

*(Logo here)*

# **PhD Program in Public Policy** **Student Handbook**

Revised:

July 1998, August 2009, October 2010, November 2012, August 2013, August 2014, July 2016

This Version August 2017

## **Excerpts from UT Compliance and Ethics Guide**

### **Obligation to Report Wrongdoing**

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

### **Use of Intellectual or Copyrighted Property**

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

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

### **Important Note on Academic Integrity**

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

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

### **Acceptable Use Policy**

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

While these resources help the university function, they also require responsible use from every user. Your actions can affect people all around the world. You must use these technologies responsibly and with respect.

For the full AUP Policy see: <https://security.utexas.edu/policies/aup>

## Table of Contents

<b>Section I. Overview</b> .....	<b>1</b>
Program Contacts .....	2
Message from the Dean .....	3
The University of Texas Honor Code .....	4
Professional Ethics .....	4
Student Responsibility .....	4
Physical Mailboxes.....	4
Electronic Communication.....	4
<b>Section II. Administrative Structure of the Program</b> .....	<b>7</b>
The University Level.....	7
The Executive Level at the LBJ School .....	7
The PhD Executive Committee .....	8
<b>Section III. Academic Advising</b> .....	<b>10</b>
The Temporary Advisory Committee .....	10
Research Mentoring Committee.....	10
The Dissertation Committee.....	11
<b>Section IV. Overall Sequence of Events Leading to the PhD</b> .....	<b>12</b>
Matriculation and Development of a Plan of Study .....	12
Coursework.....	12
PhD Candidacy .....	12
Writing the Dissertation .....	13
Filing for Graduation .....	13
Defending the Dissertation .....	13
<b>Section V. Specific Steps and Deadlines on the Path to Candidacy</b> .....	<b>15</b>
Core Courses .....	15
Typical PhD Pre-Candidacy Curriculum.....	16
The Comprehensive Examinations .....	16
Part I. The Written Examinations.....	16
Part II. The Qualifying Paper .....	17
The Oral Integrative Comprehensive Examination.....	17
The Deadline for Completion of Comprehensive Examinations .....	17
Preparation and Defense of the Dissertation Proposal .....	18
Submission of the Program of Work and the Application for Candidacy.....	19
Candidacy Extensions .....	19
Presentation and Defense of the Final Dissertation.....	19
<b>Section VI. Summary of Key Milestones and Deadlines</b> .....	<b>20</b>
Sequence of Key Events for a Student Making Normal Progress.....	21
Deadlines for Satisfactory Progress & Good Standing .....	21
<b>Section VII. University Policy and Procedure</b> .....	<b>22</b>
Registration Procedure .....	22
Course Enrollment Limits and Restrictions .....	22
Maximum Credit Hour Enrollment Policy .....	22
CR/NC (Credit/No Credit) Registration Policy.....	23
Transfer Credit Policy .....	23
Grades of Incomplete .....	23
Add/Drops .....	23
Refunds for Course Drops and Academic Withdrawals.....	23
Student Financial Assistance .....	24

Leave of Absence Policy .....	24
Probationary Status and Academic Dismissal .....	25
UT Academically Related Travel Policy .....	25
Full-Time Enrollment .....	25
Texas Residency .....	25
Academic Employment at UT Austin .....	26
Benefits by Reason of Academic Employment .....	26
Graduation .....	27
Diplomas .....	27
<b>Section VIII. LBJ School Resources .....</b>	<b>28</b>
LBJ School Student Fellowships .....	28
Current Student Fellowships .....	28
LBJ Writing Lab .....	28
Writing Lab Hours .....	28
What to Expect During Your Visit .....	28
Contact the Writing Lab .....	29
Tentative List of Writing Workshops .....	29
LBJ Career Resources .....	29
Jobs and Internships .....	29
Career Management Office Hours .....	29
Career Management Seminars .....	30
Contact the Career Resources Specialist .....	30
<b>Section IX. University Resources .....</b>	<b>31</b>
Important Student Resources Online .....	31
UT Austin Student Services .....	32
Fall 2017 Academic Calendar .....	34
<b>Section X. Student Organizations .....</b>	<b>35</b>
The Alexander Hamilton Society .....	35
Alliance for Energy Policy (AEP) .....	35
The Baines Report .....	35
Feminist Policy Alliance (FPA) .....	35
Graduate Public Affairs Council (GPAC) .....	35
Pride Policy Alliance .....	35
Public Affairs Alliance for Communities of Color (PAACC) .....	36
Social Policy Network of Students and Alumni (SPN) .....	36
Technology and Innovation Policy Society (TIPS) .....	36
Veterans in Public Policy .....	36
<b>Appendix 1 .....</b>	<b>37</b>
Key LBJ School Forms .....	37
PhD in Public Policy Plan of Study/Program of Work .....	38
Research Mentoring Committee Declaration Form .....	39
Doctoral Dissertation Committee Declaration Form .....	40
<b>Appendix 2 .....</b>	<b>41</b>
Additional Information about PhD Dissertation .....	41
The Dissertation Course .....	42
Dissertation .....	42
Submission of the Dissertation .....	45
Approval of the Degree .....	45
Commencement and Graduate School Convocations .....	45

## **Section I. Overview**

This document presents the policies and procedures under which the PhD 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 PhD Program and these policies and procedures are intended to accomplish the following:

1. To promote a lively and sustainable intellectual environment for the interdisciplinary pursuit of knowledge,
2. 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
3. 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

<b>Associate Dean for Academic Strategies</b> Todd Olmstead <a href="mailto:tolmstead@austin.utexas.edu">tolmstead@austin.utexas.edu</a> (512) 417-8456 SRH 3.384F	<b>Associate Dean for Research</b> Varun Rai <a href="mailto:raivarun@gmail.com">raivarun@gmail.com</a> (512) 471-5057 SRH 3.256
<b>PhD Graduate Adviser</b> William Spelman <a href="mailto:spelman@mail.utexas.edu">spelman@mail.utexas.edu</a> (512) 471-8953 SRH 3.227	<b>PhD Executive Committee Chair</b> William Spelman <a href="mailto:spelman@mail.utexas.edu">spelman@mail.utexas.edu</a> (512) 471-8953 SRH 3.227
<b>PhD Admissions and Fellowships Subcommittee Chair</b> Robert Hutchings <a href="mailto:rhutchings@austin.utexas.edu">rhutchings@austin.utexas.edu</a> (512) 471-7630 SRH 3.230	<b>PhD Comprehensive Exam &amp; Curriculum Subcommittee Chair</b> Sheila Olmstead <a href="mailto:sheila.olmstead@austin.utexas.edu">sheila.olmstead@austin.utexas.edu</a> (512) 471-2064 SRH 3.255
<b>Office of Student Affairs (OSAA) Administrative Assistant</b> <a href="mailto:lbjosaa@austin.utexas.edu">lbjosaa@austin.utexas.edu</a> (512) 471-4292 SRH 3.104	<b>Administrative/Travel Assistant</b> <a href="mailto:lbjtravel@austin.utexas.edu">lbjtravel@austin.utexas.edu</a> (512) 471-8325 SRH 3.104
<b>Career Resources Specialist</b> <a href="mailto:lbjcareers@austin.utexas.edu">lbjcareers@austin.utexas.edu</a> (512) 471-3290 SRH 3.104	<b>Endowment &amp; Fellowship Specialist</b> <a href="mailto:lbjfellows@austin.utexas.edu">lbjfellows@austin.utexas.edu</a> (512) 471-9623 SRH 3.104
<b>Graduate Coordinator – Admissions</b> <a href="mailto:lbjadmit@austin.utexas.edu">lbjadmit@austin.utexas.edu</a> (512) 471-0291 SRH 3.104	<b>Graduate Coordinator – Student Affairs</b> <a href="mailto:lbjstudentaffairs@austin.utexas.edu">lbjstudentaffairs@austin.utexas.edu</a> (512) 232-4013 SRH 3.104
<b>Writing Lab Director</b> <a href="mailto:lbjwriting@austin.utexas.edu">lbjwriting@austin.utexas.edu</a> (512) 471-3620 SRH 3.104	<b>Office of Student Affairs (OSAA) Director</b> <a href="mailto:lbjosaadirector@austin.utexas.edu">lbjosaadirector@austin.utexas.edu</a> (512) 471-8288 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.symplicity.com/students/>

