



**TEXAS** LBJ School

The University of Texas at Austin

Lyndon B. Johnson School of Public Affairs

**2018-2019**  
**Master of Global Policy Studies**  
**(MGPS)**  
**Student Handbook**

## **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](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.

### **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.

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## Section I. Overview

This student Handbook is designed to introduce MGPS students to LBJ School and Graduate School requirements, policies, procedures, and deadlines and to familiarize students with important campus resources. Information contained within this Handbook is current as of its printing August 2018. If any changes are made, those will be added to the online version and/or the information will be distributed through the main student listserv (*lbjstudents*). 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 do not hesitate to contact the staff in the Office of Student Affairs and Admissions (OSAA) at [lbjosaa@austin.utexas.edu](mailto:lbjosaa@austin.utexas.edu).

### Program Contacts

<p><b>Associate Dean for Academic Strategies</b> Cynthia Osborne <a href="mailto:cosborne@prc.utexas.edu">cosborne@prc.utexas.edu</a> (512) 471-9808 SRH 3.238</p>	<p><b>Associate Dean for Students</b> Kate Weaver <a href="mailto:ceweaver@austin.utexas.edu">ceweaver@austin.utexas.edu</a> (512) 232-3443 SRH 3.344</p>
<p><b>MGPS Graduate Advisor</b> Lorinc Redei <a href="mailto:lredei@austin.utexas.edu">lredei@austin.utexas.edu</a> (512) 471-7566 SRH 3.281</p>	<p><b>Office of Student Affairs and Admissions (OSAA) Director</b> Shannon Chapman <a href="mailto:lbjosaadirector@austin.utexas.edu">lbjosaadirector@austin.utexas.edu</a> (512) 471-4292 SRH 3.104E</p>
<p><b>Career Resources Specialists</b> Lauren Berryhill and Nikesha Rollack <a href="mailto:lbjcareers@austin.utexas.edu">lbjcareers@austin.utexas.edu</a> (512) 471-3290 SRH 3.104H (512) 471-8325 SRH 3.104</p>	<p><b>Endowment and Fellowship Specialist</b> TBD <a href="mailto:lbjfellows@austin.utexas.edu">lbjfellows@austin.utexas.edu</a> (512) 471-6277 SRH 3.387</p>
<p><b>Graduate Admissions and Program Coordinator (GAPC) – Admissions</b> Gwendolyn Kelso <a href="mailto:lbjadmit@austin.utexas.edu">lbjadmit@austin.utexas.edu</a> (512) 232-4013 SRH 3.104B</p>	<p><b>Graduate Admissions and Program Coordinator (GAPC) – Student Affairs</b> Laura Roach <a href="mailto:lbjstudentaffairs@austin.utexas.edu">lbjstudentaffairs@austin.utexas.edu</a> (512) 471-0291 SRH 3.104C (512) 471-9634 SRH 3.104A</p>
<p><b>Writing Lab Director</b> TBD <a href="mailto:lbjwriting@austin.utexas.edu">lbjwriting@austin.utexas.edu</a> (512) 471-3620 SRH 3.104F</p>	<p><b>OSAA Administrative Assistant</b> Yolanda Halleck <a href="mailto:lbjosaa@austin.utexas.edu">lbjosaa@austin.utexas.edu</a> (512) 471-4292 SRH 3.104</p>

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

To access the LBJ Careers website, visit <https://lbj-utexas-csm.symplicity.com/students/>

## 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, 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. Our programs and our curriculum are changing to incorporate new knowledge, new technology, and challenging 21st century issues. There is no better place in the nation to see real-life policy implications than Austin, Texas, consistently ranked as one of the best U.S. cities to live in. 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

## 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.

### Professional Ethics

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. See page 2 for more information about your obligation to report wrongdoing, Intellectual and Copyrighted Property, UT's Academic Integrity standards, and the Acceptable Use Policy.

We 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>.

### 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) will be there 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.**

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 GAPCs for assistance.**

### 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.

## Contact Information and Communication

Email is the official form of communication at UT Austin. Students are required to provide the LBJ School and The University of Texas 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](#).** *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. You will be added to each list at the start of your first semester. Some you are able to opt out of. 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 get as a digest, or immediately.
- The *lbjcareers* listserv disseminates all internship and job postings. It is also customizable.
- Each degree program has its own academic listserv (*lbjmgps*, *lbjmpaff*, *lbjphd*), which is used to deliver program-specific academic and advising information—please read these messages carefully.



## Section II. MGPS Degree: Curriculum Overview

### 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>	<b>22</b>
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 will be established by the MGPS GSC: see your Graduate Advisor for details.

<u>Specialization Course Requirements</u>	<b>15</b>
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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

<u>Elective Course Requirements</u>	<b>9</b>
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(*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)

## **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.*

## **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.

## **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; 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.

## 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. Sheila Olmstead) 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.

