



TEXAS LBJ School

The University of Texas at Austin

Lyndon B. Johnson School of Public Affairs

2023-2024

Master of Public Affairs

DC Concentration

(MPAff DC)

LBJ Student Handbook 2023-2024

Welcome from the Dean



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

You will be:

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

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

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

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

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

Hook 'Em,

JR DeShazo
Dean, LBJ School of Public Affairs

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Note: Students are bound by the requirements of the handbook in force at the time of their first registration in the program. The student may choose, however, to fulfill the requirements of a subsequent handbook. If the student does not fulfill handbook requirements within six years of their first enrollment in the program, then they are bound by the requirements of a subsequent handbook. For more information on the Graduate School's policies associated with graduation Under a particular catalog, see: <https://catalog.utexas.edu/graduate/degree-requirements/graduation/>

Section 1: Overview

We have designed this Handbook to (1) introduce MGPS students to the requirements, policies, procedures, and deadlines of the Lyndon B. Johnson School of Public Affairs (LBJ School) and The University of Texas at Austin (UT) Office of Graduate Studies' (OGS) and (2) to familiarize students with important campus resources. Information contained within this Handbook is current as of August 2023. Subsequent changes or updates will be made online and distributed through the main student listserv (*lbjstudents@utlists.utexas.edu*). The Handbook is available in electronic format on the Forms, Policies and Procedures page of the LBJ School's website at: <http://lbj.utexas.edu/forms-policies-and-procedures>

Please read this information thoroughly, as it will answer many of your questions about the MGPS program. If you have any questions that the Handbook does not address, please do not hesitate to contact the Office of Student Admissions and Affairs.

1.1 Ethics and Professional Conduct

1.1.1 The University of Texas Honor Code

Affirmation

I pledge, as a member of the University of Texas community, to do my work honestly, respectfully, and through the intentional pursuit of learning and scholarship.

Elaboration

- I pledge to be honest about what I create and to acknowledge what I use that belongs to others.
- I pledge to value the process of learning in addition to the outcome, while celebrating and learning from mistakes.
- This code encompasses all of the academic and scholarly endeavors of the university community.

The University of Texas at Austin strives to create a dynamic and engaging community of teaching and learning where students feel intellectually challenged; build knowledge and skills; and develop critical thinking, creativity and intellectual curiosity. As a member of this community, it is important for all students to engage in assignments, exams and other coursework with openness, integrity and a willingness to make mistakes and learn from them.

1.1.2 Excerpts from UT Compliance and Ethics Guide

Obligation to Report Wrongdoing

All University employees have a personal and professional obligation to report, or cause to be reported, and to assist in any investigation by persons authorized or responsible for such matters, the following (collectively referred to as "wrongdoing"): illegal or fraudulent activity; financial misstatements, or accounting or auditing irregularities; conflicts of interests or

dishonest or unethical conduct; violations of the institution's code of conduct; and violations of other laws, rules, or regulations.

Use of Intellectual or Copyrighted Property

Copyrighted material, which includes almost everything written or recorded in any medium, including software, is protected under the federal Copyright Act, and typically, 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

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

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

Students also should consult the LBJ School's own guide to plagiarism, available here: <https://lbj.utexas.edu/forms-policies-and-procedures>.

Acceptable Use Policy

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

1.1.3 Professional Ethics

All LBJ School students are members of the LBJ School community, as well as members of a public service profession. Both have a high standard for professional and ethical conduct. Each student has an obligation to report wrongdoing and be familiar with Intellectual and Copyrighted Property, UT's Academic Integrity standards, and the Acceptable Use Policy.

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

1.1.4 Student Responsibility

LBJ School students are responsible for knowing and satisfying program degree requirements, meeting administrative and academic deadlines, seeking academic advice when needed, and enrolling in appropriate courses to ensure progress toward degree completion. The Office of Student Affairs and Admissions (OSAA) and the degree program Graduate Advisors are here to help, but students are responsible for their compliance with program and University requirements.

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

We expect students to promptly and thoroughly read informational emails sent by OSAA staff and their Graduate Coordinators. *Please include your full name and UT EID when contacting your Graduate Coordinators for assistance.*

1.2 Communications

Email is the official form of communication at UT Austin. Every student must provide the LBJ School and The University of Texas with current and accurate contact information at all times, including email address, local address and permanent physical address, and telephone number. **The University of Texas requires students to conduct all University business with their UT email accounts.**

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

- The *lbjschool* listserv contains official correspondence from the Dean's Office and from OSAA.
- The *lbjstudents* listserv is a moderated listserv to which you can submit school-related messages, and which you can customize to receive messages immediately or as a digest.
- Each degree program has its own academic listserv (*lbjmgps*, *lbjmpaff*, *lbjphd*, *duals*), so that OSAA can deliver program-specific academic and advising information—please read these messages carefully.

