



TEXAS LBJ School

The University of Texas at Austin

Lyndon B. Johnson School of Public Affairs

2019-2020

Master of Global Policy Studies (MGPS)

Student Handbook



Message from the Dean

Welcome to the LBJ School of Public Affairs. You are joining us because you want to tackle critical challenges not just within the walls of academia, but also in the public and social dialogue of our world. Today begins a personal and collective transition from the known to the unknown, from the predictable to the uncertain.

Your decision to invest in a public policy education could not be more important, and timely. As the next generation of leaders, you will need all of your energy and skills to successfully engage in what is a national and global environment of uncertainty and where trust in our public institutions and officials has eroded. Now is the time to embrace an education that will prepare you to be fearless public leaders, equipped with the tools needed to confront hard problems with persistence, courage and an open mind. Now is the time to explore the many opportunities afforded you as you seek your place in serving the public good. The importance of the work you are about to undertake cannot be overstated.

The LBJ School is a place where you and your fellow students are held to the highest of academic, professional, and ethical standards. You are taught by experts who are leading researchers and experienced practitioners, all deeply engaged in the frontline of policy conversations. You join a network of accomplished alumni who generously share their expertise and experience. And with our Washington Center and campus, seven interdisciplinary research centers, numerous global exchange programs and rich venue of prestigious visiting speakers, you will have continuous opportunities to interact with local, state, national and international policy arenas.

This is an exciting era at the LBJ School. We will be celebrating our 50th anniversary in 2020 and we look forward to your participation in the amazing events we have planned. Also, our programs and our curriculum are changing to incorporate new knowledge, new technology, new skills ---all designed to help you meet 21st century challenges.

There is no better place in the nation to see real-life policy implications than in Austin, Texas, consistently ranked as one of the best U.S. cities in which to live. With the state capital a short walk away, you will be immersed in a complete policy learning laboratory, with access to the vast resources of The University of Texas, a Tier I research university. The Lone Star State is home to 28 million people, one of the fastest growing economies in the U.S., and a gateway to diverse international and global policy communities in Mexico, Cuba, Central and South America. The world and its challenges are truly at our doorstep here at the LBJ School.

We are excited to have you join us on this journey.

Best,
Angela M. Evans, Dean

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<https://catalog.utexas.edu/graduate/degree-requirements/graduation/>.

Section 1: Overview

This student Handbook is designed to (1) introduce MGPS students to the requirements, policies, procedures, and deadlines of the Lyndon B. Johnson School of Public Affairs (LBJ School) and The University of Texas at Austin (UT) Office of Graduate Studies (OGS) and (2) to familiarize students with important campus resources. Information contained within this Handbook is current as of its printing August 2019. Subsequent changes or updates will be made to the online version and distributed through the main student listserv (*lbjstudents@utlists.utexas.edu*). The Handbook is available in electronic format on the Forms, Policies and Procedures page of the LBJ School's website at: <http://lbj.utexas.edu/forms-policies-and-procedures>

Please read this information thoroughly, as it will answer many of your questions about the MGPS program. If you have any questions that the Handbook does not address, please don't hesitate to contact the Office of Student Admissions and Affairs.

1.1 Ethics and Professional Conduct

1.1.1 The University of Texas Honor Code

The core values of The University of Texas at Austin are learning, discovery, freedom, leadership, individual opportunity, and responsibility. Each member of the University community is expected to uphold these values through integrity, honesty, fairness, and respect toward peers and community.

1.1.2 Excerpts from UT Compliance and Ethics Guide

Obligation to Report Wrongdoing

All University employees have a personal and professional obligation to report, or cause to be reported, and to assist in any investigation by persons authorized or responsible for such matters, the following (collectively referred to as “wrongdoing”): Illegal or fraudulent activity; financial misstatements, or accounting or auditing irregularities; conflicts of interests or dishonest or unethical conduct; violations of the institution's code of conduct; and violations of other laws, rules, or regulations.

Use of Intellectual or Copyrighted Property

Copyrighted material, which includes almost everything written or recorded in any medium, including software, is protected under the federal Copyright Act and generally may not be copied or used without the owner's permission. Generally, such materials may be copied without the copyright owner's permission only within narrow exceptions under the Copyright Act.

Any copying or reproduction of copyrighted software on University computing equipment must comply with the Copyright Act and any applicable software license agreement. Further, faculty, staff and students may not use unauthorized copies of software on University owned computers or networks or computers housed in University facilities. However, one exception, known as "fair use," allows copyrighted materials to be copied or otherwise used without the copyright owner's permission.

<https://www.copyright.gov/fair-use/more-info.html>

Important Note on Academic Integrity

Students are expected to respect the LBJ School's standards regarding academic dishonesty. You owe it to yourself, your fellow students, and the institution to maintain the highest standards of integrity and ethical behavior. A discussion of academic integrity, including definitions of plagiarism and unauthorized collaboration, as well as helpful information on citations, note taking, and paraphrasing, can be found at the web page of the Office of the Dean of Students:

<http://deanofstudents.utexas.edu/conduct/academicintegrity.php>

Students should also consult the LBJ School's own guide to plagiarism, available here: <https://lbj.utexas.edu/forms-policies-and-procedures>.

The University has also established disciplinary procedures and penalty guidelines for academic dishonesty, especially Sec. 11.304 in Appendix C of the Institutional Rules on Student Services and Activities section in UT's General Information Catalog.

Acceptable Use Policy

The UT Austin Acceptable Use Policy (AUP) serves as a supplement to the UT Austin [Information Resources Use and Security Policy](#). University [information resources](#) consist of the computer devices, data, applications, and the supporting networking infrastructure. These technologies are critical to the multifaceted mission of the university, a mission that includes teaching, research, and public service.

1.1.3 Professional Ethics at the LBJ School

All LBJ School students are members of the LBJ School community, as well as members of a public service profession. Both have a high standard for professional and ethical conduct. All students have an obligation to report wrongdoing and be familiar with Intellectual and Copyrighted Property, UT's Academic Integrity standards, and the Acceptable Use Policy.

We also encourage all LBJ School students to familiarize themselves with the Code of Ethics formulated by the American Society of Public Administration (ASPA), available online at <https://www.aspanet.org/ASPA/About-ASPA/Code-of-Ethics/ASPA/Code-of-Ethics/Code-of-Ethics.aspx>.

1.1.4 Student Responsibility

LBJ School students are responsible for knowing and satisfying program degree requirements, meeting administrative and academic deadlines, seeking academic advice when needed, and enrolling in appropriate courses to ensure progress toward degree completion. The Office of Student Affairs and Admissions (OSAA) and degree program graduate advisors will be there to help, but students are responsible for their own education.

OGS sets most critical deadlines. Check the OGS (<https://gradschool.utexas.edu/>) and Office of the Registrar (<https://registrar.utexas.edu/>) websites for deadlines.

Students are expected to promptly and thoroughly read informational emails sent by OSAA staff and their Graduate Advisor. Please include your full name and UT EID when contacting your Graduate Advisor or the Graduate Coordinators for assistance.

1.2 Physical Mailboxes

Each enrolled student is assigned a mailbox. Student mailboxes are located in SRH 3.118, the mailroom on the ground floor. The list of mailbox assignments is in a binder on the table in the mailroom.

LBJ School student mailboxes are for internal School use only. The School does not accept personal or business mail on behalf of students.

You are encouraged to write your mailbox number next to your name on the cover of all hardcopy academic documents submitted to faculty members. This makes it easy for your graded work to be returned to you.

1.3 Communications

Email is the official form of communication at UT Austin. Students are required to provide the LBJ School and the University with current and accurate contact information at all times, including email address, local and permanent physical addresses, and telephone number.

If your contact information changes during your enrollment, you need to update your UT Direct profile at https://registrar.utexas.edu/students/records/address#P26_2186. You will also need to notify your Graduate Program Coordinator in OSAA of the change so that we can update the LBJ School's internal records.

The LBJ School maintains several listservs to keep in touch with students. You will be added to each list at the start of your first semester. You will be able to opt out of some. You will see emails from the following listservs:

- The *lbjschool* listserv contains official correspondence from the Dean's Office and from OSAA: it is not something from which you can opt out.
- The *lbjstudents* listserv is a moderated listserv to which you can submit school-related messages, and which you can customize to receive messages immediately or as a digest.
- Each degree program has its own academic listserv (*lbjmgps*, *lbjmpaff*, *lbjphd*, *duals*), which is used to deliver program-specific academic and advising information—please read these messages carefully.

