



TEXAS LBJ School

The University of Texas at Austin

Lyndon B. Johnson School of Public Affairs

2018-2019
Master of Public Affairs
DC Concentration
(MPAff DC)
Student Handbook

Excerpts from UT Compliance and Ethics Guide

Obligation to Report Wrongdoing

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

Use of Intellectual or Copyrighted Property

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

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

Important Note on Academic Integrity

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

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

Acceptable Use Policy

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

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Section I. Overview

This student handbook is designed to introduce MPAff DC Concentration students to Lyndon B. Johnson School of Public Affairs (LBJ School) and The University of Texas at Austin (UT) Office of Graduate Studies' (OGS) requirements, policies, procedures, and deadlines and familiarize students with important campus resources. Information contained within this Handbook is current as of its printing in August 2018. Subsequent changes or updates will be made to the online version and distributed through the main student listserv (*lbjstudents*). The Handbook is available in electronic format on the Forms, Policies and Procedures page of the LBJ School's Current Student website at: <http://lbj.utexas.edu/forms-policies-and-procedures>. Please read this information thoroughly, as it will answer many of your questions about the MPAff DC Concentration. If you have any questions that the handbook does not address, please don't hesitate to contact OSAA or the LBJ Washington Center.

Program Contacts

Associate Dean for Academic Strategies Cynthia Osborne cosborne@prc.utexas.edu (512) 471-9808 SRH 3.238	Associate Dean for Student Affairs Kate Weaver ceweaver@austin.utexas.edu 512-232-3443 SRH 3.344
Executive Director, LBJ Washington Center Thomas O'Donnell todonnell@austin.utexas.edu (202) 836-4252	Deputy Director, LBJ Washington Center Robin Presta Boone rboone@utexas.edu (202) 836-4252
MPAff Graduate Advisor Sherri Greenberg sgreenberg@austin.utexas.edu (512) 656-6592 SRH 3.252	Office of Student Affairs and Admissions (OSAA) Director Shannon Chapman lbjosAADirector@austin.utexas.edu (512) 471-4292 SRH 3.104E
Career Resources Specialist Lauren Berryhill & Nikesha Rollack lbjcareers@austin.utexas.edu (512) 471-3290 SRH 3.104H (512) 471-8325 SRH 3.104	Endowment and Fellowship Specialist TBD lbjfellows@austin.utexas.edu (512) 471-6277 SRH 3.387
Graduate Admissions and Program Coordinator (GAPC) – Admissions Gwendolyn Kelso lbjadmit@austin.utexas.edu (512) 232-4013 SRH 3.104B	Graduate Admissions and Program Coordinator (GAPC) – Student Affairs Laura Roach lbjstudentaffairs@austin.utexas.edu (512) 471-0291 SRH 3.104C (512) 471-9634 SRH 3.104A
Writing Lab Director TBD lbjwriting@austin.utexas.edu (512) 471-3620 SRH 3.104F	Office of Student Affairs (OSAA) Administrative Assistant Yolanda Halleck lbjosaa@austin.utexas.edu (512) 471-4292 SRH 3.104

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

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

Message from the Dean

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

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

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

This is an exciting era at the LBJ School. Our programs and our curriculum are changing to incorporate new knowledge, new technology, and challenging 21st century issues. There is no better place in the nation to see real-life policy implications than Austin, Texas, consistently ranked as one of the best U.S. cities to live in. With the state capital a short walk away, you will be immersed in a complete policy learning laboratory, with access to the vast resources of The University of Texas, a Tier I research university. The Lone Star State is home to 28 million people, one of the fastest growing economies in the U.S., and a gateway to diverse international and global policy communities in Mexico, Cuba, Central and South America. The world and its challenges are truly at our doorstep here at the LBJ School.

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

Best,



Angela M. Evans
Dean

The University of Texas Honor Code

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

Professional Ethics

All LBJ School students are members of the LBJ School community, as well as members of a public service profession: both have a high standard for professional and ethical conduct. See page 2 for more information about your obligation to report wrongdoing, Intellectual and Copyrighted Property, UT's Academic Integrity standards, and the Acceptable Use Policy.

We encourage all LBJ School students to familiarize themselves with the Code of Ethics formulated by the American Society of Public Administration (ASPA), available [here](#).

LBJ Washington Center Executive Director and Deputy Director

The LBJ Washington Center Executive Director and Deputy Director will work closely with you beginning in summer of 2018, during orientation in Austin, and continuing through your graduation in December 2019 in Washington DC. You will receive supplemental information from time to time from the LBJ Washington Center on the unique aspects of the DC Concentration, including the required Policy Apprenticeships.