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

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

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

1.3 Academic & Student Affairs Contacts

Associate Dean for Academic Strategies Dr. Pat Wong patwong@mail.utexas.edu	Assistant Dean for Academics Graduate Advisor, MPAff and MGPS students Dr. Lorinc Redei lredei@austin.utexas.edu
Associate Dean for Research Dr. Paul Von Hippel paulvonhippel@utexas.edu	PhD Graduate Advisor Dr. Mary Evans mary.evans@austin.utexas.edu
Assistant Dean for Enrollment and Student Services Shannon Chapman ljosaaadirector@austin.utexas.edu	OSAA Director of Student Professional Development and Career Services Lauren Berryhill lbjprofessionaldev@autin.utexas.edu
OSAA Career Resources Specialists Emily Mills & Ms. AC Conwell lbjcareers@austin.utexas.edu	Director of Student Affairs and Admissions Stuart Bone lbjadmit@austin.utexas.edu
Student Program Coordinator Rafael Mendoza-Nunez lbjstudentaffairs@austin.utexas.edu Maura Mangum lbjstudentaffairs@austin.utexas.edu	Senior Graduate Program Coordinator Laura Roach lbjstudentaffairs@austin.utexas.edu

OSAA Administrative Associate/Front Desk LaShonda Thompson lbjosaa@austin.utexas.edu	LBJ School Fellowship Specialist Ariana Buchanan lbjfellowships@austin.utexas.edu
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Section 2: MPAff DC Concentration: Curriculum Overview

2.1 MPAff DC Concentration Degree Requirements- Austin: Fall and Spring Courses (24 credit hours)

The LBJ School’s curriculum and academic policies are set by each program’s Graduate Studies Committee (GSC), which consists of tenured and tenure-track LBJ School faculty members.

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

PA 398D	Communications for Public Affairs	3
PA 393K or PA 393G	Applied Microeconomics for Policy / Microeconomics	3
PA 397	Introduction to Empirical Methods	3
PA 391	Public Financial Management	3
PA 383C	Policy Development	3

Advanced Analytics Any two (2):	Advanced Empirical Methods; Advanced Policy Economics; Advanced Public Financial Management; Advanced Public Management	6
Any one (1):	Elective course	3

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

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

Notes on Curriculum:

Quantitative Readiness

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

- Initial Quantitative Readiness Assessment: All entering MPAff students will complete a two-hour methods diagnostic assessment online in the month of June.
- Summer Transition Analytical Foundations Course: Admitted students who need a refresher in quantitative methods can take this online course during the month of July. It is designed to cover all material that students need to know to pass the methods diagnostic exam.
- Quantitative Diagnostic Exam: In mid-July, once the summer foundations course has ended, all students who did not pass the diagnostic exam in June must retake the exam. All students who pass will move on to the quantitative core courses in the MPAff curriculum.
- Beginning Statistics Class: Students who do not pass the methods diagnostic test before or after the Summer Transition Analytical

Foundation course are strongly encouraged to take an undergraduate level Statistics class at UT Austin or Austin Community College to ensure they have the basic foundations before moving on to their quantitative core courses. This course will not count towards the LBJ degree.

Course Scheduling Considerations

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

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

2.1 MPAff-DC Elective Course Requirement

All LBJ School seminars, labeled PA 188S, PA 188G, PA 280L, PA 380L, PA 387K, PA 388D, PA 388K, and PA 388L, are electives. Four core courses may be repeated for elective credit, when the topics differ: PRP, PD, APE, and AEM. However, due to space constraints, repetition of PD and AEM sections are sometimes subject to Graduate Advisor approval and/or reduction in registration priority. Core courses that may NOT be repeated for credit include IEM, PFM, AMP, and PM. Additionally, students may NOT take the same elective more than once.

Please note that foreign language courses may not be applied toward completion of an MPAff degree unless they fulfill the following three conditions: (1) are offered at the graduate level, (2) contain significant policy-relevant content, and (3) receive pre-approval from your Graduate Advisor.

