



TEXAS LBJ School

The University of Texas at Austin

Lyndon B. Johnson School of Public Affairs

Ph.D. Program in Public Policy 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 on the website 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.

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 document presents the policies and procedures under which the Ph.D. Program in Public Policy at the Lyndon B. Johnson School of Public Affairs is conducted. This document does not supplant any or all of the policies and procedures of the University of Texas at Austin (UT). Where any discrepancy may exist, the UT policy or procedure will prevail. In addition, the Office of Graduate Studies occasionally requires operational changes relating to the administration of the program, but this does not affect the substantive nature of the program upon which the student was admitted (number of hours or requirements to degree, for example). The Ph.D. Program and these policies and procedures are intended to accomplish the following:

- To promote a lively and sustainable intellectual environment for the interdisciplinary pursuit of knowledge,
- To ensure the broad participation of the LBJ School faculty in the progress of each doctoral student while maintaining the autonomy of the supervising faculty members, and
- To create a structure that enables and encourages students to complete a program in doctoral studies of the first class within a reasonable period of time.

Program Contacts

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

The LBJ Careers website is at <https://lbj-utexas-csm.symplcity.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.

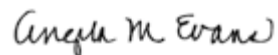
Your decision to invest in a public policy education could not be more important or more timely. As the next generation of leaders, you will need all of your energy and skills to successfully engage in what is a national and global environment of uncertainty, where trust in our public institutions and 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 Capitol 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 here](#).

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 Adviser. **Please include your full name and UT EID when contacting your Graduate Adviser 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 hard-copy 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.
- 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. Administrative Structure of the Program

The University Level

The Graduate School of The University of Texas at Austin is the overarching academic policy body responsible for more than 100 graduate programs. The Graduate School consists of the Office of Graduate Studies (OGS) and the University's Graduate Studies Committees (GSCs). Each department or program offering a graduate degree at The University of Texas has a GSC composed of all assistant, associate, and full professors actively involved in the graduate program in that area. The legislative body of the UT Graduate School is the Graduate Assembly, which is comprised of GSC representatives from each degree-granting program at UT. The Graduate Assembly has the power to legislate on all matters having to do with the academic character of graduate programs of the University.

You can find more information about the regulations and procedures that affect graduate students at <https://gradschool.utexas.edu/>.

The Ph.D. Executive Committee

The Ph.D. Executive Committee is the primary operational arm of the LBJ School's Ph.D. program in Public Policy. The Dean of the LBJ School appoints the Ph.D. Graduate Adviser and the chairs of the Admissions Subcommittee and the Comprehensive Examinations Subcommittee. The chair of the Ph.D. Graduate Studies Committee (GSC), the LBJ Budget Officer, and the Associate Dean for Academic Affairs are ex officio members. Additional faculty members may be appointed as needed. The Ph.D. Executive Committee is responsible for managing the principal operational aspects of the Ph.D. program, including admissions, student advising and supervision up to the point of candidacy, administering financial aid, assigning TA positions, designing and executing the comprehensive examinations, monitoring student progress for the Graduate School, maintaining student records, and coordinating the overall direction of the program for the LBJ School's GSC.

The Ph.D. Executive Committee has two subcommittees: Admissions, and Comprehensive Examinations. Each subcommittee consists of three faculty members appointed by the Dean (one of whom is appointed as chair).

The Ph.D. Admissions Subcommittee manages the admissions process. Normally, a student will not be admitted to the program unless one or more faculty members indicate a strong willingness: (1) to serve as that student's principal academic and research mentor at least in the first year; and either (2a) to indicate a commitment of financial support for research, including identification of the source of such support, or (2b) a commitment to work closely with the student to develop a secure source of financial support. Any commitment by interested faculty to fund or assist with finding funding will be given due weight by the Admissions Subcommittee.

The Ph.D. Curriculum and Comprehensive Examinations Subcommittee oversees curriculum development and organizes the design, execution, and evaluation of the comprehensive examinations.

In practice, the two subcommittees make their decisions by majority vote, but in the event of unresolved issues, the Executive Committee constitutes the body of appeal and resolution.

Section III. Academic Advising

The Ph.D. program in Public Policy is an explicitly research-oriented doctorate that emphasizes rigorous grounding in scientific theory and methodologies, as well as in practical, action-oriented goals. The Ph.D. program strives to foster a practical and intellectual apprenticeship environment in which students work closely with faculty members actively engaged in policy research and who take a leadership role in exploring topics of mutual interest. The central feature of this environment is a sequence of academic advisory committees that supervise a Ph.D. student's progress from the time of matriculation to the point the dissertation is successfully defended.

While the Ph.D. Graduate Adviser and the Ph.D. Executive Committee supervise student advising, it is the student's individual academic advisory committee that takes the lead in working with the student to develop a career in doctoral-level policy research. Over the course of study leading to the Ph.D., each student works under the direct supervision of a sequence of three individually tailored academic advisory committees:

The Temporary Advisory Committee

Each student is assigned a Temporary Advisory Committee at the time of matriculation. This committee consists of one or two members of the LBJ School's faculty (at least one of whom is a member of the LBJ School's GSC) and the Ph.D. Graduate Adviser. The Temporary Advising Committee is responsible for assisting the student in identifying and selecting courses and establishing a research trajectory (Appendix 1.1). This committee officially dissolves during the second semester of study. Before this juncture, the Ph.D. Graduate Adviser formally asks each first-year Ph.D. student to identify at least two Research Mentors who will constitute the student's Research Mentoring Committee. By the end of their first year, students must submit the Research Mentoring Committee form to the Ph.D. Adviser (Appendix 1.2).

