



# TEXAS LBJ School

The University of Texas at Austin

Lyndon B. Johnson School of Public Affairs

**2024-2025**

**Master of Public  
Affairs (MPAff)**

**Student Handbook**

## **LBJ Student Handbook 2024-2025**

### **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 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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## **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 2024. 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 MPAff 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.

### **1.12 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](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 at the LBJ School**

All LBJ School students are members of the LBJ School community, as well as members of a public service profession. Both have a high standard for professional and ethical conduct. 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

<p>Associate Dean for Academic Strategies Dr. Pat Wong <a href="mailto:patwong@mail.utexas.edu">patwong@mail.utexas.edu</a></p>	<p>Assistant Dean for Academics Graduate Advisor, MPAff and MGPS students Dr. Lorinc Redei <a href="mailto:lredei@austin.utexas.edu">lredei@austin.utexas.edu</a></p>
<p>Associate Dean for Research Dr. Paul Von Hippel <a href="mailto:paulvonhippel@utexas.edu">paulvonhippel@utexas.edu</a></p>	<p>PhD Graduate Advisor Dr. Mary Evans <a href="mailto:mary.evans@austin.utexas.edu">mary.evans@austin.utexas.edu</a></p>
<p>Assistant Dean for Enrollment and Student Services Shannon Chapman <a href="mailto:lbjosaadirector@austin.utexas.edu">lbjosaadirector@austin.utexas.edu</a></p>	<p>OSAA Director of Student Professional Development and Career Services Lauren Berryhill <a href="mailto:lbjprofessionaldev@autin.utexas.edu">lbjprofessionaldev@autin.utexas.edu</a></p>
<p>OSAA Career Resources Specialists Emily Mills &amp; Ms. AC Conwell <a href="mailto:lbjcareers@austin.utexas.edu">lbjcareers@austin.utexas.edu</a></p>	<p>Director of Student Affairs and Admissions Stuart Bone <a href="mailto:lbjadmit@austin.utexas.edu">lbjadmit@austin.utexas.edu</a></p>
<p>Student Program Coordinator Rafael Mendoza-Nunez <a href="mailto:lbjstudentaffairs@austin.utexas.edu">lbjstudentaffairs@austin.utexas.edu</a> Maura Mangum <a href="mailto:lbjstudentaffairs@austin.utexas.edu">lbjstudentaffairs@austin.utexas.edu</a></p>	<p>Senior Graduate Program Coordinator Laura Roach <a href="mailto:lbjstudentaffairs@austin.utexas.edu">lbjstudentaffairs@austin.utexas.edu</a></p>
<p>OSAA Administrative Associate/Front Desk LaShonda Thompson <a href="mailto:lbjosaa@austin.utexas.edu">lbjosaa@austin.utexas.edu</a></p>	<p>LBJ School Fellowship Specialist Ariana Buchanan <a href="mailto:lbjfellowships@austin.utexas.edu">lbjfellowships@austin.utexas.edu</a></p>

### Section 2: MPAff Degree Curriculum Overview

## 2.1 MPAff Degree Requirements

The LBJ School graduate studies Committee (GSC), consisting of all of the tenured and tenure-track LBJ School faculty members and the Graduate Advisors, sets LBJ School curriculum and academic policies.

Complete of the regular MPAff program requires a total of 48 graduate-level credit hours, divided into three sets of requirements:

### **Required Core Courses:** 27 Credit Hours

#### **Students take the following courses in the FIRST YEAR:**

- \*PA 397: Introduction to Empirical Methods (IEM; Fall semester only 3 credits)
- \*PA 393K Applied Microeconomics for Policy Analysis (AMP; 3 credits) PA 391: Public Financial Management (PFM; 3 credits)
- PA 388K: Communications for Public Affairs (3 credits) PA 383C: Policy Development (PD; 3 credits)

Strongly recommended to take in the First Year (if not, then in there 3<sup>rd</sup> semester):