Check with your Graduate Advisor for approval before registering for an outside elective. In practice, approval is routinely granted as long as the non-LBJ School

course contains policy or management content, or is a relevant research method course. Undergraduate courses are never approved as electives. Students may request Graduate Advisor registration approval for a non- LBJ School course by submitting a Request to Enroll in a Non-LBJ School Course form to the Graduate Advisor for consideration. This form is available at: <https://lbj.utexas.edu/request-enroll-non-lbj-school-course>.

2.2 DC Concentration Policy Apprenticeship Requirement

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

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

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

Valid Policy Apprenticeships are those approved by the Executive Director of the LBJ Washington Center by May 1, 2024. Such approval will require that the position and its responsibilities are relevant and timely to current policy deliberations and require graduate school-level skills.

Section 3. Academic Policies and Procedures

Registration at UT Austin encompasses academic advising, registering for classes online, and paying your tuition bill (or confirming your attendance if financial aid or a third party has paid your bill). UT Austin registration access periods are pre-determined by the Office of the Registrar; *students may not register outside of the Registrar's pre-determined access periods*. Your Registration Information Sheet (RIS) will note your specific registration access periods, as well as any registration bars. Registration in preferred courses is not guaranteed. We encourage you to plan ahead and consider alternative course options prior to each registration period.

3.1 Registration Procedures

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

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

LBJ Graduate Coordinators will always register students for the following courses:

- PRPs
- Conference Courses
- Summer/Fall DC Courses (LBJ Graduate Coordinators will work with Robin Boone, Deputy Director of the LBJ Washington Center to register all DC students for the proper courses)
- Internship Course for Academic Credit
- Professional Report Course

3.1.1 Course Numbers

Courses at UT are given a three-digit number. The first digit of a course number indicates the number of credit hours the student will receive for completing the course. For example: PA 188G= ONE credit hour course PA 387G= THREE credit hour course

Exceptions include graduate-level courses that end with the letter A or B. These letters indicate two-part, sequentially based courses to be taken over the course of two semesters. At LBJ, PA 680PA (PRP course, Part I) and PA 680PB (PRP, Part II) are three credit hours each, but credits are not conferred until the sequence of six hours has been completed.

The second digit in a UT course number indicates whether it is graduate-level or not. Graduate courses are coded with a second digit of **eight or nine**. For example: PA 397 and PA 383C are graduate courses, but PA 325 is at the undergraduate level.

Only graduate-level courses offered by the University will fulfill LBJ degree requirements. Graduate students may enroll in undergraduate classes for enrichment, but those credits can NOT be applied toward completion of LBJ School degrees, nor will they count towards fellowship enrollment requirements. Grades in upper-division undergraduate courses (those with a middle digit of 2 or greater (for example: ARA 325) are included in the graduate GPA, however. Additionally, graduate students enrolled in undergraduate courses are subject to undergraduate deadlines, which differ from deadlines for graduate students.

3.1.2 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).

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

MGPS core classes must be taken for a letter grade. Outside of the core curriculum, students may take up to nine total elective credit hours on a Credit/No Credit (CR/NC) basis. Courses taken on a CR/NC basis are not included in the calculation of graduate student GPA.

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

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

3.1.4 Maximum Credit Hour Enrollment Policy

The maximum course load allowed for a graduate student in the fall and spring semesters is 15 credit hours. The maximum course load for a graduate student in summer semesters is 12 credit hours. Each summer is divided into two five-week sessions, with some courses meeting the whole summer. The 12-hour limit is for any combination of summer courses. Most LBJ students take 12 credit hours per semester—you should consult your Advisor if you plan on exceeding that number. Enrolling in more than 15 credit hours in any given semester requires a petition letter to the Office of Graduate Studies (OGS) from your Advisor. You should remember to leave enough time in your schedule for extra-curricular learning: attending talks and lectures, working with research centers, and participating in social and networking activities.

3.1.5 Full-Time Enrollment

Graduate students must enroll in at least nine credit hours per long semester (three credit hours in the summer) to be considered full-time by The University. Most LBJ School students enroll in 12 hours per long semester to complete the program in two years (or three or four years, if enrolled in a dual-degree program). The MGPS program does not allow for part-time enrollment.

3.1.6 Courses Completed with a Letter Grade- Requirements

Per OGS Graduate Credit rules (found here:

<https://catalog.utexas.edu/graduate/degree-requirements/graduate-credit/>), only courses in which the student earned a **grade of at least C** while registered in the Graduate School may be included in the Program of Work.