## Message from the Dean

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

Your decision to invest in a public policy education could not be more important and timely. The direction and agenda of our national policies are in flux. Americans are more divided along partisan lines than they have been in two decades, eroding trust in government and thwarting our nation's progress. 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.

However, our country is always strengthened through occasions when we reexamine who we are as Americans and how we govern ourselves as a Nation. Now is the time to embrace an education that will prepare you to be fearless public leaders. 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 both by experts who engage in relevant and timely research as well as those who have led in policy communities. And, you join a network of accomplished alumni who generously share their expertise and experience.

This is an exciting era at the School because 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. You will have the advantage of immersion in a complete policy learning laboratory with the vast resources of the University of Texas, a Tier I research university. The Lone Star State is a powerhouse, with a population of about 28 million and the longest foreign border in the United States, serving as 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

Whether you plan to pursue your future career in the public, private or nonprofit sector, all LBJ School students should have the self-awareness that they 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 the inside cover for more information about your obligations to report wrongdoing, Intellectual and Copyrighted Property, UT's Academic Integrity standards, and the Acceptable Use Policy.

As an external reference, we encourage all LBJ School students to familiarize themselves with the Code of Ethics formulated by the American Society of Public Administration, available online at <https://www.aspanet.org/ASPA/About-ASPA/Code-of-Ethics/ASPA/Code-of-Ethics/Code-of-Ethics.aspx>.

### Student Responsibility

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

UT's Office of Graduate Studies (OGS) sets most critical deadlines. **Students are expected to promptly and thoroughly read informational emails sent by OSAA staff and Graduate Advisors.** Travel and/or personal circumstances do not release you of responsibility for reading advising emails and meeting all deadlines. **Please include your full name and UTEID when contacting your Graduate Advisor or GAPC for assistance. Check the websites for the OGS and Office of the Registrar for deadlines.**

### Physical Mailboxes

Each enrolled student is assigned a mailbox. Student mailboxes are located in SRH 3.118, the mailroom on the ground floor. You can find a list of mailbox assignments 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 academic documents submitted to faculty members. This makes it easy for them and/or their assistants to return your graded work to you.

### Electronic 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.

Two LBJ School listservs constitute the official communication venue for MPAff students. Entering MPAff students will be subscribed to both listservs at the beginning of the semester:

***lbjstudents*** ([lbjstudents@utlists.utexas.edu](mailto:lbjstudents@utlists.utexas.edu)) listserv is a platform for the School to communicate announcements, events, news and activities pertinent to the entire student body. This list is moderated by staff in OSAA and the Dean's Office who are responsible for posting submissions and messages. There may be times when you have information to share with this listserv, (i.e. official student organization meetings, ways to get involved at LBJ, etc). Announcements that are not related to attending UT will not be posted (i.e. housing ads, party invites, concert tickets or other items for sale). As a state-agency resource, the ***lbjstudents*** list may not be used for partisan and electoral politics or for proprietary activities.

***lbjphd*** ([lbjphd@utlists.utexas.edu](mailto:lbjphd@utlists.utexas.edu)) listserv is for academic information specific to MPAff students. This list is moderated by the MPAff Graduate Advisor, staff in OSAA and the Dean's Office who are responsible for posting submissions and messages.

#### **How to get your information out to the student body:**

- The primary way to distribute a message to the listserv is by using the following link to have your information added to the OSAA newsletter. The OSAA newsletter goes out weekly, so please submit your information well in advance to:  
[https://docs.google.com/forms/d/e/1FAIpQLSc\\_D8OZGjnRMv\\_l2DHLStiDre8XcD0XuwMT9CMxZ0zQULxIXg/viewform](https://docs.google.com/forms/d/e/1FAIpQLSc_D8OZGjnRMv_l2DHLStiDre8XcD0XuwMT9CMxZ0zQULxIXg/viewform).
- For any job/internship or other professional development postings, email [lbjcareers@austin.utexas.edu](mailto:lbjcareers@austin.utexas.edu). Your opportunity will be reviewed and posted to LBJCareers, which is the primary mechanism for communicating this information to students. If the opportunity has a short timeframe or only accepts the first x number of applications, these opportunities will be forwarded to the list by Career Management.
- For any other message that cannot be distributed via weekly newsletter, please email [lbjosaa@austin.utexas.edu](mailto:lbjosaa@austin.utexas.edu).
- To request a room or to add an event to the School's calendar, use: <http://lbj.utexas.edu/calendar/room-use-policies>. Complete the form at the bottom of the first paragraph and submit the request for review.
- The list moderators shall determine whether a submission is appropriate for the list based on the aforementioned criteria.
- Requests for reconsideration of rejected submissions shall be made first to the list moderators by e-mail. Upon request, a review of the List Moderator's second rejection may be made to the Director of OSAA and the Associate Dean for Academic Strategies, whose determination is final.

We appreciate your compliance with guidelines provided by the University's Acceptable Use Policy, code of conduct and <https://security.utexas.edu> standards when requesting material to be distributed via the listserv. More details on the Acceptable Use Policy and electronic communications are available here: <https://security.utexas.edu/policies/aup>.

The LBJ School and the University of Texas at Austin own both listservs and therefore reserve the right to monitor all messages and to unsubscribe any participant (without notice) who uses these communication sites in an improper, inappropriate, or illegal manner. Only subscribed

utexas.edu email addresses can send messages to either of the listservs. By remaining subscribed to either or both listservs (i.e., by not unsubscribing), you have indicated your agreement to comply with the LBJ School's and the University's guidelines for use of the LBJ School listservs.

