



TEXAS LBJ School

The University of Texas at Austin

Lyndon B. Johnson School of Public Affairs

2022-2023

Master of Public Affairs

DC Concentration

(MPAff DC)

LBJ Student Handbook 2022-2023

Welcome from the Dean



Welcome to the LBJ School. You're starting your public policy journey in a place that has it all: The LBJ School is the only public policy school tied to a Tier I research university, a presidential library and a state capital, due north of the longest foreign border in the U.S. Combined with its connections, alumni and other opportunities, we offer a truly distinctive educational experience.

You will be:

- Able to identify the best evidence-based solutions.
- Proficient in the latest analytical methods.
- Ready to facilitate difficult, sometimes painful, public conversations.
- And capable of leading public and nonprofit organizations through turbulent times.

These are but a few of the competencies our students develop.

Through case discussions, problem sets, internships, fieldwork, and experiential research with world-class faculty, you will become proficient in the skills and knowledge needed to tackle contemporary and emerging challenges.

But that is not all. You will become a member of our diverse, esteemed and ever-expanding LBJ community of professionals committed to expanding prosperity, justice, equality and security.

Over 50 years ago, President Lyndon B. Johnson challenged us to build a great society. We are excited to have you join us on this ongoing journey.

Hook 'Em,

JR DeShazo
Dean, LBJ School of Public Affairs

Table of Contents

Section 1: Overview

- 1.1 Ethics and Professional Conduct
 - 1.1.1 The University of Texas Honor Code
 - 1.1.2. Excerpts from UT Compliance and Ethics Guide
 - 1.1.3 Professional Ethics
 - 1.1.4 Student Responsibility
- 1.2 LBJ Washington Center Executive Director and Deputy Director
- 1.3 Physical Mailboxes
- 1.4 Communications
- 1.5 Program Contact Information

Section 2: MPAff DC Concentration: Curriculum Overview

- 2.1 MPAff DC Concentration Degree Requirements- Austin: Fall and Spring Courses
- 2.2 MPAff DC Concentration Degree Requirements- Washington DC: Summer and Fall Courses
- 2.3 MPAff-DC Elective Course Requirement
- 2.4 DC Concentration Policy Apprenticeship Requirement

Section 3: Academic Policies and Procedures

- 3.1 Course Registration Procedures
 - 3.1.1. Course Numbers
 - 3.1.2 Maximum Credit Hour Enrollment Policy
 - 3.1.3 Credit/No Credit (CR/NC) Registration Policy
 - 3.1.4 Transfer Credit Policy
 - 3.1.5 Grades of Incomplete
 - 3.1.6 Courses Completed with a Letter Grade- Requirements
- 3.2 Enrollment Changes
 - 3.2.1 Adding or Dropping Course
 - 3.2.2 Refunds for Course Drops and Academic Withdrawals
- 3.3 DC Concentration Fee Billing and Student Financial Assistance
- 3.4 Leave of Absence Policy
- 3.5 Probationary Status and Academic Dismissal
- 3.6 Full-Time Enrollment
- 3.7 Student Travel Policy
- 3.8 Texas Residency
- 3.9 Academic Employment at UT Austin
 - 3.9.1 Benefits by Reason of Academic Employment
- 3.10 Six-Year Limit on Master's Coursework
- 3.11 Graduation

