



TEXAS LBJ School

The University of Texas at Austin

Lyndon B. Johnson School of Public Affairs

2019-2020

Master of Public Affairs (MPAff)

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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Note: 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/>.

Section 1: Overview

This student Handbook is designed to (1) introduce MPAff 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 August 2019. Subsequent changes or updates will be made online 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 MPAff 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/sjs/acint_student.php

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.

Students should also consult the LBJ School's own guide to plagiarism, available here:

<https://lbj.utexas.edu/forms-policies-and-procedures>.

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 the degree program Graduate Advisors are here to help, but students are responsible for their own education.

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

We expect students 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

We assign each enrolled student a mailbox. Student mailboxes are 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.

We encourage you 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. Every student must provide the LBJ School and The University of Texas with current and accurate contact information at all times, including email address, local address and permanent physical address, 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 GAPC 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. We will add you 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: you can not opt out of it.
- 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*), 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 often is 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 organizations 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://utens.joinhandshake.com/login>

Section 2: MPAff Degree Curriculum Overview

2.1 MPAff Degree Requirements

LBJ School curriculum and academic policies are set by the LBJ School Graduate Studies Committee (GSC), consisting of all tenured and tenure-track LBJ School faculty members and Graduate Advisors.

Completion of the regular MPAff program requires a total of 48 graduate-level credit hours, divided into three sets of requirements:

Core Course Requirements: 27 Credit Hours

Common Core Classes (9 credit hours)

PA 397: Introduction to Empirical Methods (IEM; Fall semester only, 3 credits)

PA 393K Applied Microeconomics for Policy Analysis(AMP; 3 credits)

PA 391: Public Financial Management (PFM; 3 credits)

Flexible Core Classes (18 credit hours)

PA 383C: Policy Development (PD; 3 credits)

PA 384C: Public Management (PM, 3 credits)

PA 397C: Advanced Empirical Methods (AEM, 3 credits)

PA 393L: Advanced Policy Economics (APE, 3 credits)

[students may substitute PS 393L with PA 393H: International Economics (IE, 3 credits)]

PA 680PA & PA 680PB: Policy Research Project (PRP, 6 credits/2-semester class)

Elective Course Requirements (21 Credit Hours)

Notes on Curriculum: The methods core courses (PA 397/IEM and PA 397C/AEM) and the economics core courses (PA 393K/AMP and PA 393L/APE or PA393H/IE) are sequentially based. Students are expected to take the first course in each sequence before taking the second course. There is no inherent sequencing for the other core courses. Feel free to take them in any order you want, though you are encouraged to take as many core courses in your first year as possible. Note that some core courses are only offered once a year. Students should consider their academic strengths and weaknesses. For instance, students with weaker quantitative skills should not schedule all of the most difficult quantitative courses in one semester. Students may only take each elective seminar one time.

Before requesting internship approval, a student must first meet the following prerequisites:

- Successful completion of all three Common Core Courses;
- Successful completion of a one year Policy Research Project (exception: MPAff dual-degree students who are enrolled in their Policy Research Project during their 2nd year or students who have been approved by their graduate advisor to take the PRP in their second year);
- Successful completion of at least one of the Flexible Core Courses.

2.2 MPAff Dual-Degree Programs

The LBJ School MPAff program offers a total of 17 dual-degree programs in coordination with the following departments (including four with the Moody College of Communication). Detailed descriptions and requirements for these dual-degree programs are available in detail online at <http://www.lbj.utexas.edu/dual-degrees-public-affairs>.

Department of Asian Studies (MA)

McCombs School of Business (MBA)

Moody College of Communication (4):

Advertising (MA)

Communications (MA)

Radio, Television and Film (MA)

Journalism (MA)

School of Architecture – Community and Regional Planning (MA)

Jackson School of Geosciences – Energy and Earth Resources (MA)

Cockrell School of Engineering (MS)

School of Information (MS)

Lozano Long Institute of Latin American Studies (MA)

School of Law (JD)

Center for Middle Eastern Studies (MA)

School of Public Health (MPH)

Center for Russian, East European, and Eurasian Studies (MA)

Steve Hicks School of Social Work (MSSW)

Center for Women's and Gender Studies (MA)

The LBJ School encourages concurrent enrollment for dual-degree seekers, and the LBJ School does not require that students take courses in a single academic unit in any given semester. However, some of our partner programs may have such stipulations; check with the non-LBJ School program to learn about its enrollment requirements.