Full-Time Enrollment and Financial Aid/Fellowships

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

3.2 Grades of Incomplete

If a student receives an incomplete in a course, the student must complete the course requirements by the last class day in his or her next long-session semester of enrollment. If this deadline is not met, the symbol X is converted to the symbol I (permanent incomplete). If the student is not enrolled during a long-session semester for twenty-four months following the end of the semester in which the X is reported, and the instructor does not report a final grade, then the symbol X is

converted to the symbol I.

The symbol I cannot be converted to a grade. When the symbol I is recorded, the symbol X also remains on the student's record. A course in which the student receives an incomplete grade (X or I) will not affect the student's GPA but may not be applied toward a degree.

It is the student's responsibility to resolve incompletes. Do not expect reminders from your professors or advisors. If you request a temporary incomplete (X), make sure you have a clear timeline for completing the work and agreement (in writing) on this with your course professor. Make sure your advisor is also aware of your intentions to take, and resolve, the incomplete.

3.3 Enrollment Changes

3.3.1 Adding or Dropping a Course

Students can add and drop courses on their own online through the fourth-class day for fall and spring semester, and the second-class day during the summer sessions) After the fourth-class day, but before the 12th class day (or after the second but before the fourth-class day during the summer sessions), the student must submit paper forms, with Graduate Advisor approval. After the 12th class day (or after the fourth-class day during the summer sessions) students may not add a course, except for rare and extenuating circumstances which must be approved by the Graduate Dean of the Office of Graduate Studies (OGS).

Requests to add a course under these circumstances require a letter of petition from the Graduate Advisor to the Graduate Dean of OGS and a completed Add/Drop form with all required signatures. For more information, please see <https://gradschool.utexas.edu/academics/policies/adding-and-dropping-courses>.

3.3.2 Refunds for Course Drops and Academic Withdrawals

The University will refund partial tuition for classes that are dropped by the 12th class day in a long semester (fourth class day of a summer session), provided that the student maintains enrollment and the drop results in a tuition decrease. Refunds are not given for classes dropped after these dates.

A student who drops a class after receiving any cash payment from the Office of Financial Aid (OFA) may be required to make partial repayment. Please contact OFA directly for information regarding repayment obligations. The Student Accounts Receivable Office issues most refunds the week after the 12th (or fourth for the summer semester) class day. Refunds are mailed to the student's local address or deposited into the account the student has designated, if an electronic funds transfer authorization is in effect. Students with questions regarding refunds should contact Student Accounts Receivable directly at (512) 475-7777.

A withdrawal from all courses constitutes cancellation of registration. A student may cancel

registration for all courses and receive a full refund by notifying the Graduate School in writing *prior* to the first-class day of any given semester. Students who withdraw from the University after the first-class day but before the 20th class day in any long semester (sixth class day in summer semesters) may receive a partial refund of tuition. The refund percentage is based on the effective date of withdrawal, as noted in the [University's General Information Catalog](#).

In addition to Graduate School approval, withdrawals for international students also require the consent of the International Office, and withdrawals for students receiving federal financial aid require the consent of the Office of Financial Aid. Detailed information about the withdrawal procedure for graduate students is available online [here](#).

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

3.4 Leave of Absence Policy

Graduate students may apply for a leave of absence for no more than a total of two long semesters, total. The benefits of filing a formal leave of absence through the Graduate School include guaranteed readmission and a waiver of the readmission application fee upon return to the program. To request a formal leave of absence, a student must submit a Leave of Absence Authorization Form, signed by the Graduate Advisor, to the Office of Graduate Studies *prior* to the semester for which a leave is requested. Please be sure to provide a copy of your leave form to the GAPCs. Leaves of absence are not automatically renewed semester to semester, and students returning from leaves of absence must formally request readmission before they can register for courses. Student fellowships are forfeited during semesters students are on leave of absence.

Applications to defer fellowships for one semester may be submitted to the Endowment and Fellowship Specialist at lbjfellows@utexas.edu for submission to the Fellowship Committee. There is no guarantee that an approval will be given to defer. More information about leaves of absence is available [here](#).

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

3.5 Probationary Status and Academic Dismissal

Students admitted with conditions should meet with the Assistant Dean for Academics for advising as soon as possible to work toward removal of the conditions. Similarly, any master's student whose cumulative GPA falls below 3.0 in a given semester will be placed on academic probation for the following semester. Students on academic probation should see the Assistant Dean for Academics for academic advising and to have the subsequent semester's registration bar cleared. A graduate student whose cumulative graduate grade point average falls below 3.00 at the end of any semester or summer session will be warned by the Office of Graduate Studies that their continuance in the Graduate School is in jeopardy. The student must attain a

cumulative graduate grade point average of at least 3.0 during the next semester or summer session they enrolled or be subject to dismissal. During this period, the student may not drop a course or withdraw from the University without the approval of the Graduate Advisor and the Graduate Dean.