Research Mentoring Committee

The Research Mentoring Committee is composed of two members of the LBJ School's faculty, at least one of whom is a member of the LBJ School's GSC, plus the Ph.D. Graduate Adviser. The Temporary Advisory Committee and the Research Mentoring Committee are frequently identical in membership, but allowing the Temporary Committee to expire permits the student to change the composition of their advisory body in line with evolving interests and with no prejudice. A student's Research Mentoring Committee is responsible for course selection advising, developing a coherent research agenda and Plan of Study, and ensuring that sometime in April an annual report is submitted to the Ph.D. Executive Committee on a student's progress, up to the point of Ph.D. candidacy (Appendix 1.1). The Research Mentoring Committee remains the chief advisory body until the student successfully passes all comprehensive examinations and files the LBJ School's Doctoral Dissertation Committee Declaration form (Appendix 1.3). Until that time, students may change or add Research Mentors by re-filing their Research Mentoring Committee form (Appendix 1.2) with the Ph.D. Graduate Adviser.

The Dissertation Committee

After passing the comprehensive examinations, but at least two weeks prior to the dissertation proposal defense, every Ph.D. student wishing to move forward to candidacy must organize a Doctoral Dissertation Committee by submitting the LBJ School's Doctoral Dissertation

Committee Declaration form to the Ph.D. Graduate Adviser. The Dissertation Committee is usually a superset of the most recent Research Mentoring Committee and is responsible for evaluating the oral defense of the dissertation proposal, advising the student on the research and writing of their dissertation, and approving the final oral defense. The LBJ School Ph.D. GSC recognizes UT policy that a Ph.D. candidate's approved Dissertation Committee has responsibility for approving both the form and content of the candidate's dissertation.

The Dissertation Committee is also the primary vehicle for advising about job placement upon graduation. From the University's perspective, the Dissertation Committee is officially appointed by the Vice Provost and Dean of Graduate Studies upon the recommendation of the Ph.D. Graduate Adviser and the Dissertation Committee chair (supervisor) by means of a formal application for candidacy (see Section V, below, on Ph.D. candidacy). In accordance with Graduate School rules for candidacy, the Dissertation Committee must consist of at least four members, (although normally it consists of five), at least three of whom (including the dissertation supervisor) must be members of the LBJ School's GSC, and at least one of whom must be a member of a UT Austin GSC outside of the LBJ School (see Appendix 2 for further details). Changing the composition of the Dissertation Committee after it has been officially approved by the Graduate School can only be accomplished by special petition to the Vice Provost and Dean of Graduate Studies with the approval of the LBJ School's Ph.D. Graduate Adviser. Any such changes must be made at least six weeks prior to the dissertation defense.

Section IV. Overall Sequence of Events Leading to the Ph.D.

The Ph.D. Program in Public Policy consists of the following overall sequence of events:

Matriculation and Development of a Plan of Study

Within two months of matriculation, every entering Ph.D. student must, in consultation with his or her Temporary Advising Committee, develop and file an initial Plan of Study with the Ph.D. Graduate Adviser. The Plan of Study should identify the student's research goals, outline likely course plans for the next two academic years, and explain how the proposed coursework contributes to the achievement of Ph.D. research goals. The purpose of the Plan of Study is to encourage each doctoral student to construct a coherent vision of his or her doctoral program, identify any deficiencies needing attention, and design a timetable toward completion of all the program requirements.

In subsequent years (after matriculation) through candidacy, all students are expected to complete or update the Plan of Study document (Appendix 1.1) sometime toward the end of the Spring semester. These annual reports will be reviewed by the Ph.D. Executive Committee.

Coursework

All Ph.D. students are required to successfully complete the four core courses (details below, in Section V, Part a), as well as to register and participate in the Ph.D. Colloquium. Students are also expected to enroll in additional graduate-level courses, approved by their faculty advisers, which are deemed relevant to their area of dissertation research. These typically include courses related to the substantive policy field of interest and courses in research methods. Although there is no minimum required number of courses before petitioning for Ph.D. candidacy, it is strongly recommended that the student take three courses in his or her policy area, two courses in elective research methods, three courses in the relevant and applicable elective study area, as well as the required four core courses. Students are expected to take full advantage of other UT departments in selecting their courses. Students in pre-candidacy must seek approval from their committee chair and the Ph.D. Graduate Adviser to take more than one conference course per semester. The typical course load during the first two years is nine credit hours (three courses) per semester, plus the zero-credit Ph.D. Colloquium. A Teaching Assistant (TA) training class (198T, one hour per week), is available to all incoming Ph.D. students as part of their academic training to prepare to serve as TAs. The 198T course may be taken concurrently with a TAsip. Students wishing to become AIs (Assistant Instructors) of undergraduates must take the three-hour 398T course before taking an AI appointment.

