TEXAS TECH UNIVERSITY
National Wind Institute™

Wind Science and Engineering (WiSE)
Ph.D. Program
Graduate Student Handbook

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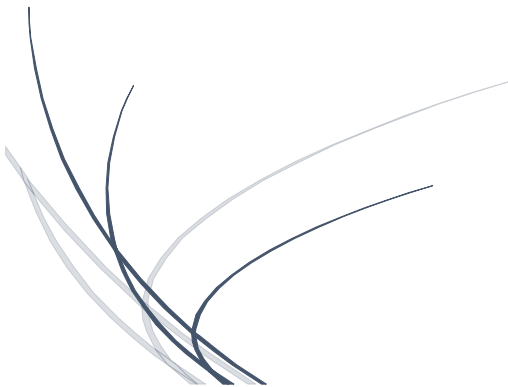
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1   Introduction

The Wind Science and Engineering (WiSE) Ph.D. Program is a doctoral program in the Graduate School at Texas Tech University (TTU). Its mission is to educate and train students and prepare them to answer today's and tomorrow's challenging questions related to wind.

The program was established in 2007. To date, it remains one of its kind in the United States. What make the program unique are its curriculum, which includes mandatory courses from multiple science and engineering disciplines, its students, who have diverse academic and geographic backgrounds, and its faculty, which consists of members from multiple colleges at TTU.

Because the program is multidisciplinary, it does not reside in any department or college at the University. Instead, it is primarily administered and supported by the National Wind Institute (NWI), which is an intellectual hub at TTU for interdisciplinary and transdisciplinary education, research, and commercialization. A leadership team consisting of NWI faculty and staff manages the operation of the program, and the faculty and students of the program utilize NWI's research facilities and technical staff for their research and education.

This handbook describes the major components of the program, the key procedures involved when the students progress through the program, from applicating to the program to obtaining a Ph.D. in Wind Science and Engineering, and the resources and the support system available to the students along the journey. The goal of the handbook is to provide guidance to the students and help them succeed in the program and beyond. Additional information regarding the program can be found at its website at https://www.depts.ttu.edu/nwi/education/PhD/index.php. If you as a student cannot find answers to your questions either in this handbook or on the program website, you are encouraged to consult with your Dissertation Committee Chair, members of the leadership team of the program, or the Graduate School.

2   The Program

2.1   Curriculum

The scope of study in the SiSE Ph.D. Program depends on each student's individual interest but must meet the following requirements. Each student must complete at least 60 credit hours of graduate studies in addition to a dissertation, which is required by the Graduate School. These 60 credit hours include 6 core courses that are mandatory and additional field-of-emphasis courses that are chosen by the student and the Program Advisor of the student. The 6 core courses are:

- ATMO 5319 - Boundary Layer Meteorology, 3 Semester Credit Hours
  or
  ATMO 5316 - Dynamics of Severe Storms, 3 Semester Credit Hours
- CE 5348 - Wind Engineering, 3 Semester Credit Hours
- BECO 5310 - Economic Analysis for Business, 3 Semester Credit Hours
- MGT 5372 - Leadership and Ethics, 3 Semester Credit Hours
- STAT 5384 - Statistics for Engineers and Scientists I, 3 Semester Credit Hours
- STAT 5385 - Statistics for Engineers and Scientists II, 3 Semester Credit Hours

STAT 5384 and STAT 5385 may be substituted with higher-level statistics courses approved by the Program Advisor.

Students in the program are also required to complete 6 credit hours of off-campus internship at an academic institution, in a governmental or private laboratory, or with a private company that count as part of the 60 credit hours.

Graduate courses completed during a master's degree prior to entering the WiSE Ph.D. Program can be transferred, up to thirty credit hours, if those courses are in the field of study of the students (e.g., Mathematics, Atmospheric Science, Engineering, Economics, Business Administration, or a combination of these fields to have an emphasis area in wind science and engineering). The courses to be transferred must be approved by the dissertation commit chair of the student.

2.2   Faculty

Since WiSE is a multidisciplinary program, its faculty consists of members from multiple colleges at TTU. A list of the WiSE faculty members, who are also affiliates of NWI, can be found at https://www.depts.ttu.edu/nwi/about/faculty-affiliates/index.php. The major research focus areas of the WiSE faculty include atmospheric measurement and simulation, energy systems, and Wind Engineering. More information about the research focus area of the WiSE faculty can be found at https://www.depts.ttu.edu/nwi/.

2.3   Dissertation Committee

Each student is supervised and supported by a Dissertation Committee consisting of members of the faculty that is approved by the Graduate School. In addition to providing guidance and advice to the student on all matters related to the education and training of the student, the Dissertation Committee also administers the qualifying exam, proposal defense, and dissertation defense of the student. To ensure that students receive multidisciplinary training and education, each Dissertation Committee should include faculty members from at least two disciplines.

Each Dissertation Committee will be chaired by a faculty member. The Dissertation Committee Chair is the one who works the most closely with the student. The major responsibilities of the Dissertation Committee Chair include:

- Forming the Dissertation Committee.
- Working with the student to develop a degree plan and ensuring that the plan is followed.
- Advising the student on the selection of courses in addition to the course mandated by the program.
- Advising the student on the research toward the dissertation.

2.4   Program Management

The WiSE Ph.D. Program is managed by a leadership team consisting of a Program Committee, a Program Advisor, and a Program Coordinator. The leadership team receives supervision, guidance, and support from both the Graduate School and NWI. The following describes the roles of the members of the leadership team.

2.4.1 Program Committee

The committee provides consultation and recommendations to the Program Advisor regarding the vision and operation of the program, such as curriculum changes, strategies for program improvement, student admission, and financial support to the students that are provided by the program.

2.4.2 Program Advisor

The Program Advisor is administratively in charge of the program's functioning and advancement. The Program Advisor oversees the overall operations of the program and makes decisions with suggestions from the Program Committee and supervision from the Graduate School and NWI. In addition, any student concerns regarding the program can be addressed to the Program Advisor.

2.4.3 Program Coordinator

The Program Coordinator handles the day-to-day tasks, such as providing faculty and students with logistical guidance and support. Specific assistance provided to the students by the Program Coordinator includes: assisting with the application process, compiling and coordinating information concerning deadlines, procedures, etc. and communicating these regularly to graduate students, conducting orientation sessions for new students, assisting students with locating and submitting the appropriate forms to the Graduate School, submitting travel applications, and making room reservations for proposal and dissertation defenses and other needs.

3 Application and Admission

The students start the journey at TTU by applying to the program. Students with either a Bachelor's degree or a Master's degree can apply to the program using the TTU Graduate School application portal at https://www.depts.ttu.edu/gradschool/admissions/howtoapply.php. An application fee is required to submit the application.

3.1 Minimum Requirements for Admission

The most current information concerning the minimum admission requirements can be found at https://www.depts.ttu.edu/gradschool/Programs/psm/AdmissionRequirements.php.

A particular requirement is that all international applicants must provide proof of English proficiency before their applications can be considered. Only the student's most recent measure of English proficiency is considered for admission purposes. The English proficiency test is waived for graduates of U.S. universities or universities in English proficiency-exempt countries. Applicants who have completed at least two consecutive years at a college or university in the U.S. or in an English proficiency-exempt country are also exempt from the English proficiency requirement. If a prospective student is applying from outside the Unites States and not from a country that is exempt from the English language proficiency requirement, the student must take a test of English proficiency.