Academic fellowships may require certain minimum credit hours in a particular degree program. For example, students receiving fellowship funds from LBJ must be registered for 9 credit hours of coursework that count towards the LBJ Program of Work during the semester they take fellowship money. Check with the Graduate Coordinator lbjstudentaffairs@austin.utexas.edu for questions about your course load and the LBJ Endowment and Fellowship Specialist at lbjfellowships@austin.utexas.edu about any fellowship requirements before registering for courses in any given semester. In those cases, please consult with your Graduate Advisor about the possibility of a waiver from this requirement.

Entering students applying to a dual-degree program must apply during their first semester of study at the LBJ School.

Table 2.2 (next page) summarizes the general features of the dual-degree programs offered as part of the MPAff degree at the LBJ School. However, dual-degree students should seek individual advising with your Graduate Advisor.

Table 2.2: Dual Degree Programs Overview

Dual Degree Program	Total Hours	LBJ Hours Total	LBJ Elective Hours	Internship	PR/Thesis
Asian Studies	69	36	9	LBJ	Asian Studies Thesis
Business	80	33	6	LBJ	LBJ PR
Communication (4 options): Advertising Communication Studies Journalism Radio, Television & Film	69	36	9	LBJ	Comm Thesis
Community and Regional Planning (CRP)	69	36	15	LBJ	CRP Thesis or LBJ PR
Energy and Earth Resources (EER) (Jackson)	66	36	9	LBJ	EER Thesis
Engineering	66	36	9	LBJ	Engineering Thesis
Information Studies	70	39	9	LBJ	LBJ PR
Latin American Studies	66	36	9	LBJ	LAS Thesis
Law	103	33	3	LBJ	LBJ PR
Middle Eastern Studies (MES)	69	36	9	LBJ	MES Thesis
Public Health	69	36	9	SPH	SPH Thesis
Center for Russian, East European, and Eurasian Studies (CREES) (MA)	66	36	9	LBJ	REEES Thesis
Social Work	75	33	3	LBJ	LBJ PR
Women's and Gender Studies (WGS)	66	36	9	LBJ	WGS Thesis

Notes on Table 2.2:

- The total number of electives is 15 hours in the LBJ/CRP dual-degree program. It does not matter how those 15 hours are allocated between the two departments as long as total credits exceed 30 in each department.
- The School of Public Health is part of UT Health Science Center at Houston. While courses are offered at their Austin campus, SPH is not part of UT Austin. There invokes administrative details that do not apply to other dual-degree programs, the most important of which is: For any semester with no courses taken at UT, one should register for PA 098J for zero credit to maintain student status at The University of Texas at Austin.
- Typical time-to-degree for most dual major is 3 years (4 years for Law).
- Some dual degrees require a thesis, while others (Law, Business, Information Studies, Social Work) 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>.

2.3 Graduate Portfolio Programs

Portfolio Programs are interdisciplinary certificate programs, comprised of 9-15 credits or coursework and other requirements, offered and managed by the UT Graduate School. Portfolio Programs offer students the opportunity to develop expertise in a cross-disciplinary academic area of inquiry while completing the requirements for a master's degree in a particular discipline. This expertise may help students distinguish themselves when seeking post-graduation employment. The Portfolio Program certification will appear on the student's transcript after graduation.

Please note that classes taken for the Portfolio Program also may count towards your MPAff degree, if those classes have been approved by your Graduate Advisor. It is useful for students to plan to use their elective courses towards the Portfolio Program. Hence, classes may “double count,” making it easier for students to complete their primary degree and the Portfolio Program without additional courses or delays in time to degree. Not all courses do double count, however, so please check with your Graduate Advisor.

More information about UT's Portfolio Programs, with links to program descriptions, program contacts, and application procedures, is available at <https://lbj.utexas.edu/graduate-portfolio-programs>.

The Graduate Portfolio options are:

- African and African Diaspora Studies
- Aging and Health
- Applied Statistical Modeling
- Arts and Cultural Management and Entrepreneurship
- Asian American Studies
- Communication, Information and Cultural Policy
- Cultural Studies
- Disability Studies
- Dispute Resolution
- Energy Studies
- Imaging Science
- Interdisciplinary European Studies
- Language Teaching and Program Coordination
- Mexican American Studies
- Middle Eastern Studies
- Molecular Biophysics
- Museum Studies
- Nanomanufacturing
- Nanoscience and Nanotechnology
- Native American and Indigenous Studies
- Nonprofit Studies
- Robotics
- Romance Linguistics
- Russian, East European and Eurasian Studies (REES)
- Scientific Computation
- Security Studies
- Study of Religion
- Sustainability
- Women's and Gender Studies