PA 384 C: Public Management (PM; 3 credits)

#### ***Advanced Analytic Options (Students must choose TWO):***

***YOU MUST TAKE THE RESPECTIVE CORE REQUIREMENTS ABOVE PRIOR TAKING THESE COURSES.***

- PA 397C: Advanced Empirical Methods (AEM; 3 credits) (Pre-requisite-IEM) PA 393L: Advanced Policy Economics (APE; 3 credits) (Pre-requisite- AMP) PA XXX: Advanced Public Financial Management (3 credits) (Pre-requisite PFM)
- PA: XXX Advanced Public Management (3 credits) (Pre-requisite PM)

#### **Students take the PRP in their SECOND YEAR:**

PA 680PA & PA 680PB: Policy Research Project (the PRP is a minimum of a 3 credit PRP class, and it can be 6 credits/2-semester class, or 6 credits total consisting of a 3 credit PRP class combined with an official 3 credit LBJ partner class per LBJ policy).

**Elective Course Requirements:** Either 18 or 21 Credit Hours depending on the type of PRP class that the student takes (see PRP info above).

### **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.

Students may only take each elective course one time. Also, your graduate advisor must approve Non-LBJ graduate level elective courses that you want to take.

Before requesting internship approval, a student must first meet the following prerequisites:

- Successful completion of all the following: Introduction to Empirical Methods, Microeconomics for Policy Analysis, Public Financial Management, Policy Development, Communications for Public Affairs. Also, students (unless they are taking the Analytical Foundations Course in their first semester) should take one of the following: Advanced Empirical Methods, Advanced Policy Economics, Advanced Public Financial Management, Advanced Public Management, or Public Management.

## 2.2 MPAff Dual-Degree Programs

The LBJ School MPAff program offers a total of 17 dual-degree programs in coordination with the following departments (including four with the Moody College of Communication). Detailed descriptions and requirements for these dual-degree programs are available in detail online at <http://www.lbj.utexas.edu/dual-degrees-public-affairs>.

- Department of Asian Studies (MA)
- McCombs School of Business (MBA)
- Moody College of Communication (4):
  - Advertising (MA)
  - Communications (MA)
  - Radio, Television and Film (MA)
  - Journalism (MA)
- School of Architecture – Community and Regional Planning (MA)
- Jackson School of Geosciences – Energy and Earth Resources (MA)
  - Cockrell School of Engineering (MS)
  - School of Information (MS)
  - Lozano Long Institute of Latin American Studies (MA)
- School of Law (JD)
- Center for Middle Eastern Studies (MA)
- School of Public Health (MPH)
- Center for Russian, East European, and Eurasian Studies (MA)
- Steve Hicks School of Social Work (MSSW)
- Center for Women’s and Gender Studies (MA)

The LBJ School encourages concurrent enrollment for dual-degree seekers, and the LBJ School does not require that students take courses in a single academic unit in any given semester.

However, some of our partner programs may have such stipulations; check with the non-LBJ School program to learn about its enrollment requirements.

Academic fellowships may require certain minimum credit hours in a particular degree program. For example, students receiving fellowship funds from LBJ must be registered for 9 credit hours of coursework that count towards the LBJ Program of Work during the semester they take fellowship money. Check with the Graduate Coordinator [lbjstudentaffairs@austin.utexas.edu](mailto:lbjstudentaffairs@austin.utexas.edu) for questions about your course load and the LBJ Endowment and Fellowship Specialist at [lbjfellowships@austin.utexas.edu](mailto:lbjfellowships@austin.utexas.edu) about any fellowship requirements before registering for courses in any given semester. In those cases, please consult with your Graduate Advisor about the possibility of a waiver from this requirement.

Entering students applying to a dual-degree program must apply during their first semester of study at the LBJ School.

The LBJ School does NOT have a Professional Report or Thesis requirement.