Ph.D. Candidacy

The central milestone in a program of doctoral study is sometimes referred to as the All But Dissertation (ABD) stage. Filing for candidacy entails that all requirements of the Program of Work be complete, and filing the Graduate School's Application for Candidacy form <https://gradschool.utexas.edu/academics/forms>. Formal defense of the Ph.D. proposal is conducted in public and is subject to the same norms as those for the final dissertation defense (see below). Students making normal progress through the program achieve candidacy at some point during their fourth or sixth semester. Any student failing to attain candidacy by the end of their fourth year (eighth semester) is required to have the Graduate Adviser and the student's

mentors and potential dissertation chair offer an explanation to the Ph.D. Executive Committee. Failing this, the student may be subject to a dismissal hearing before the committee. The committee may present the case to the GSC to terminate the student's participation in the Ph.D. program at that time or may establish explicit expectations and deadlines for candidacy. Failure to meet these expectations and deadlines may lead to dismissal from the program.

Writing the Dissertation

Once candidacy is achieved, Ph.D. students must be continuously registered for a minimum of three credit hours in graduate-level coursework at The University of Texas at Austin for each long semester until the dissertation is successfully defended. Note that nine hours (three in summer) is required for TA or RA employment, whether in candidacy or not. (Students registered for three hours before candidacy who have financial aid will not be considered full time and may be required to start repaying loans unless they are registered for the nine hours. Some fellowships require full time registration.) Registering for any number of graduate courses satisfies the full-time requirement. Unless desiring additional substantive coursework, students usually first register for a one-time only Dissertation Reading course (PA 399R, 699R, or 999R) and thereafter, up through the semester of the dissertation defense, for any of the Dissertation Writing courses (PA 399W, 699W, or 999W). There is no distinction between the 399, 699, or 999 courses other than the number of associated credit hours (three, six, or nine). As stated above, financial aid, fellowships, student visa requirements, and the number of additional courses being taken are factors that typically dictate the choice among the three dissertation credit-hour options.

In accordance with the rules of the Graduate School, the Ph.D. Executive Committee will pay special attention to the program of study and progress of students who are taking more than three years from the date of advancement to Ph.D. candidacy to complete the dissertation. The committee is required to file an annual report to the Vice Provost and Dean of Graduate Studies on the status of students who fall in this category. The committee's status report includes an outline of specific expectations and deadlines that the Ph.D. Executive Committee has established with each candidate. With the approval of the GSC, the Graduate Adviser is required to formally extend the candidacy of these students and report it to OGS.

Filing for Graduation

A student who is prepared to defend his or her dissertation must file for graduation with the Graduate School the semester of the defense. The deadline varies from year to year, please see the Academic Calendar for the exact date. Each student is responsible for picking up a copy of the latest Doctoral Graduation Application form from the Office of Graduate Studies (MAI 101), or downloading it from <https://gradschool.utexas.edu/academics/forms> and following all the instructions outlined therein.

Defending the Dissertation

The Graduate School has strict rules for defending the dissertation. Among other things, the Graduate School requires that any dissertation defense be formally scheduled through the Office of Graduate Studies at least two weeks in advance by filing the Request for Final Oral Examination form (<https://gradschool.utexas.edu/academics/forms>). At that time, the student is also required to notify the LBJ School Ph.D. Graduate Adviser.

Section V. Specific Steps and Deadlines on the Path to Candidacy

Students in the doctoral program at the LBJ School must fulfill the following requirements (at a minimum) in sequence to be admitted to candidacy for the Ph.D. in Public Policy:

- Successfully complete the four core courses;
- Pass the comprehensive examinations;
- Successfully defend a dissertation proposal; and,
- Submit the Graduate School's Application for Candidacy form

Above and beyond the core course requirements, the LBJ School's GSC also expects every Ph.D. student who petitions for candidacy to have successfully completed at least 18 credit hours of additional graduate-level course work (to achieve the OGS minimum total of 30 hours), approved by their faculty advisers, that are relevant to their area of dissertation research.

Core Courses

Doctoral students must successfully complete the following core Ph.D. courses: Theory and Philosophy of Public Policy I and II, Advanced Research Methods of Public Policy, and Research Design. These courses are designed to establish a common intellectual foundation for understanding the range of theoretical and methodological approaches to policy science, as well as aiming to provide a solid foundation for delving into the deep structure of the themes most relevant to each student's research interests. Ph.D. students are normally expected to complete the core course sequence by the end of their third semester in the program. Students are expected to receive a grade of B or higher in each one of the core courses. If a student receives a B- or lower in any of the four core courses, he or she will have to re-take that course. Students who do not have a B or higher in every one of the first-year core courses will not be allowed to sit for the Comprehensive Examinations.

Up until candidacy, students are also required to register for and attend the Ph.D. Colloquium (PA 095). Once in candidacy, students are encouraged to continue their participation in the Colloquium, and make periodic contributions and presentations as their research permits. Please see the next page for the typical Ph.D. pre-candidacy curriculum.

Typical Ph.D. Pre-Candidacy Curriculum

Year 1	
<u>Fall Semester</u>	<u>Spring Semester</u>
1) ^a Theory and Philosophy of Public Policy I	1) ^a Theory and Philosophy of Public Policy II
2) ^b Methods Course #1	2) ^c Advanced Research Methods
3) Field Course or Elective	3) Field Course or Elective
4) ^e Ph.D. Colloquium	4) ^e Ph.D. Colloquium
	5) 198T Teaching Assistant Training

Year 2	
<u>Fall Semester</u>	<u>Spring Semester</u>
1) ^d Research Design	1) Methods Course #2
2) Field Course or Elective	2) Elective
3) Elective	3) Elective
4) ^e Ph.D. Colloquium	4) ^e Ph.D. Colloquium

^a Year-long course, divided in two parts, exploring the theoretical underpinnings of public policy. Includes political philosophy concepts and various theoretical approaches to the policy making process.