## Sample Program of Study, Regular MGPS Program

### *FALL 2018 = 12 hours*

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

### *SPRING 2019 = 12 hours*

<b>PA 383G</b>	Policy Making in a Global Age
<b>PA 393H</b>	International Economics
<b>XX XXX</b>	Approved Specialization Course 1
<b>XX XXX</b>	Approved Specialization Course 2

### *SUMMER 2019*

Internship in Global Policy Studies

### *FALL 2019 = 12 hours*

<b>PA 682 GA</b>	Policy Research Project (Part I)
<b>XX XXX</b>	Approved Specialization Course 3
<b>XX XXX</b>	Approved Specialization Course 4
<b>PA 388K</b>	Elective Course 1

**SPRING 2020 = 13 hours**

- PA 682 GB** Policy Research Project (Part II)
- XX XXX** Approved Specialization Course 5
- PA 388K** Elective Course 2
- PA 393L** Elective Course 3
- PA 195G** Global Policy Simulation

## 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	LBJ Hours			Thesis/Professional Report
		Total	Specialization Courses	Electives	
<b>Asian Studies</b>	67 if AS Thesis; 70 if LBJ PR	37	15	0	Either thesis (AS) or PR (LBJ)
<b>Business</b>	84	34	12	0	PR (LBJ)
<b>Energy and Earth Resources</b>	67	37	15	0	Thesis (EER)
<b>Information School</b>	68	37	12	0	PR (LBJ)
<b>Journalism</b>	70	37	15	0	Master’s Report (JNL)
<b>Latin American Studies</b>	70	37	15	0	Thesis (LAS)
<b>Law</b>	107	34	12	0	PR (LBJ)
<b>Middle Eastern Studies</b>	67 if MES Thesis; 70 if LBJ PR	37	15	0	Either thesis (MES) or PR (LBJ)
<b>Public Health</b>	70	37	15	0	Thesis (MPH)
<b>Russian, East European and Eurasian Studies</b>	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](mailto:lbjstudentaffairs@austin.utexas.edu) and the LBJ Endowment and Fellowship Specialist at [lbjfellows@austin.utexas.edu](mailto:lbjfellows@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.

## **MGPS Specialization Course Requirements**

All MGPS students select one of six [Specializations](#) or propose a unique 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.). Students may also pursue a custom specialization with the approval of the Graduate Advisor.

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 preapproved 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 your LBJ degree.

## **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. (Please note that foreign language courses may not be applied toward completion of an MGPS 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 the Graduate Advisor.)

## 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.

**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 preapproved 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 the 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. 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.

## 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.

## Internship Requirement

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 delivered 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 approval of the Graduate Advisor, students may sign up for a special three-credit summer conference course (PA 396G) with a GPS 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.

## **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.

## **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 LBJ section of the PR, the student's supervisor must be a member of the LBJ School's Graduate Studies Committee.
- The LBJ School requires that students follow a specific Professional Report progress timeline and meet internal [LBJ School PR deadlines](#) when working with faculty.
- 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 III. 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 Procedure

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.

### 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 **1**88G= ONE credit hour course
- PA **3**87G= 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:

- PA **6**80PA (PRP course, Part I) and PA **6**80PB (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 **3**97 and PA **3**83C are graduate courses, but PA **3**25 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 **3**25) 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.

## **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).

## **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.

## **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).**

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.

## 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 will not affect the student's GPA, but may not be applied toward a degree.

## Add/Drops

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 12<sup>th</sup> 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 12<sup>th</sup> class day, (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>.

## Refunds for Course Drops and Academic Withdrawals

The University will refund partial tuition for classes that are dropped by the 12<sup>th</sup> 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 12<sup>th</sup> (or fourth) 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 20<sup>th</sup> 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 [here](#).

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

## **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](mailto: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>.

## **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 is cause for dismissal from the University. LBJ School fellowship recipients must maintain a 3.0 or higher GPA to receive fellowship awards. More information is available at [this link](#). 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.

## **Student Travel Policy**

LBJ School and [The University of Texas travel policies](#) 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.** 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](mailto:lbjacademicssupport@austin.utexas.edu).

## Texas Residency

Each person who applies for admission to a Texas public college or university is classified as a Texas resident, a nonresident, 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](mailto: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.

## 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 [here](#).

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](#). You might also want to consider academic employment in a department that offers undergraduate coursework in a discipline in which you have expertise. A list of UT Austin Graduate Program Department Contacts is available [here](#).

## 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](#).

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 12<sup>th</sup> 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](mailto: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](#).

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](http://www.utexas.edu/hr/student/student_empl_benefits.html).

## **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.

## **Graduation**

**Graduate students must be registered during the semester in which they graduate and must apply for graduation by the deadline published in the academic calendar.** 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.