Table 2.2 summarizes the general features of the dual-degree programs offered as part of the MPAff degree at the LBJ School. However, dual-degree students should seek individual advising with their Graduate Advisor.

<b>Dual Degree Program*</b>	<b>LBJ Hours Total</b>	<b>LBJ Total Core Hours</b>	<b>LBJ Elective Hours</b>	<b>LBJ Internship</b>	<b>Thesis or Report Requirement*</b>
<b>Asian Studies</b>	36	27	9	LBJ	Yes (AS)
<b>Business</b>	36	27	9	LBJ	No
<b>Communication (4 options): Advertising Communication Studies Journalism Radio, Television &amp; Film</b>	36	27	9	LBJ	Yes, depending on the program

<b>Community and Regional Planning (CRP)</b>	33	27	6	LBJ	Yes (CRP)
<b>Energy and Earth Resources (EER) (Jackson)</b>	36	27	9	LBJ	Yes (EER)
<b>Engineering</b>	36	27	9	LBJ	Yes (Egr)
<b>Information Studies</b>	36	27	9	LBJ	No
<b>Latin American Studies</b>	36	27	9	LBJ	Yes (LAS)
<b>Law</b>	33	27	6	LBJ	No
<b>Middle Eastern Studies (MES)</b>	36	27	9	LBJ	Yes (MES)
<b>Public Health</b>	36	27	9	SPH or LBJ	Optional (Public Health)
<b>Center for Russian, East European, and Eurasian Studies (CREES) (MA)</b>	36	27	9	LBJ	Yes (CREES)
<b>Social Work</b>	33	27	6	SSW or LBJ	No
<b>Women's and Gender Studies (WGS)</b>	36	27	9	LBJ	Yes (WGS)

### ***Notes on Table 2.2:***

- For the total credit hours required from the dual partner, please email that department.
- The School of Public Health is part of UT Health Science Center in Houston. While courses are offered at its Austin campus, SPH is not part of UT Austin. This invokes administrative details that do not apply to other dual-degree programs, the most important of which is: for any semester with no courses taken at UT, one should register for PA 098J for zero credit to maintain student status at The University of Texas at Austin.
- Typical time-to-degree for most dual majors is 3 years (4 years for Law).
- \*The LBJ School does NOT have a Professional Report or Thesis requirement. Some dual degrees require a thesis. In each case, the corresponding school has requirements regarding who may serve as your first and second reader. Please consult with your Graduate Advisor in each of your programs about the thesis/PR requirements. For information on thesis submission and graduation rules, please visit the University of Texas Graduate School website at <https://gradschool.utexas.edu/academics/graduation/deadlines-and-submission-instructions>.

## **2.3 Graduate Portfolio Programs**

Portfolio Programs are interdisciplinary certificate programs, comprised of 9-15 credits or coursework and other requirements, offered, and managed by the UT Graduate School. Portfolio Programs offer students the opportunity to develop expertise in a cross-disciplinary academic area of inquiry while completing the requirements for a master's degree in a particular discipline. This expertise may help students distinguish themselves when seeking post-graduation employment. The Portfolio Program certification will appear on the student's transcript after graduation.

Please note that classes taken for the Portfolio Program also may count towards your MPAff degree if your Graduate Advisor approves those classes. It is useful for students to plan to use their elective courses towards the Portfolio Program. Hence, classes may "double count," making it easier for students to complete their primary degree and the Portfolio Program without additional courses or delays in time to degree. Not all courses do double count, however, so please check with your Graduate Advisor.

More information about UT's Portfolio Programs, with links to program descriptions, program contacts, and application procedures, is available at <https://lbj.utexas.edu/graduate-portfolio-programs>.