^b Graduate course in quantitative or qualitative research methods identified in consultation with the student's advisers.

^c A course that addresses a variety of topics in research methods with which all Ph.D. students in public policy are expected to be familiar. The course includes discussion of broad controversies in social science methodology as well as specific topics not commonly covered elsewhere in first-year graduate courses.

^d A course in research design that will provide a structured framework through which students can build on and apply their methods training and produce a quality research paper in their field of study. Much of the focus is, specifically, on developing the Qualifying Paper.

^e The Ph.D. Colloquium is delineated as a zero-credit course so that tuition and fees are not incurred, but it is an integral and required part of the core coursework. All resident students (including those in candidacy) are expected to attend and participate.

The Comprehensive Examinations

The Comprehensive Examinations consist of two parts, to be completed at the end of the first and second years in the program, respectively.

Part I. The Written Examinations and Oral Follow-Up Exam

In order to be eligible to take the comprehensive examinations, the student must have received a minimum grade of B in all first-year core courses. Ph.D. students must take all courses for a grade (i.e. not Credit/No Credit), unless approved by both their principal adviser and the Graduate Adviser, or unless the course is only offered on a Credit/No-Credit basis.

Each Ph.D. student must pass two written examinations that test competency in both theory and methods, the core areas of the LBJ School's doctoral policy studies, at the end of the first year of coursework. The two written exams are offered once a year at the end of the summer session, and must be taken as a set. The determination as to whether a student passed or failed either of the written exams is made following an Oral Follow-Up Exam. The oral examination represents an opportunity to test the student's ability to think clearly and comprehensively about the design, execution, and evaluation of public policy research. It is also an opportunity for the student to discuss and improve upon the preliminary assessment of his or her performance in the written examination papers. If the student is deemed to have failed one of the comprehensive exams or performed unsatisfactorily, then the Exams Subcommittee makes a recommendation to the Executive Committee as to whether the student should be allowed to re-take the exam in question the following year or be counseled to withdraw from the program. This assessment takes into consideration not only the student's performance on the written and oral exams, but

also the overall performance (such as courses taken, grades obtained, reports from their faculty mentors, and fulfillment of duties as a TA or GRA).

Failing both comprehensive exams, or failing the same exam twice, is reported to the Ph.D. Executive Committee, usually with the recommendation that the student withdraw from the program. If the Executive Committee concurs with this recommendation, then the case is referred to the GSC for formal action.

Part II. The Qualifying Paper

By the end of the second year of coursework, the student must have written a qualifying paper of publishable quality that demonstrates mastery of both theory and research methods appropriate to the research topic. The paper is an integrative exercise that will be closely vetted by a committee of faculty members appointed by the Executive Committee. The paper should demonstrate a student's readiness to advance to the dissertation proposal stage and should ideally form the kernel of the dissertation proposal itself.

The Deadline for Completion of Comprehensive Examinations

Ph.D. students making normal progress in the program take the written exams following their second semester and submit the qualifying paper following their fourth semester. As stated above, students are required to pass both the written and oral comprehensive examinations by the end of their second year.

Preparation and Defense of the Dissertation Proposal

The dissertation proposal defense marks the transfer of primary supervisory responsibility from the Ph.D. Executive Committee to the student's own Dissertation Committee. A successful dissertation proposal means the LBJ School's GSC finds the student capable of conducting the level of research excellence required of a Ph.D. dissertation.

After passing the comprehensive examinations, the prospective Ph.D. candidate is required to formulate a research topic and work plan to conduct the research leading to the dissertation. The student must first form a Dissertation Committee supervised by a member of the LBJ School's GSC (see Section III, Part 3, above, for details on the Dissertation Committee) and submit this information to the Ph.D. Graduate Adviser by filing the LBJ School's Doctoral Dissertation Committee Declaration form (Appendix 1.3) at least two weeks prior to the date of the defense. The timing of the proposal defense is determined by both the student and his/her Doctoral Committee. It is the student's responsibility to ensure that there has been adequate consultation with all committee members about the proposed research, and that they are willing to formally examine the proposal. The chair of the Doctoral Committee must provide the Ph.D. Graduate Adviser with the specific date, time, and place of the proposal defense at least two weeks prior to the event and ensure that it is also advertised publicly. A student making steady and satisfactory progress normally defends the dissertation proposal at some point during the fifth or sixth semester of graduate study.

A student enrolled in the doctoral program at the LBJ School is expected to defend the proposal and apply for candidacy before the end of the fourth year (eighth semester) of graduate study.

The oral defense of the dissertation proposal is open to the public. The format of the presentation is determined by the student's Doctoral Committee, and it must allow for sufficient time for

questions and comments by the committee as well as by the general audience. (These same rules apply to the final oral defense of the dissertation itself.)

While the official evaluation of the dissertation proposal and its defense are the prerogative of the Doctoral Committee, other members of the LBJ Faculty may take part in the process by attending the defense and providing comments to the student and to the Doctoral Committee. The Doctoral Committee makes final determination on the status of the proposal by declaring it: (1) accepted as is; (2) accepted with some modifications required; (3) unsatisfactory — major modifications required; (4) rejected outright.