Important Communications from The Office of Student Affairs and Admissions (OSAA)

OSAA is oftentimes the “hub” of important communications for the school. From academic deadlines to job postings, event reminders and other important announcements, the communications from OSAA are very important. We ask that you take the time to read all emails, check the Canvas site, and become familiar with the LBJ website. OSAA uses the following channels to communicate important information to our students—please make sure you are checking each regularly:

- Student Listserv emails
- Enrolled Student Canvas Site
- Weekly Student Newsletter
- Postings on bulletin boards around the LBJ building
- Social Media—OSAA Instagram Account
- Communications disseminated through student orgs such as GPAC

1.4 Academic & Student Affairs Program Contacts

<p>Associate Dean for Academic Strategies Dr. Cynthia Osborne cosborne@prc.utexas.edu (512) 471-9808 SRH 3.238</p>	<p>Associate Dean for Students Dr. Kate Weaver ceweaver@austin.utexas.edu (512) 232-3443 SRH 3.344</p>
<p>Associate Dean for Research Dr. Varun Rai varun.rai@mail.utexas.edu (512) 471-5057 SRH 3.356</p>	<p>PhD Graduate Advisor Dr. Chandler Stolp stolp@mail.utexas.edu (512) 471-8951 SRH 3.277</p>
<p>MPAff Graduate Advisor Prof. Sherri Greenberg srgreenberg@austin.utexas.edu (512) 656-6592 SRH 3.252</p>	<p>MGPS Graduate Advisor Dr. Lorinc Redei lredei@austin.utexas.edu (512) 471-7566 SRH 3.281</p>
<p>Director, Office of Student Affairs and Admissions Ms. Shannon Chapman lbjosaadirector@austin.utexas.edu (512) 471-4292 SRH 3.104E</p>	<p>OSAA Assistant Director Student Professional Development Ms. Lauren Berryhill lbjprofessionaldev@autin.utexas.edu (512) 471-3290 SRH 3.104F</p>
<p>OSAA Senior Career Resources Specialist Ms. Nikesha Rollack Focused on MPAFF and PhD Population lbjcareers@austin.utexas.edu (512) 471-8325 SRH 3.104G</p>	<p>OSAA Career Resources Specialist Ms. Colleen Gleeson Focused on MGPS Population lbjcareers@austin.utexas.edu (512) 471-8325 512-471-3620 SRH 3.104H</p>
<p>Graduate Admissions & Program Coordinator Ms. Gwendolyn Kelso MGPS, DC and PhD Populations lbjadmit@austin.utexas.edu (512) 232-4013 SRH 3.104C</p>	<p>Graduate Admissions & Program Coordinator Ms. Amy Pakes MPAFF Students (last names A-I) lbjstudentaffairs@austin.utexas.edu (512) 471-0291 SRH 3.104B</p>
<p>Graduate Admissions & Program Coordinator Ms. Laura Roach MPAFF Students (last names J-Z) lbjstudentaffairs@austin.utexas.edu (512) 471-9634 SRH 3.104A</p>	<p>OSAA Administrative Associate/Front Desk Rachel Sanson lbjosaa@austin.utexas.edu (512) 471-4292 SRH 3.104</p>
<p>LBJ School Fellowship Specialist Ms. Katie Mieher lbjfellowsips@austin.utexas.edu (512) 471-6277 SRH 3.387</p>	

To schedule an appointment in OSAA, visit <https://lbjosaa.acuityscheduling.com/>

To access the job system managed visit <https://utcns.joinhandshake.com/login>

Section 2. MGPS Degree: Curriculum Overview

2.1 MGPS Degree Requirements

The LBJ School's curriculum and academic policies are set by each program's Graduate Studies Committee (GSC), which consists of tenured and tenure-track LBJ School faculty members, and the program's Graduate Advisor. The MGPS program is a full-time graduate program, so you must be enrolled full-time (taking a minimum of nine credits each semester) to continue toward your degree. A minimum of 12 credits each semester, taking 13 in one of four semesters, is required to finish in two years.

Completion of the MGPS program requires a total of 49 graduate credit hours:

<u>Core Course Requirements</u>	22
PA 387G, Nature of the International System (fall semesters only)	3
PA 397G, Analytical Methods for GPS (fall semesters only)	3
PA 393G, Microeconomics (fall semesters only)	3
PA 383G, Policy Making in a Global Age (spring semesters only)	3
PA 393H, International Economics*	3
PA 682GA and PA 682GB, Policy Research Project (PRP) (two-semester class)	6
PA 195G, Crisis Simulation (spring semesters only, offered every two years)	1

*Some other courses with international economics content may also be used to satisfy this requirement. The list of such courses is established by the MGPS GSC: see your Graduate Advisor for details.

<u>Specialization Course Requirements</u>	15
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Specialization courses must be approved by the MGPS Graduate Advisor and must be taken for a letter grade. (*Note: MGPS Business and Law dual-degree students are required to complete only 12 credits of specialization coursework.*)

Specialization Course 1	3
Specialization Course 2	3
Specialization Course 3	3

Specialization Course 4 3

Specialization Course 5 3

Elective Course Requirements 9

(Note: MGPS dual-degree students are not required to complete elective courses.)

Elective Course 1 3

Elective Course 2 3

Elective Course 3 3

Writing Requirement 3

Students must complete ONE of the following MGPS writing courses [Note: MGPS dual-degree students are required to complete a Professional Report (PR) or, as appropriate, a Thesis]:

PA 388K, Writing for Global Policy Studies (must be completed during the first year of the program, unless the student plans on completing a Professional Report)

-OR-

PA 398R, Professional Report (must be completed in the final semester of study)

2.2 Policy Research Project (PRP) Requirement

The PRP, designed as the capstone of the MGPS curriculum, is a yearlong course in which students work in groups on a real-world problem under a faculty mentor, delivering a final research product to a client. The course helps students gain experience in problem structuring, policy formulation, project management, group dynamics, ethics, and report presentation. The MGPS PRP requirement is usually completed in the second year of study (though dual-degree students may complete the MGPS PRP requirement in the third year of study). Students may, in exceptional cases, request to take a PRP during their first year, subject to approval of the Graduate Advisor.

2.3 Internship Requirement

All MGPS students must complete an internship during their career at the LBJ School. This is most frequently completed in the summer months between the two years of study. MGPS internships must contain international content and include 400 or more hours of appropriate

professional, policy-oriented work. Internships must be approved by the Graduate Advisor prior to the first day of the internship.

2.4 Foreign Language Proficiency Requirement

MGPS students must show foreign language proficiency by the time they graduate from the program. This can be achieved via:

- Proof of four semesters' worth of consecutive foreign language study at institutions of higher education (courses taken at UT during the MGPS program may count toward this total); or
- Passing a placement test at UT Austin once enrolled at the LBJ School; or
- Passing a Peace Corps or Military (Defense Language Institute) foreign language proficiency exam.

International students whose native language is not English are considered to have satisfied this requirement.

2.5 Core Course Sequencing and Waivers

Some core courses are sequenced: enrollment in Policy Making in a Global Age (PA 383G) requires successful completion of The Nature of the International System (PA 387G); enrollment in International Economics (PA 393H) (or any other economics course that the GSC has approved as meeting the international economics requirement) requires successful completion of Microeconomics (PA 393G).

In some cases, students with a significant background in economics, such as undergraduate Economics majors, may request a waiver for the Microeconomics course. The LBJ School Microeconomics Coordinator (Dr. Andrew Waxman) will evaluate each request individually. If she determines that the student has a firm grasp of the concepts covered in the course, that student may take any other three-credit graduate-level course in its stead. The total number of credits required for graduation remains unchanged.

Students should satisfy their International Economics core requirement with an approved course that covers a broad range of issues, including Trade and International Monetary Policy. Students who have covered such material in prior coursework or have strong interests in another area of International Economics may consult with the Graduate Advisor to identify another economics course that satisfies the requirement. Such courses must be approved by the MGPS GSC, and must be taken for a grade.