**The Graduate Portfolio options are:**

- African and African Diaspora Studies
- Aging and Health
- Applied Statistical Modeling
- Arts and Cultural Management and Entrepreneurship
- Asian American Studies
- Communication, Information and Cultural Policy
- Cultural Studies
- Disability Studies
- Dispute Resolution
- Energy Studies
- Imaging Science
- Interdisciplinary European Studies
- Language Teaching and Program Coordination
- Mexican American Studies
- Middle Eastern Studies
- Molecular Biophysics
- Museum Studies
- Nanomanufacturing
- Nanoscience and Nanotechnology
- Native American and Indigenous Studies
- Nonprofit Studies
- Robotics
- Romance Linguistics
- Russian, East European and Eurasian Studies (REES)
- Scientific Computation
- Security Studies
- Study of Religion
- Women's and Gender Studies



## 2.4 Core Course Waivers

Students may request waivers for the following core courses (PA397/IEM, PA393K/AMP, PA391/PFM) PA384C/PM and PA383C/PD), provided that sufficient prior academic training and professional experience is evident. There is NOT a waiver available for Communications for Public Affairs. Students should initiate waiver petitions during New Student Orientation. Please note the following policies:

- A waiver is an exemption from a requirement, not a conferring of credits (students must substitute additional elective credits for any core or flexible core courses waived).
- Eligibility to request a core or flexible core course waiver expires at the end of the first semester of enrollment.

Course waiver request forms should be submitted to the Core Course Coordinator (see below) for approval. The forms are here:

<https://lbj.utexas.edu/core-course-waiver-request-form>. If the waiver is approved, you must take the form to your Graduate Advisor who will sign the form, and then, you must submit the form to OSAA.

PA 397/Introduction to Empirical Methods	Dr. Pat Wong
PA 393K/Applied Microeconomics for Policy Analysis	Dr. Sheila Olmstead
PA 391/Public Financial Management	Dr. Martin Luby
PA 383C/Policy Development	Dr. Jacqueline Angel
PA 384C/Public Management	Dr. Gordon Abner

Waivers are not available for the two required Advanced Analytic core courses (PA397C/AEM and PA 393L/APE or PA393H/IE, or Advanced Public Management, or Advanced Public Financial Management). This is based on the fact that if someone has done advanced work in empirical methods, policy economics, public management, or public financial management, there are additional topics and courses to explore both at the LBJ School and across campus.

## 2.5 MPAff Policy Research Project Requirement

The Policy Research Project (PRP) is a minimum of a 3 credit PRP class, and it can be 6 credits/2-semester class, or 6 credits total consisting of a 3 credit PRP class combined with an official 3 credit LBJ partner class per LBJ policy. In the PRP class, students, under the supervision of a faculty director, work together on a project for a client. The primary learning objective is to gain an understanding of the substantive issues and research processes, including problem structuring, policy formulation, project management, group dynamics, ethics, and report presentation.

PRP faculty directors introduce students to the PRP course options over the summer via online videos. In August of their second year, students will complete an online form to indicate their preferences. The Graduate Advisor then assigns students to PRPs based on expressed preferences, subject to space availability and any particular skill requirements for a specific PRP (e.g., foreign language, statistical skills). MPAff students will be placed in PRPs their second year, with dual degree students being placed in their second year or third year. Some students will take a 3 credit PRP class; students in a 6 credit PRP class must remain in the same PRP class for the entire academic year, or in the same 6 credits combination consisting of a 3 credit PRP class combined with an official 3 credit LBJ partner class per LBJ policy.

## 2.6 MPAff Elective Course Requirements

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.

We encourage MPAff students to take graduate courses outside of the LBJ School. 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>.