## **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 over 100 graduate programs, of which the LBJ School's PhD Program in Public Policy is one. The Graduate School consists of the Office of Graduate Studies, headed by the University's Vice Provost and Dean of Graduate Studies, his or her staff, and the University's 100 plus 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. Each GSC is officially responsible for setting policy and supervising its graduate program under the rules of the Graduate School. The legislative body of the UT Graduate School is the Graduate Assembly, which is comprised of GSC representatives from each department 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.

The regulations and procedures that affect graduate students in their pursuit of master's and doctoral degrees at the University of Texas are laid out in the Graduate School website, at <https://gradschool.utexas.edu/> The section of the Graduate School guidelines most relevant to PhD students is attached here as Appendix 2. Relevant forms and publications from the Graduate School, as well as important dates and deadlines, can also be found at the Graduate School's page.

### **The Executive Level at the LBJ School**

An LBJ School faculty member is elected every two years to serve as the Chair of the School's GSC and reports to the LBJ School Dean and to the Dean of the Graduate School. In addition, one member of the GSC is elected to serve as the School's official representative at the Graduate Assembly. Currently, there are three GSCs that serve as the bodies responsible for the three LBJ School programs (the Master's of Public Affairs, or MPAff; the Master's in Global Policy Studies or MPGS; and the PhD in Public Policy). From the Graduate School's perspective, the formal executive authority for each of these programs is vested in a Graduate Adviser assisted administratively by a Graduate Coordinator. On the recommendation of the Dean of the LBJ School, the Dean of the Graduate School appoints one faculty member to serve as the LBJ School's Graduate Adviser to the PhD Program in Public Policy. The PhD Graduate Adviser normally serves for a period of three-four years.

In matters of practice, the LBJ School's GSC delegates authority for the PhD Program to the PhD Graduate Adviser and operational authority to the LBJ School's PhD Executive Committee, chaired by the PhD Graduate Adviser. The GSC retains authority over matters of policy and the overall governance of the program.

## **The PhD Executive Committee**

The PhD Executive Committee is the primary operational arm of the LBJ School's PhD Program in Public Policy. The Dean of the LBJ School appoints the membership of the PhD Executive Committee and subcommittees, just as he or she does for all standing committees at the School. Serving on the PhD Executive Committee are the PhD Graduate Adviser (Chair); the Chairs of the Admissions subcommittee and the Curriculum and Comprehensive Examinations subcommittee (see below). Additional faculty members may be appointed as needed (eg, the person responsible for coordinating annual performance-based assessments). A PhD student sits on the Executive Committee as liaison representative (normally a PhD candidate elected annually by all current LBJ PhD students). The PhD Executive Committee is responsible for managing the PhD admissions process, supervising student advising up to the point of candidacy, administering financial aid for PhD students, designing and executing the comprehensive examinations, monitoring PhD student progress for the Graduate School, maintaining PhD student records, and coordinating the overall direction of the PhD Program for the LBJ School's GSC. The PhD student liaison representative is a full voting member of the PhD Executive Committee in matters relating to the overall direction of the Program, but does not participate in Committee deliberations on admissions, financial aid, comprehensive examinations, and the monitoring or evaluation of student progress.

The PhD Executive Committee has two subcommittees: one for Admissions, and the other for Curriculum and Comprehensive Examinations. Each subcommittee consists of three faculty members appointed by the Dean (one of whom is appointed as Chair). As noted above, the two subcommittee chairs, together with the PhD Graduate Adviser and the PhD liaison representative, form the PhD Executive Committee.

The PhD Admissions Subcommittee is appointed by the Dean and consists of the PhD Adviser and three faculty members, one of whom serves as Chair. The committee manages the admissions process, its primary functions being to review student applications; solicit views of LBJ faculty members about the most promising applications in accordance with their respective research interests; and make final admissions decisions on the basis of each applicant's promise and match with faculty and Program priorities, as well as the level of financial support in light of available funds. 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 instance; and either (2a) to indicate a commitment of financial support for research, including an 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 committee.

The PhD Curriculum and Comprehensive Examinations Subcommittee consists of the PhD Graduate Adviser and three faculty members (one of whom is appointed by the Dean to serve as Chair) and is charged with responsibility for overseeing curriculum development as well as for organizing the design, execution, and evaluation of the comprehensive examinations. The Subcommittee Chair is also free to draw on LBJ School faculty inside or outside the Executive Committee to assist in this effort. A minimum of five faculty members, including the PhD Curriculum and Comprehensive Examination Subcommittee, are normally required to be present at the oral integrative comprehensive examination. This usually consists of the four person committee plus core teaching faculty, as appropriate.

In practice the two sub-committees make their decisions by consensus or by majority vote, but in the event of unresolved disagreement the Executive Committee constitutes the body of appeal and resolution.

## **Section III. Academic Advising**

The PhD 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. Blending theoretical excellence with practical applications is one of the hallmarks of the LBJ School. In that spirit, the PhD 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 PhD student's progress from the time of matriculation to the point the dissertation is successfully defended.

While the PhD Graduate Advisor and the PhD 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. In the course of study leading to the PhD, 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. One or two members of the LBJ School's faculty, at least one of whom is a member of the LBJ School's GSC, make up the Temporary Advisory Committee. The PhD Graduate Adviser serves as an additional member on all the Temporary Advisory Committees. The assignment of core faculty is made with an eye to matching student and faculty research interests. To the extent possible, it is also made in direct consultation with the in-coming student. The Temporary Advising Committee is responsible for assisting the student in identifying and selecting courses and in establishing a research trajectory (Appendix 1.1). This Committee officially dissolves at some point during the second semester of study. Before this juncture, the PhD Graduate Adviser formally asks each first-year PhD student to identify two or three Research Mentors who will formally mentor the student from there on and constitute the student's Research Mentoring Committee. At the end of their first year, students must submit the Research Mentoring Committee form to the PhD Adviser (Appendix 1.2).

### **Research Mentoring Committee**

Like the Temporary Advisory Committee, this body 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 PhD Graduate Adviser. The Temporary Advisory Committee and the Research Mentoring Committee are frequently identical in membership, but obliging the Temporary Committee to expire permits the student to change the composition of his or her advisory body in line with evolving interests and without any prejudice whatsoever. The PhD student's Research Mentoring Committee is responsible for advising the student on course selection, on developing a coherent research agenda and Plan of Study, and to ensure that sometime in April an annual report is submitted to the PhD Executive Committee on student progress -- up to the point of PhD candidacy (Appendix 1.1). The Research Mentoring Committee remains the student's chief advisory body until successfully passing all of the comprehensive examinations and filing the LBJ School's "Doctoral Dissertation Committee Declaration" form. Until that time, and after appropriate consultation with the PhD Adviser and the faculty concerned, students may change (or add to)

their Research Mentors at any time by re-filing their Research Mentoring Committee form (Appendix Item 1.2) with the PhD Graduate Adviser.