3.11.1 Diplomas

Section 4: LBJ School Student Resources

4.1 LBJ School Student Fellowships

4.1.1 Current Student Fellowships

4.1.2 Internship Fellowships

4.2 LBJ Career Resources

4.2.1 Career Management Workshops

4.2.2 Career Management Office Hours and Contact Information

4.3 Student Professional Development

Section 5: University Resources

5.1 Important Online Resources

5.2 Important Campus Offices

5.3 Fall 2022-Spring 2023 Long Academic Year Calendar

Section 6: Student Organizations

6.1 The Alexander Hamilton Society

6.2 Alliance for Energy Policy (AEP)

6.3 The Baines Report

6.4 Feminist Policy Alliance (FPA)

6.5 Graduate Public Affairs Council (GPAC)

6.6 Pride Policy Alliance (PPA)

6.7 Public Affairs Alliance for Communities of Color (PAACC)

6.8 Social Policy Network of Students and Alumni (SPN)

6.9 Veterans in Public Policy

Section 7: LBJ Readmissions Policy

7.1 The LBJ School of Public Policy Readmissions Policy

Section 8: Alternative Internships

8.1 Alternative Internships Overview

Section 9: Quantitative Readiness Program

8.1 Quantitative Readiness Program Overview

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 DC students to the requirements, policies, procedures, and deadlines of the Lyndon B. Johnson School of Public Affairs (LBJ School) and The University of Texas at Austin (UT) Office of Graduate Studies' (OGS) and (2) to familiarize students with important campus resources. Information contained within this Handbook is current as of its printing August 2022. Subsequent changes or updates will be made to the online version and distributed through the main student listserv (lbjstudents@utlists.utexas.edu). The Handbook is available in electronic format on the Forms, Policies and Procedures page of the LBJ School's website at: <http://lbj.utexas.edu/forms-policies-and-procedures>

Please read this information thoroughly, as it will answer many of your questions about the MPAff DC 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 degree program graduate advisors will be there to help, but students are responsible for their own compliance with program and university requirements.

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 Graduate Coordinators for assistance.*

1.2 LBJ Washington Center Executive Director and Associate Director

The LBJ Washington Center Executive Director and Associate Director will work closely with you beginning in summer of 2022, during orientation in Austin, and continuing through your graduation in December 2023 in Washington DC. You will receive supplemental information from time to time from the LBJ Washington Center on the unique aspects of the DC Concentration, including the required Policy Apprenticeships.

1.3 Physical Mailboxes

Physical mailboxes are currently not in use.

1.4 Communications

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 at https://registrar.utexas.edu/students/records/address#P26_2186. You will also need to notify your Graduate Coordinator of the change so that we can update the LBJ School's internal records.

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

- The *lbjschool* listserv contains official correspondence from the Dean's Office and from OSAA.
- 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*), which is used to deliver program-specific academic and advising information—please read these messages carefully.

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

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

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

1.5 Academic & Student Affairs Program Contacts

<p>Associate Dean for Academic Strategies Dr. Kate Weaver ceweaver@austin.utexas.edu (512) 232-3443 SRH 3.344</p>	<p>Assistant Dean for Enrollment and Student Services Ms. Shannon Chapman lbjosaadirector@austin.utexas.edu (512) 471-4292 SRH 3.104E</p>
<p>Executive Director, LBJ Washington Center William Shute wshute@utexas.edu (202) 836-4252</p>	<p>Associate Director, LBJ Washington Center Robin Presta Boone rboone@utexas.edu (202) 836-4252</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>MPAff-DC Graduate Advisor Dr. Pat Wong patwong@mail.utexas.edu</p>	<p>OSAA Asst. Dir. Student Professional Development Ms. Lauren Berryhill lbjprofessionaldev@autin.utexas.edu (512) 471-3290 SRH 3.104F</p>
<p>OSAA Sr. Career Resources Specialist Ms. Coleen Gleeson lbjcareers@austin.utexas.edu (512) 471-3620 SRH 3.104H</p>	<p>OSAA Grad Admissions & Program Coordinator (GAPC) TBD lbjadmit@austin.utexas.edu (512) 232-4013 SRH 3.104C</p>
<p>Grad Admissions & Program Coordinator (GAPC) TBD lbjstudentaffairs@austin.utexas.edu (512) 471-0291 SRH 3.104B</p>	<p>Grad Admissions & Program Coordinator (GAPC) Ms. Laura Roach lbjstudentaffairs@austin.utexas.edu (512) 471-9634 SRH 3.104A</p>
<p>OSAA Career Resource Specialist TBD lbjcareers@austin.utexas.edu (512) 471-4292 SRH 3.104</p>	<p>LBJ School Fellowship Specialist Ms. Kelly Thurmond lbjfellows@utexas.edu (512) 471-6277 SRH 3.387</p>

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

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

Fellowship questions should go to the LBJ Fellowships Office at:

lbjfellows@utexas.edu

Section 2. MPAff DC Concentration: Curriculum Overview

2.1 MPAff DC Concentration Degree

Requirements- Austin: Fall and Spring Courses (24 credit hours)

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.

There is also a specially-constituted DC Concentration Academic Committee that advises the Graduate Studies Committee on the DC Concentration curriculum. Completion of the MPAff DC Concentration requires a total of 44 graduate credit hours. To complete the MPAff DC Concentration by December 2023 students must follow a fixed degree track, as listed below.