**Law School courses:** Law courses (unless cross-listed with a PA number) requires paper registration: <https://lbj.utexas.edu/law-course-approval-form-non-law-graduate-students>). This must be signed by your Graduate Advisor and the course instructor. Additionally, note that Law courses have later grade reporting deadlines than other UT Austin courses. Registering for Law courses (except for cross-listed courses with a PA number) requires paper registration forms, signed by the Graduate Advisor and the course instructor. In addition, note that Law courses have later grade reporting deadlines than other UT Austin courses. **Therefore, students enrolling in Law School courses in their final semester must request that their Law School professor commit to reporting their final grades early to the UT Registrar via a paper 505 form. If the instructor is unwilling to do so, the student should not register for the course:**

**Their late grade reporting will prevent them from graduating on time. Students should consult their Graduate Advisor throughout this enrollment process.**

*Courses in other units:* Some UT departments restrict their courses to departmental majors. Such restrictions are visible from the Registrar's course schedule online. In cases where a non- LBJ course is restricted to departmental majors, you must contact the department offering the course to inquire about the registration procedure for students outside of the home department. Please note the warning about enrolling in Law classes in your final semester (above). UT Graduate Program Department Contacts are available here: <https://gradschool.utexas.edu/connect>.

## **2.7 Conference Courses**

Students may register for a Conference Course (PA 189C or PA 389). A conference course is an individualized learning experience that satisfies either a one-hour or three-hour elective requirement. The Conference Course agreement is a contract between a student and an LBJ School faculty member that defines the content of the learning experience and the resulting academic deliverable. MPAff students are allowed to count up to three (3) three-hour Conference Courses toward their program of study, but they may enroll in no more than one Conference Course per semester without permission from their Graduate Advisor. Students must submit a Conference Course Registration form, signed by the supervising faculty member, and the Graduate Advisor, to the GAPCs to receive registration authorization. Conference Courses supervised by faculty members outside of the LBJ School should be registered with the supervisor's home department, but the internal filing requirement at the LBJ School still applies. You can find the form at: <https://ljb.utexas.edu/conference-course-registration-form>.

## **2.8 Internships Requirement**

### **LBJ School Internship Policies (temporarily adopted March, 2020; permanently adopted October 2022)**

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

#### **General principles:**

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

LBJ policies generally require internships to be ~20 hrs/week over the typical 15-week semester period. Unless otherwise approved by your graduate advisors, all internships should add up to at least 300 hours.

#### **Increased flexibility of current internship policies:**

**1. Virtual internship placements:**

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

**2. Combining shorter-term internships:**

The Graduate Advisors will consider approving two separate internships that, combined, total at least 300 hours. These internships should be linked—either in terms of policy area, the skills required, or the professional exposure they provide. Students who have secured two such internships, and who wish to combine them, should consult with their Graduate Advisor prior to seeking approval of such an internship. These internships may be traditional in nature, or a combination of traditional, remote, research, or service-learning projects.

**3. Shorter internship durations:**

The Graduate Advisors will consider approving internships that are less than 300 hours, if the student has significant, prior policy/management experience in a relevant field. Students who wish to use this option should consult with their Graduate Advisor prior to seeking approval of such an internship. In this situation, only the actual hours worked would qualify for fellowship funding.

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

**4. Alternatives to traditional internship placements:**

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

*Research Assistantships:* Students who participate in significant, policy-relevant research assistantship outside of their usual coursework may request that this fulfill their internship requirements. The research project may be run by a university research center (at UT Austin or elsewhere), a faculty member (at UT Austin or elsewhere), or a think tank. It should require the use of skills that the student has built at the LBJ School, and be policy-relevant. The work performed may not be used simultaneously to earn academic credit (for example, a conference course with an LBJ faculty member may not also count as a student's internship). In addition, LBJ faculty-sponsored research assistantships must involve (1) faculty responsibility for student compensation and (2) faculty certification of external organization contact as a major part of the experience.

Students who have served as GRAs or in other research assistant capacities, whose work fulfills the above requirements, may apply to have this work count retroactively towards their internship requirement, if the work totals (or will total) at least 300 hours. Students who wish to count such

research experience as their internship should consult with their Graduate Advisor prior to seeking approval of such an internship.