2.5 Core Course Waivers

Students may request waivers for any of the common core courses (PA397/IEM, PA393K/AMP, PA391/PFM) and for two of the flexible core courses (384C/PM and 383C/PD), provided that sufficient prior academic training and professional experience is evident. Students should initiate waiver petitions during New Student Orientation. Please note the following policies:

- A waiver is an exemption from a requirement, not a conferring of credits (students must substitute additional elective credits for any core or flexible core courses waived).
- Eligibility to request a core or flexible core course waiver expires at the end of the first semester of enrollment.

Course waiver request forms should be submitted to the Core Course Coordinator (see below) for approval. The forms are here: <https://lbj.utexas.edu/core-course-waiver-request-form>. If the waiver is approved, you must take the form to your Graduate Advisor, who will sign the form, and then, you must submit the form to OSAA.

PA 397/Introduction to Empirical Methods	Dr. Todd Olmstead
PA 393K/Applied Microeconomics for Policy Analysis	Dr. Sheila Olmstead
PA 391/Public Financial Management	Dr. Martin Luby
PA 383C/Policy Development	Dr. Jacqueline Angel
PA 384C/Public Management	Dr. Don Kettl

Waivers are not available for the other two flexible core courses (PA 397C/AEM and PA 393L/APE or 393H/IE). This is based on the fact that if someone has done advanced work in empirical methods or in policy economics, there are additional topics and courses to explore both at the LBJ School and across campus for further knowledge development.

2.6 MPAff Policy Research Project Requirement

The Policy Research Project (PRP) is a yearlong course in which students, under the supervision of a faculty director, work together on a project for a client. The primary learning objective is to gain an understanding of the substantive issues and research processes, including problem structuring, policy formulation, project management, group dynamics, ethics, and report presentation.

PRP faculty directors introduce students to the PRP course options over the summer via online videos. During orientation in August, students will complete an online form to indicate their preferences. The Graduate Advisor then assigns students to PRPs based on expressed preferences, subject to space availability and any particular skill requirements for a specific PRP (e.g. foreign language, statistical skills). MPAff students will be placed in PRPs their first year, contingent upon seat availability, with dual degree students primarily being placed in their second year. Students must remain in the same PRP course for the entire academic year.

2.7 MPAff Elective Course Requirements

All LBJ School seminars, labeled PA 188S, PA 188G, PA 280L, PA 380L, PA 387K, PA 388D, PA 388K, and PA 388L, are electives. Four core courses may be repeated for elective credit, when the topics differ: PRP, PD, APE, and AEM. However, due to space constraints, repetition of PD and AEM sections are sometimes subject to Graduate Advisor approval and/or reduction in registration priority. Core courses that may NOT be repeated for credit include IEM, PFM, AMP, and PM. Additionally, students may NOT take the same elective more than once.

We encourage MPAff students to take graduate courses outside of the LBJ School. Please note that foreign language courses may not be applied toward completion of an MPAff degree unless they fulfill the following three conditions: (1) are offered at the graduate level, (2) contain significant policy-relevant content, and (3) receive pre-approval from your Graduate Advisor.

Check with your Graduate Advisor for approval before registering for an outside elective. In practice, approval is routinely granted as long as the non-LBJ School course contains policy or management content, or is a relevant research method course. Undergraduate courses are never approved as electives. Students may request Graduate Advisor registration approval for a non-LBJ School course by submitting a Request to Enroll in a Non-LBJ School Course form to the Graduate Advisor for consideration. This form is available at: <https://lbj.utexas.edu/request-enroll-non-lbj-school-course>.

Law School courses: Registering for Law courses (except for cross-listed courses with a PA number) requires paper registration forms (found here: <https://lbj.utexas.edu/law-course-approval-form-non-law-graduate-students>), signed by your Graduate Advisor and the course instructor. Additionally, note that Law courses have later grade reporting deadlines than other UT Austin courses. Therefore, students cannot enroll in Law School courses in their final semester, unless they are enrolled through a cross-listed course number (a PA course number that appears in the LBJ course schedule). **IMPORTANT: Enrolling in a Law course during the final semester will prevent students from graduating on time. Again, do NOT register for any Law courses for your final semester at UT- if you do, it will delay your graduation by an entire semester (grades will not be ready and therefore, graduating is impossible).**

Courses in other units: Some UT departments restrict their courses to departmental majors. Such restrictions are visible from the Registrar's course schedule online. In cases where a non-LBJ 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. Please note the warning about enrolling in Law classes in your final semester (above). UT Graduate Program Department Contacts are available here: <https://gradschool.utexas.edu/connect>.

