissertations of CSEM students and are eligible to solely supervise students. All dissertation committees must include at least three GSC members. The GSC is officially in charge of the academic affairs of the graduate program. The current CSEM GSC members may be found by searching the Oden Institute directory (filter: GSC Faculty) at: <https://www.oden.utexas.edu/people/directory/>.

Graduate Studies Subcommittee (GSSC)

The CSEM GSSC serves as the oversight committee of the GSC and is comprised of 12 members plus the Graduate Advisor. The GSSC includes at least 3 representatives from each CSEM Area (A, B, and C) who serve 3-year terms. The GSSC meets monthly during

the Fall & Spring semesters to review program requirements, approve abstracts, review student petitions, and attend to business on behalf of the GSC. To communicate with the GSSC, students may contact the Graduate Coordinator.

Waivers of requirements or extensions and transfers of credit are acted on by the GSSC in response to graduate student petitions.

Graduate Coordinator – Stephanie Rodriguez

The Graduate Coordinator is responsible for all administrative duties surrounding the graduate program and reports to the Graduate Advisor and GSC Chair.

The Graduate Coordinator manages the day-to-day operations of the graduate program. Responsibilities include responding to applicant and student inquiries, handling petitions and special requests, coordinating admissions, registration, international student support, and maintaining graduate student records.

CSEM Student Representatives

The CSEM student representatives are elected to represent the student body to faculty, staff, and the wider university. They assist with student recruitment and organize social and outreach events for graduate students in the program. Elections are held annually in the Spring semester for the upcoming academic year. See Appendix D for an overview of the student representatives' roles and responsibilities and election process.

2.0 Registration Information

2.1 Registration

Students register for classes through the Registrar's website during their assigned access periods every semester: <https://onestop.utexas.edu/registration-and-degree-planning/registering-for-classes/>.

It is the student's responsibility to be aware of the registration deadlines and requirements.

2.2 Course loads

Full-time registration for graduate students is 9 credit hours in Fall and Spring semesters and 3 credit hours in Summer. International students are required to be registered full-time, unless they are in candidacy and finishing their degree.

2.3 Summer Registration

The Graduate School does not require graduate students to register during the Summer unless they are employed in a student academic title (e.g. GRA, TA, AI), are planning to graduate, or hold a Graduate School or Oden Institute fellowship. Full-time registration in the summer is 3 hours. Students wishing to receive student loans must be registered for 6 hours in order to be eligible to receive them.

2.4 **Grades and GPA requirements**

The Graduate School requires all graduate students to maintain a cumulative graduate GPA of at least 3.0. If your cumulative GPA falls below 3.0, the Graduate School will place you on probation. You will have one semester to raise your cumulative GPA above 3.0 or be dismissed from the program.

2.5 **Credit/No Credit**

Some coursework can be taken on a Credit/No Credit basis; the requirements and methods of evaluation are the same for students taking a course Credit/No Credit as they are for a student taking the course for a grade. A performance at the level of C or above is required to earn credit (CR). No more than 20% of courses counted on the Program of Work may be taken on the Credit/No Credit basis.

2.6 **Incomplete grades**

If a student does not complete all the assignments before the end of the course, the instructor may report the symbol X (temporary incomplete) to the registrar in place of a grade. The student must then complete the course requirements by the last class day of the next long-session semester of enrollment. The instructor must report a final grade by the end of the grade reporting period in that semester. If these deadlines are not met, the symbol X is converted to the symbol I (permanent incomplete). The symbol I cannot be converted to a grade, and when the symbol I is recorded, the symbol X also remains on the student's record.

2.7 **Continuous Registration**

The Graduate School requires that all graduate students be continuously registered for all long semesters (Fall and Spring) until completion of the degree.

2.8 **Leaves of Absence**

Graduate students may apply for a leave of absence of no more than two semesters. Master's students and doctoral students not yet advanced to candidacy must obtain authorization from the Graduate Advisor for a Leave of Absence. Doctoral students in candidacy must receive approval from the Graduate Dean and the Graduate Advisor for a Leave of Absence.

2.9 **Add/drop Procedures**

Adding a course – During the first four class days of a long semester, students may add courses online. During the fifth through the twelfth class days, students must have the approval of the department in which the course is offered. The twelfth class day is the last day to add a course. After this date, students may not add a course, except for extenuating circumstances as approved by the Graduate Advisor and Graduate Dean or for doctoral students switching to dissertation hours after being admitted to candidacy. Rules are similar for summer, but with shorter deadlines.

Dropping a course (delete drop) – With the required approvals, a student in good standing may drop a course through the last class day of a semester. A student may drop a course through the fourth class day of a long semester via the web and receive a

full refund. A student may drop a course during the fifth through the twelfth class days through the department offering the course with a full refund. Students employed as Assistant Instructors, Teaching Assistants, and Graduate Research Assistants may not reduce their course load to less than full-time status.

Dropping a course (Q drop) – From the 13th through the 20th class day of a long semester, a student may drop a course with the approval of the Graduate Advisor and the Graduate Dean, but without a refund. A Graduate Add/Drop form signed by the Graduate Advisor must be submitted to the Graduate Dean for approval. Courses dropped during this period will appear on the student's transcript with the symbol Q. After the 20th class day of the Fall and Spring semesters through the last class day the instructor will determine whether the symbol Q or a grade F will be recorded. Courses assigned the symbol Q appear on the transcript, but are not included in the student's GPA.