PA XXX	Communications for Public Affairs	3
PA 393K	Applied Microeconomics for Policy	3
PA 397	Introduction to Empirical Methods	3
PA 391	Public Financial Management	3
PA 383C	Policy Development	3
Advanced Analytics Any two (2):	Advanced Empirical Methods; Advanced Policy Econ.; Advanced Public Financial Mgmt; Advanced Public Mgmt.	6
	Elective course	3

**2.2 MPAff DC Concentration Degree Requirements-
Washington DC: Summer and Fall Courses (20 credit hours)**

PA 381W	How Washington Works: Overview of Federal Ecosystem	3
PA 381W	How the U.S. Congress Works	3
PA 384C	Public Management	3
PA 381W	Federal Budget and Government Finance	3
PA 680WA/680WB	Policy Apprenticeship	6
PA 188G	Exemplars in Policymaking	2

Notes on Curriculum:

Quantitative Readiness

* The LBJ School provides *both* a rigorous quantitative-analytic curriculum *and* a comprehensive support structure to ensure that all entering students acquire the background to meet that rigor. The LBJ School provides a four-stage process to help incoming students attain adequate quantitative skills:

- Initial Quantitative Readiness Assessment: All entering MPAff students will complete a two-hour methods diagnostic assessment online in the month of June.
- Summer Transition Analytical Foundations Course: Admitted students who need a refresher in quantitative methods can take this online course during the month of July. It is designed to cover all material that students need to know to pass the methods diagnostic exam.
- Quantitative Diagnostic Exam: In mid-July, once the summer foundations course has ended, all students who did not pass the diagnostic exam in June must retake the exam. All students who pass will move on to the quantitative core courses in the MPAff curriculum.
- Beginning Statistics Class: Students who do not pass the methods diagnostic test before or after the Summer Transition Analytical Foundation course are strongly encouraged to take an undergraduate level Statistics class at UT Austin or Austin Community College to ensure they have the basic foundations before moving on to their quantitative core courses. This course will not count towards the LBJ degree.

Course Scheduling Considerations

Students should consider their academic strengths and weaknesses. For instance, students less comfortable with quantitative work should not schedule all of the most difficult quantitative courses in one semester.

Note on quantitative-focused coursework for the 1st Fall Semester: In addition to the advice given to students concerning the timing of Microeconomics (Micro) and Introduction to Empirical Methods (IEM), (depending on how they perform on the final Quantitative Assessment, and what sections they pass) students should also consider how to schedule their Public Financial Management (PFM) course in their first year. If a student takes both PFM and Micro in Fall 2022, then the student will be taking 3 quantitative courses in the Fall Semester, which may be difficult if quantitative-focused coursework is not a strength of the student. If students are strong in quantitative work, they may want to take PFM and Micro both in the Fall Semester, in addition to IEM. If they are not as comfortable with quantitative work, they may want to take either Micro or PFM in the Spring Semester. Likewise, students who are less comfortable with writing should not schedule all of their writing intensive courses in one semester.

2.3 MPAff-DC Elective Course Requirement

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.

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>.

2.4 DC Concentration Policy Apprenticeship Requirement

During their summer and fall semesters in Washington, each DC Concentration student will engage in an extended Policy Apprenticeship in a private sector or public (federal government) policy organization. This apprenticeship will enable students to apply the interdisciplinary understanding developed in their first year LBJ School coursework to federal policy development and implementation. DC Concentration students are responsible for identifying and securing appropriate Policy Apprenticeships. The LBJ Washington Center, however, will

work hand-in-glove with the students in their Policy Apprenticeship pursuits.

During the Policy Apprenticeships, students will be expected to demonstrate knowledge and skills developed in their coursework in an immersive, professional context. They will enhance their political acumen and skills in leadership, teambuilding, analytical communication, networking, and sensitivity to the cultural and operational challenges of the workplace.

The term of the Policy Apprenticeship is 32 hours per week for six months (June-December), Monday-Thursday, reserving two weeknights per semester and Fridays for graduate school coursework at the LBJ Washington Center.

Valid Policy Apprenticeships are those approved by the Executive Director of the LBJ Washington Center by May 1, 2023. Such approval will require that the position and its

responsibilities are relevant and timely to current policy deliberations and require graduate school-level skills.

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 in classes 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 RIS (Registration Information Sheet) will note your specific registration access periods, as well as any registration bars that have been posted to your student record.**

Registration in preferred courses is not guaranteed. Some sections will have seats reserved specifically for DC Concentration students and some courses may be restricted to DC Concentration students only. Additional information will be provided during Orientation. We encourage you to plan ahead and consider alternative course options prior to each registration period.