2.8 Conference Courses

Students may register for a Conference Course (PA 189C or PA 389). A conference course is an individualized learning experience that satisfies either a one-hour or three-hour elective requirement. 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 deliverable. MPAff students are allowed to count up to three (3) three-hour Conference Courses toward their program of study, but they may enroll in no more than one Conference Course per semester without permission from their Graduate Advisor. Students must submit a Conference Course Registration form, signed by the supervising faculty member, and the Graduate Advisor, to the GAPCs to receive registration authorization. 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. You can find the form at: <https://lbj.utexas.edu/conference-course-registration-form>.

2.9 Internships

2.9.1 Internship Requirement

To satisfy the LBJ School internship requirement for graduation, students must complete one School-approved internship, consisting of 400 hours in a policy-related placement. To request internship approval, students must submit a completed MPAff Internship Approval Request form, along with an offer letter from the placement agency, to the Graduate Advisor and Career Resource Specialist. The Approval form is available online. Students must receive formal Graduate Advisor approval prior to starting an internship placement that is intended to satisfy the LBJ School internship requirement. After approval, students may not change their internship credit type.

Students may complete the internship in any semester, although the vast majority fulfill the internship requirement in the summer between the first and second years of study.

All internship forms can be found here: <https://lbj.utexas.edu/forms-policies-and-procedures>.

Please note:

- If you have a *paid internship*, you will not be eligible for an LBJ Internship Stipend. In this case, please fill out the regular internship approval form: <https://www.docuSign.net/Member/PowerFormSigning.aspx?PowerFormId=ca0630ac-6498-40d3-87c5-6306b043ebd3>.

- ***If your internship is not paid***, or offers only minor offsets (e.g. a monthly public transportation stipend), you may apply for an internship stipend or endowed internship fellowship. The list of internship fellowships, policies, and application procedures is available at <https://lbj.utexas.edu/internship-fellowships>. In this case, fill out the [internship form for fellowship applicants](#). Please note that you must be in good academic standing (GPA of 3.0 or above) to apply for an internship stipend or fellowship.

Students may complete the internship requirement for either ***academic*** or ***administrative credit***.

- ***Academic Credit:*** Students may earn academic credit for completion of the LBJ School internship requirement by enrolling in PA 396K, which counts as an Elective towards completion of the MPAff degree. The student registers for the PA 396K internship course after receiving registration approval, and then, the student pays tuition. Students must be registered for the internship course during the semester they complete the internship. The student earns three hours of elective credit upon completing the internship and submitting the required internship evaluations. Though students may voluntarily complete more than one internship while enrolled at the LBJ School, the PA 396K internship course may not be repeated for credit.
- ***Administrative Credit:*** Students may fulfill the LBJ School internship requirement without registering for the internship elective course or paying tuition. Upon completion of the internship and submission of the required internship evaluations, the internship requirement will be recorded as completed in the student's online program of work, but the student does not earn credit toward their degree.

2.9.2 MPAff Internship Prerequisites

Before requesting internship approval, a student must first meet the following prerequisites:

- Successful completion of all three Common Core Courses;
- Successful completion of a one year Policy Research Project (exception: MPAff dual-degree students who are enrolled in their Policy Research Project during their 2nd year or students who have been approved by their graduate advisor to take the PRP in their second year);
- Successful completion of at least one of the Flexible Core Courses;
- A minimum GPA of 3.0;
- Secure a full-time, 400-hour, policy-related internship that does not require a skill set based on a core course not already completed; and

- Approval of the Graduate Advisor.

Waiver of one or more of the above requirements may be possible in certain unique circumstances. Any student who anticipates a problem fulfilling all of the above requirements prior to taking an internship should meet with the Graduate Advisor immediately.

2.9.3 Internship Waiver Policy

In exceptional circumstances, students with certain national service or substantial professional public policy experience may request a waiver of the internship requirement by submitting a completed Waiver Request form, along with a current resume, to their 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 eligible for a waiver. Students wishing to request an internship waiver must do so within their first year of enrollment at the LBJ School.