More information is available here: <https://gradschool.utexas.edu/academics/policies/warning-status-academic-dismissal>

Two consecutive semesters on academic probation places students in the status of *unsatisfactory academic standing* and is cause for dismissal from the University of Texas Graduate School.

The LBJ School MGPS Graduate Studies Committee also maintains a definition of *satisfactory academic progress*. A student will be deemed to meet expectations for satisfactory academic progress if s/he meets the following three criteria:

1. Maintains an average 3.0 GPA across all courses,
2. Achieves grades of C or higher in each required ('core') class in the student's respective degree program,
3. Has completed or has plans to complete the administrative requirements of the respective degree program (e.g., internship requirement).

LBJ School fellowship recipients must maintain a 3.0 or higher GPA to receive fellowship awards. More information on academic dismissal policies listed here:

<https://gradschool.utexas.edu/academics/policies/warning-status-academic-dismissal>.

Students on probationary status are not allowed to work as a Teaching Assistant (TA) or Graduate Research Assistant (GRA) at The University, but they are otherwise eligible for part time University employment. Students admitted with conditions are not allowed to work as a Teaching Assistant (TA) or Graduate Research Assistant, and furthermore, they are NOT eligible for any other University employment during their first semester.

3.6 Student Travel Policy

The LBJ School and the University of Texas promote safe travel by students, faculty, and staff who conduct research and/or University business away from the Austin campus. More information is available here: <https://policies.utexas.edu/policies/student-travel-policy-university-organized-or-sponsored-events>

Students must receive prior authorization for travel to any destination that is any way related to academic degree programs, courses, research, internships, or professional development activities. All travel authorization requests must be signed by the LBJ designated authority, who is currently the Associate Dean for Academics. More information on international travel policies, required forms, insurance, and procedures is available at <https://travel.utexas.edu/travelplanning/travel-authorizations>.

For any changes to international travel related to COVID-19, please refer to the Texas Global international travel guidelines: <https://global.utexas.edu/risk/travel>. If you have specific questions about travel paperwork and processes, please contact LBJ Academic Support

at lbjacademicssupport@austin.utexas.edu.

3.7 Texas Residency

Each person who applies for admission to a Texas public college or university is classified as a Texas resident, a non-resident, or a foreign (international) student, which determines whether they pay non-resident or in-state tuition rates. In general, one cannot become a resident solely by going to school in Texas. Detailed information about establishing Texas residency is available at <https://admissions.utexas.edu/residency>. Questions about establishing Texas residency should be directed to the Graduate and International Admissions Center (residency@austin.utexas.edu; 512-475-7391). Please notify the GAPCs and, if you are the recipient of a fellowship, the Endowment and Fellowship Specialist of any change in your residency status.

3.8 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. **According to UT Austin policy, students admitted with provisional status may not be employed in any capacity on campus.** 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 both at LBJ and in other UT departments are advertised on the LBJ Careers website at <https://utcns.joinhandshake.com/login>.

Students may also want to consider academic employment in a department that offers undergraduate coursework in a discipline in which they have expertise. A list of UT Austin Graduate Program Contacts is available at: <https://gradschool.utexas.edu/academics/programs>.

3.8.1 Benefits by Reason of Academic Employment

Campus employment in a qualifying academic title at or above 20 hours per week enables non-resident students to receive a resident tuition entitlement benefit during the semester of employment. A complete list of qualifying titles is available here: <https://hr.utexas.edu/student/student-academic-employment>.

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

The Tuition Reduction Benefit entitles Teaching Assistants to a reduction of in-state tuition. Detailed information about Tuition Reduction Benefit is available here:

<https://gradschool.utexas.edu/finances/student-employment/academic-employment/tuition-reduction-benefit>

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

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

Detailed information about student employment benefits can be found on the UT Austin Human Resources' Student Employment Page online at:

<http://www.utexas.edu/hr/student/studentemplbenefits.html>.