A list of the English proficiency-exempt countries can be found on the Graduate School website at https://www.depts.ttu.edu/gradschool/admissions/exemptcountries.php.

3.2   Required Application Materials

In addition to the materials required by the Graduate School, which is specified in the Application portal, applicants should also submit the following documents to the Program Advisor through email:

- The current curriculum vitae
- Three (3) Letters of Recommendation

3.3   Application Evaluation

Applications to the program will be holistically reviewed by the Program Committee. Criteria used in the review include, but are not limited to, the motivation of the applicant in pursuing the WiSE Ph.D., the academic background and the performance of the applicant in previous academic programs, and the recommendations of the referees.

3.4   Admission

Based on results on the application evaluation by the WiSE Ph.D. Program Committee, the Program Advisor recommends either admission of rejection to the applications submitted to the Graduate School. When admission is recommended, the Program Advisor also provides recommendations regarding financial support to the student based on availability of funds from the various resources available. Notifications of the application results are sent to the applications by the Graduate School. Successful applicants receive a letter of admission, which contains an offer of financial support when such an offer is recommended. Successful International students also receive a form I-20, which is needed for the application for a United States visa.

4   New Student Orientation

New students are advised to arrive on the TTU campus early enough to allow ample time for settling down and acclimating to the new environment. The University provides a number of orientations to help prepare the students for the journey ahead.

4.1   Graduate School New Student Orientation

The TTU Graduate School offers a one-day orientation designed to help new students get familiar with TTU graduate student life and the services available to the students. In addition, the orientation also provides new students with networking opportunities among graduate students and the general TTU community. The Graduate School orientation usually occurs approximately one week before classes begin. More   information   about   the   Graduate   School   orientation   can   be   found   at https://www.depts.ttu.edu/gradschool/Events/Orientation/fallorientation.php.

4.2   International Teaching Assistant (ITA) Workshop (International Students Only)

The International Teaching Assistant (ITA) Workshop is designed to provide training of English and classroom communication skills for ITA candidates. This workshop also serve as a means to evaluate the speaking and listening English proficiency of the ITA candidates. In addition, the students participating in the workshop will receive information about being an effective teacher and learn some of the culture of

Texas Tech, Texas, and the United States. The workshop is held on the Texas Tech campus in mid- to late July and lasts approximately 2 ½ weeks. During this time, students may be eligible for a dorm room and a meal card. The WiSE Program coordinator will submit the names of the students who are expected to be International Teaching Assistants to the Workshop as well as the dorm room and meal card for those that attend.

In addition to attending orientations provided by the University, new students are encouraged to visit with the Coordinator of the WiSE Ph.D. Program as soon as possible after arriving on the TTU campus for an introduction to the program and initializing the paperwork that needs to be completed for enrollment and appointment (when it applies).

In addition to the available orientations, international students also need to visit the Office International Affairs to complete the paperwork needed for an international student to study and work at Texas Tech University.

5 Enrollment

5.1 Full-Time Study

Normal full-time enrollment varies between 9 and 12 hours for doctoral students in the regular semester period. During a regular semester, more than 13 hours for a doctoral student requires special permission from the Graduate School Dean. As of September 1, 2000, students with 130+ doctoral hours will pay out-of-state tuition regardless of residency status.

Students must be enrolled full time to be eligible to hold fellowships, teaching assistantships, graduate part-time instructorships, research assistantships, and other appointments designed for the support of graduate study. student also must be enrolled full time to qualify for certain types of financial aid. All international students are required by law to have full-time enrollment in every regular semester. Graduate students designated PGRD (those who have earned an undergraduate degree but who will take only undergraduate courses) may not be appointed to teaching assistantships, graduate part-time instructorships, or research assistantships, as noted in the Undergraduate/Graduate Catalog.

If a student is devoting full time to research, utilizing university facilities and faculty time, the schedule should reflect at least 9 hours of enrollment (6 hours in the summer session). Enrollment may include research, individual study, thesis, or dissertation.

Exceptions to full-time enrollment for employment purposes require approval by the Graduate School Dean.

5.2 Continuous Enrollment

Each student who has begun thesis or dissertation research must register in each regular semester and at least once each summer until the degree has been completed, unless the student is granted an official leave of absence from the program for medical or other exceptional reasons. At least 6 hours of 6000 level or 12 hours of 8000 level courses constitute minimum requirements. Off-campus students may register for one hour of 6000 or 8000 level courses with departmental approval until their final semester, at which time they must enroll in at least 3 hours.

The Enrollment Policy can be found at https://www.depts.ttu.edu/opmanual/OP64.02.php.

5.3   Registration for Courses

As a multidisciplinary program, The WiSE Ph.D. Program does not offer its own courses. Students in the program can take courses from any department at TTU. The specific courses that a student takes should be tailored for the multidisciplinary education and training of the student. Specific selection of the courses should satisfy the requirement of the program curriculum, which includes the mandatory core courses, and be determined with consultation from the Dissertation Committee Chair. In the case a certain mandatory course is not available, the student can take a replacement course with the consent of both the Dissertation Committee Chair and the Program Advisor. It is beyond the responsibilities of the Program Advisor and Program Coordinator to offer advice on course selection. When needed, the Program Coordinator can assist with the registration of certain courses by working with the academic advisor of the departments that offer the courses. However, course registration is ultimately the responsibility of the students.

5.4   Transfer of Coursework

There is no automatic transfer of credits toward the doctoral degree. With the recommendation of the student's Dissertation Committee, up to 30 credit hours can be transferred from a student's previous Master's program. Proposed courses to be transferred should be included/submitted on the Doctoral Degree Plan Form. The Graduate School reviews the proposed transfer courses for acceptance. Transferred credits do not alter the grade point average of the student at Texas Tech University, although grades from transferred courses will appear on the student's TTU transcript. Doctoral students may take approved courses at another approved institution and transfer up to twelve (12) semester credit hours into their degree program. No more 30 credit hours may be transferred to doctoral degrees at TTU, including the WiSE Ph.D.

6   Key Procedures

When in the WiSE Ph.D. Program, the students must complete the doctoral requirements prescribed by the Graduate School. A complete list of these requirements and the procedures that need to be taken to meet the requirements can be found on the Graduate School website at https://www.depts.ttu.edu/gradschool/academic/DoctoralPrograms.php. The following does not provide a description of all the requirements and procedures. Instead, it highlights some key requirements and procedures included in the list. Links to the forms that need to be filed after completion of the procedures are included in Section 14.5 of this handbook.

6.1   Doctoral Degree Plan

Each student in the WiSE Ph.D. program is required to file a Doctoral Degree Plan Form during their first year in the program or no later than the early part of the second year in the program. The degree plan is developed based on an evaluation of the student's background with advice and consent of the Dissertation Committee Chair of the student. Among other information, the degree plan should include the names of the Dissertation Committee members, the expected title of the student's doctoral dissertation, the expected graduation semester, and the selection of courseworks to be completed. If

changes to the degree plan are needed, the student should file the changes in degree program with the Graduate School.

6.2   Qualifying Exam

Each student in the WiSE Ph.D. program must pass a Qualifying Examination to be admitted to candidacy for the Ph.D. degree. Failure to pass the Qualifying Exam will be a cause for dismissal from the Program. The Qualifying Examination is administered by each student's Dissertation Committee when all the required core courses and most of the courses listed on the student's Doctoral Degree Plan have been taken. This usually means that the Qualifying Exam is expected to be completed soon after the student has completed two years in the program. Submission of the Qualifying Exam results and the Admission to Candidacy Recommendation Form should be no later than 4 months before the student graduates from the program.