2.6 Sample Program of Study, Regular MGPS Program

FALL 2019 = 12 hours

PA 387G	Nature of the International System
PA 397G	Analytical Methods for GPS
PA 393G	Microeconomics
PA 388K	Writing for Global Policy Studies

SPRING 2020 = 13 hours

PA 383G	Policy Making in a Global Age
PA 393H	International Economics
XX XXX	Approved Specialization Course 1
XX XXX	Approved Specialization Course 2
PA 195G	Global Policy Simulation

SUMMER 2020

Internship in Global Policy Studies

FALL 2020 = 12 hours

PA 682 GA	Policy Research Project (Part I)
XX XXX	Approved Specialization Course Course 3
XX XXX	Approved Specialization Course 4
XX XXX	Elective Course 1

SPRING 2021 = 12 hours

PA 682 GB	Policy Research Project (Part II)
XX XXX	Approved Specialization Course 5
XX XXX	Elective Course 2
XX XXX	Elective Course 3

2.7 MGPS Dual-Degree Programs

The LBJ School's MGPS program offers a total of 10 dual-degree programs which are described in detail at <http://www.lbj.utexas.edu/dual-degrees-master-global-policy-studies>. The first point of contact for dual-degree advising is Dr. Lorinc Redei, MGPS Graduate Advisor.

Dual Degree Program	Total Hours	Total LBJ Hours	Total LBJ Specialization Course Hours	Total LBJ Elective Hours	Thesis/Professional Report
Asian Studies	67 if AS Thesis; 70 if LBJ PR	37	15	0	Either thesis (AS) or PRv(LBJ)
Business	84	34	12	0	PR (LBJ)
Energy and Earth Resources	67	37	15	0	Thesis (EER)
Information School	68	37	12	0	PR (LBJ)
Journalism	70	37	15	0	Master's Report (JNL)
Latin American Studies	70	37	15	0	Thesis (LAS)
Law	107	34	12	0	PR (LBJ)
Middle Eastern Studies	67 if MES Thesis; 70 if LBJ PR	37	15	0	Either thesis (MES) or PR (LBJ)
Public Health	70	37	15	0	Thesis (MPH)
Russian, East European and Eurasian Studies	67	37	15	0	Thesis (REEES)

Law and Business dual-degree programs require completion of a 12-credit hour Specialization and a Professional Report related to the Specialization written at the LBJ School in the final semester of study.

All other MGPS dual-degree programs require completion of a 15-credit hour Specialization and either an LBJ Professional Report or a Thesis written in the non-LBJ department related to the Specialization, completed in the final semester of study.

- The LBJ School encourages concurrent enrollment for dual-degree seekers—we do not require that students take courses in a single academic unit in any given semester. Some of our partner programs, such as the School of Public Health, may have such stipulations, however: check with the non-LBJ School program to learn about their enrollment requirements.
- Some academic fellowships may require certain minimum credit hours of enrollment in one program or another. Check with the Graduate Coordinator at lbjstudentaffairs@austin.utexas.edu and the LBJ Endowment and Fellowship Specialist at lbjfellowships@austin.utexas.edu about any such requirements before registering for courses. In those cases, please consult with your Graduate Advisor about the possibility of a waiver from this requirement.
- Entering students considering applying to a dual-degree program need to apply during the first semester of study at the LBJ School. UT does not allow any dual-degree applications after the completion of the first semester.
- Typical time-to-degree for most dual-degree students is 3 years (4 years for Law).
- Some dual degree programs require a thesis, while others (Law, Business) require students to complete an LBJ Professional Report. In each case, the corresponding school has requirements regarding who may serve as your first and second reader. Please consult with your Graduate Advisor in each of your programs about the thesis/PR requirements. For information on thesis submission and graduation rules, please visit the University of Texas Graduate School website at <https://gradschool.utexas.edu/academics/graduation/deadlines-and-submission-instructions>.

2.8 MGPS Specialization Course Requirements

All MGPS students select one of six Specializations (<https://lbj.utexas.edu/specializations-mgps>) or propose a custom Specialization (subject to Graduate Advisor approval). The existing Specializations are Security, Law, and Diplomacy; International Trade and Finance; International Development; Global Governance and International Law; International Energy, Environment, and Technology; and Regional International Policy (with a specific focus such as Latin America, Europe, etc.).

The Specialization is offered and managed within the LBJ School and will not appear on the student's transcript or UT diploma. Students should inform the Graduate Advisor of their choice of Specialization before registering for the spring semester.

A Specialization consists of 15 credit hours of coursework [12 for dual-degree students with Law or Business] that provide a depth of knowledge in a particular area of global affairs. **MGPS Specialization courses must be approved by the Graduate Advisor and be completed for a letter grade.** A pre-approved list of Specialization courses will be provided prior to the registration period for each semester. On an ad hoc basis the Graduate Advisor may

review additional course approval requests. Note that not all Specialization courses need be taken at the LBJ School. As long as a course is relevant to the chosen specialization, and the Graduate Advisor approves it, it can count toward the Specialization requirement of a student's LBJ degree.

2.9 Elective Course Requirements

The MGPS degree requires nine credits of elective, graduate-level coursework (except for dual degree students). These courses can be taken at the LBJ School, but MGPS students are encouraged to take graduate-level courses in other UT departments. All courses that are policy-relevant and contain international content may potentially count as elective courses, but always check with your Graduate Advisor for approval **before** registering.

No undergraduate courses may count toward your MGPS degree (even as electives), with one exception. Foreign language courses taken at the undergraduate level may count toward an MGPS degree, if approved by the Graduate Advisor. Students may count a maximum of six credits of undergraduate foreign language coursework toward their MGPS degree, and only toward their elective coursework (not their specialization). Graduate-level foreign language courses may also count as elective coursework, if they satisfy two conditions: 1, contain significant policy-relevant content, and 2, receive pre-approval from the Graduate Advisor.

2.10 Enrolling in Courses in Other UT Academic Units

Some UT departments restrict their courses to departmental majors. Such restrictions are visible on the online course schedule. In cases where a non-LBJ School course is restricted to departmental majors, you must contact the department offering the course to inquire about the registration procedure for students outside of the home department. UT Graduate Program Department Contacts are available at <https://gradschool.utexas.edu/academics/programs>.

Law School courses: Registering for Law courses (except for cross-listed courses with a PA number) requires paper registration forms, signed by your Graduate Advisor and the course instructor. In addition, note that Law courses have later grade reporting deadlines than other UT Austin courses. Therefore, **students should not enroll in Law School courses in their final semester, unless they are enrolled through a cross-listed course number** (such as a PA course number). Enrolling in a Law course during the final semester will prevent students from graduating on time.

2.11 Conference Courses

Students may register for a Conference Course (PA 189C or PA 389), an individualized learning experience that may satisfy an elective requirement or a specialization requirement (if pre-approved by the Graduate Advisor). The Conference Course agreement is a contract between a student and an LBJ School faculty member that defines the content of the learning experience and the resulting academic deliverables. MGPS students are allowed to count up to nine credits of Conference Courses toward their program of study, preferably not in the same semester. Students must submit a Conference Course Registration form, signed by the supervising faculty member, to their GAPC to register for the PA 189C or PA 389 Conference Courses. Note that the PA 389 course is a three-credit course, the PA 189C course is only a one-credit course. Conference courses supervised by faculty members outside of the LBJ School should be registered with the supervisor's home department, but the internal filing requirement at the LBJ School still applies.

2.12 Transfer Credit Policy

UT Graduate School policy stipulates that a maximum of six graduate credit hours may be transferred into a master's degree program at The University of Texas, provided that the student has Graduate Advisor approval and the credits have not been applied toward completion of another degree. Note that while the credits will transfer, the grade will not; therefore, transfer credits may only be used to satisfy an elective requirement, not a core or specialization credit.

Students who plan to request to transfer credits for application to the LBJ School degree should initiate the process as soon as possible after matriculation. The Graduate School website at <https://gradschool.utexas.edu/academics/policies/transfer-credit> contains detailed information regarding credit transfer policies and procedures.

2.13 Graduate School Portfolio Programs

The University of Texas Office of Graduate Studies oversees more than two dozen graduate portfolio programs. These programs provide opportunities for development in a cross-disciplinary area of inquiry while completing the requirements for a master's degree or doctorate in a particular discipline. Completion of a portfolio program is certified on final transcripts, providing future employers with an indication of the student's credentials in the field. For more information, please visit <https://lbj.utexas.edu/graduate-portfolio-programs>.

2.13 Internships

2.13.1 Requirements and Prerequisites

To satisfy the MGPS internship requirement for graduation, students must complete a minimum of one internship, consisting of at least 400 hours in a policy-related placement containing international content. Students must submit a completed MGPS Internship Approval Request form, along with an offer letter from the placement agency, to the Graduate Advisor for approval. The signed form is then routed to the Career Resources Specialist in OSAA. **Students must receive formal Graduate Advisor approval prior to starting an internship intended to satisfy the MGPS requirement.**

Students complete the internship requirement for administrative credit, without having to register for a course or pay tuition. The internship does not earn academic credit hours toward the degree. After completing the internship and submitting student and supervisor evaluations, the student's record will show that the internship requirement is completed.