3.9 Six-Year Limit on Master's Coursework

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

3.10 Graduation

Graduate students must be registered during the semester in which they graduate and must apply for graduation by the deadline published on the LBJ Website. There are no exceptions to this policy. A student who fails to complete all degree requirements or misses the Professional Report/Thesis submission deadline must register, pay tuition, and apply to graduate the following semester in order to receive the degree. To view UT's graduation application instructions and deadlines, please visit:

<https://gradschool.utexas.edu/academics/graduation/deadlines-and-submission-instructions>

Note for Dual Degree Graduates- You MUST submit a paper form signed by BOTH departments. LBJ's internal deadline for this paper form is ONE MONTH PRIOR to the UT Campus deadline. Deadline information can be found here:

<https://lbj.utexas.edu/graduation-application-instructions>

3.10.1 Diplomas

UT diplomas are mailed to the permanent address on file four to six weeks after degrees are certified, provided all financial bars have been cleared. To ensure diploma receipt, students should pay off financial bars and confirm their permanent address at:

https://utdirect.utexas.edu/apps/utd/all_my_addresses/.

Questions regarding diplomas should be directed to UT's Diploma Services Office at (512) 475-

7620 or diplomas@austin.utexas.edu.

Section 4: LBJ School Student Resources

4.1 LBJ School Student Fellowships

There are three types of admissions fellowships awarded:

1. Stipends paid directly to the student,
2. Tuition paid directly to the University of Texas at Austin on behalf of the student awarded, and
3. Tuition waivers that waive the out-of-state portion of the tuition billed.

Students should not rely upon stipend fellowships to pay their tuition. Stipends are paid after the 12th class day of each semester, after the eligibility check has been completed. The eligibility check consists of verifying that the student's GPA minimum is 3.0 or above and the student is enrolled full-time (defined as a minimum of 9 hours in long semesters or a minimum of 3 hours in the summer) in courses that count toward their LBJ School degree.

Stipends will not be paid until a student has completed registration each semester. To complete registration, students need to pay tuition or make payment arrangements toward tuition.

Emergency Cash loans, Tuition loans, and installment plans are available for students. More information about short-term loans is available at <https://tuition.utexas.edu/pay>

More information on federal financial aid and paying tuition can be found at the Office of Scholarships and Financial Aid (<https://finaid.utexas.edu/ut-financial-aid-policy/>) and Texas One Stop: (<https://onestop.utexas.edu/>)

Once a student has accepted a fellowship and has met the registration and fellowship requirements, it will be paid according to the fellowship agreement and general regulations. Every LBJ School student receiving an admissions fellowship from the LBJ School or University of Texas at Austin is required to report all offers of University employment while enrolled at the LBJ School, even if the employment is to be performed outside of the LBJ School. Certain fellowships do not permit concurrent employment. Please notify lbjfellowships@austin.utexas.edu prior to accepting employment if you wish to confirm whether fellowship would be affected.

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

It is important to directly contact Financial Aid at <https://finaid.utexas.edu/types-of-aid> if you have any questions relative to how your fellowship will impact your financial aid amounts and timing of financial aid payments. Please note it is the student's responsibility to self-report all fellowships and awards on the student's UT page. Failure to self-report fellowships may lead to financial aid award adjustments.

4.1.1 Current Student Fellowships

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

4.1.2 Internship Fellowships

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

4.2 LBJ Career Resources

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

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

4.2.1 Jobs and Internships

OSAA posts jobs and internships we become aware of on Handshake (found here: <https://utcns.joinhandshake.com/login>). An account will be created for you during the first week

of classes and you will receive an email which will assist you with establishing your login password. You will have access to all external jobs and internship postings with the ability to view employer profiles and access additional resources by policy area. Please consider Handshake one resource for students to find jobs and internships.

4.2.2 Career Management Workshops

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

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

4.2.3 Career Management Office Hours and Contact Information

The Career Management Office has appointments available 8:30 am- 5:00 pm. Monday - Friday. Appointments can be made through Handshake.

Contact the Career Resources Specialist: OSAA Office, SRH 3.104G (512) 471-8325
lbjcareers@austin.utexas.edu.

4.3 Student Professional Development Office

The OSAA Student Professional Development Team focuses on bringing co-curricular opportunities to LBJ students, in the form of workshops, resources and the Student Professional Development Certificate Program. More details will be shared in the Fall Semester. For questions, you can reach the team at: lbjprofessionaldev@austin.utexas.edu.

Section 5. University Resources

5.1 Important Online Resources

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

5.2 Important Campus Offices

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

- **Student Accounts Receivable (SAR)** is responsible for preparing tuition statements, issuing student account bills, collecting outstanding tuition and/or loan balances, generating 1098-T Tax forms, and addressing students' questions related to their student account activity. More information can be found at <http://www.utexas.edu/business/accounting/sar/>
 - Graduate Tuition Rates: <https://tuition.utexas.edu/rates/graduate>
 - Tuition Loan Information: <https://tuition.utexas.edu/loan-information>
 - Installment Pay Plan Information: <https://tuition.utexas.edu/pay#installment>
 - Emergency Cash Loans: <http://finaid.utexas.edu/financialaid/resources/ut-loans.html>

- **The Office of Financial Aid**, <http://finaid.utexas.edu/>, provides information about available financial aid, important dates, processes, and requirements.