6.2.1   Examination Format

Since the students have already been tested on the specific courses they have taken, the goal of the Qualifying Examination is to assess the ability of the students in critical thinking and interpretation/analysis of information. The Qualifying Examination consists of both a written examination and an oral examination. The written examination shall be completed and evaluated prior to the administration of the oral examination, and the oral examination shall be within 3 weeks of the written examination. The student and his Dissertation Committee shall work together to determine the appropriate scheduling of the Qualifying Examination. The student shall notify the WiSE Graduate Coordinator of schedule of the Qualifying Examination after it has been determined.

Students with disabilities requiring special arrangements to take the Qualifying Examination should contact the WiSE Ph.D. Program Coordinator to make the necessary arrangements. To qualify for such arrangements, students must present appropriate verification from the Student Disability Services. Faculty members are not allowed to provide special testing accommodations for the student until appropriate verification from the Student Disability Services has been provided to them.

6.2.2   Written Examination

The student and the Dissertation Committee of the student can choose from 3 options for the written examination:

Option 1:

Should a student choose this option, the written examination will include open and/or closed book questions from the Dissertation Committee. All students will be expected to answer questions representing applications of concepts in the courses contained in the curriculum, including courses in statistics and research methods. Other questions can reflect the content of the courses that the student has taken during his course of study. The exam questions also may reflect the student's potential dissertation topic area. A written examination with this option should be completed within two days.

The student's Dissertation Committee Chair will confer with the student regarding the courses taken and the areas for the written examination questions. The Dissertation Committee Chair should also

consult with the Dissertation Committee members regarding the decisions about the questions for the written examination to ensure sufficient coverage of subject matter and prevent duplication.

Once decisions have been made regarding the areas to be covered in the written examination, the Dissertation Committee Chair will send an email to the Dissertation Committee members asking them to submit questions for the written examination. Students are encouraged to meet with the Dissertation Committee members to gain an understanding of the focus of the questions that the Dissertation Committee members are likely to provide.

The Dissertation Committee members should submit their questions electronically to the Dissertation Committee Chair and should indicate the approximate amount of time within which the questions should be answered for the purpose of planning the schedule for the administration of the written examination. The Dissertation Committee Chair will prepare a copy of the questions with the following information:

- Student's name.
- Name of the faculty member who submitted the questions.
- Time and date the questions are to be administered.
- Whether the questions are to be answered open or closed book.

All the examination questions received by the Dissertation Committee Chair will be included in the student's examination.

Based on the discretion of the Dissertation Committee guided by the Committee Chair, the written examination will be open or closed book. The Dissertation Committee Chair will instruct the student on the parameters of the exam (open or closed book and what resources can be consulted). The student will be informed that they are expected to be "on their honor" regarding completing the examination without any assistance from others. If components of the exam or the entire exam are closed book, the Dissertation Committee Chair will reserve a room where the student will take the closed-book components of the written examination.

The student shall submit all responses to the questions daily to the Dissertation Committee Chair by email. The student should indicate which questions they are answering, include their name as a header or footer for each page of their responses to the questions, and the response pages must be numbered. The questions must be answered within the time allotted. No requests for additional time to complete response to the questions will be honored.

Option 2:

If this option is chosen, the student should prepare a comprehensive research proposal (such as that for a grant or a fellowship) on a topic that is broadly related to and/or builds on the student's dissertation topic but is not the exact topic of the student's dissertation proposal.

Option 3:

If this option is chosen, the student should prepare a review article that is related to and/or builds on the student's dissertation topic but is not the exact topic of the student's dissertation proposal.

For option 2 or 3, the student will have 2 to 3 weeks to prepare the proposal or review. These two options can be chosen only with the approval of the student's Dissertation Committee. The topic of the proposal or review article is determined collectively by the Dissertation Committee. The exact time allowed is determined by the Dissertation Committee.

For all three options, the written examination will be graded prior to the administration of the oral portion of the Qualifying Examination. The Dissertation Committee Chair will be responsible for distributing a copy of the student's responses to the Dissertation Committee members.

The student's responses to the written examination will be graded as "satisfactory," "partially satisfactory," or "unsatisfactory." Grading of the student's responses to the Qualifying Examination questions will be based on the following scale:

- Satisfactory: The responses indicate that the student possesses a mastery of the subject area.
- Partially satisfactory: The responses lack sufficient depth and breadth of subject area.
- Unsatisfactory: The student does not display sufficient mastery of the subject area.

The Dissertation Committee Chair will meet with the student prior to the administration of the oral examination to share the rating for the written examination with the student. The Chair will keep a copy of the student's responses. The student may contact the Dissertation Committee members to request clarification and more details regarding their evaluation of the student's performance prior to the oral examination.

6.2.3   Oral Examination

The oral examination provides an opportunity for the student to clarify and/or elaborate on their responses to the written examination questions and to respond to additional questions to indicate mastery of the subject areas if the written responses were judged partially satisfactory or unsatisfactory. The written examination also provides the opportunity for the student to reflect on the responses that were judged satisfactory.

The oral examination should be scheduled within 3 weeks of the written examination. Normally, 2 hours should be reserved for each student's oral examination. The oral examination is required of all students regardless of the outcome of the written examination.

All members of the student's Dissertation Committee are expected to participate in the student's oral examination. The Committee Chair is responsible for scheduling the time for the oral examination.

The oral examination will proceed as follows:

- The Dissertation Committee Chairperson will convene the meeting.
- The student will briefly share their academic and employment background if there is any.
- The Committee Chair will share one by one the questions that were posed to the student in the written examination. The Dissertation Committee members will take turns asking questions or asking for more clarification or details regarding the student's responses.
- Once questioning of the student is completed, the student will be asked to leave the room in which the oral examination is being held, and the Dissertation Committee will deliberate on the performance of the student in both the written examination and the oral examination.

- The Dissertation Committee, led by the Chair, will determine the outcome of the Qualifying Examination based on the rating policy for the Qualifying Examination indicated in the following. Once a decision is reached regarding the examination outcome, the Dissertation Committee Chair will ask the student to return to the examination room and discuss the outcome with the student.

6.2.4   Examination Outcomes

The Dissertation Committee will make the final decision regarding the following possible outcomes for the student's Qualifying Examination, and the Chairperson of the Dissertation Committee will submit the Qualifying Exam Report to the WiSE Ph.D. Program Coordinator, who will submit the report to the Graduate School.

- <u>Advance to Candidacy – Proceed with Dissertation</u>: The responses to all questions are deemed satisfactory, indicating mastery of the subject areas.

- <u>Advance to Candidacy – Proceed with Dissertation Contingent on Successful Completion of the Question(s) as Stipulated by the Dissertation Committee*</u>: The responses to most questions are deemed satisfactory and the responses to some questions are deemed partially satisfactory and the responses to no more than one question is deemed unsatisfactory. The student must fulfill the remediation contract developed by the Dissertation Committee for the responses to questions that are judged either partially satisfactory or unsatisfactory.

- <u>Not Advanced to Candidacy</u>: The performance of the student in the qualifying exam is unsatisfactory.

* Following the completion of the oral examination, if remediation is needed, the Dissertation Committee Chair will prepare the Contract for Remediation. The Committee Chair will then meet with the student to discuss the contract and obtain the student's signature. A copy of the signed contract will be provided to the student. An additional copy will be provided to the WiSE Ph.D. Program Coordinator for placement in the student's file. The Dissertation Committee Chair should complete the contract preparation and meet with the student within two weeks of the completion of the oral examination.