2.10 Registration bars

A bar is a code placed on a student's record that prevents registration. Any bars will be listed on the student's [Registration Information Sheet](#) (RIS). Registration bars may include:

Advising – All students in the CSEM Program will have an advising bar every semester and must be advised by their advisor (or mentor) and the Graduate Advisor before registering for classes.

Financial – In most cases, financial bars may be paid online at the [What I Owe](#) page.

Nonfinancial – You must resolve a nonfinancial bar in person at the administrative office that imposed it.

2.11 Completing Registration

Once students have registered and submitted any appropriate waivers, the tuition bill may be viewed at: <https://utdirect.utexas.edu/apps/studentfinancials/mytuitionbill/>. A student's registration is not complete until payment has been made and/or attendance has been confirmed.

If students do not confirm attendance by the registration deadline, their registration will be cancelled, and they will have to pay a late registration fee to re-register.

3.0 Doctoral Degree Requirements

3.1 Overview

The University of Texas at Austin offers the degree Doctor of Philosophy with a major in Computational Science, Engineering, and Mathematics (CSEM). Within this graduate studies program, each student must develop a program of study and research in Computational Science, Engineering, and Mathematics that includes a substantial component from each of the three CSEM concentration areas:

- Area A – Applicable mathematics
- Area B – Numerical analysis and scientific computation
- Area C – Mathematical modeling and applications

The student must demonstrate breadth and proficiency in each of the three concentration areas. Research for CSEM dissertations must demonstrate an interdisciplinary theme and draw on knowledge from the CSEM disciplines and each of the three concentration areas.

3.2 Degree Options

CSEM has two degree options. Upon entering the program, each student must select an option.

- The Computational and Applied Mathematics (CAM) option stresses the mathematical (Area A) side of the program, and is suited more to students with a solid undergraduate background in mathematics. This option also allows the student more time to explore and develop interests regarding an application topic for Area C.
- The Computational Science and Engineering (CSE) option stresses the application area (Area C) and allows more time to develop graduate level proficiency in applicable mathematics (Area A). This option is suited to undergraduate engineering, science, and business students who know generally the application area of their interest, but who desire a slower-paced introduction to the intellectual demands of graduate level mathematics.

3.3 Advisors

Every student is required to have a faculty dissertation advisor (or co-advisors). The primary advisor must be chosen from the CSEM Graduate Studies Committee (GSC). The student must select an advisor willing to serve as a mentor, supervise the dissertation, and give advice on course work. A dissertation advisor does not need to be selected until the end of the second long semester of the student's studies. Prior to the selection of a dissertation advisor, the CSEM Graduate Advisor will appoint a faculty mentor who, along with the Graduate Advisor, will advise the student on course work and their progress in the program.

3.4 Course Work

The student's overall cumulative grade point average must be 3.25 or better. The student must satisfactorily complete courses in the three CSEM concentration Areas A, B, and C. These requirements include 12 hours of approved graduate level course work in each Area, taken for a letter grade. The student must achieve a grade point average of 3.25 or better in those courses. Moreover, in one of Areas A, B, or C, the student must achieve a grade point average of 3.5 or better. The student must complete all required course work by the end of the seventh long semester.

Area A Course Work

During the first full academic year of the program, the student must complete the following first year sequence, depending on the degree option.

CAM option:

Fall: CSE 386C Methods of Applied Mathematics I
Spring: CSE 386D Methods of Applied Mathematics II

CSE option:

Fall: CSE 386M Functional Analysis in Theoretical Mechanics
Spring: CSE 386L Mathematical Methods in Science and Engineering

By the end of the seventh long semester, the student must complete two additional courses (6 credit hours) of graduate level course work approved by the Graduate Advisor. At least six credit hours of Area A course work must be earned in courses listed or cross-listed with the Mathematics Department.

Area B Course Work

During the first full academic year of the program, the student must complete the following courses:

Fall: CSE 383C Numerical Analysis: Linear Algebra
Spring: CSE 383L Numerical Analysis: Differential Equations
--or--
CSE 382M Foundational Techniques of Machine Learning and Data Sciences

By the end of the seventh long semester, the student must complete two additional courses (6 credit hours) of graduate level course work approved by the Graduate Advisor. If deemed appropriate by the student's advisor and the Graduate Advisor, up to 3 credit hours may be earned at the undergraduate (upper-division) level.

Area C Course Work

During the first full academic year of the program, the student must complete the following first year sequence:

Fall: CSE 389C Introduction to Mathematical Modeling in Science & Engineering I
Spring: CSE 389D Introduction to Mathematical Modeling in Science & Engineering II

By the end of the seventh long semester, the student must complete two additional courses (6 credit hours) of graduate level course work in some application area consistent with the student's proposed research area, and as approved by both the student's dissertation advisor and the Graduate Advisor. If deemed appropriate by the student's advisor and the Graduate Advisor, up to 3 credit hours may be earned at the undergraduate (upper-division) level.

3.5 Preliminary Exams

At the end of the first full academic year, the student is required to demonstrate a graduate level proficiency in CSEM Areas A, B, and C by taking and passing a written preliminary examination in each area. These exams cover the subject material of the first-year courses taken by the student.