The student has successfully defended the proposal if the Dissertation Committee's determination falls in either of the first two categories described above. If the committee deems a dissertation proposal to be unsatisfactory or rejects it, then the student will be required to develop a new proposal and defend it again, as outlined above. Although there is no formal limit on the number of times a student may present and defend a dissertation proposal, presenting a proposal which the Doctoral Committee rejects or judges to be unsatisfactory may be cause for terminating the student's participation in the doctoral program.

Submission of the Program of Work and the Application for Candidacy

To reach Ph.D. candidacy, a successful proposal defense must be followed by two rounds of paperwork. The Ph.D. in Public Policy Plan of Study/Program of Work form is internal to the LBJ School, and is required in order to forward the second round of paperwork. The Application for Candidacy form should be provided to the Graduate School for official approval by the Vice Provost and Dean of Graduate Studies. Each student is personally responsible for initiating and processing all paperwork for Ph.D. candidacy.

On the LBJ School Ph.D. Program of Work form, the student lists all courses approved by the LBJ School and by The University that count toward the Ph.D. degree. Any PA Conference Course taken for Ph.D. credit must be taken with a faculty member of the LBJ School and the form must explicitly identify the name of the instructor and the course subject matter covered. To be complete, the LBJ School Ph.D. Program of Work must be signed by: (1) the applicant; (2) the supervisor of the Dissertation Committee; and (3) the Ph.D. Graduate Adviser. In practice, this form will have been built incrementally each year by the student based on the Plan of Study and reviewed annually by the Graduate Adviser and Ph.D. Executive Committee. The Ph.D. Executive Committee will meet with the student if any problems emerge in the evaluation of an individual's Program of Work. The Ph.D. in Public Policy Plan of Study/Program of Work form is attached as Appendix Item 1.1.

The second piece of paperwork, the Graduate School's Application for Candidacy form, is available on the OGS website (<https://gradschool.utexas.edu/academics/forms>). This is the official form that establishes a student's dissertation committee in the eyes of the Graduate School. The form must be signed by: (1) the applicant; (2) the supervisor of the Dissertation Committee; (3) the LBJ Ph.D. Graduate Adviser (after receiving a copy of the completed LBJ School Ph.D. Program of Work form;) and, upon the Graduate School's final approval; (4) the Dean of the Graduate School. Subsequent changes in the composition of the Dissertation Committee require formal petitions to the Graduate School.

Extension of Candidacy

Extension of candidacy will be required at the end of the second year after advancement, and annually thereafter. Extension requests will be based on the recommendation of the dissertation supervisor and a vote of the GSC. Extensions beyond six years of candidacy invite serious scrutiny by the GSC and the Graduate School.

Presentation and Defense of the Final Dissertation

See Appendix 2 for full details regarding the requirements for the preparation and defense of doctoral dissertations, associated fees, graduation ceremonies and convocations, etc. These rules and deadlines are set by the Office of Graduate Studies and must be adhered to. You are advised to study them carefully.

Deadlines for Satisfactory Progress and Good Standing

Key Task or Milestone	Absolute Deadlines and Sanctions
Submit Plan/Statement of Study	Within two months of matriculation, and toward the end of the Spring semester of each academic year, until candidacy.
Form "Research Mentoring Committee"	End of second semester.
Pass written Comprehensive Examinations and Qualifying Paper	End of fourth semester.
Pass All Comprehensive Examinations (including the Qualifying Paper)	End of sixth semester/third year. <i>Only applies in cases where there is a need to re-take any of the exams.</i>
Form Dissertation Committee	At least two weeks before the proposal defense. No exceptions.
Defend Dissertation Proposal	Normally in the fifth semester, but no later than the end of eighth semester (fourth year).
File for candidacy with Graduate School	LBJ Rule: End of eighth semester (fourth year). Graduate School Rule: End of sixth year as first-year courses expire; any extensions require the (highly unlikely) approval of the LBJ School's GSC. Annual review of candidacy after two years since advancement. OGS requires that approval be by a GSC vote.
File for Graduation	Shortly after the 12 th class day of the semester of graduation, or risk being dropped from the graduation rolls.
Defend Dissertation	Ph.D. Executive Committee can impose absolutely final deadlines. Grad School Rules: Must be registered every semester; LBJ School GSC must submit annual report for students that have been more than two years in candidacy.

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 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:

- PA 680PA (PRP course, Part I) and PA 680PB (PRP, Part II) are three credit hours each, but credits are not conferred until the sequence of six hours has been completed.

The second digit in a UT course number indicates whether it is graduate-level or not. Graduate courses are coded with a second digit of **8 or 9**. 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 CANNOT be applied toward completion of LBJ School degrees, nor will they count toward 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.

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 Adviser 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 Adviser.** You should remember to leave enough time in your schedule for extracurricular learning: attending talks and lectures, working with research centers, and participating in social and networking activities.

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 Adviser 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, and will be recorded as Credit/No Credit (CR/NC) on your transcript. The DC Concentration does not accept transfer credits.

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](#) contains detailed information regarding credit transfer policies and procedures.

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 24 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 12th class day (after the second but before the fourth class day during the summer sessions), the student must submit paper forms, with Graduate Adviser 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 Adviser to the Graduate Dean of OGS and a completed Add/Drop form with all required signatures. For more information, please see [this site](#).

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>.

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 Adviser, 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@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 online at:

<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>.

Probationary Status and Academic Dismissal

Students admitted with conditions should meet with the Graduate Adviser 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 Adviser 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 here](#). 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 lbjacademicsupport@austin.utexas.edu.