The student will be required to fulfill the remediation contract for the questions/subject areas that are judged partially satisfactory and re-take the examination after a time lapse of no less than four months and not more than 12 months from the date of the unsatisfactory examination for the questions/subject areas judged unsatisfactory.

As specified in the Graduate School Catalog, failure to pass the Qualifying Examination within the specified period will result in dismissal from the program irrespective of the student's performance in other aspects of their doctoral study. The remediation contract is developed by the Dissertation Committee. The remediation contract includes the type of remediation required, conditions for satisfactory fulfillment of the contract, and the date by which it is to be fulfilled.

All requirements of the remediation contract must be met prior to the student taking the Qualifying Examination for the second time (unless the contract indicates a longer time to fulfill the requirements for a specific subject area of the exam, such as taking an additional course). The required remediation for all subject areas must be submitted to the appropriate Dissertation Committee member at least 30 days

prior to the next scheduled Qualifying Examination. If the remediation is not fully completed by that time or the effort is judged unsatisfactory, the student must take a new exam question for that subject area.

If a student repeats the Qualifying Examination (whether all the examination or only parts of the examination), all questions for which a retake of the examination is required must be completed at a satisfactory level. Any other outcome will result in the student's dismissal from the WiSE Ph.D. Program.

6.3   Admission to Candidacy

If the outcome of the Qualifying Examination is that the student be recommended for advancement to candidacy, the Dissertation Committee Chair of the student reports the outcome to the Graduate School. Students must be admitted to candidacy at least four months prior to their anticipated graduation date, as required by the Graduate School policies.

The Dissertation Committee Chair, and all members of the Dissertation Committee who participate in the preparation of questions and the evaluation of responses to the questions, are committed to maintaining confidentiality regarding the outcome of the student's Qualifying Examination.

In accordance with the Graduate School requirements, a student has four years from the semester in which the student is admitted to candidacy or eight years from the first semester in which the student is admitted into the program (whichever comes first) to complete the doctoral degree. If the student passes both examinations and thus is admitted to candidacy, the student should start registering for the dissertation course.

6.4   Dissertation Proposal

The dissertation proposal is an action plan that describes the research that needs to be conducted to complete the dissertation required for the doctoral degree. To help develop a quality dissertation proposal, each student is recommended to develop a pre-proposal to help them solidify the initial development of their dissertation topic and to gain input from their Dissertation Committee. A dissertation pre-proposal should be a concise document, which contains the following components:

- A statement of the topic of the dissertation and a problem statement explaining the importance of the topic. This statement should indicate what one might expect to learn from the dissertation that is not already known, understood, or appreciated.
- A concise review of what has been done on the topic in the past. Specifically, this component should indicate how the proposed dissertation will differ from or expand upon previous work. A basic reference list should be appended to this section of the pre-proposal.
- A statement of how the data for the dissertation will be collected.
- A statement indicating at least two proposed article topics and where the articles will be published.
- A provisional timetable for the completion of the dissertation

The proposal may be prepared in either the "Chapter Proposal" format or the "Journal Article Proposal" format. Regardless of the format selected, the proposed articles that would be developed from the dissertation and the names of journals to which the articles would be submitted for publication should ideally be incorporated into the proposal.

The style guide to be used for the preparation of the dissertation proposal may be either the Publication Manual of the American Psychological Association (APA) or another format, such as a specific journal format. The style guide selected should be reflective of the style guide required by the journals to which the articles derived from the dissertation would be submitted. When students submit their dissertation to the Graduate School Dissertation Coordinator, they will need to specify the format that they used, e.g., APA, JADA, AJCN, etc. If a journal style is specified, the students should provide a weblink to the journal guidelines.

Prior to initiating work on their dissertation research, the students must present their dissertation proposal and have the proposal approved by their Dissertation Committee. This meeting will follow the student's successful completion of the Qualifying Examination.

The student should meet with their Dissertation Committee Chair to schedule a meeting of the Committee for the purpose of presenting their dissertation proposal to the Committee for approval. The meeting should be scheduled at a time convenient to the student and all the members of the Committee.

The student must distribute a copy of their dissertation proposal to all the members of the Committee at least two weeks prior to the scheduled meeting of the Committee. The copy may be distributed either electronically only or in both electronic and hard copy forms, depending on the preference of the Committee members.

The outcome of the proposal defense meeting may be either committee approval of the dissertation proposal or a request for the student to make revisions to the proposal or to further develop the proposal. If revisions to, or further development of, the proposal is required by the Committee, then an additional meeting of the Committee will be required for the student to present the revised proposal for approval by the Committee.

When the Dissertation Committee has approved the proposal, the Doctoral Dissertation Proposal Approval form (https://www.depts.ttu.edu/gradschool/academic/formsresources.php) should be completed and signed by all the Committee members. The original form is submitted to the WiSE Ph.D. Program Coordinator by the student. The Committee Chair and the student should retain copies of the form.

6.5   Application to Graduate

Each student is required to apply to graduate before the Graduate School deadline during the semester of graduation. The application should be completed online by going to "https://raiderlink.ttu.edu" and following the links as follows: "TTU MyTech" --> "Current Term" --> "Apply to Graduate".

6.6   Dissertation Defense/Final Oral Examination

As a requirement for doctoral degrees at TTU, each student in the program is required to complete a doctor's dissertation before graduation. The dissertation must be defended publicly in front of the Dissertation Committee of the student, a representative of the Graduate School Dean and other interested faculty and students. The public dissertation defense must be completed before the deadline specified by the Graduate School.

A final public defense of the dissertation/final oral examination is required of every candidate for the doctorate and must be held when school is in session and the faculty are on duty. The dissertation defense must be scheduled by the student and the Dissertation Committee after the Committee has reviewed the completed dissertation at least once and prior to the defense deadline during the semester of graduation. Students should submit their dissertation to all Committee members at least three weeks before the defense date.

In addition, the Graduate School requires a three-week notification prior to the dissertation defense. The students and/or their Dissertation Committee Chair must recommend a graduate faculty member to serve as the Graduate Dean's Representative during the dissertation defense. The Graduate Dean's Representative must be a member of the graduate faculty who does not have an appointment in the student's department or program; this representative's appointment may be in the student's college or outside the college. A copy of the dissertation should also be sent to the Graduate Dean's Representative at least three weeks prior to the defense for review. The required Defense Notification Form (https://www.depts.ttu.edu/gradschool/academic/forms/DefenseNotification.pdf) noting the time, place, and other information concerning the examination should be submitted to the WiSE Ph.D. Program Coordinator at least three weeks prior to the dissertation defense date. The Graduate Dean's Representative name must be included in the Defense Notification Form; acceptance of the Defense Notification Form by the Graduate School constitutes acceptance of the recommended Graduate Dean's Representative. The student and/or Committee Chair is responsible for communicating directly with the Graduate Dean's Representative to coordinate all details pertaining to the defense.

The Dissertation Committee and the Graduate Dean's Representative will conduct the dissertation defense, in accordance with the Graduate School's guidelines for the final oral examination (https://www.depts.ttu.edu/gradschool/academic/forms/DoctoralOralDefenseGuidelines.pdf). All members of the Dissertation Committee must participate fully in the dissertation defense and cast a vote. At the conclusion of the dissertation defense, the Dissertation Committee Chair will notify the WiSE Ph.D. Program Coordinator, and the Coordinator will submit the result of the dissertation defense to the Graduate School electronically.