Student Responsibility

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

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

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

Physical Mailboxes

Each enrolled student is assigned a mailbox. Student mailboxes are located in SRH 3.118, the mailroom on the ground floor. The list of mailbox assignments is in a binder on the table in the mailroom. **LBJ School student mailboxes are for internal School use only. The School does not accept personal or business mail on behalf of students.**

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

Contact Information and Communication

Email is the official form of communication at UT Austin. Students are required to provide the LBJ School and The University of Texas with current and accurate contact information at all times, including email address, local and permanent physical addresses, and telephone number. **If your contact information changes during your enrollment, you need to [update your UT Direct profile](#).** *You will also need to notify your GAPC of the change so that we can update the LBJ School's internal records.*

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

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

Section II. MPAff DC Concentration: Curriculum Overview

MPAff DC Degree Requirements

The LBJ School's curriculum and academic policies are set by each program's Graduate Studies Committee (GSC), which consists of tenured and tenure-track LBJ School faculty members. There is also a specially-constituted DC Concentration Academic Committee that advises the Graduate Studies Committee on the DC Concentration curriculum. Completion of the MPAff DC Concentration requires a total of 45 graduate credit hours. To complete the MPAff DC Concentration by December 2019 students must follow a fixed degree track, as listed below.

Austin: Fall and Spring Courses (25 credit hours)

PA 188S	Professional Preparation and Development (Fall)	1
PA 388K	Writing for Policy (Fall)	3
PA 393K	Applied Microeconomics for Policy (Fall)	3
PA 397	Introduction to Empirical Methods (Fall)	3
PA 391	Public Financial Management (Fall or Spring)	3
PA 383C	Policy Development (Spring)	3
PA 393L	Advanced Policy Economics (Spring) OR	
PA 393H	International Economics (Spring)	3
PA 397C	Advanced Empirical Methods (Spring)	3
	Elective course (Fall or Spring)	3

Washington DC: Summer and Fall Courses (20 credit hours)

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

DC Concentration Policy Apprenticeship Requirement

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

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

networking, and sensitivity to the cultural and operational challenges of the workplace.

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

Valid Policy Apprenticeships are those approved by the Executive Director of the LBJ Washington Center by May 1, 2019. Such approval will require that the position and its responsibilities are relevant and timely to current policy deliberations and require graduate school-level skills.

Section III. Academic Policy and Procedures

Registration at UT Austin encompasses academic advising, registering for classes online, and paying your tuition bill (or confirming your attendance in classes if financial aid or a third party has paid your bill). **UT Austin registration access periods are pre-determined by the Office of the Registrar; students may not register outside of the Registrar's pre-determined access periods. Your RIS (Registration Information Sheet) will note your specific registration access periods, as well as any registration bars that have posted to your student record.** Registration in preferred courses is not guaranteed. Some sections will have seats reserved specifically for DC Concentration students and some courses may be restricted to DC Concentration students only. Additional information will be provided during Orientation. We encourage you to plan ahead and consider alternative course options prior to each registration period.

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 **eight or nine**. For example:

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

Only graduate-level courses offered by the University will fulfill LBJ degree requirements. Graduate students may enroll in undergraduate classes for enrichment, but those credits can NOT

be applied toward completion of LBJ School degrees, nor will they count towards fellowship enrollment requirements. Grades in upper-division undergraduate courses (those with a middle digit of 2 or greater, for example: ARA 325) are included in the graduate GPA, however. Additionally, graduate students enrolled in undergraduate courses are subject to undergraduate deadlines, which differ from deadlines for graduate students.

Maximum Credit Hour Enrollment Policy

At the Graduate School the maximum course load for a graduate student in fall and spring semesters is 15 hours. The maximum course load for a graduate student in summer semesters is 12 hours (including 6 hours in the first summer session, 6 hours in the second summer session, and/or 12 hours in the whole summer session). MPAFF DC students are neither encouraged nor discouraged from taking more credit hours than required by the DC Concentration each semester. However, participation in extra-curricular learning should be considered a priority.

CR/NC (Credit/No Credit) Registration Policy

All MPAFF DC Concentration classes must be taken for a letter grade.

Transfer Credit Policy

The DC Concentration does not allow transfer credits.

Grades of Incomplete

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

Add/Drops

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

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>.