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 Ph.D. 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. Please see exceptions to this rule for Ph.D. students who have achieved dissertation status.

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.

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 Ph.D. 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 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](#).

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 financial bars and [confirm their permanent address](#). Questions about diplomas should be directed to the Diploma Services Office at 512-475-7620, or diplomas@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 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 nine hours in long semesters or a minimum of three 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. Certain fellowships do not permit concurrent employment. Please notify lbjfellows@utexas.edu prior to accepting employment if you wish to confirm whether 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 lbjfellows@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>.

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

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 (DC Concentration students will work primarily with the LBJ Washington Center on Policy Apprenticeship placements, but should avail themselves of all other services offered by LBJ Career Resources.) 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 a.m. to 5:30 p.m. Monday through Friday. Appointments can be made through Handshake. You can also drop in between 8:30 a.m. and 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

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	CLASSES BEGIN
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 Tuition payment due at 5 p.m.
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	Second tuition payment for those paying on installment plan
Oct. 25-26, 29-31	Academic advising for continuing and readmitted students for spring 2019 semester
Oct. 26	Final tuition payment for those paying on installment plan
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	Last class day 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.

Appendix 1

Key LBJ School Forms

Form 1

Ph.D. in Public Policy Plan of Study/Program of Work

**LBJ School of Public Affairs
The University of Texas at Austin**

Student Name: _____

UT EID: _____

Matriculation Year: _____

Date: _____

Likely course selections (beyond the core courses, in years 1 and 2) indicating where and how these relate to your research goals:

Approximate (Working) Title of Dissertation Topic Area:

Within two months of matriculation, and in April of each subsequent year, this form and any updates should be discussed with the faculty serving as Research Mentors and submitted to the Ph.D. Graduate Adviser for review.

Signatures:

Student: _____ Date: _____

Signature

Faculty Mentor: _____

Print

Date: _____

Signature

Faculty Mentor: _____

Print

Date: _____

Signature

Ph.D. Graduate Adviser: _____ Date: _____

Signature

Form 2

Research Mentoring Committee Declaration Form

**LBJ School of Public Affairs
The University of Texas at Austin**

Student's Name: _____

UT EID: _____

Date: _____

Students in the Ph.D. Program in Public Policy are assigned a Temporary Advisory Committee when they first enroll. The Temporary Committee formally ends during the second semester. Students should use this form to declare at least two faculty members who have agreed to serve as their principal Research Mentors. The Research Mentoring Committee usually consists of two faculty members, at least one of whom is a member of the LBJ School's Graduate Studies Committee (GSC). The Ph.D. Graduate Adviser sits on all Research Mentoring Committees in an ex officio capacity. The Research Mentoring Committee serves as the student's primary advisory body until the time comes to prepare the dissertation proposal. This form can also be used to change the membership of the Research Mentoring Committee at any time up to near completion of the dissertation proposal.

Please list Research Mentors and obtain signatures (order is not important)

_____	_____
<i>Name</i>	<i>Signature</i>

_____	_____
<i>Name</i>	<i>Signature</i>

(3rd if desired – optional)

_____	_____
<i>Name</i>	<i>Signature</i>

Please submit this form to the Ph.D. Graduate Adviser

_____	_____
<i>Ph.D. Grad Adviser</i>	<i>Date</i>

Form 3

Doctoral Dissertation Committee Declaration Form

**LBJ School of Public Affairs
The University of Texas at Austin**

Student Name: _____

UT EID: _____

Date: _____

After passing all the comprehensive examinations, but at least two weeks before defending the dissertation proposal, any Ph.D. student in the Public Policy Program wishing to move forward to candidacy must organize a Doctoral Dissertation Committee by submitting this form. Students normally declare the membership of their Doctoral Dissertation Committee when the dissertation proposal begins to take shape. The Doctoral Dissertation Committee is responsible for evaluating the oral defense of the dissertation proposal, advising the student on the research and writing of the dissertation, and approving the final oral defense. The Dissertation Committee normally consists of five members, at least three of whom (including the dissertation supervisor) must be members of the LBJ School's Graduate Studies Committee (GSC), and at least one of whom must be a member of a UT Austin GSC outside of the LBJ School.

After successfully defending the dissertation proposal, the student formally submits a petition for candidacy to the UT Graduate School. The petition includes a form for officially declaring the membership of the Doctoral Dissertation Committee before the Graduate School. Changing the composition of the Dissertation Committee after it has been officially approved by the Graduate School can only be accomplished by special petition to the Vice Provost and Dean of Graduate Studies with the approval of the LBJ School's Ph.D. Graduate Adviser and Dissertation Committee chair (Supervisor). Any such changes must be made well in advance (approximately six weeks) of the dissertation defense.

Name, Supervisor	Dept.	Rank	GSC Status
Name, Supervisor	Dept.	Rank	GSC Status
Name, Supervisor	Dept.	Rank	GSC Status
Name, Supervisor	Dept.	Rank	GSC Status
Name, Supervisor	Dept.	Rank	GSC Status

Please submit this form to the Ph.D. Graduate Adviser

Ph.D. Grad Adviser *Date*

Appendix 2

Additional Information about Ph.D. Dissertation as Provided by the Office of Graduate Studies

The Dissertation Course

Students may not register for the dissertation course until they have officially advanced to doctoral candidacy. The dissertation course 399R, 699R, or 999R may be taken only once; the -99W course must be taken at least once. A student may not receive advice and assistance from a member of the faculty in the preparation of the dissertation without being registered for the dissertation course (either -99R or -99W). No grade should be submitted for -99W until the dissertation has been completed. At that time, a final grade should be entered on the grade sheet for -99W. The final grade for the prerequisite -99R course shall be 'Credit' (CR) when dissertation progress is deemed satisfactory. The dissertation courses must be taken on a Credit/No Credit basis only.