6.7   Submission of Dissertation to the Graduate School

The students should follow the Graduate School's requirements for dissertation formatting (https://www.depts.ttu.edu/gradschool/academic/thesis_diss/defend_format_submit/formatting/FormattingGuidelines.php) Submission of the dissertation should follow the Graduate School guidelines (https://www.depts.ttu.edu/gradschool/academic/thesis_diss/completion_requirements/completionrequirements.php).

It is important that research conducted is submitted for publication so that the global wind science and engineering community can use the results to further scientific knowledge and understanding. The students should prepare a manuscript for publication of the dissertation research and findings. If the work is not submitted for publication within one year after the dissertation completion, the Dissertation Committee Chair and Committee Members have the right to publish the research findings with the student as one of the co-authors.

6.8 Time Limits

All requirements for the doctoral degree must be completed within a period of eight consecutive calendar years from acceptance or four years from admission to candidacy, whichever comes first. Graduate credit for coursework taken at TTU more than eight calendar years old at the time of the Dissertation Defense may not be used to satisfy degree requirements. Absent an extension, the student may be permitted to retake the Qualifying Examination, and upon passing that examination, be readmitted to candidacy by the Graduate Council for some period not to exceed four years. Final corrected electronic copies of the dissertation must be received by the Graduate School no later than one year after the final examination or within the eight-year or four-year time limit, whichever occurs first. Failure to complete this step will result in the degree not being awarded.

6.9 Steps Required for the Doctoral Degree

The table below outlines the steps required to obtain the Ph.D. in Wind Science and Engineering at TTU, including those that are not highlighted above.

ACTION	INITIATED THROUGH	SUBMITTED TO	TIME
Plan course for degree	Program Coordinator	Program Coordinator	Prior to Registration
Take preliminary exam	Program Coordinator	Graduate School Enrollment Services	Early in doctoral study, usually first semester of coursework
Set up Dissertation Committee	Dissertation Committee Chair	Graduate School Enrollment Services	Prior to filing doctoral degree plan
File "Program for the Doctoral Degree" form	Program Coordinator or Dissertation Committee Chair	Graduate School Enrollment Services	Before the end of first year of doctoral coursework
Take Qualifying Examination	Dissertation Committee Chair	Graduate School Enrollment Services	After completion of coursework
Recommendation for admission to candidacy (Qualifying Exam and Admission to Candidacy Recommendation Form)	Dissertation Committee Chair	Graduate School Enrollment Services	After passing qualifying exam and no later than 4 months before graduation

Defend Dissertation Proposal	Dissertation Committee Chair		
Enroll in semester of graduation if all requirements are met (at least 3 hours)	Dissertation Committee Chair	Registrar	Semester of graduation
Apply to Graduate	Student	Graduate School Enrollment Services	Each intended semester of graduation
Pay the Thesis-Dissertation Fee	Graduate School Dissertation Supervisor	Student Business Services	Semester of graduation
Schedule final oral defense of dissertation and submit "Doctoral Final Oral Examination Notification Form"	Student, Dissertation Committee Chair	Graduate School Dissertation Supervisor	At least 3 weeks before dissertation defense
Defend dissertation and send result by memo to the Graduate School (Doctoral Defense Report)	Dissertation Committee	Graduate School Doctoral Coordinator	Semester of graduation
Submit signed Thesis-Dissertation Approval Form; after incorporating changes suggested by the Dissertation Committee, submit the dissertation to the ETD site for review.	Student, Dissertation Committee	Graduate School Dissertation Supervisor	Semester of graduation (usually 5 weeks before graduation date)
Final grade for dissertation hours (A or B)	Dissertation Committee Chair	Registrar-Final Grade Roll	End of semester
Submit official dissertation to ETD web site (DMA students submit PDF programs to ETD site and turn CDs in to the Graduate School)	Student	Graduate School Dissertation Supervisor	Prior to deadline
Complete Doctoral Survey	Student	https://sed-ncses.org/login.aspx	Before Graduation

7   Doctoral Degree Student's Responsibilities

Graduate study demands advanced intellectual ability and the capacity for independent thinking and investigation. The graduate student should, therefore, be characterized by maturity of intellect and character, and should be one whose approach to learning is distinguished by a spirit of inquiry and the desire to increase human knowledge. The graduate student should be an individual who can assume responsibility for their direction of study and research and for the ultimate success of their degree program. The following lists some of the responsibilities of students in the WiSE Ph.D. Program.

7.1   General Responsibilities:

- Be familiar with all Graduate School, College, and University policies and procedures.
- Be familiar with Departmental or Program policies and procedures, especially those that directly affect the student's degree plan and course of study.
- Make a committed and dedicated effort to gain the background knowledge and skills needed to pursue the research or creative project successfully.
- Be familiar with Department faculty and carefully choose a Dissertation Committee Chair to assist and guide the student's progress through the degree process.
- Develop, in conjunction with the Dissertation Committee Chair, a plan and timetable for completion of all stages of the degree program, and to work studiously to adhere to a schedule and to meet appropriate deadlines.
- With the advice of the Dissertation Committee Chair, choose a Dissertation Committee to guide the student through their degree program and research or creative activity requirements.
- Be thoughtful and frugal in using resources provided by the supervisor and by the University.
- Regularly and frequently meet with and consult with the Dissertation Committee Chair on all matters of concern and importance to the student and the student's degree plan and progress.
- Recognize that the Dissertation Committee Chair and the Dissertation Committee members may have other teaching, research, and service obligations which may preclude immediate responses.
- Be aware of all deadlines and other matters related to completing all degree requirements.
- Pay due attention to the need to maintain a workplace which is tidy, safe, and healthy and where each individual shows tolerance and respect for the rights of others.
- Conform to professional standards of honesty to assure academic integrity and professionalism and acknowledge assistance, materials, etc., provided by others.
- Terminate the work and clean up the workspace to leave the place to another student when program requirements have been met.
- Return borrowed materials to the members of the Dissertation Committee, academic unit, library, or other resource when the academic work has been concluded.

7.2   Specific Responsibilities

- Be familiar with the Graduate Catalog (https://catalog.ttu.edu/).
- Establish effective and frequent communication with your Dissertation Committee Chair. The Dissertation Committee Chair may also be mentoring other students. Thus, it is the student's

responsibility to initiate conversations with the Dissertation Committee Chair, including about the following, so that important deadlines are not missed:

- o The Doctoral Degree form (developed with the Doctoral Dissertation Committee) and submission of the form to the Graduate School for approval
- o Course registration for each semester
- o Potential members of Doctoral Dissertation Committee
- o Content and scheduling of Qualifying Examination
- o completion of the "Doctoral Student Annual Review" form each year
- o Confirming the approved Doctoral Degree Plan form with when registering for the semester in which the degree is to be conferred and the submission of the change form if necessary

- Confer with the Dissertation Committee members about:

  - o Their membership on your Doctoral Dissertation Committee
  - o Content and scheduling of Qualifying Examination
  - o Research proposal development, presentation, and approval
  - o Guidance during research
  - o Planning committee meetings
  - o Planning for the dissertation defense

- Be innovative and push the envelope of research.
- Be ready to work beyond classes.
- Be dedicated to the studies and to the program's vision.
- Research and outreach are part of the studies; students in the program are full partners with faculty on research.
- Be responsible for your experiments if your research demands those. Technicians and staff are available to assist and maintain facilities, not to do the research for the students.
- Be open to constructive criticism; learn from it rather than being offended by it.
- Be proactive in writing, discussing, and responding.
- Strive to be in demand by faculty.