A student failing any of the preliminary exams will be required by the examining committee to do one of the following:

- take a make-up exam before the start of the Fall semester
- repeat that particular exam the following year
- leave the program

3.6 Dissertation Committee

The student and dissertation advisor must recommend to the Graduate Advisor a dissertation committee to pose the qualifying exam and evaluate the dissertation. The dissertation committee must consist of the advisor and at least four additional faculty members. The committee must include at least one CSEM Graduate Studies Committee faculty member representing Area A, a second representing Area B, and a third representing Area C, not including the student's advisor. Moreover, at least three of the committee members must represent distinct UT departments through positive time appointment. The Graduate Advisor must approve the composition of the committee. Dissertation Proposal

Before the end of the sixth long semester, the student must propose research for their PhD dissertation.

3.7 Proposal Abstract

The student must write a concise abstract of the dissertation proposal. The abstract must address how each of the three CSEM Concentration Areas A, B, and C will be addressed in, and form an integral part of, the proposed research. The student must meet with each member of his or her dissertation committee to discuss the abstract, the expertise the committee member will contribute to the dissertation, and the background knowledge expected of the student, as well as the types of questions that might be asked at the proposal presentation (see Proposal Presentation section below.) The abstract must be signed by each member of the committee. Before the dissertation proposal presentation may be scheduled, this abstract must be submitted to and approved by the Graduate Studies Subcommittee (GSSC.) Submit the abstract in pdf format to the Graduate Coordinator who will make it available to the GSSC for review.

Abstract Guidelines:

- Length: 2 pages (total, not including title page).
- May be single spaced, 11-point font, 1-inch margins.
- List committee members on title page of the abstract.
- General background on the research area and identification of the problems to be addressed ($\frac{1}{2}$ – 1 page).

- Discussion of Areas A, B, and C. It should be made clear what techniques will be used or developed and what outstanding issues will be addressed in each of these three areas. This part of the abstract must be written precisely; vague or ambiguous statements should be avoided as much as the current state of research makes possible (1 – 1 ½ pages).
- May additionally include short list of important references and courses taken in each area related to the research if it helps the reader understand the work better.

The overriding concern regarding the abstract is that it must represent a program of research involving an interdisciplinary theme that draws on knowledge from the three CSEM concentration areas. An abstract that describes merely disciplinary work is not acceptable.

3.8 Proposal Document

The student must write the dissertation proposal and submit it to each member of the dissertation committee and to the Graduate Coordinator. The proposal must conform to the following set of requirements:

- Proposal must be set in 11- or 12-point font and conform to standard U.S. letter dimensions using 1-inch margins.
- Title page: The title page must contain the title of the proposed work, the date of the proposal presentation, and the name of the student, the dissertation advisor, and committee members.
- Proposal abstract: The two-page proposal abstract, as approved by the dissertation committee and the GSSC.
- Description of the proposed work: The body of the proposal is not to exceed 20 pages. The student should incorporate the following elements:
 - A description of the technical background and context needed to understand the proposed work, including a survey of the relevant literature;
 - A statement of the objectives, significance, and originality of the work;
 - A statement of work completed to-date;
 - A description of the work yet to be completed, including a description of the methodology or approach to be used, where appropriate.
- References: A list of references must appear, which contains items cited in the proposal and, optionally, other uncited references of a general nature related directly to the work.
- CV: The student must include a one- to two-page CV of their professional career to-date. The CV should include a listing of all degrees earned, papers published or in preparation, technical talks or posters presented in a professional setting, and other relevant information.
- Timeline: A timeline of the effort required to complete the proposed work should be given.
- Appendices: At most 10 pages of additional material may be included as appendices. This material is to be supplemental in nature only, and the committee may or may not read it.

3.9 Proposal Presentation

Approximately two weeks after submission of the written dissertation proposal, the student is required to give a private, oral presentation of it to his or her dissertation committee. The presentation itself should be about 45 minutes in length. The committee will then examine the student to explore details of the proposal and to test his or her general background knowledge relevant to the proposed research, including the ability to integrate ideas from areas A, B, and C. The committee will expect somewhat greater depth and breadth in Area A as opposed to Area C for students in the CAM option, and the opposite for CSE option students.

The student's performance is satisfactory if the committee agrees, with at most one dissenting vote, that the student developed a sufficiently rich, original and interdisciplinary research program and demonstrated competence to complete the proposed research. In the event of an unsatisfactory performance, the committee is charged with explaining to the student the reasons that his or her performance was not satisfactory. The committee may impose requirements on the student, such as requiring changes to the proposal, additional course work, and/or another presentation to be given within one year.

3.10 Admission to Candidacy

After completing the course work, examination, and proposal requirements, the student must submit a Graduate School application for candidacy.

3.11 Dissertation and Oral Defense

Generally by the end of the tenth long semester, and definitely before the end of the fourteenth long semester, the student must prepare a written dissertation of their research results and give a copy to each member of the PhD dissertation committee and to the Graduate Coordinator. This dissertation must be presented in a seminar of about 45 minutes that is open to the public, and it must be announced publicly to CSEM faculty and students within the Oden Institute. Immediately after the presentation, the student will meet privately with the dissertation committee to face questions and orally defend the work. The dissertation committee will judge whether the dissertation and the oral defense are acceptable.

Both the dissertation and the oral defense must follow appropriate Graduate School requirements and procedures.

3.12 Seminar Attendance

Each doctoral student is expected to attend regularly the Oden Institute sponsored seminars. The GSSC will set the number required each semester.