3.1 Course Registration Procedures

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

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

LBJ Graduate Coordinators will register students for the following courses:

- Summer/Fall DC Courses (LBJ Graduate Coordinators will work with Robin Boone, Associate Director of the LBJ Washington Center to register all DC students for the proper courses)

3.1.1 Course Numbers

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

PA 188G= ONE credit hour course

PA 387G= THREE credit hour course

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

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

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

Only graduate-level courses offered by the University will fulfill LBJ degree requirements.

Graduate students may enroll in undergraduate classes for enrichment, but those credits can NOT be applied toward completion of LBJ School degrees, nor will they count towards fellowship enrollment requirements. Grades in upper-division undergraduate courses (those with a middle digit of 2 or greater (for example: ARA 325) are included in the graduate GPA, however. Additionally, graduate students enrolled in undergraduate courses are subject to undergraduate deadlines, which differ from deadlines for graduate students. Please note the sole exception to this rule, regarding undergraduate foreign language courses- Section 2.3

3.1.2 Maximum Credit Hour Enrollment Policy

At the Graduate School the maximum course load for a graduate student in fall and spring semesters is 15 hours. The maximum course load for a graduate student in summer semesters is 12 hours (including 6 hours in the first summer session, 6 hours in the second summer session, and/or 12 hours in the whole summer session). MPAff DC students are neither encouraged nor discouraged from taking more credit hours than required by the DC Concentration each semester. However, participation in extracurricular learning, including attending talks and lectures, working with research centers, and participating in social and networking activities, should be considered a priority.

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

MPAff-DC core classes must be taken for a letter grade. Outside of the core curriculum, students may take up to three elective credit hours on a Credit/No Credit (CR/NC) basis. 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. 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 Transfer Credit Policy

The DC Concentration does not allow transfer credits.

3.1.5 Grades of Incomplete

In cases when a graduate student receives a grade of incomplete for a course (denoted by the symbol "X" on the student record), the student must complete the course requirements by the last class day of the next long (fall or spring) semester enrolled or the incomplete grade will become permanent (denoted by the symbol "I"). A course in which the student receives an incomplete grade will not affect the student GPA, but may not be applied toward a degree. Please note that any first-year courses not completed by May 2019 may prevent you from continuing in the DC Concentration.

3.1.6 Courses Completed with a Letter Grade- Requirements

Per OGS Graduate Credit rules, 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>

3.2 Enrollment Changes

3.2.1 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 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, (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 [this site](#).

3.2.2 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) 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 [here](#).

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

3.3 DC Concentration Fee Billing and Student Financial Assistance

A mandatory DC Concentration Fee is charged each semester DC Concentration students study in Washington DC. More information on the cost of the DC Concentration, including tuition and fees, can be found at <https://lbj.utexas.edu/dc-concentration-mpaffmgps>.

Questions regarding Financial Aid for the first two (Austin) semesters in the DC Concentration should be directed to the UT Office of Financial Aid at ask@finaid.utexas.edu or (512) 475-6282. Questions regarding federal loans for the Washington DC portion of the DC Concentration can be directed to Olivia Angel in the Office of Student Financial Services at (512) 475-6282 or olivia.angel@austin.utexas.edu.

For non-financial aid related questions regarding the DC Concentration Fee, please contact lbjfellowships@austin.utexas.edu. Students with delinquent DC Concentration Fee bills may be referred to an outside collections agency.

Veterans Administration Information Eligible students may receive Veterans Administration benefits through the Office of the Registrar. Please call (512) 475-7540 for more information or visit <https://registrar.utexas.edu/students/cert/vetn>.

Please note that [Hazlewood benefits](#) cannot be applied to the mandatory DC Concentration Fees but may be applied to regular University tuition for students who qualify. Please see <https://registrar.utexas.edu/student/certification-veteran/hazlewood> for information about these benefits.

“What I Owe” One of two important pages related to a student’s University finances, “What I Owe” (https://utdirect.utexas.edu/acct/rec/wio/wio_home.WBX) reflects any outstanding balances owed to The University of Texas at Austin, including DC Program Fees, available payment options, and transaction history.

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 lbjfellowships@austin.utexas.edu for submission to the

Fellowship Committee. There is no guarantee that an approval will be given to defer. More information about leaves of absence is available here <https://gradschool.utexas.edu/academics/policies/leaves-of-absence>.