7.3   Submission of Annual Review of Student Progress

Each fall, continuing students in the WiSE Ph.D. Program are required as per TTU Graduate School policy to submit an annual report summarizing their academic and professional activities over the past year and their plans for the coming year. The report should be prepared following the "Doctoral Student Annual Review" template, which is available on the WiSE Ph.D. Program's website (https://www.depts.ttu.edu/nwi/education/phd/index.php). The annual review is imperative to the students and their faculty mentors in documenting progress in academic, research, and service areas. It has also been a helpful tool to record student achievements and awards so that these can be added to the resumes for scholarships/fellowships and jobs. Information provided for the annual review is also used to respond to reports required by the Graduate School regarding student achievements, community outreach, etc., as well as for the program to review its performance and develop plans for future improvements. The students are required to provide a copy of the completed annual report with

signatures to the WiSE Ph.D. Program Coordinator by the deadline of November 1 as mentioned in the template. Students and their Dissertation Committee Chairs should keep a copy of the report.

After completion of the Review of Progress form, the students should submit it to the WiSE Ph.D. Program Coordinator for submission to the Graduate School. Any student not making satisfactory progress may be placed on probation and given conditions to meet to stay in the program. Continued unsatisfactory progress in any area of a student's work will be cause for dismissal by the Dean of the Graduate School.

8   Academic Integrity

Students at TTU are required to have integrity for both education and research and follow the policies set forth by the University. The policies and codes of conduct and how these policies and codes are implemented are specified in the TTU Student Handbook and Codes of Conduct (https://www.depts.ttu.edu/dos/handbook/). In addition to following these policies and codes, the students are also required to conduct research in a responsible manner. The following highlights a number of topics related to the academic integrity of education and research at TTU.

8.1   Cheating

Cheating: Dishonesty on examinations and quizzes or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination or quiz, obtaining information during an examination from another student, assisting others to cheat, alteration of grade records, illegal entry to or unauthorized presence in an office are instances of cheating.

8.2   Plagiarism

Plagiarism: Offering the work of another as one's own, without proper acknowledgement, is plagiarism; therefore, any student who fails to give credit for quotations or has essentially identical expression of material taken from books, journals, encyclopedias, magazines, and other reference works, or from the themes, or other writings of a fellow students, is guilty of plagiarism.

8.3   Responsible Conduct of Research

As a student in the WiSE Ph.D. Program, you are expected to conduct research towards your degree. All students in the program are required to complete the responsible conduct of research training administered by the Office of Innovation at TTU: https://www.depts.ttu.edu/research/integrity/RCR/training.php#:~:text=The%20goals%20of%20the%20TTU,research%20practices%20throughout%20their%20careers.

8.4   Responsible Academic Conduct Training

All new and continuing degree-seeking graduate students are also required to complete the responsible academic conduct training administered by the Graduate School: https://www.depts.ttu.edu/gradschool/training/responsible-academic-conduct-training.php. The training must be completed before the student has completed their first semester of Study in the WiSE Ph.D. Program. Separate training modules are available for different broad disciplines (student self-selects the module).

9   Financial Support

The major expenses needed to complete doctoral programs at TTU include tuition and fees and living expenses. Estimates of these expenses by the Graduate School provides can be found at: https://www.depts.ttu.edu/gradschool/financial/tuition.php.

In addition to personnel funds, the expenses needed for the education can also be covered by various financial support for which students in the WiSE Ph.D. Program may qualify. The following lists the major types of financial support available to the students in the program.

9.1   Financial Support from the Graduate School

The Graduate School offers several scholarships, assistantships, and fellowships to new and continuing students. For new students, awards are often made in conjunction with admission. The major scholarships, assistantships, and fellowships from the Graduate School include:

9.1.1   The Distinguished Graduate Student Assistantships (DGSA):

The Distinguished Graduate Student Assistantships are offered by TTU to attract high-quality applicants into its doctoral programs. Awards are $25,000/year plus tuition and fee waivers for up to 4 years, contingent upon satisfactory academic progress. Students may not apply for the DGSA; they must be nominated by the graduate program to which they belong. More information about the DGSA can be found at https://www.depts.ttu.edu/gradschool/financial/RecruitmentFellowships.php.

9.1.2   Doctoral Dissertation Completion Fellowship:

This fellowship is designed to increase the completion rate of Ph.D. students and to enhance recruitment of new students. Recipients of the fellowship must be advanced to candidacy for the Ph.D. by the beginning of the fellowship award period, be scheduled to be employed on an assistantship (RA, TA, or GPTI) for the award year, and expect to complete their dissertation during the year of their fellowship. The support is available for up to 12 months to enable the students to dedicate their time exclusively to dissertation research. The stipend level is the equivalent of their current assistantship stipend, and it may be augmented from other sources (no outside employment is allowed). Students may not apply for the fellowship; they must be nominated by a faculty member and must include contributions from the Dissertation Committee Chair and an endorsement from the department/program. More information about the Doctoral Dissertation Completion Fellowship can be found at https://www.depts.ttu.edu/gradschool/financial/DoctoralFellowships.php.

9.1.3   General Fellowships

The Graduate School provides several other fellowship opportunities to new and continuing students. More details of the General Fellowships available from the Graduate School can be found at: https://www.depts.ttu.edu/gradschool/financial/GeneralFellowships.php.

9.2   The Mehta Family Fellowship

The Mehta Family Fellowship was established by Dr. Kishor Mehta, who is one of the founders of the Wind Science and Engineering Program at TTU and led the effort to establish the WiSE Ph.D. Program. This fellowship is exclusively available to students in the WiSE Ph.D. Program. The support from the

Fellowship is $30,000 for one year, and each student may only be awarded the Fellowship once while in the WiSE Ph.D. Program. Students may not apply for the Mehta Family Fellowship; they must be nominated by the Dissertation Committee Chair

9.3   Research Assistantships and Teaching Assistantships

Students in the WiSE Ph.D. Program may be supported by either Research Assistantships or Teaching Assistantships. Research Assistantships are primarily provided through research projects of WiSE faculty, and Teaching Assistantships are from academic departments on the TTU campus.

9.4   External Fellowships and Grants

External fellowships for graduate studies are available from many organizations outside Texas Tech University, including state and federal agencies, private foundations, non-profit groups, and international organizations. A variety of support is offered, from one-time awards to multi-year support for living expenses, educational fees, conference travel and/or research for beginning to advanced graduate student and postdoctoral levels. In addition to helping fund the education of students, external grants and fellowships are a great academic honor and help distinguish the academic scholarship of students. Searching for external fellowships and grants can be done at a Graduate School webpage: https://www.depts.ttu.edu/gradschool/financial/opportunities.php. The policies and procedures for submitting and following up with application for external fellowships and grants can be found at: https://www.depts.ttu.edu/gradschool/financial/submit.php.

10 Student Employment

10.1 New Employee Requirements

Before starting work at TTU, all students must complete the procedures required for new employees. Details of the requirements can be found at: https://www.depts.ttu.edu/hr/EmployeeResources/NewEmp.php. The WiSE Ph.D. Program Coordinator will contact the student to arrange for a date and time to complete this requirement. International students must have a Social Security Number before starting to work. After entering the United States, International Students must wait 10 days before applying for a social security card. Once an international student has a receipt showing that they have met with the Social Security Office. A temporary Social Security Number can be arranged through the Office of Human Resources at TTU.