## **The Dissertation Committee**

After passing the comprehensive examinations, but at least two weeks before defending the dissertation proposal, every PhD student in the Public Policy Program wishing to move forward to candidacy must organize a Doctoral Dissertation Committee by submitting the LBJ School's "Doctoral Dissertation Committee Declaration Form" (1.3) to the PhD Graduate Adviser. The Dissertation Committee is usually, but not necessarily, a superset of the latest Research Mentoring Committee. The Dissertation Committee is responsible for evaluating the oral defense of the dissertation proposal, for advising the student on the research and writing of the dissertation, and for approving the final oral defense of the dissertation itself. The LBJ School PhD GSC recognizes UT policy that a PhD 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 PhD 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 PhD Graduate Adviser and the dissertation committee chair (supervisor) by means of a formal application for candidacy (see Section V, below, on PhD 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 the relevant sections of the Graduate School Handbook for these and other details in Appendix 2). 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 PhD Graduate Adviser. Any such changes must be made well in advance (at least six weeks) of the dissertation defense.

## **Section IV. Overall Sequence of Events Leading to the PhD**

The PhD 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 PhD student must, in consultation with his or her Temporary Advising Committee, develop and file an initial Plan of Study with the PhD 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 PhD 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, to identify any deficiencies needing attention, and design a timetable toward completion of all the doctoral program requirements.

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

### **Coursework**

All PhD 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 PhD 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 PhD 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 stage must seek approval from their committee chair and the PhD 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 PhD Colloquium. A Teaching Assistant (TA) training class (198T, one hour per week), is offered to all incoming PhD students as part of their academic training to prepare to serve as TAs. The 198T course may be taken concurrently with a TAship. Students wishing to become AIs (Assistant Instructors) of undergraduates must take the three hour 398T before taking an AI appointment.

### **PhD Candidacy**

This central milestone in a program of doctoral study is sometimes also referred to as the "All But Dissertation" (ABD) stage. The specific steps required to achieve PhD candidacy at the LBJ School, along with the associated deadlines, are detailed in Section V, below. Filing for candidacy requires that all requirements of the Program of Work be completed, and filing the Graduate School's Application for Candidacy form

<https://gradschool.utexas.edu/academics/forms>. Formal defense of the PhD 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 4<sup>th</sup> or 6<sup>th</sup> semester. Any student failing to attain candidacy by the end of the fourth year (8th

semester); in cases where this does not happen, the Graduate Adviser and the student's mentors and potential dissertation chair must offer an explanation to the PhD 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 PhD 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, PhD students must be continuously registered (minimum of three hours) in graduate-level coursework at the University of Texas at Austin for every long semester until the dissertation is defended. Note that nine hours is the requirement to be considered a full time student during the long semesters and three hours is the requirement during the summer semester, and is required for TA or RA employment. (Students registered for three hours who have financial aid will not be considered "full time" and may be liable 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 this requirement. Unless desiring additional substantive coursework, students usually first register for a one time only Dissertation Reading courses (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, fellowship, or 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.

## **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, but usually falls a few days after the 12th day of classes at the beginning of the semester. Each student is responsible for picking up his or her own copy of the latest "Graduation Packet for Doctoral Candidates" form from the Office of Graduate Studies (MAI 101), or downloading it from <https://gradschool.utexas.edu/academics/forms> and for 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>). The LBJ School requires that any PhD student planning to defend the dissertation also notify the PhD Graduate Adviser at least two weeks in advance of the defense. (In addition, the date, time, place, title of dissertation and the composition of the committee should be publicized two weeks before the oral examination. The defense is considered to be a public examination and is open to all faculty, students and members of the public.) In accordance with the rules of the Graduate School, the PhD Executive Committee will pay special attention to the program and progress of students who are taking more than three years from the date of advancement to PhD 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 PhD 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.

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

Students in the doctoral Program at the Lyndon B. Johnson School of Public Affairs must fulfill the following requirements, at a minimum and in sequence, to be admitted to candidacy for the PhD in Public Policy:

- a) Successfully complete the four core courses;
- b) Pass the comprehensive examinations;
- c) Successfully defend a dissertation proposal; and,
- d) Submit the Graduate School's Application for Candidacy form (<https://gradschool.utexas.edu/academics/forms>)

Again, above and beyond the core course requirements, the LBJ School's GSC also expects every PhD student who petitions for candidacy to have successfully completed a reasonable number of additional graduate-level courses, approved by their faculty advisers, that are relevant to their area of dissertation research. Students must attain candidacy by the end of their fourth year (8th semester); in cases where this does not happen, the Graduate Adviser and the student's mentors and potential dissertation chair must offer an explanation to the GSC. Failing this, the student may be subject to a dismissal hearing before the PhD Executive Committee.

### **Core Courses**

Doctoral students must successfully complete the following four core PhD courses: Theory and Philosophy of Public Policy I and II; Advanced Research Methods of Public Policy; and Research Design. The LBJ School's PhD core courses are designed to establish a common intellectual foundation for appreciating the range of theoretical and methodological approaches to policy science. At the same time, they aim to provide a solid foundation for delving into the deep structure of the themes most relevant to each student's research interests. 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 or courses. Students who do not have a B or higher in every one of the core courses will not be allowed to take the Comprehensive Examinations.

Up until candidacy students are also required to register for, and to attend, the PhD Colloquium. Once in candidacy, students are encouraged to continue their participation in the Colloquium, and to make periodic contributions and presentations to it as their research permits. PhD students are normally expected to complete the core course sequence by the end of their third semester in the Program.

Please see the next page for the typical PhD pre-candidacy curriculum.

## Typical PhD Pre-Candidacy Curriculum

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

<sup>a</sup> 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.

<sup>b</sup> Graduate course in quantitative or qualitative research methods identified in consultation with the student's advisers.

<sup>c</sup> A course that addresses a variety of topics in research methods with which all PhD 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.

<sup>d</sup> 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.

<sup>e</sup> The PhD Colloquium is delineated as a zero credit course so that tuition 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 to participate.

## The Comprehensive Examinations

The Comprehensive Examinations consist of two parts, to be taken at the end of the first and second years in the program.<sup>1</sup>

### Part I. The Written Examinations

In order to be eligible to take the comprehensive examinations, the student must have obtained a minimum grade of B in every one of his or her core courses. PhD students are expected to take

<sup>1</sup> As approved by the GSC in October 2015.

courses for a grade (i.e. not for credit/no credit), unless approved by their principal adviser and the graduate adviser, or unless the course is only offered on a credit/no credit basis.

Each PhD student must pass two written examinations that test his or her 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 sessions, and must be taken as a set. After the oral examination (below), if the student is deemed to have failed one of the written exams, then that exam is normally retaken during the following year's cycle (i.e., at the end of the second year).

When a student fails one of the written exams, or receives a Low Pass grade in one or both of the exams, the Exams Subcommittee makes a recommendation to the Executive Committee as to whether the student should continue in the program. This assessment takes into consideration not only the student's grade in the Comprehensive Exams, but also his or her overall performance (courses taken and grades obtained, reports from their faculty mentors, fulfillment of duties as a TA or GRA, and so on). The Comprehensive Exams Subcommittee will give individual feedback to every student who does not perform well in the exams. Depending on the student's overall performance, the Subcommittee will counsel a remediation plan; counsel the student as to whether he or she should continue in the PhD program; or counsel the student to pursue a terminal Master's degree.