In some exceptional circumstances, and with the approval of the Graduate Advisor, students may sign up for a special three-credit summer conference course (PA 396G) with an MGPS faculty member to earn academic credit for a course or research project linked to their internship. This course works similarly to any other Conference Course, with an academic plan of study related to the internship, and the course instructor evaluating the work performed. Students register for the PA 396G internship course after securing an internship and receiving internship course registration approval, and must also pay tuition. (Students must register for the internship course during the semester in which the internship is completed or the semester immediately following.) Though students may voluntarily complete more than one internship while enrolled at the LBJ School, the PA 396G internship course may not be repeated for credit.

An MGPS student may complete the School-required internship in any semester, although most students complete the internship in the summer between the first and second years of study. Dual-degree students often opt to complete the internship between the second and third years of study.

2.13.2 Internship Waiver Policy

In exceptional circumstances, students with substantial international professional public policy experience may request a waiver of the internship requirement by submitting a completed Waiver Request form, along with a current resume and a cover letter, to the Graduate Advisor. Upon approval by the Academic Policies Committee, the internship requirement is considered

fulfilled and the waiver cannot be rescinded. Because the internship experience is a valuable learning, resume-building, and professional networking opportunity, students with less than executive level professional experience are encouraged to complete an internship, even if a waiver could be obtained. Students wishing to request an internship waiver must do so within their first year of enrollment at the LBJ School.

2.14 The Professional Report

The Professional Report (PR) is a single-authored policy analysis project completed in the final year of the program. While students must register for the PR course in their last (usually second spring) semester, to complete the PR successfully and in a timely manner, students are expected to work on the PR in both the fall and spring semesters. Each student selects his or her own topic and asks two faculty members to serve on a supervising committee. **Completion of a Professional Report or Thesis is required for MGPS dual-degree students.** For all other MGPS students, the PR is one of two options available for completing the MGPS writing requirement. Detailed information about the Professional Report, including format requirements, policies, and procedures is available online at <https://lbj.utexas.edu/masters-professional-report>.

If you plan on completing a PR instead of the three-credit MGPS Writing for Global Policy Studies course, keep the following points in mind:

- The Graduate School requires that students completing a PR register for the Professional Report course (or Thesis, as appropriate) in the final semester of study (the semester of graduation).
- To register for the LBJ School PR course, students must submit a completed Professional Report Committee Selection and Registration Approval form to the GAPCs *prior* to registration.
- Each student must have two or more faculty members on their supervising committee.
- If enrolled in the PR at the LBJ School, the student's supervisor must be a member of the MGPS Graduate Studies Committee.
- The LBJ School requires that students working with faculty follow a specific Professional Report progress timeline and meet internal LBJ School PR deadlines found here: <https://lbj.utexas.edu/masters-professional-report>
- Grades of incomplete are not given for the PR course. In the event that a student does not successfully complete the PR (or Thesis) in the intended final semester of study, the student must re-enroll in the PR class in the subsequent semester, thus delaying graduation.

Note: Completing a PR is a very different type of writing experience than taking the three-credit Writing for Global Policy Studies course. The PR is a long, in-depth,

research-heavy policy report, whereas the Writing course focuses on drafting short, succinct policy documents such as memos and press releases. Therefore, even students who choose to write a PR are encouraged to take the Writing course: in such cases, the Writing course may count as three of the fifteen required specialization course credits.

Section 3. Academic Policies and Procedures

Registration at UT Austin encompasses academic advising, registering for classes online, and paying your tuition bill (or confirming your attendance if financial aid or a third party has paid your bill). **UT Austin registration access periods are pre-determined by the Office of the Registrar; students may not register outside of the Registrar's pre-determined access periods. Your Registration Information Sheet (RIS) will note your specific registration access periods, as well as any registration bars.** Registration in preferred courses is not guaranteed. We encourage you to plan ahead and consider alternative course options prior to each registration period.

Registration Procedures

An overview of the steps required for registration is offered in the Registration Information session during Orientation. This is a summary of those steps:

1. Degree planning and academic advising.
2. Consulting your Registration Information Sheet (RIS) online.
3. Clearing your registration bars.
4. Course schedule consultation and review.
5. Submitting relevant registration paperwork prior to registration.
6. Registering for classes.
7. Using the online Course Waitlist system.
8. Fine-tuning your schedule during Add/Drop periods.
9. Paying your tuition bill and/or confirming your attendance to class.

3.1.1 Course Numbers

Courses at UT are given a three-digit number. The first digit in a course number indicates the number of credit hours the student will receive for completing the course. For example:

PA 188G= ONE credit hour course

PA 387G= THREE credit hour course

Exceptions include graduate-level courses that end with the letter A or B. These letters indicate two-part, sequentially based courses to be taken over the course of two semesters. At LBJ, PA 682GA (PRP course, Part I) and PA 682GB (PRP, Part II) are three credit hours each, but credits are not conferred until the sequence of six hours has been completed.

The second digit in a UT course number indicates whether it is graduate-level or not. Graduate courses are coded with a second digit of **eight or nine**. For example:

PA 397 and PA 383C are graduate courses, but PA 325 is at the undergraduate level.

Only graduate-level courses offered by the University will fulfill LBJ degree requirements. Graduate students may enroll in undergraduate classes for enrichment, but those credits can NOT be applied toward completion of LBJ School degrees, nor will they count towards fellowship enrollment requirements. Grades in upper-division undergraduate courses (those with a middle digit of 2 or greater (for example: ARA 325) are included in the graduate GPA, however. Additionally, graduate students enrolled in undergraduate courses are subject to undergraduate deadlines, which differ from deadlines for graduate students. Please note the sole exception to this rule, regarding undergraduate foreign language courses, in Section II, Elective Course Requirements on pg. 16 of this Handbook.

3.1.2 Course Enrollment Limits and Restrictions

To ensure the quality of the learning experience, each LBJ School course has an enrollment limit determined by the Associate Dean for Academic Strategies. Additionally, some courses may be restricted to students in particular degree programs based on program needs. Registration is on a first-come, first-served basis until the enrollment limit is reached. Once the official limit is reached, additional registration for the course is at the instructor's discretion, based on the course waitlist (and subject to classroom seating capacity set to meet public safety requirements).

3.1.3 Credit/No Credit (CR/NC) Registration Policy

MGPS core and specialization classes must be taken for a letter grade. Students may take up to nine elective credit hours on a Credit/No Credit (CR/NC) basis. Courses taken on a Credit/No Credit basis are not included in the calculation of graduate student GPA.

Students may register for an elective class on a CR/NC basis during the registration period. After the registration system closes, students may change a class to CR/NC status (or vice versa) one time, until the deadline published in the UT academic calendar. To change the grade status of a course after the registration system closes, students must obtain a Grade Change Status form from their GAPC. (This form is not available online.) You must obtain your Graduate Advisor's signature before submitting the form to the Office of Graduate Studies by the mid-semester CR/NC deadline.

3.1.4 Maximum Credit Hour Enrollment Policy

The maximum course load allowed for a graduate student in the fall and spring semesters is 15 credit hours. The maximum course load for a graduate student in summer semesters is 12 credit

hours. Each summer is divided into two five-week sessions, with some courses meeting the whole summer. The 12-hour limit is for any combination of summer courses. Most LBJ students take 12 credit hours per semester—you should consult your Graduate Advisor if you plan on exceeding that number. **Enrolling in more than 15 credit hours in any given semester requires a petition letter to the Office of Graduate Studies (OGS) from the Graduate Advisor.** You should remember to leave enough time in your schedule for extra-curricular learning: attending talks and lectures, working with research centers, and participating in social and networking activities.