3.13 Annual Progress Reports

At the end of the academic year, each student is required to prepare an annual progress report summarizing their coursework, research activities, professional development, and financial support. Students not making satisfactory progress will be given specific requirements that must be met to return to good standing in the program.

3.14 Probation

A student failing to satisfy the requirements of the program in a timely manner will be put on probation by the GSSC, and the student's progress will be monitored closely. The student will stay on probation until satisfactory progress is achieved. A student may stay on probation for a maximum of two long semesters. A student who has been on probation for a total of two long semesters and is found to be out of compliance with the timely requirements of the program will not be allowed to continue in the program.

3.15 Appeals and Petitions

The student may appeal to or petition the CSEM GSSC for a waiver or alteration of any CSEM requirement, except for a waiver of an exam or a waiver of a Graduate School degree requirement. Written appeals or petitions may be submitted to the GSSC through the Graduate Coordinator, Graduate Advisor, or the CSEM Graduate Studies Committee Chair.

3.16 Milestones

Doctoral students are required to review the degree plans for their program, along with information about specific degree requirements and estimated timelines to reach various benchmarks for the different degree plan specializations. A copy of the milestones for the CSEM doctoral program may be found in Appendix A.

After orientation, students must confirm that they have reviewed the milestones online by following these steps:

1. Go to your Graduate Degree Planner (<https://utdirect.utexas.edu/ogs/gdp/index.WBX>) and click on "See Your Program of Work At-a-Glance"
2. Click on the "Program of Work At-a-Glance" link associated with your CSEM PhD degree plan. You will get a display of the requirements associated with that degree plan.
3. At the bottom of the page is the Milestones section. Click the "I have reviewed the Milestones for my degree" button.

For complete instructions and an explanation of why this is required by the University of Texas at Austin, see the Milestones, see:

<https://gradschool.utexas.edu/academics/milestones>

4.0 Master's Degree Requirements

4.1 Overview

Students entering the Master's program are expected to have an undergraduate degree in engineering, computer science, mathematics, or a natural science such as physics or chemistry.

4.2 Degree Options

The master's degree can be earned with approved coursework and optionally, a report or thesis. The student may fulfill any of the following options:

- Thesis option: 24 credit hours of approved coursework plus 6 credit hours of thesis preparation (30 credit hours total)
- Report option: 30 credit hours of approved coursework plus 3 credit hours of report preparation (33 credit hours total)
- No Thesis/No Report option: 36 credit hours of approved coursework without a thesis or report

Regardless of the option chosen above, the course of study must include 24 credit hours of approved coursework chosen from courses in the three CSEM concentration areas: Area A (applicable mathematics), Area B (numerical analysis and scientific computation), and Area C (mathematical modeling and applications):

- At least six (6) hours in Area A
- At least six (6) hours in Area B
- At least six (6) hours in Area C
- Courses must be taken on a letter-grade basis

All requirements of the Graduate School must also be fulfilled.

The student's overall grade point average must be 3.0 or better.

4.3 **Master's Reports & Theses**

A report is a library project, reviewing what scholars have said about a particular topic, and a thesis is an original contribution to knowledge in which a novel analysis or argument is offered, a problem is analyzed using a new or previously untried framework, or data about a subject is collected and analyzed. The work required to produce the document is expected to be equivalent to 3 credit hours for a report and 6 for a thesis.

5.0 **Academic Policies**

5.1 **Leave of Absence**

Students can request a leave of absence for academic, medical or personal reasons.

Graduate School policy on Leaves of Absence is here:

<https://gradschool.utexas.edu/academics/policies/leaves-of-absence>. Students should contact the Graduate Coordinator to get the forms signed and obtain a petition letter from the Graduate Advisor, if required.

5.2 **Grievance Policy**

Grievance policies for the CSEM Program can be found in Appendix B.

5.3 **Parental Accommodation Policy**

The Oden Institute has a Parental Accommodation policy which is outlined in Appendix C.

6.0 Finances

6.1 Fellowships

The Oden Institute and the Graduate School award and administer a number of fellowships for students in the CSEM Program.

Graduate School fellowships include:

- Professional Development (Travel) awards
- Continuing fellowships
- Recruitment fellowships
- Dissertation writing fellowships

Oden Institute Fellowships include:

- CSEM Fellowship
- NIMS Fellowship
- Sarofim Fellowship

External fellowships – Students are encouraged to apply for external fellowships during their enrollment in the graduate program. Continuing students have been very successful in winning prestigious external awards during their time in the program.

6.2 Non-resident tuition waivers based on employment

Students who are employed as a GRA or a TA should request a tuition waiver based on employment every semester they are appointed as a GRA/TA. This will waive the non-resident portion of their tuition bill for that semester, based on their employment status: https://utdirect.utexas.edu/acct/fb/waivers/rte_request.WBX

6.3 International Students & Scholar Services (ISSS) Fee

All international students are charged a fee of \$125 per semester (ISSS fee), which covers the cost of services provided. ISSS assists student with immigration, tax services, financial services, orientation, CPT/OPT applications, and advising.

7.0 Health Insurance

7.1 Overview

All students have access to comprehensive insurance coverage through the university. Options differ, depending on the nature of students' funding. Students are also encouraged to compare policies on healthcare.gov.

7.2 Student Health insurance plan

All currently enrolled UT students are eligible for the UT student health plan from Academic Health Plans: <https://utexas.myahpcare.com/enrollment>
International students will be automatically enrolled in this insurance plan if they do not submit a waiver and the charges will appear on their tuition bills. ISSS adds a 5% administrative charge to all insurance rates for international students.