Failing both written exams, or failing the same exam twice, is reported by the Comprehensive Exams Subcommittee to the PhD Executive Committee, usually with the recommendation that the student withdraw from the program.<sup>2</sup> If the Executive Committee concurs with this recommendation, then the case is referred to the GSC for action.

## **Part II. The Qualifying Paper**

At the end of the second year of coursework, the student must have written a qualifying paper of publishable quality. Students should be well prepared to complete the paper after the Advanced Research Design course and other elective courses that would further develop their specializations in research topics and methods. The paper will be closely vetted by the student's mentors and will be presented at the Faculty and PhD Colloquium in the Spring semester of the student's second year. The qualifying paper should demonstrate a student's readiness to advance to the dissertation proposal stage.

### **The Oral Integrative Comprehensive Examination**

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. Normally the oral exam is held no later than one week after the completion of the written comprehensive exams. Only after all candidates have completed the oral exam will the students be notified whether or not they have passed the comprehensive examinations (usually on the same day).

### **The Deadline for Completion of Comprehensive Examinations**

PhD students making normal progress in the program take the written exams following their second semester and the qualifying paper following their fourth semester. As stated above,

---

<sup>2</sup> As revised by the Executive Committee in November 2012, and again in March 2014.

students are required to pass all the written comprehensive examinations by the end of their second year.

## **Preparation and Defense of the Dissertation Proposal**

The dissertation proposal defense is the keystone to PhD candidacy and marks the transfer of primary supervisory responsibility from the PhD Executive Committee to the student's own Dissertation Committee under the rules and regulations set by the Graduate School. A successful dissertation proposal is a signal from the LBJ School's GSC that the student in question is judged capable of conducting the level of research excellence required of a PhD dissertation.

After passing the comprehensive examinations, the prospective PhD candidate is required to formulate a research topic and a work plan to conduct the research leading to a PhD dissertation. The student must first form a Dissertation Committee supervised by a member of the Graduate Studies Committee of the LBJ School of Public Affairs (see Section III, Part 3, above, for details on the Dissertation Committee) and submit this information to the PhD Graduate Adviser by filing the LBJ School's "Doctoral Dissertation Committee Declaration Form" (Appendix Item 1.3) at least two weeks prior to the date of the defense. The timing of the proposal defense is determined by mutual agreement between the student and his or 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 move to formal examination of the proposal. The Chair of the doctoral committee must provide the PhD 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.

As stated in Section IV, Point 3, a student enrolled in the Doctoral Program at the LBJ School of Public Affairs is expected to defend the dissertation proposal and apply to the Graduate School for candidacy before the end of the fourth year (eighth semester) of graduate study in the Program.

As outlined above, the oral defense of the dissertation proposal is open to the LBJ School faculty, the Graduate Faculty of the University, students, and the public. The format of the presentation will be determined by the student's Doctoral Committee, subject to the stipulations that it must allow 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 by 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 his or her 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 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 PhD candidacy, a successful proposal defense needs to be followed up by two rounds of paperwork. The first form, entitled “PhD in Public Policy Plan of Study/Program of Work,” is internal to the LBJ School, but is required in order to forward the second round of paperwork; the second form is the “Application for Candidacy” form 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 PhD candidacy.

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

The second piece of paperwork, the Graduate School’s “Application for Candidacy” form, is available from the Office of Graduate Studies website (<https://gradschool.utexas.edu/academics/forms>). It complements the “LBJ School PhD Program of Work” form and is the formal instrument that establishes the student’s Dissertation Committee before the Graduate School. The Graduate School’s rules governing the application are explained in the latest version of the instruction sheet accompanying the document itself. The form must be signed by: (1) the applicant; (2) the Supervisor of the Dissertation Committee; (3) the LBJ PhD Graduate Adviser after receiving a copy of the completed “LBJ School PhD Program of Work” form; and, upon the Graduate School’s final approval, (4) the Dean of the Graduate School.

### **Candidacy Extensions**

Candidacy extension 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.

### **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.

## Section VI. Summary of Key Milestones and Deadlines

Students making normal progress through the LBJ School's PhD Program in Public Policy are expected to complete their PhD in approximately eight to ten semesters (four to five years). This includes at least four semesters (two years) of full-time coursework. Of course, some people will take less time to graduate, others more. The eight-ten semester schedule, nevertheless, provides a realistic guideline for the median student's trajectory through the PhD Program in Public Policy. After two years in candidacy, each student's progress is reviewed and candidacy continuation must be confirmed by a GSC vote and reported to the OGS by the Graduate Adviser. Figure 1 summarizes the key tasks or milestones on this path, along with their associated deadlines. Figure 2, in turn, summarizes task deadlines that must be met in order to avoid the PhD Executive Committee's presumption that a student is not making satisfactory progress in the Program.

The Graduate School has also established a series of milestones for every graduate degree. These pertain to requirements and timelines to reach the benchmarks established for every program of study and degree plan. You can find more information at <https://gradschool.utexas.edu/academics/milestones> as well as in the two tables provided below.

Semester	Task or Milestone	Official Deadline
1	Submit Plan of Study	End of the second month
2	Convene Research Mentors (two faculty members and Graduate Adviser). May be changed subsequently with the written agreement of the Graduate Adviser.	Sometime late during the second semester
3	Pass Written Comprehensive Examinations	Beginning of the semester
3	Submit Revised Plan of Study	Beginning of the semester
4	Pass All Comprehensive Examinations	Comprehensive exams are typically held in mid-August, before the beginning of the semester
5	Form Dissertation Committee	
5/6 (by 8th semester latest)	(1) Defend dissertation proposal; (2) File for candidacy with the Graduate School	(1) Anytime, but with at least a two-week's notice; (2) Shortly after a successful proposal defense
6	Dissertation research and/or writing	
7	Dissertation research and/or writing	
7/8/+	GSC review of progress & vote	OGS rules require that every candidate be reviewed every year after the first two years completed in candidacy
9/9+	(1) File for graduation; (2) Finish and Defend dissertation	(1) Shortly after the 12th class day; (2) Anytime, but with at least a two-week notice (more if there is a change in Committee)

## Sequence of Key Events for a Student Making Normal Progress

### Deadlines for Satisfactory Progress & Good Standing

Key Task or Milestone	Absolute Deadlines and Sanctions
Submit Plan/Statement of Study	Within two months of matriculation, and towards the end of the Spring semester of each academic year, until candidacy.
Form “Research Mentoring Committee”	End of the second semester.
Pass written Comprehensive Examinations and Qualifying Paper	End of the fourth semester
Pass All Comprehensive Examinations (including the Qualifying Paper)	End of sixth semester (third year); this only applies in cases where there is a need to re-take any of the exams.
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	<p>LBJ Rule: End of eighth semester (fourth year).</p> <p>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.</p> <p>Annual review of candidacy after two years since advancement. OGS requires that approval be by a GSC vote.</p>
File for Graduation	Shortly after the 12th class day of the semester of graduation, or risk being dropped from the graduation rolls.
Defend Dissertation	<p>PhD Executive Committee can impose absolutely final deadlines.</p> <p>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.</p>

## Section VII. University Policy and Procedure

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. We encourage you to plan ahead and consider alternative course options prior to each registration period.