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

3.5 Probationary Status and Academic Dismissal

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

3.6 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 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.

3.7 UT Academically Related Travel Policy

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

<https://policies.utexas.edu/policies/student-travel-policy-university-organized-or-sponsored-events> **ts Students must receive prior authorization for travel to any destination that is any way related to academic degree programs, courses, research, internships, or professional development activities.** All travel authorization requests must be signed by the LBJ designated authority, who is currently the Associate Dean for Academic Strategies. More information on international travel policies, required forms, insurance, and procedures is available at <https://travel.utexas.edu/travelplanning/travel-authorizations>. **For any changes to international travel related to COVID-19, please refer to the Texas Global international travel guidelines: <https://global.utexas.edu/risk/travel>.** If you have specific questions about travel paperwork and processes, please contact LBJ Academic Support at lbjacademicssupport@austin.utexas.edu.

3.8 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; 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.

3.9 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>

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 at <https://gradschool.utexas.edu/academics/programs>.

3.9.1 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](#).

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

3.10 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.

3.11 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. DC Concentration students will have a graduation celebration in December 2023 in Washington, DC, and are welcome and encouraged to attend the larger LBJ School graduation ceremony in May 2024.

3.11.1 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 lbjfellowships@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/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.

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 and Policy Apprenticeship Fellowships

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

4.2 LBJ Career Resources

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

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

4.2.1 Jobs and Internships

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

4.2.2 Career Management Workshops

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

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

4.2.3 Career Management Office Hours and Contact Information

The Career Management Office has appointments available and they can be made through Handshake.

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 V. University Resources

5.1 Important Online Resources

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

- LBJ School Faculty Information Pages at <http://lbj.utexas.edu/faculty-lbj-school-public-affairs> provide faculty bios and contact information.

5.2 Important Campus Offices

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

- Student Accounts Receivable (SAR) is responsible for preparing tuition statements, issuing student account bills, collecting outstanding tuition and/or loan balances, generating 1098-T Tax forms, and addressing students' questions related to their student account activity and can be found at <http://www.utexas.edu/business/accounting/sar/>
 - Graduate Tuition Rates: <https://tuition.utexas.edu/rates/graduate>
 - Tuition Loan Information: <https://tuition.utexas.edu/loan-information>
 - Installment Pay Plan Information: <https://tuition.utexas.edu/pay#installment>
 - Emergency Cash Loans: <http://finaid.utexas.edu/financialaid/resources/ut-loans.html>
- The Office of Financial Aid, <http://finaid.utexas.edu/>, provides information about available financial aid, important dates, processes, and requirements.
- Information Technology Services (ITS), <https://it.utexas.edu/students>, assists with questions regarding your UT EID, email, Canvas, campus Wi-Fi, computer labs, and Bevo Bucks.
 - UT_Email: <http://utmail.utexas.edu/>
 - Bevo_Bucks: <http://bevobucks.utexas.edu/>
 - Canvas: <http://canvas.utexas.edu/>
- International Student Scholar Services (ISSS), <http://world.utexas.edu/iss/>, provides international students with information on Visa requirements, tax filing, emergency support, insurance, and much more.
 - English as a Second Language (ESL) Services: <http://world.utexas.edu/esl>
 - Course Instructor Surveys (<https://facultyinnovate.utexas.edu/services/CIS>) are administered at the end of each semester and are collected to provide the instructor with feedback, permit statistical analyses concerning instruction, and provide students with information about specific instructors.