DC Concentration Fee Billing and Student Financial Assistance

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

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

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

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

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

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

Leave of Absence Policy

Graduate students may apply for a leave of absence for no more than two long semesters, total. The benefits of filing a formal leave of absence through the Graduate School include guaranteed readmission and a waiver of the readmission application fee upon return to the program. To request a formal leave of absence, a student must submit a Leave of Absence Authorization Form, signed by the Graduate Advisor, to the Office of Graduate Studies *prior* to the semester for which a leave is requested. Please be sure to provide a copy of your leave form to the GAPCs. Leaves of absence are not automatically renewed semester to semester, and students returning from leaves of absence must formally request readmission before they can register for courses. Student fellowships are forfeited during semesters students are on leave of absence. Applications to defer fellowships for one semester may be submitted to the Endowment and Fellowship Specialist at lbjfellows@utexas.edu for submission to the Fellowship Committee. There is no guarantee that an approval will be given to defer. More information about leaves of absence is available [here](#).

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

Probationary Status and Academic Dismissal

Students admitted with conditions should meet with the Graduate Advisor for advising as soon as possible to work toward removal of the conditions. Similarly, any master’s student whose cumulative GPA falls below 3.0 in a given semester will be placed on academic probation for the following semester. Students on academic probation should see the Graduate Advisor for academic advising and to have the subsequent semester’s registration bar cleared. Two consecutive semesters on academic probation is cause for dismissal from the University. LBJ School fellowship recipients must maintain a 3.0 or higher GPA to receive fellowship awards. More information is available at [this link](#). Students on probationary status or admitted with conditions are not allowed to work as a Teaching Assistant (TA) or Research Assistant (RA) at The University. Students are otherwise eligible for part time University employment.

UT Academically Related Travel Policy

The [University of Texas at Austin travel policy](#) and LBJ School policy promotes 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 an academic degree program, courses, research, internships or professional development activity. Travel during the Washington DC semesters of the DC Concentration is strongly discouraged and, in any case, may not result in any missed classes or Policy Apprenticeship work days. The LBJ Washington Center Executive Director must approve any travel requests by DC Concentration students. More information on international travel policy and required forms and procedures is available at <http://world.utexas.edu/abroad/itr>. If you have specific questions about travel paperwork and processes, please contact LBJ Travel at lbjtravel@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 MGPS program must be enrolled full-time during all long semesters (except in their final semester, if they require fewer than nine credit hours to complete degree requirements).**

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

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 PhD students. Available TA/GRA positions are advertised on the LBJ Careers website at <https://lbj-utexas-csm.symplicity.com/students>.

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 lbjfellowships@austin.utexas.edu immediately if you are appointed to a qualifying academic employment position.

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

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

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

Detailed information about student employment benefits can be found on the UT Austin Human Resources' Student Employment Page [here](#).

Six-Year Limit on Master's Coursework

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

Graduation

Graduate students must be registered during the semester in which they graduate and must apply for graduation by the deadline published in the academic calendar. There are no

exceptions to this policy. A student who fails to complete all degree requirements or misses the Professional Report/Thesis submission deadline must register, pay tuition, and apply to graduate the following semester in order to receive the degree. DC Concentration students will have a graduation celebration in December 2019 in Washington, DC, and are welcome and encouraged to attend the larger LBJ School graduation ceremony in May 2020.

Diplomas

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

Section 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 9 hours in long semesters or a minimum of 3 hours in the summer) in courses that count toward their LBJ School degree.

If you need assistance to pay your tuition prior to receiving your award, please contact the [Financial Aid Office](#). Emergency Cash loans and Tuition loans are available for students. More information about short-term loans can be found at [Financial Aid Cash & Tuition Loans](#).

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

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

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

It is important to directly contact [Financial Aid](#) if you have any questions relative to how your fellowship will impact your financial aid amounts and timing of financial aid payments. Please note it is the student's responsibility to self-report all fellowships and awards on the student's UT page. Failure to self-report fellowships may lead to financial aid award adjustments.

Current Student Fellowships

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

Internship Fellowships

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

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 am- 5:30 pm. Monday – Friday. Appointments can be made through Handshake. You can also drop in between 8:30 a.m. – 5:30 p.m.

Career Management Seminars

You can find a description of available seminars on the LBJ Career Management website. All students are encouraged to attend as many career management workshops as possible. Invites requesting an RSVP will be sent a week prior to the workshop via the LBJ student listserv.

Contact the Career Resources Specialist

OSAA Office, SRH 3.104E
(512) 471-3290
lbjcareers@austin.utexas.edu

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 5pm
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. PAACC's programming

endeavors to reach out to the LBJ student body, the greater UT campus, and the Austin community. <https://www.facebook.com/groups/lbjpaacc/>

Social Policy Network of Students and Alumni (SPN)

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

Veterans in Public Policy

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

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