While your Graduate Advisor and GAPC will do their best to help you with registration problems, registration periods are peak periods for University staff and student services offices. You may need to wait longer for a response to your email, phone call, or paperwork request. Please have patience.

### Registration Procedure

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

- 1) Degree Planning and Academic Advising
- 2) Consult Your Registration Information Sheet (RIS) Online
- 3) Clear Your Registration Bars
- 4) Course Schedule Consultation and Review
- 5) Submit Relevant Registration Paperwork Prior to Registration
- 6) Register for Classes
- 7) Use the Online Course Waitlist System
- 8) Fine-Tune Your Schedule During Add/Drop Periods
- 9) Pay Your Tuition Bill and/or Confirm Your Attendance to Class

### 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

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. At UT, each summer is divided into 2 5-week sessions, but some courses meet the whole summer. So, you would take 6 hours in the first summer session, 6 hours in the second summer session, and/or 12 hours in the whole summer session.

## **CR/NC (Credit/No Credit) Registration Policy**

A maximum of three elective credit hours may be taken on the CR/NC basis per semester. Courses taken on a Credit/No Credit basis are not included in the calculation of graduate student GPA.

Students may register for an elective class on a CR/NC basis during the registration period. After the registration system closes, students may change a class to CR/NC status (or vice versa) once time, until the mid-semester deadline published in the UT academic calendar.

**To change the grade status of a course after the registration system closes, obtain a “Grade Change Status Form” from your GAPC. (*This form is not available online.*)** You must obtain your Graduate Advisor’s signature before submitting the form to the Office of Graduate Studies (in Main 101) by the mid-semester CR/NC deadline.

## **Transfer Credit Policy**

Students who plan to request to transfer credits for application to the LBJ School degree should initiate the process as soon as possible. The Graduate School website at <https://gradschool.utexas.edu/academics/policies/transfer-credit> contains detailed information regarding credit transfer policies and procedures.

## **Grades of Incomplete**

In cases where 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’s GPA, but may not be applied toward a degree.

## **Add/Drops**

Students can add and drop courses on their own via the web through the 4<sup>th</sup> class day (2<sup>nd</sup> class day during the summer sessions), but will need to submit paper forms with Graduate Advisor approval through the 12<sup>th</sup> class day (4<sup>th</sup> class day during the summer sessions). After the 12<sup>th</sup> class day for a long session or the fourth class day for a summer session, students may not add a course, except for rare and extenuating circumstances as approved by the Graduate Dean of Office of Graduate Studies (OGS). Requests to add a course under these circumstances require a letter of petition from the Graduate Advisor to the Graduate Dean of OGS and a completed Add/Drop form with all required signatures. For more information, please see <https://gradschool.utexas.edu/academics/policies/adding-and-dropping-courses>.

## **Refunds for Course Drops and Academic Withdrawals**

The University will refund partial tuition for classes that a student drops during the first twelve class days in a long semester (first four class days 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 twelfth (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 Office of Graduate Studies in writing *prior* to the first class day in any given semester. Students who withdraw from the University after the first class day but before the 20<sup>th</sup> class day in any long semester (6<sup>th</sup> class day in summer semesters) may receive a partial refund of their tuition. The refund percentage varies according to the student's effective withdrawal date and is based on the student's schedule 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 withdraw procedure for graduate students is available online at <https://gradschool.utexas.edu/academics/policies/withdrawals>.

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

## **Student Financial Assistance**

Questions regarding Financial Aid should be directed to the UT Office of Financial Aid at [ask@finaid.utexas.edu](mailto:ask@finaid.utexas.edu) or (512) 475-6282.

**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 <http://registrar.utexas.edu/students/cert/vetn>.

**“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](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. 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 your Graduate Advisor, to the Office of Graduate Studies in Main 101 *prior* to the semester for which a leave is requested. Please be sure to notify the GAPC of your plans to take a leave and provide a copy of your leave form. 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 the fellowship committee to defer fellowships for one semester may be submitted to the Endowment and Fellowship Specialist 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**

Any student whose cumulative GPA falls below 3.0 in a given semester will be placed on academic probation the following semester. Students on academic probation should see the Graduate Advisor for academic advising and to have the subsequent semester 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:

<https://gradschool.utexas.edu/academics/policies/warning-status-academic-dismissal>. Students on probationary status or admitted with conditions are not allowed to work at the university.

## **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 academic degree programs, courses, research, internships or professional development activities.** More information on international travel policy, with 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](mailto:lbjtravel@austin.utexas.edu).

## **Full-Time Enrollment**

Graduate students must enroll in at least 9 credit hours per long semester (3 credit hours in the summer) to be considered full-time by The University.

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 9 credit hours per long semester to meet student visa requirements, but exceptions may be made for graduate students in the last semester before graduation and for doctoral students already in candidacy. The University requires that students who gain employment as Teaching Assistants (TAs) or Graduate Research Assistants (GRAs) be registered for 9 credit hours.

UT and LBJ School Fellowships require the student to register for a minimum of 9 credit hours in long semesters (fall and spring) and a minimum of 3 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. How students are classified determines whether they pay non-resident tuition rates or in-state 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 University Residency Office. Please notify the GAPC and the Endowment and Fellowship Specialist (if you are a fellowship recipient) 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 at <https://gradschool.utexas.edu/academic-employment>.

As a professional graduate school with no associated undergraduate program, the LBJ School offers a very limited number of TA positions, with priority given to our PhD students. Available TA/GRA positions are advertised on the [LBJ Careers website](https://lbj-utexas-csm.symphlicity.com/students) at <https://lbj-utexas-csm.symphlicity.com/students>.

You might also want to seek employment in a department that offers undergraduate coursework in a discipline with which you have expertise. A list of UT Austin Graduate Program Department Contacts is available online at <https://gradschool.utexas.edu/academics/programs>. Please notify the GAPC of any student employment assignment you accept on campus by emailing [lbjstudentaffairs@austin.utexas.edu](mailto:lbjstudentaffairs@austin.utexas.edu).

## **Benefits by Reason of Academic Employment**

Campus employment in a qualifying academic title at or above the 20 hour per week threshold enables non-resident students to pay in-state tuition rate during the semester of employment. Qualifying academic titles include TA, AI, and GRA/RA positions. A complete list of qualifying titles is available at [https://hr.utexas.edu/student/student\\_acad\\_employment.html](https://hr.utexas.edu/student/student_acad_employment.html).

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

Depending on the nature of the research grant, Graduate Research Assistants (GRAs) may also receive in-state tuition coverage, 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>. Fellowship recipients are required to notify the Endowment & Fellowship Specialist with the details of your student employment assignment.

Detailed information about student employment benefits can be found on the UT Austin Human Resources' Student Employment Page online at:  
[http://www.utexas.edu/hr/student/student\\_empl\\_benefits.html](http://www.utexas.edu/hr/student/student_empl_benefits.html).