- Office of Graduate Studies (OGS): <https://gradschool.utexas.edu/>. OGS provides access to resources, services, and funding to support the more than 11,500 graduate students enrolled at the University.
- UT Library System: <http://www.lib.utexas.edu/> Students can search the UT Libraries website for books, articles, journals, databases, CDs and DVDs.
 - The Scholars Commons is a UT Libraries pilot initiative introducing new spaces and approaches to research and data lifecycle support at UT Austin. <http://legacy.lib.utexas.edu/scholarscommons>
 - A Public Affairs field-specific research guide is available at <http://guides.lib.utexas.edu/publicaffairs>, courtesy of Public Affairs librarian PG Moreno.
 - Legal research can be done at The Tarlton Law library: <http://tarlton.law.utexas.edu/>
 - Free library classes to aid with research <https://www.lib.utexas.edu/research-help-support/workshops>
 - Library items can be placed on hold or renewed online at <https://catalog.lib.utexas.edu/patroninfo~S29/>
 - Students may request that materials be transferred from any UT library to the Benson Library located in SRH 1.108 for pickup.
- University Health Services (UHS): <https://healthyhorns.utexas.edu/>. UHS provides basic, general, and urgent medical care services to all University students. The Forty Acres Pharmacy (<http://www.fortyacrespharmacy.com/>) fills prescriptions at competitive rates.
 - Counseling and Mental Health Center (CMHC): <http://cmhc.utexas.edu/>. Psychologists, psychiatrists, and social workers provide students with individual and group counseling services, psychiatric consultation and diagnosis, and suicide prevention services.
 - Behavior Concerns Advice Line (BCAL): <http://www.utexas.edu/safety/bcal/>. The BCAL hotline, 512-232-5050 provides an anonymous forum for discussing concerns about another individual's worrisome or potentially threatening behavior. Trained counselors assist callers in exploring available options and strategies, and provide appropriate guidance and resource referrals.
- Emergency Information Website: <http://www.utexas.edu/emergency/>. This site provides campus alerts and closures during emergencies or unfavorable weather situations. Students can also sign up to receive text alerts at <https://utdirect.utexas.edu/apps/csas/text/main/>.
- The Multicultural Engagement Center (MEC) is a student resource office that educates and empowers students to be leaders and agents of social change. As part of the Division

of Diversity and Community Engagement, the MEC supports a culturally diverse campus and helps cultivate a positive campus climate.

<http://diversity.utexas.edu/multiculturalengagement/>

- The mission of the Gender and Sexuality Center (GSC) is to provide opportunities for all members of the UT Austin community to explore, organize, and promote learning around issues of gender and sexuality. The center also facilitates a greater responsiveness to the needs of women and the LGBTQ communities through education, outreach, and advocacy. <http://diversity.utexas.edu/genderandsexuality/>
- The UT Police Department Community Outreach Unit provides tips on crime prevention and personal safety. <https://police.utexas.edu/prevention/>
- The Office of the Dean of Students <http://deanofstudents.utexas.edu/> provides a variety of student support services along with opportunities for leadership experience, diverse student work environments, engaging programming, and specialized resources. This office includes eight specialized service areas, including:
 - Legal Services for Students <http://deanofstudents.utexas.edu/lss/> provides free legal advice to currently enrolled students. This office provides consultations on legal issues such as landlord/tenant law, criminal charges, traffic tickets, consumer issues, car wrecks, and employment law.
 - An online listing of hundreds of registered Student Organizations to help you connect with other students. <https://utexas.campuslabs.com/engage/organizations>
 - Student Veteran Services <http://deanofstudents.utexas.edu/veterans/> helps all students using federal and state veterans education benefits. This office walks current and prospective students through the benefits application and certification process; provides veteran-centered academic support, career services, health care, and wellness resources; and supports the ongoing success of veterans on campus.
 - The Office of the Student Ombuds <https://ombuds.utexas.edu/student> can help, whether it's listening, finding the right University office to assist you, identifying your options, or coaching you to prepare for a difficult conversation.

5.3 Fall 2022-Spring 2023 Long Academic Year Calendar

View the UT Austin Academic Calendar here:

<https://registrar.utexas.edu/calendars>

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>

Jonathan Du - jonathandu@utexas.edu - AHS President

Michael Kiel - Michaeldkiel@gmail.com - AHS Vice President

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>

Vanessa Hillis: vanessa.linn.hillis@gmail.com

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/>

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 Policy Alliance for Communities of Color (PACC)

The mission of the Policy Alliance for Communities of Color (PACC) is to promote awareness and understanding of policy issues affecting communities of color by initiating dialogue, activities and programs within the LBJ School community. PACC'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/>

Azeem Edwin: zee.edwin@gmail.com

Barbara Kufiadan: barbarakufiadan@yahoo.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/>

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>

6.10 Texas Space Law & Policy Society (TXSLAPS)

The Texas Space Law & Policy Society (TXSLAPS) is the University of Texas at Austin's hub for space advocates. We bring together students from across the university to learn more about space law and policy, find internships and job opportunities, discover conferences and other events to attend, and meet other like-minded young professionals.

Stephanie Scheffler: jscheffler@utmail.utexas.edu, President

Nick Barracca: n.barracca@utmail.utexas.edu, Vice President

6.11 International City/County Management Association (ICMA)

The UT ICMA chapter supports students interested in local government. The chapter offers opportunities to network and collaborate with local government leaders through career panels, networking sessions, and cooperation with other local chapters. Members have the option to attend the Texas City Management Association Conference and engage in local community events.