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

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

*Service learning:* Students who participate in significant volunteer or service activities may request that this fulfill their internship requirements. Such work must be combined with some academic, policy/management-relevant work—which will require the supervision of an LBJ faculty member. The supervising faculty member and the student will determine the scope of the work, and the time required to perform the work will count toward the 300 hours of the internship. Students who wish to count such volunteer or service experience as their internship should consult with their Graduate Advisor prior to seeking approval of such an internship.

*Current Employment:* Students who had significant employment in policy/management-relevant areas last fall and/or this spring may apply to have this work count retroactively towards their internship requirement if the work totals (or will total) at least 300 hours. In these instances, students are not eligible for unpaid internship funds from the LBJ School. Students who wish to count such work experience as their internship should consult with their Graduate Advisor prior to seeking approval of such an internship.

**Changes to the internship evaluation process:**

Students pursuing a traditional internship will see no changes to the internship evaluation process. Students taking advantage of one of the flexible internship policy changes outlined above also still will need to fill out an internship self-evaluation form, and their supervisor still will need to submit an evaluation form of the student. In the case of research internships, this will be the supervising faculty member/research center staff member. In the case of service/volunteer internships, it will be the person supervising the service/volunteer activity. Students combining two internships for a total of 300 hours should submit two self-evaluations, and acquire an evaluation from each of their two supervisors.

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

**Internship Funding:**

The LBJ dean’s office will make internship funding decisions pursuant to the goal of maximizing opportunity for all LBJ students. As with all internship fellowship applications in the past, the LBJ School will prioritize support for unpaid internships. We encourage students who consider themselves financially stable to not apply for unpaid internship funding. This will allow the LBJ School to more equitably assist the maximum number of students.

Students may complete the internship requirement for either *academic* or *administrative credit*.

- **Academic Credit:** Students may earn academic credit for completion of the LBJ School internship requirement by enrolling in PA 396K, which counts as an Elective towards completion of the MPAff degree. The student registers for the PA 396K internship course after receiving registration approval, and then, the student pays tuition. Students must be registered for the internship course during the semester they complete the internship. The student earns three hours of elective credit upon completing the internship and submitting the required internship evaluations. Though students may voluntarily complete more than one internship while enrolled at the LBJ School, the PA 396K internship course may not be repeated for credit.
- **Administrative Credit:** Students may fulfill the LBJ School internship requirement without registering for the internship elective course or paying tuition. Upon completion of the internship and submission of the required internship evaluations, the internship requirement will be recorded as completed in the student's online program of work, but the student does not earn credit toward their degree.

## 2.8.2 MPAff Internship Prerequisites

Before requesting internship approval, a student must first meet the following prerequisites:

Successful completion of all of the following courses:

- PA 397: Introduction to Empirical Methods (IEM; Fall semester only 3 credits)
- PA 393K Applied Microeconomics for Policy Analysis (AMP; 3 credits)
- PA 391: Public Financial Management (PFM; 3 credits)
- PA 388K: Communications for Public Affairs (3 credits)
- PA 383C: Policy Development (PD; 3 credits)

Successful completion of at least one of the following courses:

- PA 397C: Advanced Empirical Methods (AEM; 3 credits) (Pre-requisite-IEM)
- PA 393L: Advanced Policy Economics (APE; 3 credits) (Pre-requisite- AMP)
- PA 388L Advanced Public Financial Management (3 credits) (Pre-requisite PFM)
- PA: 388L Advanced Public Management (3 credits) (Pre-requisite PM)
- PA: 384C: Public Management (3 credits)
  - A minimum GPA of 3.0
  - Secure a full-time, 300-hour, policy or management-related internship that does not require a skill set based on a core course not already completed
  - Approval of the Graduate Advisor

Waiver of one or more of the above requirements may be possible in certain unique circumstances. Any student who anticipates a problem fulfilling all of the above requirements prior to taking an internship should meet with the Graduate Advisor immediately.