## **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/](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](mailto:diplomas@austin.utexas.edu).

## Section IV. LBJ School Student Resources

### 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 12<sup>th</sup> 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](#). Emergency Cash loans and Tuition loans are available for students. More information about short-term loans can be found at [Financial Aid Cash & Tuition Loans](#).

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. Some fellowships do not permit concurrent employment. Contact [lbjfellowships@austin.utexas.edu](mailto:lbjfellowships@austin.utexas.edu) prior to accepting employment to confirm if a 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 [lbjfellowships@austin.utexas.edu](mailto:lbjfellowships@austin.utexas.edu) to remove this waiver and activate the UT employment waiver.

It is important to directly contact [Financial 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.

### **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>.

### **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 on the [LBJ School website](#). 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.**

### **LBJ Writing Lab**

[The LBJ Writing Lab](#) offers LBJ students individualized assistance during the writing process and hosts a series of seminars on specialized topics.

Typical Writing Lab offerings include:

- Writing and communications workshops with topics based on student need.
- Guest speakers with professional expertise in policy communications topics, such as data communications, writing for decision makers, grant writing, and legislative advocacy.
- Individual writing consultations for class assignments and career search documents.

### **Contact the Writing Lab**

Director

OSAA Office, SRH 3.104F

(512) 471-3620

[lbjwriting@austin.utexas.edu](mailto:lbjwriting@austin.utexas.edu)

### **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 using the [LBJ School Office of Career Management](#) as soon as possible. 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.

### **Jobs and Internships**

All jobs and internships are posted on our online job board – Handshake. 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.

### **Career Management Office Hours**

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

### **Career Management Seminars**

You can find a description of available seminars on the LBJ Career Management website. 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.

### **Contact the Career Resources Specialist**

OSAA Office, SRH 3.104E

(512) 471-3290

[lbjcareers@austin.utexas.edu](mailto:lbjcareers@austin.utexas.edu)

## Section V. University Resources

### 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.

### 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)** <http://diversity.utexas.edu/multiculturalengagement/> 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.

- The mission of the **Gender and Sexuality Center (GSC)** <http://diversity.utexas.edu/genderandsexuality/> 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.
- The **UT Police Department Community Outreach Unit** <https://police.utexas.edu/prevention/> provides tips on crime prevention and personal safety.
- **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.

## Fall 2018 Academic Calendar

Aug. 24	Registration for graduate students not yet registered Last day a graduate student may register in absentia
Aug. 27	Registration for fall for those not yet registered Add/drop for fall for students who have registered and paid tuition/fees
Aug. 28	Registration and add/drop for fall semester, all students
Aug. 29	<b>CLASSES BEGIN</b>
Sept. 3	Labor Day Holiday
Sept. 4	Last day of official add/drop period Last day graduate students may register without graduate dean's approval  <b>Tuition payment due at 5pm</b>
Sept. 14	Last day to drop a class for a possible refund Last day a graduate student may add a class (with required approvals)
Sept. 28	<b>Second tuition payment for those paying on installment plan</b>
Oct. 25-26, 29-31	Academic advising for continuing and readmitted students for spring 2019 semester
Oct. 26	<b>Final tuition payment for those paying on installment plan</b>
Oct. 29- Nov.9	Registration for spring 2019 semester for continuing and readmitted students
Nov. 16	Last day to apply for a graduate degree
Nov. 21-24	Thanksgiving holiday
Nov. 26	Last day a graduate student may change to/from the credit/no credit basis
Dec. 7	Last day to submit a master's report, thesis or doctoral dissertation to the graduate dean
Dec. 8	Fall graduation ceremonies
Dec. 10	<b>Last class day</b>  Last day a graduate student can drop a class or withdraw from UT (with required approvals)
Dec. 13	Final exams begin
Dec. 22	Official graduation date (no public exercises)

## Section VI. Student Organizations

Student organizations are a great way to get involved in the LBJ School, the broader UT community, and the city of Austin.

### **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. <https://utexas.collegiatelink.net/organization/alexanderhamiltonsociety>

### **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. <https://utexas.collegiatelink.net/organization/allianceforenergypolicy>

### **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. <http://www.bainesreport.org/>

### **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. <https://www.facebook.com/FeministPolicyAlliance>

### **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. <http://www.lbjgpac.org/>

### **Pride Policy Alliance (PPA)**

The Pride Policy Alliance is an inclusive LGBTQ (Lesbian, Gay, Bisexual, Transgender, Queer) organization that aims to increase the visibility of LGBTQ issues, educate, and advocate for policies that advance equality at the LBJ School, UT, and the greater Austin community. PPA is a part of the UT Austin Gender and Sexuality Center Affiliate Program and organizes social, advocacy, and educational events throughout the semester.

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

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

**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). <http://chasp.lbj.utexas.edu/spn/>

**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.

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