2.10 The Professional Report

The Professional Report (PR) is a single-authored, written policy analysis project completed in the student's final semester. It is akin to a traditional academic MA thesis, but may take on forms more appropriate to the public affairs field. PR course registration is required only in the semester of graduation. However, to complete the PR in a timely manner, students are expected to work on it over two semesters. Each student selects a topic and asks two faculty members to serve on a supervising committee (not all faculty members can serve as the first reader on a supervising committee). Completion of a Professional Report or Thesis is required for MPAff dual-degree students. Also, some Portfolio Programs may have a similar requirement. Some dual degree programs and require a Thesis specifically, so be sure to review program requirements. The PR is optional for all other MPAff students. Detailed information about the Professional Report is available online at <https://lbj.utexas.edu/masters-professional-report>.

If you plan on completing a PR, please keep the following points in mind:

- The Graduate School requires that students completing a PR register for the Professional Report course (or Thesis course, as appropriate for dual-degree students) in the semester of graduation.

- To receive registration approval for the LBJ School PR course, students must submit a completed Professional Report Committee Selection and Registration Approval form to their Graduate Advisor and the GAPCs *at least one month prior* to registration. For more information, see <https://lbj.utexas.edu/masters-professional-report>.
- Each student must have two or more faculty members on their supervising committee.
- If enrolled in the LBJ section of the PR, the student's supervisor must be a member of the LBJ School's Graduate Studies Committee.
- The LBJ School provides a timeline with milestones for completing the PR. Faculty members have the right to refuse to sign off on a PR if these milestones are not met to their satisfaction.
- Grades of incomplete are not given for the PR course. If 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.

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

MPAff core classes must be taken for a letter grade. Outside of the core curriculum, students may take up to nine elective credit hours on a Credit/No Credit (CR/NC) basis, not counting the internship or PR. A maximum of three elective credit hours (typically one class) may be taken on the CR/NC basis per semester. 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, obtain a Grade Change Status form from your 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.

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 the student has

Graduate Advisor approval and the credits have not been applied toward completion of another degree.

Students who plan to request to transfer credits for application to the LBJ School degree should do so before 12 hours of graduate coursework are completed at UT Austin. The Graduate School website at <https://gradschool.utexas.edu/academics/policies/transfer-credit> contains detailed information regarding credit transfer policies and procedures.

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 with your Graduate Advisor
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.

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

3.1.1 Course Numbers

Courses at UT are given a three-digit number. The first digit of 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 680PA (PRP course, Part I) and PA 680PB (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.

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

MPAff core classes must be taken for a letter grade. Outside of the core curriculum, students may take up to nine elective credit hours on a Credit/No Credit (CR/NC) basis, not counting the internship or PR. A maximum of three elective credit hours may be taken on the CR/NC basis per semester. 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, obtain a Grade Change Status form from your 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 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).

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>

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. UT and LBJ School fellowships require the student 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. Do not expect reminders from your graduate advisor, professors, or graduate coordinators. If you request a temporary incomplete (X), make sure you have a clear timeline for completing the work and agreement (in writing) on this with your course professor. Make sure your graduate advisor is also aware of your 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 (OGS). 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](#).

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](#).

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@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](#).

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 LBJ School MPAff Graduate Studies Committee also maintains a definition of ***satisfactory academic progress***. A student will be deemed to meet expectations for satisfactory academic progress if s/he meets the following three criteria:

1. Maintains an average 3.0 GPA across all courses,
2. Achieves grades of C or higher in each required ('core') class in the student's respective degree program,
3. Has completed or has plans to complete the administrative requirements of the respective degree program (e.g. internship requirement)

LBJ School fellowship recipients must maintain a 3.0 or higher GPA to receive fellowship awards. More information on academic dismissal policies listed here: <https://gradschool.utexas.edu/academics/policies/warning-status-academic-dismissal>. 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 travel policies here:

<https://policies.utexas.edu/policies/student-travel-policy-university-organized-or-sponsored-events> promote safe travel by students, faculty, and staff who conduct research and/or University business away from the Austin campus. **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 <https://world.utexas.edu/risk/travel/policies>. 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 lbjfellowships@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>

Note for Dual Degree Graduates- You MUST submit a paper form signed by BOTH departments. LBJ's internal deadline for this paper form is ONE MONTH PRIOR to the UT Campus deadline. Deadline information can be found here:

<https://lbj.utexas.edu/graduation-application-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 lbjfellowships@austin.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 lbfellowships@austin.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

OSAA posts jobs and internships we become aware of on 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. Please consider Handshake one resource for students to find jobs and internships.

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 Specialist:
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 Web Site:** <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:Sephra.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@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*