- **Information Technology Services (ITS)**, <https://it.utexas.edu/students>, assists with questions regarding your UT EID, email, Canvas, campus Wi-Fi, computer labs, and Bevo Bucks.

- **UT Email**: <http://utmail.utexas.edu/>

- **Bevo Bucks**: <http://bevobucks.utexas.edu/>

- **Canvas**: <http://canvas.utexas.edu/>

- **International Student Scholar Services (ISSS)**, <http://world.utexas.edu/iss/>, provides international students with information on Visa requirements, tax filing, emergency support, insurance, and much more.
 - **English as a Second Language (ESL) Services**: <http://world.utexas.edu/esl>

- **Course Instructor Surveys** (<https://facultyinnovate.utexas.edu/services/CIS>) are administered at the end of each semester and are collected to provide the instructor with feedback, permit statistical analyses concerning instruction, and provide students with information about specific instructors.

- **Office of Graduate Studies (OGS)**: <https://gradschool.utexas.edu/>. OGS provides access to resources, services, and funding to support the more than 11,500 graduate students enrolled at the University.

- **UT Library System**: <http://www.lib.utexas.edu/> Students can search the UT Libraries website for books, articles, journals, databases, CDs and DVDs.
 - The Scholars Commons is a UT Libraries pilot initiative introducing new spaces and approaches to research and data lifecycle support at UT Austin. <http://legacy.lib.utexas.edu/scholarscommons>

- A Public Affairs field-specific research guide is available at <http://guides.lib.utexas.edu/publicaffairs>, courtesy of Public Affairs librarian PG Moreno.
- Legal research can be done at The Tarlton Law library: <http://tarlton.law.utexas.edu/>
- Free library classes to aid with research <https://www.lib.utexas.edu/research-help-support/workshops>
- **The Office of Financial Aid**, <http://finaid.utexas.edu/>, provides information about available financial aid, important dates, processes, and requirements.
- **Information Technology Services (ITS)**, <https://it.utexas.edu/students>, assists with questions regarding your UT EID, email, Canvas, campus Wi-Fi, computer labs, and Bevo Bucks.
- **International Student Scholar Services (ISSS)**, <http://world.utexas.edu/iss/>, provides international students with information on Visa requirements, tax filing, emergency support, insurance, and much more.
 - **English as a Second Language (ESL) Services**: <http://world.utexas.edu/esl>
- **Course Instructor Surveys** (<https://facultyinnovate.utexas.edu/services/CIS>) are administered at the end of each semester and are collected to provide the instructor with feedback, permit statistical analyses concerning instruction, and provide students with information about specific instructors.
- **Office of Graduate Studies (OGS)**: <https://gradschool.utexas.edu/>. OGS provides access to resources, services, and funding to support the more than 11,500 graduate students enrolled at the University.

University Health Services (UHS): <https://healthyhorns.utexas.edu/>.

UHS provides basic, general, and urgent medical care services to all University students. The Forty Acres Pharmacy (<http://www.fortyacrespharmacy.com/>) fills prescriptions at competitive rates.

Counseling and Mental Health Center (CMHC): <http://cmhc.utexas.edu/>.

Psychologists, psychiatrists, and social workers provide students with individual and group counseling services, psychiatric consultation and diagnosis, and suicide prevention services. Behavior Concerns Advice Line (BCAL): <http://www.utexas.edu/safety/bcal/>. The BCAL hotline, 512-232-5050 provides an anonymous forum for discussing concerns about another individual's worrisome or potentially threatening behavior. Trained counselors assist callers in exploring available options and strategies and provide appropriate guidance and resource referrals.

Emergency Information: <https://utdirect.utexas.edu/apps/csas/text/main/>.

This site provides campus alert and closure information during emergencies or unfavorable weather situations. Students can also sign up to receive text alerts at:
<https://utdirect.utexas.edu/apps/csas/text/main/>.