3.1.5 OSAA Registers Students for the Following Courses

LBJ Graduate Coordinators will always register students for the following courses:

- PRPs
- Conference Courses
- Summer/Fall DC Courses (LBJ Graduate Coordinators will work with Robin Boone, Deputy Director of the LBJ Washington Center to register all DC students for the proper courses)
- Internship Course for Academic Credit

3.1.6 Courses Completed with a Letter Grade- Requirements

Per OGS Graduate Credit rules (found here:

<https://catalog.utexas.edu/graduate/degree-requirements/graduate-credit/>), only courses in which the student earned a grade of at least *C* while registered in the Graduate School may be included in the Program of Work. Limitations on the amount of undergraduate work that may be included are given in the section [Reservation of Work for Graduate Credit](https://catalog.utexas.edu/graduate/degree-requirements/graduate-credit/#ReservationofWorkforGraduateCredit): <https://catalog.utexas.edu/graduate/degree-requirements/graduate-credit/#ReservationofWorkforGraduateCredit>

3.1.5 Full-Time Enrollment

Graduate students must enroll in at least nine credit hours per long semester (three credit hours in the summer) to be considered full-time by The University. Most LBJ School students enroll in 12 hours per long semester to complete the program in two years (or three or four years, if enrolled in a dual-degree program). **Reminder: all students in the MGPS program must be enrolled full-time during all long semesters (except in their final semester, if they require fewer than nine credit hours to complete degree requirements).**

Full-Time Enrollment and Financial Aid/Fellowships

The Office of Financial Aid requires financial aid recipients to enroll in a minimum of five credit hours per long semester to receive financial aid. International students must enroll in a minimum of nine credit hours per long semester to meet student visa requirements, but exceptions may be made for graduate students in their last semester before graduation. The University requires that students who gain employment as Teaching Assistants (TAs) or Graduate Research Assistants (GRAs) be registered for nine credit hours in each long semester. UT and LBJ School fellowships require students to register for a minimum of nine hours in long semesters (fall and spring) and a minimum of three hours when required to register for the summer semester.

3.2 Grades of Incomplete

If a student receives an incomplete in a course, the student must complete the course requirements by the last class day in his or her next long-session semester of enrollment. If this deadline is not met, the symbol X is converted to the symbol I (permanent incomplete). If the student is not enrolled during a long-session semester for twenty-four months following the end of the semester in which the X is reported, and the instructor does not report a final grade, then the symbol X is converted to the symbol I.

The symbol I cannot be converted to a grade. When the symbol I is recorded, the symbol X also remains on the student's record. A course in which the student receives an incomplete grade (X or I) will not affect the student's GPA, but may not be applied toward a degree.

It is the student's responsibility to resolve incompletes. Students requesting a temporary incomplete (X), must ensure they have a clear timeline for completing the work in a written agreement with their instructor. Students should also inform their Graduate Advisor about their intentions to take, and resolve, the incomplete.

3.3 Enrollment Changes

3.3.1 Adding or Dropping a Course

Students can add and drop courses on their own online through the fourth class day (second class day during the summer sessions). After the fourth class day, but before the 12th class day (after the second but before the fourth class day during the summer sessions), the student must submit paper forms, with Graduate Advisor approval. After the 12th class day (or after the fourth class day during the summer sessions) students may not add a course, except for rare and extenuating circumstances which must be approved by the Graduate Dean of the Office of Graduate Studies. Requests to add a course under these circumstances require a letter of petition from the Graduate Advisor to the Graduate Dean of OGS and a completed Add/Drop form with all required signatures. For more information, please see

<https://gradschool.utexas.edu/academics/policies/adding-and-dropping-courses>.

3.3.2 Refunds for Course Drops and Academic Withdrawals

The University will refund partial tuition for classes that are dropped by the 12th class day in a long semester (fourth class day of a summer session), provided that the student maintains enrollment and the drop results in a tuition decrease. Refunds are not given for classes dropped after these dates.

A student who drops a class after receiving any cash payment from the Office of Financial Aid (OFA) may be required to make partial repayment. Please contact OFA directly for information regarding repayment obligations. The Student Accounts Receivable Office issues most refunds the week after the 12th (or fourth for the summer semester) class day. Refunds are mailed to the student's local address or deposited into the account the student has designated, if an electronic funds transfer authorization is in effect. Students with questions regarding refunds should contact Student Accounts Receivable directly at (512) 475-7777.

A withdrawal from all courses constitutes cancellation of registration. A student may cancel registration for all courses and receive a full refund by notifying the Graduate School in writing *prior* to the first class day in any given semester. Students who withdraw from the University after the first class day but before the 20th class day in any long semester (sixth class day in summer semesters) may receive a partial refund of tuition. The refund percentage is based on the effective date of withdrawal, as noted in the University's General Information Catalog: <https://catalog.utexas.edu/general-information/registration-tuition-and-fees/tuition-and-fees/tuition-adjustments>.

In addition to Graduate School approval, withdrawals for international students also require the consent of the International Office, and withdrawals for students receiving federal financial aid require the consent of the Office of Financial Aid. Detailed information about the withdrawal procedure for graduate students is available online here:

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

Medical withdrawals and course load reductions are handled by University Health Services: <https://www.healthyhorns.utexas.edu/medicalwithdrawals.html>.

3.4 Leave of Absence Policy

Graduate students may apply for a leave of absence for no more than two long semesters, total. The benefits of filing a formal leave of absence through the Graduate School include guaranteed

readmission and a waiver of the readmission application fee upon return to the program. To request a formal leave of absence, a student must submit a Leave of Absence Authorization Form, signed by the Graduate Advisor, to the Office of Graduate Studies *prior* to the semester for which a leave is requested. Please be sure to provide a copy of your leave form to the GAPCs. Leaves of absence are not automatically renewed semester to semester, and students returning from leaves of absence must formally request readmission before they can register for courses. Student fellowships are forfeited during semesters students are on leave of absence.

Applications to defer fellowships for one semester may be submitted to the Endowment and Fellowship Specialist at lbjfellows@atx.utexas.edu for submission to the Fellowship Committee. There is no guarantee that an approval will be given to defer. More information about leaves of absence is available here:

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

Medical withdrawals are not considered leaves of absence and are handled by University Health Services: <https://www.healthyhorns.utexas.edu/medicalwithdrawals.html>

3.5 Probationary Status and Academic Dismissal

Students admitted with conditions should meet with the Graduate Advisor for advising as soon as possible to work toward removal of the conditions. Similarly, any master's student whose cumulative GPA falls below 3.0 in a given semester will be placed on academic probation for the following semester. Students on academic probation should see the Graduate Advisor for academic advising and to have the subsequent semester's registration bar cleared.

Two consecutive semesters on academic probation places students in the status of ***unsatisfactory academic standing*** and is cause for dismissal from the University of Texas Graduate School.

The MGPS Graduate Studies Committee is currently deliberating on standards and procedures for determining students' satisfactory academic progress towards the MGPS degree, as required by the Provost. A policy will be added to this Handbook in September 2019. In the meantime, please note that the University of Texas Graduate School has an overarching policy as follows: 'A graduate student whose cumulative graduate grade point average falls below 3.00 at the end of any semester or summer session will be warned by the Office of Graduate Studies that his or her continuance in the Graduate School is in jeopardy. The student must attain a cumulative graduate grade point average of at least 3.00 during the next semester or summer session he or she is enrolled or be subject to dismissal. During this period, the student may not drop a course or withdraw from the University without the approval of the graduate advisor and the graduate dean.' More information is available here:

<https://gradschool.utexas.edu/academics/policies/warning-status-academic-dismissal>

LBJ School fellowship recipients must maintain a 3.0 or higher GPA to receive fellowship awards. Students on probationary status or admitted with conditions are not allowed to work as a Teaching Assistant (TA) or Research Assistant (RA) at The University. Students are otherwise eligible for part time University employment.

3.6 Student Travel Policy

The LBJ School and the University of Texas promote safe travel by students, faculty, and staff who conduct research and/or University business away from the Austin campus. More information is available here:

<https://policies.utexas.edu/policies/student-travel-policy-university-organized-or-sponsored-events> **Students must receive prior authorization for travel to an international destination that is any way related to academic degree programs, courses, research, internships, or professional development activities.** All international travel authorization requests must be signed by the LBJ designated authority, who is currently the Associate Dean for Students. More information on international travel policies, required forms, insurance, and procedures is available at <http://world.utexas.edu/abroad/itr>. If you have specific questions about travel paperwork and processes, please contact LBJ Academic Support at lbjacademicssupport@austin.utexas.edu

3.7 Texas Residency

Each person who applies for admission to a Texas public college or university is classified as a Texas resident, a non-resident, or a foreign (international) student, which determines whether they pay non-resident or in-state tuition rates. In general, one cannot become a resident solely by going to school in Texas. Detailed information about establishing Texas residency is available at <https://admissions.utexas.edu/residency>. Questions about establishing Texas residency should be directed to the Graduate and International Admissions Center (residency@austin.utexas.edu; 512-475-7391). Please notify the GAPCs and, if you are the recipient of a fellowship, the Endowment and Fellowship Specialist of any change in your residency status.