Dissertation

A dissertation, which must be an original contribution to scholarship, is required of every candidate for the Ph.D. degree. In the preparation and writing of the dissertation, the student should be aware of the following matters:

a. Dissertation to be in English

The dissertation will normally be written in English. Permission to write in a language other than English will be granted only if the following conditions are met: (1) it can be shown that the dissertation is likely to be published in that other language, (2) assurance can be given that faculty members competent both in the language and in the field are available and willing to serve on the dissertation committee, and (3) the waiver of the rule is sought at the time the student is admitted to candidacy.

Requests for a waiver of the rule must be submitted on the form, Petition to Write a Thesis, Report, Dissertation or Treatise in a Language Other than English, and bear the Graduate Adviser's signature. The form for request can be found here:

<https://utexas.app.box.com/s/aayxeiacechjd9ggc0xuq5x0pmy6wx75>

When permission has been granted to write the dissertation in a language other than English, an abstract and a substantial summary-and-conclusions section in English must be submitted simultaneously. The fact that most of the materials to be consulted by the student during the preparation of the dissertation are in another language is not a sufficient reason for writing in that other language, nor is an insufficient command of English an acceptable justification for an exception.

b. Publication of the Dissertation

All dissertations must be published. Normally, this is accomplished through electronic means. Information for publishing the dissertation in the accepted electronic format can be found at: <https://gradschool.utexas.edu/academics/theses-and-dissertations/digital-submission-requirement>. Currently, the electronic dissertation publication is handled through UMI

Dissertation Publishing Service:

<https://utexas.app.box.com/s/77omhh28gt2c6r3ehyowcaxppe5l2b57>

c. Use of Copyrighted Material

Doctoral students may also seek copyright protection. Permission must be obtained for incorporation of copyrighted material in the dissertation (or thesis) beyond the “fair use” provision of copyright law. Doctoral candidates are required to provide documentation of taking the university's Copyright Tutorial and passing the test at

<http://legacy.lib.utexas.edu/services/instruction/learningmodules/plagiarism/>.

The tutorial may be taken at any time prior to submission of the dissertation, but students are advised to take it early in candidacy, as it is designed to educate the student on the frequently confusing and changing copyright laws.

The tutorial site includes a test that provides a Certification of Completion via email after it has been taken and passed. A copy of this certification must be submitted by the time the dissertation is submitted or the dissertation may not be accepted and the student's graduation may be delayed or denied. Students may submit the certification at any time by printing a copy and delivering or mailing it to Doctoral Degree Evaluator, Office of Graduate Studies, Main 101, The University of Texas at Austin, Austin TX 78712 (campus mail code G0400).

d. Dissertation Format and Submission Instructions

Each semester, the Office of Graduate Studies (OGS) publishes instructions for Preparation of Doctoral Dissertations and Dissertation Abstracts. Dissertation formatting and submission guidelines are published in the general forms section of the Graduate School website:

<https://gradschool.utexas.edu/academics/theses-and-dissertations/digital-submission-requirement>.

The University of Texas Formatting Guidelines for Dissertation and Dissertation Abstracts can be found in the following document:

<https://utexas.app.box.com/s/k17drbeubyoubibghliwmemvvc4d1kq>. Academic Computing and Instructional Technology Services (ACITS) offers a set of templates in MS Word 5 for the Macintosh and MS Word 6 for the Macintosh and for Windows that attend to the formatting tasks involved in producing a thesis or dissertation.

Review of Final Draft of the Dissertation

A copy of the final draft of the dissertation reviewed for technical and grammatical correctness by the supervisor should be submitted to each member of the dissertation committee **not less than four weeks** before the date on which the student intends to defend the dissertation.

Final Oral — (Defense of the Dissertation)

A satisfactory final oral examination is required for the approval of a dissertation. A request to hold the final oral examination must be formally scheduled through the Office of Graduate Studies **at least two weeks in advance of the oral examination**. Exceptions to the two-week rule are seldom approved because every member of the committee must have ample opportunity to read the dissertation, and the Office of Graduate Studies requires sufficient time to publicly post the oral exam and send official notification to committee members. Instructions and forms for scheduling the oral exam can be found at the following link:

<https://utexas.app.box.com/s/hqye1jgbqvh57cozfr48ysqhbbs2ic841>.

Each member of the dissertation committee must indicate that the dissertation has been received and must agree to attend the final oral examination (defense of dissertation). The OGS now requires that, regardless of the mode of attendance, only one committee member who is neither supervisor nor co-supervisor may be absent from the oral examination. Such absence must be explained, together with an assurance that the dissertation will be read, and if approved, signed.

- The supervisor and at least two other committee members must be members of the Graduate Studies Committee (GSC) in Public Policy (Ph.D.).
- At least one committee member must be from outside of the Public Policy program's GSC.