The Multicultural Engagement Center (MEC) is a student resource office that educates and empowers students to be leaders and agents of social change. As part of the Division of Diversity and Community Engagement, the MEC supports a culturally diverse campus and helps cultivate a positive campus climate. <http://diversity.utexas.edu/multiculturalengagement/>

The mission of the Gender and Sexuality Center (GSC) is to provide opportunities for all members of the UT Austin community to explore, organize, and promote learning around issues of gender and sexuality. The center also facilitates a greater responsiveness to the needs of women and the LGBTQ communities through education, outreach, and advocacy.
<http://diversity.utexas.edu/genderandsexuality/>

The UT Police Department Community Outreach Unit provides tips on crime prevention and personal safety. <https://police.utexas.edu/prevention/>

The Office of the Dean of Students <http://deanofstudents.utexas.edu/> provides a variety of student support services along with opportunities for leadership experience, diverse student work environments, engaging programming, and specialized resources. This office includes eight specialized service areas, including:

Legal Services for Students <http://deanofstudents.utexas.edu/lss/> provides free legal advice to currently enrolled students. This office provides consultations on legal issues such as landlord/tenant law, criminal charges, traffic tickets, consumer issues, car wrecks, and employment law.

An online listing of hundreds of registered Student Organizations to help you connect with other students. <https://utexas.campuslabs.com/engage/organizations>

Student Veteran Services <http://deanofstudents.utexas.edu/veterans/> helps all students using federal and state veterans education benefits. This office walks current and prospective students through the benefits application and certification process; provides veteran-centered academic support, career services, health care, and wellness resources; and supports the ongoing success of veterans on campus.

The Office of the Student Ombuds <https://ombuds.utexas.edu/student> can help, whether it's listening, finding the right University office to assist you, identifying your options, or coaching you to prepare for a difficult conversation.

5.3 Fall 2023-Spring 2024 Long Academic Year Calendar

View the UT Austin Academic Calendar here: <https://registrar.utexas.edu/calendars>

Section 6: Student Organizations

Student organizations are a great way to get involved in the LBJ School, the broader UT community, and the city of Austin. Students should work with the OSAA Director to inquire about starting a new student organization (you can also view information here). Student organization leaders work closely with GPAC leadership and the OSAA Director on issues having to do with onboarding and coordination.

6.1 The Alexander Hamilton Society

The Alexander Hamilton Society is an independent, non-partisan, not-for-profit organization dedicated to promoting constructive debate on basic principles and contemporary issues in foreign, economic, and national security policy. Each semester, AHS hosts many highly respected policy experts to discuss and debate foreign policy and global issues with UT professors. Website: <https://utexas.collegiatelink.net/organization/alexanderhamiltonsociety>

6.2 Alliance for Energy Policy (AEP)

The Alliance for Energy Policy (AEP) seeks a multidisciplinary approach to meeting our energy needs. Across the UT campus, AEP hosts and sponsors events to help all students plug into the energy revolution. Be it oil and gas exploration, nuclear energy, renewable energy research, energy efficiency, or distributed generation, AEP seeks input from all stakeholders in the energy field. Website: <https://utexas.collegiatelink.net/organization/allianceforenergypolicy>

6.3 The Baines Report

The Baines Report is an approved LBJ student organization composed of, and governed, by LBJ School students. The Report is dedicated to publishing student op-eds, blogs, and media related to current policy. Website: <http://www.bainesreport.org/> or bainesreport@gmail.com

6.4 Pride Policy Alliance (PPA)

Pride Policy Alliance's mission is to raise awareness and build community for LGBTQIA+ students. The organization is dedicated to initiating dialogue, activities, and programs within the LBJ School. Through these efforts, Pride Policy Alliance strives to contribute to the academic and experiential education of future policymakers. Website:

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

6.5 Policy Alliance for Communities of Color (PACC)

The mission of the Policy Alliance for Communities of Color (PACC) is to promote awareness and understanding of policy issues affecting communities of color by initiating dialogue, activities and programs within the LBJ School community. PACC's programming endeavors to reach out to the LBJ student body, the greater UT campus, and the Austin community.

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

6.6 Social Policy Network of Students and Alumni (SPN)

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

Website: <http://chasp.lbj.utexas.edu/spn/>

6.7 Veterans in Public Policy

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

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

6.8 Texas Space Law & Policy Society (TXSLAPS)

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

6.9 International City/County Management Association (ICMA)

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

Section 7: LBJ School of Public Affairs Readmissions Policy

The LBJ School of Public Affairs maintains high standards for admissions and readmissions to our graduate degree programs. Students must demonstrate a clear plan for academic study that fits with the educational objectives of the LBJ School's degree programs, as well as a successful track record of academic performance and professional conduct.

Please see the LBJ School website for an updated readmissions process for AY2023-24.