Caitlin Casassa: caitlincasassa@utexas.edu

Alyssa Hedge: alyssa_hedge@utexas.edu

Section 7: LBJ School of Public Affairs Readmissions Policy

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 Assistant Dean for Enrollment and Student Services.

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 Assistant Dean for Enrollment and Student Services:

- 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 Assistant Dean for Enrollment and Student Services) 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 Assistant Dean for Enrollment and Student Services 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 Assistant Dean for Enrollment and Student Services 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.

Section 8: LBJ School of Public Affairs Readmissions Policy

LBJ School Internship Policies for Summer 2020 (adopted 24 March 2020)

The COVID-19 virus could significantly impact internship searches and opportunities for current LBJ School Master's students. To enable current students to graduate on time, the LBJ School is making the internship requirement more flexible. Please see below for these policy changes.

General principles:

The LBJ School continues to believe in the educational value of the internship requirement. It is a means of 1) applying skills learned in the classroom; 2) immersing students in a professional policy environment; and 3) building a professional network for students' future careers. As much as possible, the changes below to current internship policies aim to maintain these three goals.

LBJ policies generally require internships to be full-time (~40 hrs/week). However, given the current environment, we temporarily are suspending the "full-time" requirement to provide greater flexibility to students. However, unless otherwise approved by your graduate advisors, all internships should still add up to 400 hours.

Increased flexibility of current internship policies:

1. Virtual internship placements:

The Graduate Advisors will consider approving virtual internships for students' internship requirements. As long as a student still performs substantive policy/management work, and reports to a supervisor regularly (even if only virtually), such internships may fulfill students' internship requirements. Students who have been offered a virtual internship should consult with their Graduate Advisor prior to seeking approval of such an internship.

2. Combining shorter-term internships:

The Graduate Advisors will consider approving two separate internships that, combined, total 400 hours. These internships should be linked—either in terms of policy area, the skills required, or the professional exposure they provide. Students who have secured two such internships, and who wish to combine them, should consult with their Graduate Advisor prior to seeking approval of such an internship. These internships may be traditional in nature, or a combination of traditional, remote, research, or service-learning projects.

3. Shorter internship durations:

The Graduate Advisors will consider approving internships that are less than 400 hours, if the student has significant, prior policy/management experience in a relevant field. Students who wish to use this option should consult with their Graduate Advisor prior to seeking approval of such an internship. In this situation, only the actual hours worked would qualify for fellowship

funding.

In certain instances, we may consider fewer hours for students who have had substantial prior relevant professional experience, but who fall short of expectations for a full waiver. Please consult directly with your Graduate Advisor. For students seeking a full waiver, see section 5 below.

4. Alternatives to traditional internship placements:

The Graduate Advisors will consider counting professional experiences that are not internships as alternatives to the internship requirement. These experiences could fall in the following categories:

Research Assistantships: Students who participate in significant, policy-relevant research assistantship outside of their usual coursework may request that this fulfill their internship requirements. The research project may be run by a university research center (at UT Austin or elsewhere), a faculty member (at UT Austin or elsewhere), or a think tank. It should require the use of skills that the student has built at the LBJ School, and be policy-relevant. The work performed may not be used simultaneously to earn academic credit (for example, a conference course with an LBJ faculty member may not also count as a student's internship).

Students who have served as GRAs or in other research assistant capacities, whose work fulfills the above requirements, may apply to have this work count retroactively towards their internship requirement, if the work totals (or will total) to 400 hours. Students who wish to count such research experience as their internship should consult with their Graduate Advisor prior to seeking approval of such an internship.

In these instances, research assistantships are considered paid employment and are not eligible for unpaid internship funds from the LBJ School.

If you plan to pursue this alternative, please complete the normal internship application and the additional "Application for Alternative Internship" form.

Service learning: Students who participate in significant volunteer or service activities may request that this fulfill their internship requirements. Such work must be combined with some academic, policy/management-relevant work—which will require the supervision of an LBJ faculty member. The supervising faculty member and the student will determine the scope of the work, and the time required to perform the work will count toward the 400 hours of the internship. Students who wish to count such volunteer or service experience as their internship should consult with their Graduate Advisor prior to seeking approval of such an internship.