All international students must provide the Social Security Office with their local mailing address. Also, if living in an apartment complex, the international student must ensure that the apartment complex business office have the student listed to receive mail at that address.

10.2 Payment Dates

The Payroll at TTU releases monthly paychecks on the first business day of the month. To ensure that the paycheck is received in a timely manner, the students must have their direct deposit information set up on "Radierlink". If direct deposit information is not setup, the paychecks will be mailed to the address of the student on file.

11 Health Insurance

TTU requires non-immigrant students to maintain the health, evacuation, and repatriation insurance offered through the university. The policy regarding the health insurance requirements can be found at: https://www.depts.ttu.edu/opmanual/OP34.24.php. Information about the TTU student health insurance plan can be found at: https://www.ttuhsc.edu/student-life/health-insurance.aspx, Some frequently asked questions (FAQ) regarding health insurance for non-immigrant students and the answers to these questions can be found at: https://www.depts.ttu.edu/studenthealth/InternatinalinsuranceFAQ/.

12 Office Spaces

12.1 Office Space on Campus

On-campus office space will be assigned to the students in the WiSE Ph.D. Program, based on availability.

12.2 Key/Proximity Lock Requests

All requests for keys must be submitted to a Business Assistant of the Department in which student offices are hosted or to NWI's Senior Business Assistant if the office space is provided by NWI. Once keys are ready for pick up, the student requesting the keys will receive an email from the Lock Shop, stating the keys are ready to be picked up at the University Lock Shop. A photo ID is required for picking up keys from the Lock Shop.

12.3 Office Space at Reese Technology Center

Office spaces are available to WiSE Ph.D. students in Building 250 at Reese Technology Center. Those office spaces are provided upon requests by students and approval by both the Dissertation Committee Chair and NWI. Unless the student has a parking permit to park on campus, the student will not be able to park in the designated TTU parking lots at Reese Technology Center. Arrangements have been made for graduate students to use the parking lot across the street from Building 250 for parking.

13 Resources and Services Available to Students

The University, the Graduate School, NWI and the WiSE Ph.D. program all provide services and resources to ensure that the students receive the necessary support they need for their education, research and life while at TTU. These help the students succeed while at TTU and prepare them for continued success after graduation. The following describes some of the resources and services available to the students.

13.1 Library System

The TTU Libraries provide a full complement of library resources and services to library users. The libraries provide informational sessions to students and other library users, including traditional in-person instructional sessions and one-on-one sessions. They offer general information in an online format available from the library website allowing the information to be available 24/ 7 and easily accessible by

distance students. Some topics include how to do a literature review, EndNote Web (citation style management tool), and basic research. All faculty and students have access to materials owned by other institutions through their individualized interlibrary loan (ILLiad) account. Books borrowed via interlibrary loan are delivered by the TTU Libraries to academic offices and articles are scanned and sent directly to the patron through their ILLiad account.

13.2   Technology Services

13.2.1   Computers

Personal computers for the students to use for education and research purposes are often provided by the Dissertation Committee Chair of the students. Other computing resources available to the students include those available at the TTU Library, the Advanced Technology Learning Center (ATLC, https://www.depts.ttu.edu/itts/labs/atlc/) and the Teaching, Learning, and Professional Development Center (TLPDC: https://www.depts.ttu.edu/tlpdc/index.php), the latter two of which are housed in the TTU main library.

13.2.2   Software

TTU students have access to various software packages for free through the license agreements that the University has with the software companies. Among the available software packages are Office Suite from Microsoft, Matlab from Mathworks, LaVIEW from National Instruments and Adobe Acrobat. The software available to students can be downloaded on the TTU eRaider website (www.eraider.ttu.edu).

13.2.3   Print, Copy and Scan

In addition to the printers that may have been provided by the Dissertation Committee Chairs, the students can also access printers at the TTU library. Also available at the library are copiers and Scanners that are accessible to students.

13.2.4   IT Help Central

The IT Help Central at TTU offers technical support and assistance to the TTU community. The wide variety of services offered to the students by the IT Help Central include:

- Phone, email, and chat support for most technical issues, including eRaider accounts, TechMail & Microsoft 365, Unified Communications (Skype for Business), network connections, and general computer maintenance.
- Walk-up support for virus/spyware removal, network connections (including wireless setup), TechMail troubleshooting & setup, and many other issues.
- Self-support instructions, purchase recommendations, and bulletins on the IT Help Central website and through askIT.

Hours and Contact information:
Hours: See IT Help Central website (https://www.depts.ttu.edu/ithelpcentral/hours/index.php)
Locations: See IT Help Central website (https://www.depts.ttu.edu/ithelpcentral/location/index.php)
Phone: (806) 742-4357 (HELP) or toll-free (877) 484-3573
Email: ithelpcentral@ttu.edu

13.3 University Recreation Center

The TTU University Recreation Center (https://www.depts.ttu.edu/urec/) is one of the largest campus recreation facilities in the United States. It offers TTU students, faculty, and staff an outstanding opportunity to participate in numerous recreational activities. There are 242,000 square feet of activity space in the Recreation Center and 8 courts with multipurpose flooring to accommodate basketball, volleyball, and badminton. Other facilities include a 6,530 square foot free weight room; a circuit training room with select weight equipment; 2 cardiovascular equipment areas and an Entertainment Exercise Studio with over 120 pieces of cardiovascular equipment total; speed bag room; aerobics/dance studios; large mat room; 12 handball/racquetball courts; elevated 1/8 of mile jogging track; carpeted locker rooms with shower facilities and saunas; and a squash court. Located outside the north entrance of the University Recreation Center is the Outdoor Pursuits Center (https://www.depts.ttu.edu/urec/opc/summeropc.php), which offers students a variety of outdoor activities. In addition, the University Recreation Center houses a Leisure Pool consisting of a lazy river, a three-tier wet deck, an eight-lane pool for lap swimming, and a 25-person spa.

Hours and Contact information:
Hours: See University Recreation Center website (https://www.depts.ttu.edu/urec/facilities/hours.php)
Phone: (806) 742-3351
Email: urec@ttu.edu

13.4 Student Health Services

The Student Wellness Center (https://www.depts.ttu.edu/studenthealth/) is a primary care clinic staffed with licensed physicians, nurses, nurse practitioners, and support staff who provide care for illnesses and injuries, as well as mental health issues. Students who are enrolled for four (4) or more semester hours will pay a medical services fee that entitles them to clinic and pharmacy services that include primary health care clinic, sports medicine clinic, dermatology clinic, allergy clinic, mental health referrals, nutrition counseling, confidential HIV testing/counseling, and comprehensive alcohol, tobacco and other drug prevention, intervention, and education. Lab tests and x-rays ordered by Student Health Services providers and performed at Student Health are also covered by the medical service fee. Pharmacy services ((806) 743-2636) are conveniently located in the same building where the Student Wellness Center is located. The pharmacy can fill most physician prescriptions, including those written by an outside physician or transferred from another pharmacy. Over-the-counter medications are also available. Pharmacy purchases may be charged to major credit card, Tech Express, and prescription insurance cards.

Hours and Contact information:
Hours: Monday-Friday, 8:00 a.m. to 5:30 p.m.
Address: 1003 North Flint Avenue
Phone: (806) 743-2848
Email: studenthealthservices@ttuhsc.edu

13.5 Student Counseling Services

TTU provides professional services to address both social adjustment and personal concerns affecting students' life and academic performance, including career and academic major decisions. These services are available through the Student Counseling Center (https://www.depts.ttu.edu/scc/).