3.8 Academic Employment at UT Austin

Academic employment at UT Austin encompasses the following positions: Teaching Assistant (TA), Assistant Instructor (AI), Graduate Research Assistant (GRA), and Graduate Assistant (GA). To qualify for academic employment, candidates must be degree-seeking graduate students enrolled full-time with a minimum GPA of 3.0. Detailed information about academic employment requirements for graduate students is available at:

<https://gradschool.utexas.edu/academic-employment>

As a professional graduate school with no associated undergraduate program, the LBJ School offers a very limited number of TA positions, with priority given to our PhD students. Available TA/GRA positions are advertised on the LBJ Careers website at <https://utcns.joinhandshake.com/login>

Students may also want to consider academic employment in a department that offers undergraduate coursework in a discipline in which they have expertise. A list of UT Austin Graduate Program Department Contacts is available at <https://gradschool.utexas.edu/academics/programs>

3.8.1 Benefits by Reason of Academic Employment

Campus employment in a qualifying academic title at or above 20 hours per week enables non-resident students to receive a resident tuition entitlement benefit during the semester of employment. A complete list of qualifying titles is available here:

<https://hr.utexas.edu/student/student-academic-employment>

The resident tuition entitlement benefit is not automatically applied to the student's tuition bill. **Non-resident students with a qualifying academic appointment must apply for the resident tuition benefit at <https://utdirect.utexas.edu/acct/fb/waivers/index.WBX> no later than the 12th class day, even if you were awarded a fellowship containing a reduction in tuition to in-state rates.** Non-resident LBJ School Fellows who received an out-of-state tuition waiver award at the time of admission should notify the LBJ School Endowment and Fellowship Specialist at lbjfellows@austin.utexas.edu immediately if you are appointed to a qualifying academic employment position.

The Tuition Reduction Benefit entitles Teaching Assistants to a reduction of in-state tuition. Detailed information about Tuition Reduction Benefit is available here

<https://gradschool.utexas.edu/finances/student-employment/academic-employment/tuition-reduction-benefit>

Graduate Research Assistants (GRAs) may also receive a full or partial tuition reduction benefit, but it is not guaranteed. Please check with the faculty member in charge of the research project for details.

Graduate students assigned to work in a student academic title for at least 20 hours a week for at least 4.5 months (135 calendar days) are eligible for the university's employee group insurance benefits: <http://www.utexas.edu/hr/student/insurance.html>.

Detailed information about student employment benefits can be found on the UT Austin Human Resources' Student Employment Page online at:

http://www.utexas.edu/hr/student/student_empl_benefits.html.

3.9 Six-Year Limit on Master's Coursework

Regardless of enrollment status (full-time/part-time) or major (single degree/dual-degree), the UT Graduate School requires master's students to complete the degree within six academic years from the initial date of matriculation.

3.10 Graduation

Graduate students must be registered during the semester in which they graduate and must apply for graduation by the deadline published on the LBJ Website. There are no exceptions to this policy. A student who fails to complete all degree requirements or misses the Professional Report/Thesis submission deadline must register, pay tuition, and apply to graduate the following semester in order to receive the degree. To view UT's graduation application instructions and deadlines, please visit:

<https://gradschool.utexas.edu/academics/graduation/deadlines-and-submission-instructions>

3.10.1 Diplomas

UT diplomas are mailed to the permanent address on file four to six weeks after degrees are certified, provided all financial bars have been cleared. To ensure diploma receipt, students should pay off financial bars and confirm their permanent address at https://utdirect.utexas.edu/apps/utd/all_my_addresses/. Questions regarding diplomas should be directed to UT's Diploma Services Office at (512) 475-7620 or diplomas@austin.utexas.edu.

Section 4: LBJ School Student Resources

4.1 LBJ School Student Fellowships

There are three types of admissions fellowships awarded:

1. Stipends paid directly to the student,
2. Tuition paid directly to the University of Texas at Austin on behalf of the student awarded, and
3. Tuition waivers that waive the out-of-state portion of the tuition billed.

Students should not rely upon stipend fellowships to pay their tuition. Stipends are paid after the 12th class day of each semester, after the eligibility check has been completed. The eligibility check consists of verifying that the student's GPA minimum is 3.0 or above and the student is enrolled full-time (defined as a minimum of 9 hours in long semesters or a minimum of 3 hours in the summer) in courses that count toward their LBJ School degree.

If you need assistance to pay your tuition prior to receiving your award, please contact the Financial Aid Office <https://finaid.utexas.edu/contact/> Emergency Cash loans and Tuition loans are available for students. More information about short-term loans can be found here <https://finaid.utexas.edu/types-of-aid/>.

Once a student has accepted a fellowship, it will be paid according to the fellowship agreement and general regulations. There is no action required by the student to activate the fellowship payments.

Every LBJ School student receiving an admissions fellowship from the LBJ School or University of Texas at Austin is required to report all offers of University employment while enrolled at the LBJ School, even if the employment is to be performed outside of the LBJ School. Certain fellowships do not permit concurrent employment. Please notify lbjfellows@utexas.edu prior to accepting employment if you wish to confirm whether fellowship would be affected.

Any students receiving a tuition waiver as part of their fellowship who accept employment as a Teaching Assistant or Graduate Research Assistant/Graduate Assistant for a total of 20 hours per week or more, must activate the UT on-line tuition waiver provided as part of their employment package (if eligible) instead of accepting the tuition waiver provided in their admissions fellowship package. If the tuition waiver for the admissions fellowship has already been applied to the student's tuition bill, the student must notify lbjfellows@utexas.edu to remove this waiver and activate the UT employment waiver.

It is important to directly contact Financial Aid at <https://finaid.utexas.edu/types-of-aid/> if you have any questions relative to how your fellowship will impact your financial aid amounts and timing of financial aid payments. Please note it is the student's responsibility to self-report all fellowships and awards on the student's UT page. Failure to self-report fellowships may lead to financial aid award adjustments.

4.1.1 Current Student Fellowships

LBJ School students are encouraged to review the LBJ School website for fellowships and awards made available to assist in funding professional development and public policy related opportunities. The fellowships, along with their criteria, eligibility, and requirements can be found at: <https://lbj.utexas.edu/lbj-school-fellowships>.

4.1.2 Internship Fellowships

LBJ School students pursuing full-time summer internships or policy apprenticeships to meet their degree requirements are eligible to apply for internship fellowships. Fellowship information, including criteria and eligibility, along with application deadlines, vary by endowment/fellowship and can be found at <https://lbj.utexas.edu/internship-fellowships>. The Internship Fellowship Committee reviews all applications, and awards are granted until the funds are exhausted. A student is eligible to receive only one LBJ School internship fellowship during the course of his/her studies at the LBJ School. *Students who have been approved to waive the internship or have already completed the LBJ School internship requirement are not eligible for an LBJ School internship fellowship.*

4.2 LBJ Career Resources

Securing a strategically placed internship and establishing a proactive job search plan are important aspects of the LBJ School experience. New students are encouraged to begin contacting and meeting with the LBJ School Office of Career Management as soon as possible. Information can be found at: <https://lbj.utexas.edu/career-management>. This is particularly important for entering students seeking jobs and internships that require a security clearance because processing applications for a security clearance can take anywhere from six to eight months.

Services provided by your Career Resources Specialist include personalized career advising, resume development counseling, job search assistance, mock interviews, alumni networking, mentor pairing, employer information sessions, career fairs, and a set of career and professional development related workshops to assist you with enhancing your professional skills.

4.2.1 Jobs and Internships

All jobs and internships are posted on our online job board Handshake (found here: <https://utcns.joinhandshake.com/login>). An account will be created for you during the first week of classes and you will receive an email which will assist you with establishing your login password. You will have access to all external jobs and internship postings with the ability to view employer profiles and access additional resources by policy area.

4.2.2 Career Management Workshops

You can find a description of available workshops on the LBJ Career Management Canvas page (as part of OSAA's Enrolled Student Canvas site), as well as posted to Handshake. All students are encouraged to attend as many career management workshops as possible. Invites requesting an RSVP will be sent a week prior to the workshop via the LBJ student listserv, will be included in the OSAA Student Newsletter, and will be posted around the LBJ building.

To participate in certain recruiting events, students will be required to complete certain steps—information will be provided in the early Fall semester.

4.2.2 Career Management Office Hours and Contact Information

The Career Management Office has appointments available 8:30 am- 5:00 pm. Monday – Friday. Appointments can be made through Handshake.. You can also drop in between 8:30 a.m. – 5:00 p.m.

Contact the Career Resources Specialists:
OSAA Office, SRH 3.104G (512) 471-8325
lbjcareers@austin.utexas.edu

4.3 Student Professional Development Office

The OSAA Student Professional Development Team focuses on bringing co-curricular opportunities to LBJ students, in the form of workshops, resources and the Student Professional Development Certificate Program. More details will be shared in the Fall semester. For questions, you can reach the team at: lbjprofessionaldev@austin.utexas.edu.