Where a committee member is unable to attend a defense, an explanation must be given on the back of the Request for Final Oral form and signed by the committee member, the chair, or the Graduate Adviser. The request signifies the acceptance of the doctoral dissertation for the purpose of giving the examination. The committee's decision to examine the student on the dissertation must be unanimous.

If the student is not able to find a date where all but one committee member can attend (if more than one committee member cannot attend), the Graduate Dean will review a petition from the GSC chair and the student's supervisor. The petition should explain the extraordinary circumstances that would cause more than one committee member to be absent. The absent committee members should also endorse such a petition.

The final oral examination will cover the dissertation and the general field of the dissertation, and such other parts of the program as the committee may determine. If all of the examiners are satisfied that the student has (1) completed a dissertation that is an independent investigation in the major field and itself constitutes a contribution of knowledge; (2) passed the final oral examination; and (3) submitted an abstract approved by the committee for publication by the University, they indicate approval on the Report of the Dissertation Defense. They also sign the dissertation and by doing so give it their official and scholarly imprimatur.

Every committee holding a final oral will be expected to report, through its chair, within two weeks after the examination. If the examination and the dissertation are found to be satisfactory, two weeks should be long enough for any final editorial changes the committee members may want to see before signing the report.

- Pass. The decision of the dissertation committee must be unanimous. When a student has only very minor revisions to make after defending the dissertation, the committee should feel free to sign the report and leave the overseeing of revisions to the supervisor.

The committee has three alternatives if it does not file a Pass report:

- Reconsideration. This decision indicates that extensive revision is necessary, but that the committee is willing to examine the rewriting without requiring another oral examination. When a committee asks for reconsideration, a letter from the supervisor explaining the situation should be sent to the Graduate School. The dissertation supervisor retains the gold form until the student satisfactorily completes the revision. If a committee member still has doubts after the rewriting, he or she may request another oral examination. The candidate has three months to complete requirements laid down by the committee after a report for reconsideration has been filed.

- Not Pass. This report indicates that the committee is not satisfied with the dissertation, but anticipates that it could be made satisfactory with rewriting. When such a decision is made, the committee returns the report unsigned, committee members submit their individual Report on Doctoral Dissertation indicating their dissatisfaction with the dissertation, and another oral is scheduled.
- Fail. This report and accompanying individual committee members' reports on the dissertation indicate that the committee has decided that the dissertation is unsatisfactory and the candidate may not rewrite. The dissent of a single member of the committee is usually considered enough to result in failure. In the event that a committee cannot agree upon a single decision, the matter is referred to the Graduate Dean for review. The results of the review are communicated to the student, the Graduate Adviser, the chair of the Graduate Studies Committee, the committee members, and the department chair.

Regardless of which decision is made, a report of the outcome must be made to the Graduate School within two weeks of the defense. The final oral examination should not be perfunctory; it should be treated as a formal occasion in which there is an opportunity for discussion and defense of the work the student has offered. The student has reached the summit of his or her graduate career, and the final oral offers the chance for a stimulating exchange that leaves all the participants richer as a result of the experience. Final oral examinations are open to other members of the faculty, and, with the committee's consent, to non-faculty. The Dean or the Associate Deans occasionally attend.

Submission of the Dissertation

The Dissertation will be submitted to the University Dissertation Publication Service, UMI. Instructions for submitting the dissertation online to UMI can be found at the UMI Dissertation Submission Site. Dissertation submission guidelines are published in the general forms section of the Graduate School website: <https://gradschool.utexas.edu/academics/theses-and-dissertations/digital-submission-requirement>. When uploading the dissertation to UMI, students will be offered various publishing options. When considering these options, keep in mind that all doctoral students are charged an \$8 dissertation processing fee. Students who select the optional ProQuest publication and copyright services will also be charged the associated ProQuest fees: \$25 for traditional publication, and \$55 for registration of copyright.

The dissertation is being published by UMI and by the Texas Digital Libraries. When UT delivers the dissertation to UMI for publication, a copy is also provided to the Texas Digital Libraries. Students should note that restrictions and embargos requested from UMI do not apply to the Texas Digital Libraries. A student may request permission from the Graduate Dean to delay making the dissertation available to the public through the Texas Digital Libraries for up to one year in order to protect patent or other rights. This request must be supported by a written recommendation from the dissertation supervisor and must be submitted and approved prior to your graduation. If no petition is made to the Dean, the dissertation will be searchable on the web and available free from UT.

Approval of the Degree

Upon approval by the dissertation committee of the dissertation and its defense, the GSC must then certify that all assigned work has been completed, including any internship or practicum, all examinations required by the graduate program have been passed, and the student is entitled to the award of the doctoral degree.

Commencement and Graduate School Convocations

In May, three ceremonies honor master's and doctoral graduates. The master's and doctoral convocations are held on the same day. All graduates are individually recognized and hooded by the dean of their academic college. The Graduate School coordinates annual awards programs to honor outstanding individuals and these awards are presented at the Graduate School Convocation each spring. The university also hosts an annual campus-wide convocation ceremony at the South Mall.

The Graduate School holds no graduation ceremony in the summer, though summer graduates are invited to participate in the May convocation following their summer graduation. Information is sent to summer and fall graduates in the middle of the spring semester following their graduation.

Many individual university colleges and departments hold graduation ceremonies for graduate and undergraduate students each semester, but only the Graduate School convocation is designated for students earning graduate degrees. For information on which colleges and departments offer graduation exercises review the commencement schedule.