7.3 Academic Graduate Student (AGS) Employee Insurance Options

An AGS employee is benefits eligible if expected to work in one or a combination of the following AGS job titles for at least 20 scheduled weekly hours (SWH) and for at least 4.5 months (135 calendar days): Assistant Instructor, Teaching Assistant, Graduate Tutor, Academic Assistant, Graduate Assistant, or Graduate Research Assistant.

Full information on insurance options for AGS employees may be found at:

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

7.4 Graduate Student Fellows Insurance Options

Insurance options for Graduate Student Fellows (those with competitive fellowships of \$10,000 or more per year, internal or external) are outlined at:

<https://hr.utexas.edu/student/insurance-graduate-student-fellows>

7.5 Student Insurance Fee Waivers for International Students

The UT Board of Regents requires that international students be covered by health insurance; therefore, international students are automatically charged for the student health insurance on their tuition bills. Benefits eligible AGS employees may request a waiver of this fee online. Full information and eligibility requirements for waivers can be found at: <https://global.utexas.edu/iss/advising-services/insurance/waivers>

Milestones

Timeline illustration for PhD students in Computational Science, Engineering, & MathematicsDegree Plan ID CSE990++D20152 (Program)

UT Austin Milestones	Expected Time of Achievement
Review degree requirements and milestones agreement form with adviser	First semester
Successful completion of all exams (oral and/or written) needed to advance to candidacy	End of 3rd year
Complete all required, formal coursework	End of 7th long semester
Advancement to candidacy	End of 7th long semester
IRB (human testing) approvals (if needed)	
IACUC (animal testing) approvals (if needed)	
Dissertation/treatise (or equivalent) completed, successfully defended, and approved by committee	End of 5th year
Student completes and files all paperwork required for graduation	End of 5th year
Dissertation/treatise (or equivalent) accepted by Graduate School	End of 5th year
Exit interview completed and submitted to Survey of Earned Doctorates	
Other program specific requirements Describe: Pass all preliminary exams	End of 1st year
Other program specific requirements Describe: Proposal abstract and proposal approved	End of 3rd year

Form completed by: Stephanie Rodriguez, Grad Prog Coord Date: 7/15/13

Degree Plan Requirements

Recommended Steps for Completing a Ph.D. in Computational Science, Engineering, & Mathematics Degree Plan ID = CSE990++D20152

Note: Only a few items from this broad list of degree requirements will be required for a given Ph.D. program. Always check with your Graduate Adviser or Graduate Coordinator for the most complete description of degree requirements.

Required	Recommended	Does not apply	PROGRAM REQUIREMENTS / OPTIONS	Required	Recommended	Does not apply	PROGRAM REQUIREMENTS / OPTIONS
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Complete Milestones Agreement Form with Adviser	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Satisfactorily complete second year paper
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Plan coursework / complete any required background coursework	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Define area of specialization / Identify dissertation topic
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	English certification (if needed, before student contact)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Defend research proposal
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	X98T, as needed	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	IRB (humans) or IACUC (animals) approval from UT, if needed
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Proseminar / Introduction to faculty research	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Form dissertation committee
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Complete teaching assistant requirement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copyright tutorial
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Safety training, as needed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Statement of Research with Human Subjects (IRB) Form Submitted
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Learn research protocols	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Apply for candidacy
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fulfill first foreign language competency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Enroll in dissertation/treatise hours (X99R, then X99W)
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Complete second foreign language competency	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Revisit career options
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fulfill foreign language requirement, as needed	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Continue to develop research proposal / proposal review
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Complete lab rotations	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Give research presentation
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identify supervising professor (or temporary advisor)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Begin dissertation data collection and/or dissertation fieldwork
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Visit Career Center, or equivalent	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Apply for dissertation fellowship
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Complete required coursework for degree	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Develop timeline for dissertation completion with supervisor
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Complete Pre-Qualifying/Pre-Comprehensive Exam Procedure	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Complete data collection and/or dissertation fieldwork
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Prepare for major exams	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Internship
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Pass project proposal and defense	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Submit paper(s) for publication
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Write and submit research proposal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Apply to graduate / Provide placement data
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Establish qualifying exam committee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contact committee members to schedule date for defense / defend
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pass all written and/or oral qualifying exams	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Submit dissertation to the Graduate School
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Complete master's level requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approval of GSC Chair that all degree requirements met ("Gold Sheet")
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Apply for pre-doctoral fellowship or other extramural funding	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Exit interview
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Establish comprehensive exam committee	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Survey of Earned Doctorates
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Pass comprehensive exams	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Register to attend convocation / Order regalia
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Formal request for admission to Ph.D. program	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other: Seminar attendance

* Items in bold are Graduate School requirements of (nearly) all doctoral students

Reset

Grievance Policies for Graduate Students

The graduate student grievance policies summarized below are outlined on the Graduate School's website at:

<https://gradschool.utexas.edu/academics/policies/grievances>

“Graduate students have the right to seek redress of any grievance related to academic or nonacademic matters. Every effort should be made to resolve grievances informally between the student and the faculty member involved or with the assistance of the graduate adviser, Graduate Studies Committee chair, or department chair.”

If the grievance cannot be resolved informally, students have recourse through the formal grievance procedures described below.