Section 5. University Resources

5.1 Important Online Resources

- **The UT Austin Student Homepage** provides a direct portal to all online student services and student services office websites. <http://www.utexas.edu/students/>.
- **The LBJ School's Current Student Homepage** at <https://lbj.utexas.edu/students> provides a direct portal to information and forms pertinent to LBJ School students.
- **The University Directory** provides contact information for individual University students, faculty, and staff and is available at <https://directory.utexas.edu/>.
- **The Directory of University Offices** contains contact information for all campus offices and is available at <https://www.utexas.edu/offices>.
- **LBJ School Faculty Information Pages** at <http://lbj.utexas.edu/faculty-lbj-school-public-affairs> provide faculty bios and contact information.

5.2 Important Campus Offices

A complete list of University services for graduate students is available on the Office of Graduate Studies' website at <https://gradschool.utexas.edu/services-and-resources>.

- **Student Accounts Receivable (SAR)** is responsible for preparing tuition statements, issuing student account bills, collecting outstanding tuition and/or loan balances, generating 1098-T Tax forms, and addressing students' questions related to their student account activity and can be found at <http://www.utexas.edu/business/accounting/sar/>
 - Graduate Tuition Rates: <https://tuition.utexas.edu/rates/graduate>
 - Tuition Loan Information: <https://tuition.utexas.edu/loan-information>
 - Installment Pay Plan Information: <https://tuition.utexas.edu/pay#installment>
 - Emergency Cash Loans: <http://finaid.utexas.edu/financialaid/resources/ut-loans.html>
- **The Office of Financial Aid**, <http://finaid.utexas.edu/>, provides information about available financial aid, important dates, processes, and requirements.
- **Information Technology Services (ITS)**, <https://it.utexas.edu/students>, assists with questions regarding your UT EID, email, Canvas, campus Wi-Fi, computer labs, and Bevo Bucks.
- **UT Email**: <http://utmail.utexas.edu/>

- Bevo Bucks: <http://bevobucks.utexas.edu/>
- Canvas: <http://canvas.utexas.edu/>
- **International Student Scholar Services (ISSS)**, <http://world.utexas.edu/iss/>, provides international students with information on Visa requirements, tax filing, emergency support, insurance, and much more.
 - **English as a Second Language (ESL) Services**: <http://world.utexas.edu/esl>
 - **Course Instructor Surveys** (<https://facultyinnovate.utexas.edu/services/CIS>) are administered at the end of each semester and are collected to provide the instructor with feedback, permit statistical analyses concerning instruction, and provide students with information about specific instructors.
- **Office of Graduate Studies (OGS)**: <https://gradschool.utexas.edu/>. OGS provides access to resources, services, and funding to support the more than 11,500 graduate students enrolled at the University.
- **UT Library System**: <http://www.lib.utexas.edu/> Students can search the UT Libraries website for books, articles, journals, databases, CDs and DVDs.
 - The Scholars Commons is a UT Libraries pilot initiative introducing new spaces and approaches to research and data lifecycle support at UT Austin. <http://legacy.lib.utexas.edu/scholarscommons>
 - A Public Affairs field-specific research guide is available at <http://guides.lib.utexas.edu/publicaffairs>, courtesy of Public Affairs librarian PG Moreno.
 - Legal research can be done at The Tarlton Law library: <http://tarlton.law.utexas.edu/>
 - Free library classes to aid with research <https://www.lib.utexas.edu/research-help-support/workshops>
 - Library items can be placed on hold or renewed online at <https://catalog.lib.utexas.edu/patroninfo~S29/>
 - Students may request that materials be transferred from any UT library to the Benson Library located in SRH 1.108 for pickup.
- **University Health Services (UHS)**: <https://healthyhorns.utexas.edu/>. UHS provides basic, general, and urgent medical care services to all University students. The Forty Acres Pharmacy (<http://www.fortyacrespharmacy.com/>) fills prescriptions at competitive rates.
 - **Counseling and Mental Health Center (CMHC)**: <http://cmhc.utexas.edu/>. Psychologists, psychiatrists, and social workers provide students with individual and group counseling services, psychiatric consultation and diagnosis, and suicide prevention services.

- **Behavior Concerns Advice Line (BCAL):** <http://www.utexas.edu/safety/bcal/>. The BCAL hotline, **512-232-5050** provides an anonymous forum for discussing concerns about another individual's worrisome or potentially threatening behavior. Trained counselors assist callers in exploring available options and strategies, and provide appropriate guidance and resource referrals.
- **Emergency Information Website:** <http://www.utexas.edu/emergency/>. This site provides campus alerts and closures during emergencies or unfavorable weather situations. Students can also sign up to receive text alerts at <https://utdirect.utexas.edu/apps/csas/text/main/>.
- **The Multicultural Engagement Center (MEC)** is a student resource office that educates and empowers students to be leaders and agents of social change. As part of the Division of Diversity and Community Engagement, the MEC supports a culturally diverse campus and helps cultivate a positive campus climate. <http://diversity.utexas.edu/multiculturalengagement/>
- The mission of the **Gender and Sexuality Center (GSC)** is to provide opportunities for all members of the UT Austin community to explore, organize, and promote learning around issues of gender and sexuality. The center also facilitates a greater responsiveness to the needs of women and the LGBTQ communities through education, outreach, and advocacy. <http://diversity.utexas.edu/genderandsexuality/>
- The **UT Police Department Community Outreach Unit** provides tips on crime prevention and personal safety. <https://police.utexas.edu/prevention/>
- **The Office of the Dean of Students** <http://deanofstudents.utexas.edu/> provides a variety of student support services along with opportunities for leadership experience, diverse student work environments, engaging programming, and specialized resources. This office includes eight specialized service areas, including:
 - **Legal Services for Students** <http://deanofstudents.utexas.edu/lss/> provides free legal advice to currently enrolled students. This office provides consultations on legal issues such as landlord/tenant law, criminal charges, traffic tickets, consumer issues, car wrecks, and employment law.
 - An online listing of hundreds of registered **Student Organizations** to help you connect with other students. <https://utexas.campuslabs.com/engage/organizations>
 - **Student Veteran Services** <http://deanofstudents.utexas.edu/veterans/> helps all students using federal and state veterans education benefits. This office walks current and prospective students through the benefits application and certification process; provides veteran-centered academic support, career services, health care, and wellness resources; and supports the ongoing success of veterans on campus.

- **The Office of the Student Ombuds** <https://ombuds.utexas.edu/student> can help, whether it's listening, finding the right University office to assist you, identifying your options, or coaching you to prepare for a difficult conversation.

5.3 Fall 2019-Spring 2020 Long Academic Year Calendar

View the UT Austin Academic Calendar here:

<https://registrar.utexas.edu/calendars/19-20>

Section 6: Student Organizations

Student organizations are a great way to get involved in the LBJ School, the broader UT community, and the city of Austin. Students should work with the OSAA Director to inquire about starting a new student organization (you can also view information [here](#)). Student organization leaders work closely with GPAC leadership and the OSAA Director on issues having to do with onboarding and coordination.

6.1 The Alexander Hamilton Society

The Alexander Hamilton Society is an independent, non-partisan, not-for-profit organization dedicated to promoting constructive debate on basic principles and contemporary issues in foreign, economic, and national security policy. Each semester, AHS hosts many highly respected policy experts to discuss and debate foreign policy and global issues with UT professors.

Website: <https://utexas.collegiatelink.net/organization/alexanderhamiltonsociety>

2019-2020 Student Contact: Nathan Bumagny, nbumagny@utexas.edu

6.2 Alliance for Energy Policy (AEP)

The Alliance for Energy Policy (AEP) seeks a multidisciplinary approach to meeting our energy needs. Across the UT campus, AEP hosts and sponsors events to help all students plug into the energy revolution. Be it oil and gas exploration, nuclear energy, renewable energy research, energy efficiency, or distributed generation, AEP seeks input from all stakeholders in the energy field.

Website: <https://utexas.collegiatelink.net/organization/allianceforenergypolicy>

6.3 The Baines Report

The Baines Report is an approved LBJ student organization composed of, and governed, by LBJ School students. The Report is dedicated to publishing student op-eds, blogs, and media related to current policy.

Website: <http://www.bainesreport.org/> or bainesreport@gmail.com.

6.4 Feminist Policy Alliance (FPA)

The Feminist Policy Alliance is an inclusive community for LBJ School students focusing on policy issues affecting women. FPA brings education and advocacy to the LBJ School, the University, and the Austin community.