If you plan to pursue this alternative, please complete the normal internship application and the additional “Application for Alternative Internship” form.

Current Employment: Students who had significant employment in policy/management-relevant areas last fall and/or this spring may apply to have this work count retroactively towards their internship requirement if the work totals (or will total) to 400 hours. In these instances, students are not eligible for unpaid internship funds from the LBJ School. Students who wish to count such work experience as their internship should consult with their Graduate Advisor prior to seeking approval of such an internship.

If you plan to pursue this alternative, please complete the normal internship application and the addition “Application for Alternative Internship” form.

1. Internship waivers:

The current handbook policies on internship waivers remain in effect. Students with significant, high-level, relevant service or professional experience may request an internship waiver. Requests should be directed to the student’s Graduate Advisor, and will require a CV and a cover letter. Because the internship experience is a valuable learning, resume-building, and professional networking opportunity, students with less than substantial professional experience (including project and/or team management) are encouraged to complete an internship, even if a waiver could be obtained.

Changes to the internship approval process:

Students pursuing a traditional internship will see no changes to the internship approval process.

Students wishing to take advantage of one of the internship policy changes outlined above should start by consulting with their Graduate Advisor. Additionally, they should complete the “Alternative Internship Application” form (found at the end of this memo) and submit it along with their Internship Approval Form.

Changes to the internship evaluation process:

Students pursuing a traditional internship will see no changes to the internship evaluation process. Students taking advantage of one of the internship policy changes outlined above also still will need to fill out an internship self-evaluation form, and their supervisor still will need to submit an evaluation form of the student. In the case of research internships, this will be the supervising faculty member/research center staff member. In the case of service/volunteer internships, it will be the person supervising the service/volunteer activity. Students combining two internships for a total of 400 hours should submit two self-evaluations, and acquire an

evaluation from each of their two supervisors.

We would also like to collect budget estimates (total costs incurred) at the end of each student's internship so we can better assess our underlying models we use to calculate unpaid internship awards. In your self-evaluations, please include this data.

Impact on internship fellowships:

The internship policy changes outlined above will strain the LBJ School's internship fellowship budget. To maximize equity, fairness, and opportunity for all LBJ students, the following policies apply, regarding eligibility for summer internship funding:

1. Virtual internships are eligible for internship fellowships—students will be expected to apply based on their physical location (not the location of the organization at which they are interning).
2. Combined shorter-term internships are eligible for internship fellowships—each internship requires its own separate application, based on the physical location of each internship. Each internship is eligible only for the duration of the full-time equivalent of the hours worked. [Example: a 200-hour internship is eligible for 5 weeks' worth of fellowship funding in the physical location of the internship.]
3. Shorter internships (of at least 300 hours) are eligible for internship fellowships—but only for the duration of the full-time equivalent of the hours worked. [Example: a 320-hour internship is eligible for 8 weeks' worth of fellowship funding in the physical location of the internship.]
4. Research assistantships should be paid for by faculty supervisors through their individual research accounts.
5. Service/volunteer internships are eligible for internship fellowships—students will be expected to apply based on their physical location during the summer.

As with all internship fellowship applications in the past, the LBJ School will prioritize support for unpaid internships. We encourage students who consider themselves financially stable to not apply for unpaid internship funding. This will allow the LBJ School to more equitably assist the maximum number of students.

Section 9: Quantitative Readiness Program

The LBJ School provides *both* a rigorous quantitative-analytic curriculum *and* a comprehensive support structure to ensure that all entering students acquire the background to meet that rigor.

Those of you who are concerned about your math skills should not worry, because we have a three-stage process to help:

- 1. Initial Quantitative Readiness Assessment (JUNE):** We will administer a required two-hour methods diagnostic assessment that all entering MPAff and MGPS students will complete online. No preparation and no stress required!
- 2. Summer Transition Analytical Foundations Course (JULY):** This course is designed for admitted students who need that essential refresher in quantitative methods. It is designed to cover all material that students need to know to pass the methods diagnostic exam. As such, at the end of the course, students will re-take a diagnostic exam. All students who pass will move on to the core methods courses in MPAff or MGPS.
- 3. Beginning Statistics Class (First Year, Fall Semester):** Students who do not pass the methods diagnostic test before or after the Summer Transition Analytical Foundation course will be asked to take an undergraduate level Statistics class at UT Austin to ensure they have the basic foundations before moving on to the core methods courses in MPAff and MGPS.