I) Academic Grievances

<https://gradschool.utexas.edu/academics/policies/grievances - AcademicGrievances>

Many graduate student grievances are related to the student's academic responsibilities and thesis/dissertation research and meeting the requirements for their graduate degree. Examples include adherence to degree requirements, changes in supervising committee membership, situations involving program termination. When these grievances cannot be resolved at the departmental level, the Graduate School will handle the formal grievance process, which is outlined in the Handbook of Operating Procedures, The Graduate School – section VII.E: <https://policies.utexas.edu/policies/graduate-school>.

A graduate student must submit a formal written grievance to the Graduate School within 6 months of the acquisition of knowledge of the grievance. The Graduate School will notify the chair of the Graduate Studies Committee, the department chair or program director, and the dean of the college when a grievance is filed. A brief synopsis of the formal grievance process is outlined below:

1. Following the submission of a formal grievance, every effort should be made to resolve the grievance at the level of the Graduate Studies Committee Chair, in consultation, if necessary, with the GSC or an executive subcommittee of the GSC.

2. If the grievance remains unresolved, the GSC Chair has two options:
 - a. If the GSC Chair believes that further review of the grievance will duplicate the review and decision already completed, then the GSC Chair will notify the Graduate School and the grievance becomes an appeal to the Graduate Dean (to be conducted beginning with step 4 below).
 - b. If further review is warranted, the GSC Chair will convene an ad hoc panel of 3-5 GSC faculty members to carry out the review.
3. Findings of the ad hoc panel will be reported to the student and the GSC in writing, and copies will be retained in the files of the Chair of the GSC.
4. If the grievance still remains unresolved, the grievance may be appealed to the Vice Provost and Dean of the Graduate School who may convene an ad hoc committee to review the case.
5. The ruling of the Vice Provost and Dean of the Graduate School will be sent to the student, the GSC Chair, the Chair of the ad hoc panel (if any), the Graduate Advisor, the Department Chair and the college Dean.
6. The ruling of the Vice Provost and Dean of the Graduate School may be appealed in writing to the Provost for a final decision.

Exception to the academic grievance policy:

Grade disputes – Grade disputes are handled according to departmental review policies (not through the Graduate School). The order of review is course instructor, graduate advisor, department chair or director of the program, and the dean of the college. The decision of the dean is final.

Graduate Student Academic Services Director, Julie Meyer, is the Graduate School contact for questions/concerns about academic grievances: julie.meyer@austin.utexas.edu

II) Non-academic grievances:

1. Discrimination: Grievances involving any form of discrimination or harassment should be filed directly with the Office for Inclusion and Equity, <https://www.utexas.edu/equity>. See the Handbook of Operating Procedures Nondiscrimination Policy: <https://policies.utexas.edu/policies/nondiscrimination-policy>.

2. Misconduct: General guidelines indicate that an internal resolution should be pursued in cases of student or faculty/staff/supervisor misconduct. Otherwise:

- Issues involving student misconduct should be handled through the office of Student Conduct and Academic Integrity, which investigates alleged violations of institutional rules and implements any disciplinary action (<https://deanofstudents.utexas.edu/conduct/>).
- Issues involving faculty, staff or supervisor misconduct should be presented first to the department chair, then to the college Dean, and then to the Graduate School (if necessary, in that order).

III) Employment Grievances for Teaching Assistants and Assistant Instructors (HOP 9-2050):

Such grievances may include issues related to academic freedom of individual TAs/AIs, non-renewal of a TA or AI, withholding of salary or promotion. When there is a grievance, the teaching assistant or assistant instructor may request the informal assistance of the Faculty Grievance Committee and Hearing Panel, or a formal complaint can be filed with the chairperson of the Faculty Grievance Committee.

IV) Employment Grievances for Graduate Research Assistants (HOP 9-2030):

Whenever possible, grievances should be resolved informally between the GRA and the employing faculty member. Employment disputes by GRAs should be handled according to departmental review policies. The order for review for employment disputes is:

- The faculty member employing/supervising the GRA
- The graduate advisor
- The department chair or head of the hiring unit that employs the GRA
- The dean of the college

The decision of the dean is final.

Parental Accommodation Policy

The Oden Institute recognizes that its graduate students may start (or add to) their families while enrolled in their graduate program and is committed to providing necessary support and accommodation. To assist students in balancing the demands of their academic and parental responsibilities, the Institute provides four types of accommodation for qualifying CSEM students in the cases of childbirth or adoption. Faculty are encouraged to remain flexible in their expectations so that students can meet the demands of graduate study while adjusting to the new demands of their parental role.

Eligibility

To be eligible for parental accommodation, student must be

- 1) pursuing a master or doctoral degree;
- 2) enrolled full time (9 credit hours in Fall/Spring, 3 credit hours in Summer);
- 3) in good academic standing (3.0 minimum GPA); and
- 4) making normal progress toward the degree.

Types of Accommodation

Options are not mutually exclusive – students may request an Academic Accommodation in conjunction with GRA/TA/Leave of Absence Accommodation

1. **Academic Accommodation**

Eligible students will be granted a one-semester extension of the academic milestones required to fulfill the requirements of their degree. The extension may include coursework, qualifying exams, proposals, committee meetings, presentations, and any other required academic responsibilities. After the approved accommodation period, students are expected to resume progress toward degree completion.