## **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.

## **Diplomas**

UT diplomas are mailed to the permanent address on file 4-6 weeks after degrees are certified, provided that all financial bars have been cleared. To ensure diploma receipt, students should pay off any/all financial bars and review and update the permanent address on file with UT at [https://utdirect.utexas.edu/utdirect/bio/address\\_change.WBX](https://utdirect.utexas.edu/utdirect/bio/address_change.WBX). Questions regarding diplomas should be directed to Diploma Services at (512) 475-7619 or [diplomas@austin.utexas.edu](mailto:diplomas@austin.utexas.edu).

## Section VIII. LBJ School Resources

### LBJ School Student Fellowships

#### 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>.

Contact the **Endowment & Fellowship Specialist** in SRH 3.104 or at [LBJFellowships@austin.utexas.edu](mailto:LBJFellowships@austin.utexas.edu) and 512-471-9623 with questions, or submission of all fellowship/award applications.

### LBJ Writing Lab

The LBJ Writing Lab is staffed with 2-3 part-time peer Writing Fellows and one full-time Director. The Lab offers LBJ students individualized assistance at any stage of 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.

#### Writing Lab Hours

The Writing Lab has appointments available 7:00 a.m. – 6:00 p.m. Monday – Friday. You may meet with a peer Writing Fellow or with the Director, depending on availability.

You can also drop in between 8:00 a.m. – 5:00 p.m. and a consultant will work with you on a space available basis.

#### What to Expect During Your Visit

*What can I expect during a drop-in visit?*

You can ask questions about documentation, grammar, word choice conundrums, and writing process best practices. If you need help getting started or revising a tricky paragraph, or simply want to brainstorm writing strategies, come on by! A drop-in is not the time to get substantive feedback on your writing. Please make an appointment for a consultation.

*What can I expect during a consultation?*

If you send your document at least 24 hours in advance, you can expect a review of structure, content, and use of language. Documents longer than five pages require more time. If available, please send the corresponding assignment prompt or job posting as soon as possible after you make your appointment.

## **Contact the Writing Lab**

Director  
OSAA Office, SRH 3.104G  
(512) 471-3620  
[lbjwriting@austin.utexas.edu](mailto:lbjwriting@austin.utexas.edu)

## **Tentative List of Writing Workshops**

<i>Fall 2017</i>	<i>Spring 2018</i>
<ul style="list-style-type: none"><li>• Library Resources</li><li>• Collaborative Writing</li><li>• Thank You Letters</li><li>• Communicating Data</li><li>• Writing in the Field (Workshop with alumni)</li></ul>	<ul style="list-style-type: none"><li>• Professional Report series (design, draft, copyedit, and present the professional report or thesis)</li><li>• Writing in the Field (workshop with alumni)</li><li>• Professional Report (PR) Panel</li></ul>

## **LBJ Career Resources**

Securing a strategically placed internship and establishing a proactive job search plan are important aspects of the LBJ School experience. New students are encouraged to begin using the LBJ School Office of Career Management as soon as possible. This is particularly important for entering students seeking jobs and internships that require a security clearance because of the time it takes to complete a clearance package and obtain approval. 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 -- LBJ Careers (<https://lbj-utexas-csm.symphlicity.com/students>). Your student 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. All internal academic positions at the LBJ School will be maintained on LBJ Careers. You can access LBJ Careers by visiting the Career Management website at <http://lbj.utexas.edu/careers>.

Within LBJ Careers, you will be expected to manage your Career ePortfolio which will host your resume, cover letter, writing sample and thank you letters.

## **Career Management Office Hours**

The Career Management Office has appointments available 7:00 a.m. – 6:00 p.m. Monday – Friday. You can also drop in between 8:00 a.m. – 5:00 p.m. but you may have to wait if the Career Resources Specialist is in an appointment or offsite. Skype appointments are also

available using the handle @mjacksonLBJ. Appointments can be made through <https://lbjosaa.acuityscheduling.com>.

### **Career Management Seminars**

You can find a description of each seminar on the LBJ Career Management website. All students are encouraged to attend as many career management workshops as possible. Invites with request for RSVP will go out one week prior to the workshop through the student listserv.

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

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

## Section IX. University Resources

The University of Texas at Austin offers a wide range of services and resources to support you throughout your academic career. In this section, we highlight select websites that will be useful to you during your time at the LBJ School.

### Important Student Resources Online

- **The UT Austin Student Homepage** provides a direct portal to all online student services and student services office websites. You are encouraged to bookmark the Current Student Homepage, available at <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 University students, faculty, and staff and is available at <https://directory.utexas.edu/>.
- **The Directory of University Offices** contains contact information for every campus office and is available at <https://www.utexas.edu/offices>.
- **LBJ School Faculty Information Pages** on the LBJ School website at <http://lbj.utexas.edu/faculty-lbj-school-public-affairs> provide faculty bios and contact information.
- **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>
- **Office of Financial Aid**, located at <http://finaid.utexas.edu/>, can help you learn more about available financial aid, important dates, processes and requirements related to financial aid.
- **Information Technology Services (ITS)**, <https://it.utexas.edu/students>, can assist with questions regarding your UT EID, email, Canvas support, campus Wi-Fi, computer labs and Bevo Bucks.
  - UT Email: <http://utmail.utexas.edu/>
  - Bevo Bucks: <http://bevobucks.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 information and much more to help international students feel comfortable in Austin.
  - English as a Second Language Services (ESL): <http://world.utexas.edu/esl>
- **Course Instructor Surveys** 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. More information can be found here: <https://facultyinnovate.utexas.edu/services/CIS>

## UT Austin Student Services

A number of campus offices provide important student services, some of which are listed below. 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>.

- **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 in the University's graduate programs. The Graduate School's Student Services Office assists graduate students with navigating University policies, procedures, and deadlines.
- **UT Library System:** <http://www.lib.utexas.edu/>  
Students can search the UT Libraries website for books, articles, journals, databases, and CD's and DVD's.
  - A section geared specifically to graduate students is available at <http://www.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/>
  - Students can take free library classes to aid with research here <http://www.lib.utexas.edu/services/instruction/classes/>
  - 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 the central library (PCL) to the Benson Library located in SRH 1.108 for pickup.
- **University Health Services (UHS):** <http://healthyhorns.utexas.edu/>  
UHS provides basic general and urgent medical care services to all University students. The Forty Acres Pharmacy (<http://www.utexas.edu/pharmacy/fortyacres/index.html>) fills prescriptions for students at competitive rates.
- **Counseling and Mental Health Center (CMHC):** <http://cmhc.utexas.edu/>  
Psychologists, psychiatrists, and social workers at the CMHC provide students with individual and group counseling services, psychiatric consultation and diagnosis, and prevention services to help you adjust to the demands of student life.
- **Behavior Concerns Advice Line (BCAL):** <http://www.utexas.edu/safety/bcal/>  
The BCAL hotline [(512) 232-5050] provides students, faculty, and staff with 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 will provide appropriate guidance and resource referrals.
- **Emergency Information Web Site:** <http://www.utexas.edu/emergency/>  
This site provides information about campus alerts, closures, and openings during emergencies or unfavorable weather situations. Students can also sign up to receive campus text alerts by phone at <https://utdirect.utexas.edu/apps/csas/text/main/>.