Hours and Contact information:
Office Hours: Monday-Friday, 8:00 a.m. to 5:00 p.m.
Walk-in clinic hours: Monday-Friday, 8:00 a.m. to 5:00 p.m.
Address: 201 Student Wellness Center, 1003 North Flint Avenue
Phone: (806) 742-3674
Email: StudentCounselingCenter@ttu.edu

13.6 Student Disability Services

Students in need of accommodations due to disabilities can use the comprehensive services provided by Student Disability Services (https://www.depts.ttu.edu/sds/) at TTU. Accommodation will be made in response to the specific disability.

Contact information:
Address: 130 Weeks Hall
Phone: (806) 742-2405
Email: sds@ttu.edu

13.7 Raider Relief Advocacy and Resource Center

The Raider Relief Advocacy and Resource Center (https://www.depts.ttu.edu/dos/raiderrelief.php) supports the needs of students and connects students with the most essential resources required to achieve academic goals as a Texas Tech University student. Those needs include but are not limited to food, housing, financial education, and basic living supplies (clothing, kitchen essentials, toiletries, etc.)

Contact information:
Address: Suite 201 AA, Student Union Building
Phone: (806) 742-2984
Email: deanofstudents@ttu.edu

13.8 Resources and Services Available from the Graduate School

13.8.1 Graduate Center

The Graduate Center (https://www.depts.ttu.edu/gradcenter/) is a facility dedicated to TTU Graduate students and Postdoctoral Fellows. it provides numerous facilities that include a computer lab, meeting space and quiet study areas and support services that include library research assistance, statistical counseling services, Student Health Services (to help with health insurance related matters), and room reservation assistance.

Hours and Contact information:
Hours: Monday - Thursday 8:00 a.m. to 8:00 p.m.; Friday 8:00 a.m. to 5:00 p.m.
Address: Room 319, Weeks Hall, 2508 15th Street

Phone: (806) 742-2984
Email: grad.center@ttu.edu

13.8.2   Graduate Writing Center (GWC)

The GWC (https://www.depts.ttu.edu/gradschool/gswc.php) is dedicated to developing graduate students' and postdoctoral fellows' writing and research skills. The GWC brings together scholars with disparate backgrounds, interests, and talents in order to foster the effective communication skills and spirit of intellectual inquiry that are central to graduate study. The GSWC offers many services, including writing consultations, graduate writing groups, workshops, and Thesis and Dissertation Boot Camps.

Hours and Contact information:
Hours: By appointment, see GWC website
Address: 3rd floor, Weeks Hall, 2508 15th Street
Phone: (806) 742-2476, ext. 1

13.8.3   Travel Support

As a graduate student at TTU, you may be eligible to receive funding from the Graduate School that supports student travels for school related activities, such as attending academic conferences. To be eligible for travel support, a student must attend three professional development workshops sponsored or co-sponsored by the Graduate School and within the same semester in which the student travels. These events are listed on "Calendar of Events" webpage (https://portal.grad.ttu.edu/events/) of the Graduate School, which is updated during the semester as events are introduced. The funding for travel support is provided on a first-come/first-served basis, and the funding is limited to one trip per student per fiscal year (Sept 1-Aug 31). Requests for travel funding must be received at least 30 days prior to travel. More information regarding the Graduate School travel support and the procedures for requesting travel support can be found at https://www.depts.ttu.edu/gradschool/financial/travel.php.

13.8.4   Graduate Student Research Support

This program is for Texas Tech University graduate students who are in need of funds to successfully complete their research (thesis/dissertation or non-thesis based). Funds may only be used for expenses directly related to research (e.g., supplies, software, research-related training, etc.). Funds may not be used for tuition and fee purposes or to purchase computers/laptops. It is anticipated that there will be two grant cycles during the academic year, one in the fall and one in the spring. This award is disbursed as a scholarship. Variable award amounts of up to $1,500 per award. The Funding for this program is made possible through generous support of The CH Foundation, Texas Tech Office of Diversity, Equity & Inclusion, and the Graduate School. For more information about the Graduate Student Research Support program and how to apply for support, please visit the program website at https://www.depts.ttu.edu/gradschool/financial/grantinaid.php.

13.9   Other Resources and Services

- Campus Map: https://www.ttu.edu/map/
- Graduate Catalog: https://catalog.ttu.edu/
- Academic Calendars: https://www.depts.ttu.edu/officialpublications/calendar/
- Graduate School Events Calendar: https://portal.grad.ttu.edu/events/

- Student Union & Activities: https://www.depts.ttu.edu/sub/
- Book Store: https://www.depts.ttu.edu/bookstore/
- TA Workshop: https://www.depts.ttu.edu/taworkshop/
- TTU Title IX: https://www.depts.ttu.edu/titleix/
- Office of LGBTQIA Education & Engagement: https://www.depts.ttu.edu/lgbtqia/
- Transportation & Parking Services: https://www.depts.ttu.edu/parking/
- Student Business Services: https://www.depts.ttu.edu/studentbusinessservices/
- Risk Intervention & Safety Education (RISE): https://www.depts.ttu.edu/rise/

14 Miscellaneous

14.1 ID Cards and Parking

14.1.1 University ID

Everyone associated with Texas Tech receives an R number, which is their ID at TTU. Details about the University ID can be found at: https://www.depts.ttu.edu/unvid/.

14.1.2 Transportation & Parking Services

Information for transportation and parking on campus can be found at the website of Transportation and Parking Services at https://www.depts.ttu.edu/parking/.

14.2 Bi-Weekly Student Seminars

Bi-Weekly student seminars are held to provide students with the opportunity to present their work and sharpen their presentation skills while enjoying the fellowship of other WiSE students. All students in the program are required to present and participate in these seminars.

14.3 eRaider Service after Graduation

When any individual leaves Texas Tech University, eRaider accounts are automatically disabled after a designated period. For recent graduates, the eRaider account remains active for 450 days and then is disabled. If you are no longer active as a student or an employee, you should migrate to another email system and Office 365 subscription within these 450 days. Be sure to remove the contents from your OneDrive for Business and personal website as well.

For assistance or questions, please contact IT Help Central at (806) 742-4357 (HELP) or via email at ithelpcentral@ttu.edu.

14.4 Grievance Procedures

The Office of Dean of Students at TTU (https://www.depts.ttu.edu/dos/studentcomplaints.php) handles complaints by students. The Complaints can be filed either by submitting a reporting form (https://www.depts.ttu.edu/dos/report_a_concern.php) or by calling the phone of the Office (806-742-7233).

14.5 Useful Forms

Most forms required by the Graduate School can be found at: https://www.depts.ttu.edu/gradschool/academic/FormsResources.php.

The following form can be used to nominate students for the Mehta Family Fellowship

Name of Student: _____   R#: _____

B.S. Institution: _____   M.S. Institution: _____

Date Entered WiSE Ph.D. Program: _____   GPA at Texas Tech University: _____

Projected Graduation Date: _____

Dissertation Title: _____

Major Publications:

Justification for Nomination:

Name of Advisor: _____   Date: _____

14.6   Useful Contact Information for International Students

14.6.1   International Cultural Center (ICC)

Office of International Affairs (OIA)
601 Indiana Avenue
Phone: (806) 742-3667
Email: oia.reception@ttu.edu
Website: http://www.depts.ttu.edu/international/

14.6.2   International Student and Scholar Services (ISSS)

Phone: (806) 742-3677
Website: https://www.depts.ttu.edu/international/isss/appointments.php