2. **GRA Accommodation** (*allowing for continuation of student's employment*)

Some graduate students may be able to carry out modified research duties following the birth or adoption of a child – thereby continuing progress towards the goals of their research, meeting the requirements of the external funding agency, and remaining in compliance for reporting effort on federal grants, if applicable. Modified duties may include: scholarly research and literature compilations, data processing and analysis, scientific writing (manuscript or thesis writing, manuscript preparation), or preparation of other scientific communication materials (e.g., lectures or poster presentations).

Students should discuss the feasibility of a GRA accommodation with their research supervisor. The Parental Accommodation Request must describe the work in detail, define a work product, and include a method for evaluation of the work by the research supervisor during the period where modified duties are granted. Supervisors are encouraged to be flexible to allow for remote work as part of the accommodation plan. The research supervisor will be responsible for verifying that the proposed duties are within the scope of work outlined in the grant that funds the graduate student's appointment.



2. **GRA Accommodation (cont.)**

In the event that a flexible GRA work arrangement is deemed appropriate, it is recommended that the student and supervisor complete a Flexible Work Arrangement Form (<https://hr.utexas.edu/current/fwa>) to ensure that both the supervisor and the student understand the terms of the temporary arrangement.

3. **TA Accommodation** (*allowing for continuation of student's employment*)

The Institute strongly encourages faculty to provide non-TA support for graduate students during the semester in which they receive a parental accommodation. If this cannot be done, students may request to be appointed to TA positions whose duties can be done in flexible environments and on flexible schedules. Flexibility regarding the distribution of specific TA duties within a semester is strongly encouraged for supervisors of students with an approved parental accommodation. The student and Graduate Adviser (or TA supervisor) should agree to review these TA duties on a periodic schedule to ensure that work is being completed in a timely and satisfactory manner. Examples of such duties may include: generating or proofreading exams, homework sets, or exam review materials; preparing detailed solution keys to problems; grading or grade-book maintenance; and assisting students with course content through email correspondence. Students should check with the Graduate Coordinator for information about available TA positions that may be appropriate for parental accommodation. Because of limited TA options within the Institute, it may not be possible to identify flexible TA positions for students requesting parental accommodation.

In the event that a flexible TA work arrangement is deemed appropriate, it is recommended that the student and supervisor complete a Flexible Work Arrangement Form (<https://hr.utexas.edu/current/fwa>) to ensure that both the supervisor and the student understand the terms of the temporary arrangement.

4. **Leave of Absence**

In some cases, a complete break from all academic and employment responsibilities may be the most appropriate option for new doctoral student parents. In these cases, the student may wish to apply for a Leave of Absence from the Graduate School.

Option 1: Students not yet admitted to candidacy submit the Authorization for Leave of Absence form; the decision whether to grant the leave is left to the discretion of the CSEM Graduate Adviser and Graduate Studies Committee.

Option 2: Students who have been admitted to candidacy must submit the Petition for Leave of Absence form accompanied by a letter from the CSEM Graduate Adviser to the Graduate School Dean specifying the reason(s) for the leave.



4. Leave of Absence (cont.)

Students on an approved Leave of Absence are guaranteed readmission and may reenter the graduate program by submitting an application for readmission (application fee waived). A student on leave may not use any University facilities nor is the student entitled to receive advice from any member of the faculty. A student on leave is not enrolled and therefore cannot be employed as a GRA or TA during the semester of the approved leave.

Full Graduate School Leave of Absence policy:

<https://gradschool.utexas.edu/academics/policies/leaves-of-absence>

Accommodation Request Process

It is the responsibility of the student to inform their research supervisor and the CSEM Graduate Adviser of any anticipated accommodation needs as early as possible. The Parental Accommodation Request form must be submitted prior to the onset of the semester in which the accommodation is requested.

After consulting with their research supervisor, students should submit the Parental Accommodation Request form to the CSEM Graduate Adviser. The request will be reviewed for approval by the CSEM Graduate Adviser, subject to final approval from the Oden Institute Director.

University Policies (FMLA / Parental Leave)

Students often have questions about the following federal and university policies – please note that these policies are generally intended to provide protections to full-time employees and don't typically cover student employees. They are included here for reference.

Family and Medical Leave Act

The [Family and Medical Leave Act](#) (FMLA) is an unpaid leave which provides job protection and insurance premium sharing for eligible employees for serious medical conditions. In order to be eligible for FMLA, an employee must have been employed by the state of Texas for a total of at least twelve (12) months, and have worked at least 1,250 hours during the twelve-month period prior to the commencement of the requested leave.

Most graduate student employees (employed as a 20 hr/wk GRA or TA) do not qualify for FMLA.

Parental Leave

The University of Texas at Austin has a [Parental Leave policy](#) intended to cover employees who are ineligible for FMLA.

Students employed in positions that require student status as a condition of employment are NOT covered by the University's Parental Leave Policy.



Other accommodations

Fellowship Accommodation

Students supported by a Oden Institute Fellowship (CSEM Fellowship, NIMS Fellowship, O'Donnell Fellowship, Sarofim Fellowship) may be eligible for the continuation of their fellowship support during the semester the accommodation is requested. Students should contact the Graduate Coordinator to discuss options based on their particular fellowship and accommodation request.

Students supported by a Graduate School Fellowship or external fellowship should consult with the awarding department/agency.

Lactation room

The Oden Institute will make a room available in the Peter O'Donnell Building (POB) to be designated as a lactation/quiet room upon request. Students should contact the Graduate Coordinator for access.