- The **Multicultural Engagement Center (MEC)** is a student resource office that educates and empowers students to be leaders and agents of social change. As part of the Division of Diversity and Community Engagement, the MEC supports a culturally diverse campus and helps cultivate a positive campus climate. <http://diversity.utexas.edu/multiculturalengagement/>
- The mission of the **Gender and Sexuality Center (GSC)** is to provide opportunities for all members of the UT Austin community to explore, organize, and promote learning around issues of gender and sexuality. The center also facilitates a greater responsiveness to the needs of women and the LGBTQ communities through education, outreach, and advocacy. <http://diversity.utexas.edu/genderandsexuality/>
- The **UT Police Department Community Outreach Unit** provides tips on crime prevention and hosts valuable information regarding personal safety. <https://police.utexas.edu/prevention/>
- **The Office of the Dean of Students** provides a variety of student support services along with opportunities for leadership experience, diverse student work environments, engaging programming and specialized resources. <http://deanofstudents.utexas.edu/>  
This office includes eight specialized service areas, including:
  - **Legal Services for Students** provides free legal advice to currently enrolled UT Austin students. This office provides consultations on legal issues such as: landlord/tenant and renting, criminal charges, traffic tickets, consumer issues, car wrecks, and employment law. <http://deanofstudents.utexas.edu/lss/>
  - 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** 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. <http://deanofstudents.utexas.edu/veterans/>
- **The Office of the Student Ombuds** 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. <https://ombuds.utexas.edu/student>

## Fall 2017 Academic Calendar

- August 28**      **Late registration begins for students not yet registered; \$25 late registration fee in effect.**
- August 30**      **FIRST CLASS DAY**
- September 4**    **Labor Day Holiday;** University closed, classes cancelled.
- September 5**    **FOURTH CLASS DAY**  
**Fall 2017 payment deadline, 5:00 PM**  
**Last day students may drop a Fall 2017 course online;** hereafter, all adds and drops must be done by the department offering the course (through Sep15)
- September 6**    **Late registration fee increases to \$50 and late registration procedure required for students not yet registered.**
- September 15**   **TWELFTH CLASS DAY**  
Last day to drop a class for a possible refund; last day to add a class without Graduate Advisor and Graduate School approval.  
Payment for added classes due by 5:00 PM.
- September 18**   **Late registration fee increases to \$200; Graduate Advisor appeal and Graduate School approval required for students requesting to late register.**
- September 27**   **Q Drop Deadline**  
Last day to drop a Fall 2017 class without instructor consent.  
(*Paperwork required – see your Graduate Admissions & Program Coordinator in OSAA.*)
- October 26 – November 1**   **Spring 2018 Academic advising period for continuing and readmitted students** (in preparation for Spring 2018 registration on October 24).
- Oct 30-Nov 10**   **SPRING 2018 REGISTRATION**
- November 7**      **CR/NC DEADLINE**  
Last day to change registration in a 3-hour class to or from the CR/NC basis  
(*Paperwork required – see your Graduate Admissions & Program Coordinator in OSAA.*)
- November 14**    **Spring 2018 semester tuition bills distributed electronically** (to the email address on students' official records).
- Nov. 22-25**      **Thanksgiving Holiday Break;** University closed; classes cancelled.
- December 11**    **LAST CLASS DAY FALL 2017**  
**Graduate course drop deadline, 5:00 PM**  
(*Paperwork required – see your Graduate Admissions & Program Coordinator in OSAA.*)

## Section X. Student Organizations

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

### **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 brings in numerous 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. Energy presents one of the biggest policy challenges facing the United States, and an all-out effort is required to secure the future. 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 important 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 students of the LBJ School of Public Affairs. 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**

The Pride Policy Alliance is an inclusive LGBTQA (Lesbian, Gay, Bisexual, Transgender, Queer and Ally) organization that aims to increase the visibility of LGBTQ issues at the LBJ School of Public Affairs, 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 community of Austin. <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 themyriad of interconnected social policy issues to be a part of SPN and their sponsoring research center, the Center for Health and Social Policy (CHASP). Social policy includes issues related to: social mobility, public education, criminal justice, early childhood, child welfare, food insecurity, mental health, healthcare, aging and more. <http://chasp.lbj.utexas.edu/spn/>

### **Technology and Innovation Policy Society (TIPS)**

Austin is a hub for technology, and UT has a history of supporting tech innovation. The Technology and Innovation Policy Society (TIPS) is for students interested in exploring how technology can be applied to public policy issues. TIPS works to connect students with faculty and professionals in tech policy through professional networking, speaker series and events in Austin. Activities include: dinner with tech policy professionals, technical workshops, campus/company visits, publishing of student work, and interactive panels. <https://utexas.campuslabs.com/engage/organization/tips>

### **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 will develop friendship, familial togetherness and social inclusivity—traits common in the military but uncommon elsewhere. <https://utexas.campuslabs.com/engage/organization/vetsinpolicy/>

# **Appendix 1**

## **Key LBJ School Forms**

**Form 1**

**PhD in Public Policy Plan of Study/Program of Work**

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

Student's Name: \_\_\_\_\_

UT EID: \_\_\_\_\_

Matriculation Year: \_\_\_\_\_

Date: \_\_\_\_\_

Likely course selections (beyond the core courses, in years 1 & 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 its updates should be discussed with the faculty serving as Research Mentors and submitted to the PhD Graduate Adviser for review.**

**Signatures:**

Student: \_\_\_\_\_ Date: \_\_\_\_\_  
*Signature*

Faculty Mentor: \_\_\_\_\_ Date: \_\_\_\_\_  
*Print*  
\_\_\_\_\_  
*Signature*

Faculty Mentor: \_\_\_\_\_ Date: \_\_\_\_\_  
*Print*  
\_\_\_\_\_  
*Signature*

PhD Graduate Advisor: \_\_\_\_\_ Date: \_\_\_\_\_  
*Signature*



### Form 3

#### Doctoral Dissertation Committee Declaration Form

LBJ School of Public Affairs  
University of Texas at Austin

Student's Name: \_\_\_\_\_

UT EID: \_\_\_\_\_

Date: \_\_\_\_\_

After passing all the comprehensive examinations, but at least two weeks before defending the dissertation proposal, any PhD 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, for advising the student on the research and writing of the dissertation, and for approving the final oral defense of the dissertation itself. 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. That 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 PhD Graduate Adviser and dissertation committee chair (supervisor). Any such changes must be made well in advance (approximately 6 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 PhD Graduate Adviser**

---

*PhD Grad Advisor*

---

*Date*

## **Appendix 2**

**Additional Information about PhD 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/aayxeiacechjd9ggc0xuuq5x0pmy6wx75>

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/77omhh28gt2c6r3ehyowcaxppe512b57>

### *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://www.lib.utsystem.edu/copyright/>

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/hqye1jgbqvh57cozfr48ysqhs2ic841>.

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 (PhD).
- 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 & 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.