### 2.8.3 Internship Waiver Policy

Students with substantial international professional public policy experience may request a waiver of the internship requirement by submitting a completed Waiver Request form, along with a current resume and a cover letter, to the Career Services Office in OSAA. In most instances, a minimum of 3 years of significant policy-relevant work experience is required for a waiver to be approved. Once a waiver is approved, the internship requirement is considered fulfilled and the waiver cannot be rescinded. Because the internship experience is a valuable learning, resume-building, and professional networking opportunity, students with less than executive level professional experience are encouraged to complete an internship, even if a waiver could be obtained. Students wishing to request an internship waiver must do so within their first year of enrollment at the LBJ School.

### 2.9 The Professional Report

The Professional Report (PR) is a single-authored, written policy analysis project completed in the student's final semester. It is akin to a traditional academic MA thesis but may take on forms more appropriate to the public affairs field. PR course registration is required, and only available in the semester of graduation.

However, to complete the PR in a timely manner, students are expected to work on it over two semesters. Each student selects a topic and asks two faculty members to serve on a supervising committee (not all faculty members can serve as the first reader on a supervising committee). Completion of a Professional Report or Thesis is required for some MPAff dual-degree students. Also, some Portfolio Programs may have a similar requirement. Some dual degree programs and require a thesis specifically, so be sure to review program requirements. The PR is optional for all other MPAff students. Detailed information about the professional report is available online at:

<https://lbj.utexas.edu/masters-professional-report>.

If you plan on completing a PR, please keep the following points in mind:

- The Graduate School requires that students completing a PR register for the Professional Report course (or Thesis course, as appropriate for dual-degree students) in the semester of graduation.
- To receive registration approval for the LBJ School PR course, students must submit a completed Professional Report Committee Selection and Registration Approval form to their Graduate Advisor and the GAPCs **at least one month prior** to registration. For more information, see <https://lbj.utexas.edu/masters-professional-report>.
- Each student must have two or more faculty members on their supervising committee.
- If enrolled in the LBJ section of the PR, the student's supervisor must be a member of the LBJ School's Graduate Studies Committee.
- The LBJ School provides a timeline with milestones for completing the PR. Faculty members have the right to refuse to sign off on a PR if these milestones are not met to their satisfaction.

- Grades of incomplete are not given for the PR course. If a student does not successfully complete the PR (or thesis) in the intended final semester of study, the student must re-enroll in the PR class in the subsequent semester, thus delaying graduation.

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

MPAff core classes must be taken for a letter grade. Outside of the core curriculum, students may take up to nine elective credit hours on a Credit/No Credit (CR/NC) basis, not counting the internship or PR. A maximum of three elective credit hours (typically one class) may be taken on the CR/NC basis per semester. Courses taken on a Credit/No Credit basis are not included in the calculation of graduate student GPA.

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

To change the grade status of a course after the registration system closes, obtain a Grade Change Status form from your GAPC. You must obtain your Graduate Advisor's signature before submitting the form to the Office of Graduate Studies by the mid-semester CR/NC deadline.

## **2.11 Transfer Credit Policy**

UT Graduate School policy stipulates that a maximum of six graduate credit hours may be transferred into a master's degree program at The University of Texas, provided the student has Graduate Advisor approval and the credits have not been applied toward completion of another degree. These credits will be transferred for credit only, not letter grades.

Students who plan to request to transfer credits for application to the LBJ School degree should do so before 12 hours of graduate coursework are completed at UT Austin. The Graduate School website at <https://gradschool.utexas.edu/academics/policies/transfer-credit> contains detailed information regarding credit transfer policies and procedures.



### **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](mailto: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](mailto: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 [lbjfellowships@austin.utexas.edu](mailto:lbjfellowships@austin.utexas.edu) immediately if you are appointed to a qualifying academic employment position.

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

<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/](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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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 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, 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 2024-Spring 2025 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](mailto: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/lbjpacc/>

### **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 interactions—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 AY2024-25.