Additional considerations

Complications/Amendments to plan

In the case that unforeseen complications related to pregnancy/delivery arise after an Accommodation Request has been made, the student may request review of and adjustments to the original request. Students should communicate with their supervisor in a timely manner to discuss modifications to the plan.

If medical conditions indicate that additional accommodations may be necessary, students should contact Services for Students with Disabilities and the Office for Inclusion and Equity to determine what additional accommodations are reasonable.

Insurance – COBRA

Students who elect to take a Leave of Absence with a subsequent break in GRA/TA employment may be eligible for COBRA (Consolidated Omnibus Budget Reconciliation Act), which provides a temporary extension of medical, dental and/or vision coverage at group rates in instances where coverage under the plan would otherwise end. If a student loses eligibility for university insurance coverage, the HR Service Center will send them a COBRA Election Notice and application after their insurance terminates (last day of the month in which they separate.)

International Students

International students may have to satisfy additional requirements and are strongly encouraged to consult in advance with the International Office about possible visa implications of utilizing any of the parental accommodations detailed above.



The University of Texas at Austin

Oden Institute for Computational
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Appeals

In the event that a student's request for accommodation is denied by the CSEM Graduate Advisor, the student may appeal to the Oden Institute Director. If the request is denied by the Director, the student may make a final appeal to the UT Vice President for Research.



Parental Accommodation Request

Student Name _____ EID _____ Date _____

Semester entered CSEM Program _____ Expected grad date _____

Supervisor name _____ Funding source _____

Semester of requested accommodation _____

Accommodation requested:

(check all that apply)

- Academic Accommodation
- GRA Accommodation
- TA Accommodation
- Leave of Absence

Explanation of need for accommodation (childbirth/adoption, expected dates, etc.)

For Academic/GRA/TA accommodation, complete applicable sections on back of form.

Signatures

Student name	Signature	Date
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Supervisor name	Signature	Date
-----------------	-----------	------

Graduate Adviser	Signature	Date
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Final approval

Karen Willcox	Date
---------------	------

Director, Oden Institute for Computational Engineering and Sciences

Parental Accommodation Request

(pg 2)

Academic Accommodation

(describe proposed modifications of academic requirements and timeline for completion)

GRA Accommodation

(describe proposed modifications to research duties)

If applicable:

I verify that the proposed duties outlined above are within the scope of work outlined in the grant funding this student's appointment

Signature of research supervisor

Date

TA Accommodation

(describe proposed modifications to TA duties)

CSEM Student Representatives Overview of Officer Roles & Responsibilities

Officer Roles

Ombudsman

- Serves as a point person between the students and faculty to represent the views and concerns of the students:
 - Responsible for leading the annual student-faculty feedback meetings.
 - Creates student surveys and aggregate responses.

Student-Faculty Engagement Chair

- Organizes events at POB to foster engagement between faculty and students.
- Organizes round table lunch discussions with 8-10 students and 1-2 faculty members or visiting scholars that are affiliated with the Oden Institute, unless otherwise specified.

Recruitment Chair

- Responsible for assisting Graduate Coordinator with recruiting activities, including organizing social events for prospective student visits.
- Organizes student panel discussions, as needed, for recruitment purposes.

Student Social Chair(s) (1-2)

- Organizes at least one student social event per semester.
- Aids the Graduate Advisor/Graduate Coordinator in making mentorship assignments.
- Delivers a short presentation on workplace culture at incoming student orientation.

Additional Officer Roles

If a student would like to serve a role other than those listed, there is a procedure for adding officer roles in the election section.

Shared responsibilities

- The officers hold one meeting a semester that will be publicly announced and open to all current CSEM students.
- The officers will maintain documentation for budgetary expenditures.
- All officers are expected to attend the student-faculty feedback meetings.
- At the end of the officers' terms, they are responsible for helping the newly elected officers assume their new roles.

Overall Chair

- Once officers are elected by vote of the current CSEM students, the officers, amongst themselves will elect an Overall Chair.
- The Overall Chair is responsible for calling the semester meetings and serving as a point of contact for the Oden Institute, regarding, especially, budgetary concerns.

Budget

- The budget per year of the organization is \$2,400:
 - \$1,200 allocated for student social events
 - \$1,200 allocated for student-faculty lunches

Election

- The election will be overseen by the Graduate Studies Subcommittee (GSSC) via the Graduate Coordinator and held in early April. The elected officers start their roles at the end of the spring semester.
- Students may run for more than one position. Candidates running for multiple positions will submit their preferences of office to the Graduate Coordinator prior to the election.
- The student body will cast their votes electronically, and the election will be managed by the Graduate Coordinator.

Process for uncontested elections: For any position with only one candidate running, that candidate will be appointed to the position, regardless of the candidate's preference. Appointed candidates will then be eliminated from running for other positions. This may leave other positions uncontested and may lead to another appointment.

Process for contested elections: For elections that remain contested, a simple plurality voting system will be used. For each elected office, the students will cast a vote for their preferred candidate. If candidate A wins positions X and Y and prefers X, A will be assigned to X. Then any votes for candidate A in position Y will not be counted. **Plurality wins, and ties are decided by coin flip.**

Proposed positions: If an officer position, other than those listed, is proposed by a current CSEM student, then the position, along with its description, will be added to the election ticket. The current CSEM students will decide by majority vote (i.e. over 50% support) whether the proposed officer position is added.