Website: <https://www.facebook.com/FeministPolicyAlliance>

6.5 Graduate Public Affairs Council (GPAC)

The Graduate Public Affairs Council (GPAC) is the University-recognized student government body of the LBJ School. GPAC's purpose is to serve the students of the LBJ community. GPAC facilitates student initiatives, fosters discussion and decision-making, and represents and engages in advocacy on behalf of students and their concerns.

Website: <http://www.lbjgpac.org/>

2019-2020 Student Contact: [Sephra Thomas- s.thomas@utexas.edu](mailto:s.thomas@utexas.edu)

6.6 Pride Policy Alliance (PPA)

Pride Policy Alliance's mission is to raise awareness and build community for LGBTQIA+ students. The organization is dedicated to initiating dialogue, activities, and programs within the LBJ School. Through these efforts, Pride Policy Alliance strives to contribute to the academic and experiential education of future policymakers.

PPA bridges disciplines and works within and across identities and policy issues. "Pride" provides a unique and inclusive reference to the LGBTQ+ community. "Policy" highlights how our organization focuses on raising awareness about policy-related challenges. Finally, "Alliance" emphasizes that the organization is indeed a team of both LGBTQ+ community members and allies from the LBJ School and all around the Forty Acres.

Website: <https://www.facebook.com/groups/pridepolicyalliance/>

6.7 Public Affairs Alliance for Communities of Color (PAACC)

The mission of the Public Affairs Alliance for Communities of Color (PAACC) is to promote awareness and understanding of policy issues affecting communities of color by initiating dialogue, activities and programs within the LBJ School community. PAACC's programming endeavors to reach out to the LBJ student body, the greater UT campus, and the Austin community.

Website: <https://www.facebook.com/groups/lbjpaacc/>

2019-2020 Student Contact: Mary Hausle mmhaus@gmail.com

6.8 Social Policy Network of Students and Alumni (SPN)

Reducing poverty and social and health inequities is a big reason many students enter public affairs, and why they specifically come to the LBJ School. The LBJ Social Policy Network (SPN) encourages all students and alumni whose interests and work intersect with the myriad of interconnected social policy issues to be a part of SPN and their sponsoring research center, the Center for Health and Social Policy (CHASP).

Website: <http://chasp.lbj.utexas.edu/spn/>

2019-2020 Student Contact: Anna Gu, annayixingu@gmail.com

6.9 Veterans in Public Policy

Veterans in Public Policy assists former service members' transition to civilian life. The group values all types of military service, no matter the occupational specialty or length of commitment. The community bolsters togetherness and belonging by helping each other navigate new professional spheres through counseling, academic assistance, and networking. Via monthly get-togethers and activities, the group encourages friendship, familial togetherness, and social inclusivity—traits common in the military but uncommon elsewhere.

Website: <https://utexas.campuslabs.com/engage/organization/vetsinpolicy>

2019-2020 Student Contact: Meagan Bennett bennettmb@utexas.edu

Section 7: LBJ School of Public Affairs Readmissions Policy

(Approved and Adopted by the Academic Policies Committee on 16 August 2019)

Overview

The LBJ School of Public Affairs maintains high standards for admissions and readmissions to our graduate degree programs. Students must demonstrate a clear plan for academic study that fits with the educational objectives of the LBJ School's degree programs, as well as a successful track record of academic performance and professional conduct.

This policy applies to students seeking readmission to the LBJ School of Public Affairs Master in Public Affairs (MPAff), Master in Global Policy Studies (MGPS) and MPAff/MGPS DC Concentration Programs. It does not apply to PhD students or students seeking readmission to the Executive Master in Public Leadership (EMPL).

This policy also does NOT apply to students seeking readmission to the LBJ School after an approved leave of absence. If you have been on an approved leave of absence and are seeking to re-enroll, please consult the Graduate School webpage at <https://gradschool.utexas.edu/admissions/how-to-apply/graduate-readmission> and contact the LBJ OSAA office at lbjadmit@austin.utexas.edu.

Questions about the process of readmission submission and review may be directed to the LBJ School of Public Affairs Associate Dean for Students.

Note to Dual Degree Students: LBJ School decisions on readmissions are conducted independently of other degree programs. If seeking re-admission to another degree program, please contact the relevant program department.

Readmissions Requirements

1. Students may not have a gap of more than 2 academic years (4 long semesters) since they were last enrolled at the LBJ School, not including any approved leaves of absence.
2. Students who were dismissed from The University of Texas Graduate School for failing to meet satisfactory academic progress are *not* eligible for readmission to the LBJ School.

3. Students must demonstrate that they can complete all remaining coursework for the degree within one academic year (fall, spring and summer semester). Students may do this by constructing a sample program of work for remaining coursework and have it approved by their graduate advisor.

4. Students applying for readmission must *resolve all temporary incompletes (X grades) on their record prior to submitting their application for readmission*. To do this, the student should be in contact with instructors of the relevant courses to resolve the incomplete and to establish an agreed-upon plan (including timeline) to complete any remaining work. Students are also advised to make sure their LBJ School graduate advisor is aware of their intentions to take (and resolve) these incompletes.

5. Students must submit an application for readmission to the Graduate School, complete all paperwork, and pay all application fees required by the Graduate School *prior to* review of the readmissions application by the LBJ School of Public Affairs Academic Policies Committee (APC).

6. Students must submit the following documents to the LBJ School Academic Policies Committee, c/o the Associate Dean for Students:

a. Application letter, explaining why the student withdrew from the LBJ degree program and reasons why the student is now seeking readmission. Students may opt to provide further supporting documentation for prior withdrawal, such as doctors' notes, documentation of financial hardship; however, this is not required. If the student submits such documents, they will be considered confidential materials and will only be accessible to members of the Academic Policies Committee.

b. Supporting documentation from at least one LBJ School professor with whom the student has worked, attesting to the student's ability to satisfactorily complete coursework and other degree requirements, as well as contribute positively to the LBJ School professional learning environment.

c. Planned program of work, indicating remaining coursework and timeline for completion of degree requirements. The planned program of work should include specific courses (where possible) and any details on plans to fulfill additional requirements (e.g. internship requirements, foreign language requirements)

d. All rules and regulations from the LBJ School's Student Handbook will apply to readmitted students.

Timeline for Readmissions Consideration:

- Application materials should be submitted to the LBJ School Academic Policies Committee (c/o the Associate Dean for Students) no later than:
 - o April 15 for readmission to the Fall semester of the same calendar year
 - o November 15 for readmission to the Spring semester of the following calendar year
 - o February 15 for readmission to the Summer semester of the same calendar year

- The Academic Policies Committee will reply within six weeks of the readmission submission with one of the following three responses:
 - o Recommendation to readmit to the Graduate School
 - o Request for further information
 - o Denial of readmissions request

- The Graduate School must also approve any readmissions request. The timeline for Graduate School review varies. Please see <https://gradschool.utexas.edu/admissions/how-to-apply/graduate-readmission>.

Expedited Review

Applications for readmission that do not entail completion of coursework may be subject to an expedited review by the Associate Dean for Students and the corresponding Graduate Advisor. In these instances, the all program degree requirements are essentially complete, but the student must formally re-enroll to meet the Graduate School's requirements to apply for graduation. Students eligible for such expedited review should contact the LBJ School Associate Dean for Students directly at least one month prior to the semester in which they hope to be readmitted.

Please Note:

Any prior funding/fellowship offers from the LBJ School of Public Affairs do not carry over to students after readmission. Students seeking financial support should contact the LBJ School Fellowships Office at lbjfellows@austin.utexas.edu.

All information provided by the applicant will be considered by the Academic Policies Committee in conjunction with other information gathered from school and university records. The APC reserves the right to solicit information from relevant faculty members and staff, and inform the Graduate Studies Committee of readmission applications. Any private information (e.g. student medical records, financial records) will be held in confidence by the APC.

Students are bound by the requirements of the handbook in force at the time of their first registration in the program. The student may choose, however, to fulfill the requirements of a subsequent handbook. If the student doesn't fulfill handbook requirements within six years of

their first enrollment in the program, then they are bound by the requirements of a subsequent handbook. For more information on the Graduate School's policies associated with graduation under a particular catalog, see <https://catalog.utexas.edu/graduate/degree-requirements/graduation/>.

As a matter of University policy, the LBJ School does not offer detailed explanations of its readmissions decisions.

*This policy was approved and adopted by the LBJ School Academic Policies Committee
16 August 2019*