



The University of Texas at Austin

**Community and Regional Planning**

*School of Architecture*

**Doctor of Philosophy in  
Community and Regional Planning [PhD]  
Graduate Student Handbook  
2020-2021**

## WELCOME

We welcome you to the Doctor of Philosophy in Community and Regional Planning [PhD] degree program in the School of Architecture at the University of Texas at Austin. Our faculty and staff are committed to helping you achieve your educational and professional goals in a positive, supportive atmosphere. The Graduate Office is designed to facilitate that effort.

This guide is intended to help you in planning and completing your degree. It summarizes information from many sources including the [Graduate Catalog](#), the [General Information Catalog](#), and established School of Architecture policies and procedures.

The Graduate Office can answer questions and help solve many problems related to your graduate experience. Please do not hesitate to contact us for assistance. While we are happy to help, please be aware that, ultimately, you are responsible for your registration and degree progress.

From the Academic Policies and Procedures section of the [General Information Catalog](#):

“Ultimately, the student is responsible for seeking adequate academic advice, for knowing and meeting degree requirements, and for enrolling in appropriate courses to ensure orderly and timely progress toward a degree. Frequent adviser contact provides students with current academic information and promotes progress toward educational goals.”

From the [Graduate Catalog](#):

“While University faculty and staff members give students academic advice and assistance, each student is expected to take responsibility for his or her education and personal development. The student must know and abide by the academic and disciplinary policies given in this catalog and in [General Information](#), including rules governing quantity of work, the standard of work required to continue in the University, warning status and scholastic dismissal, and enforced withdrawal. The student must also know and meet the requirements of his or her degree program; must enroll in courses appropriate to the program; must meet prerequisites and take courses in the proper sequence to ensure orderly and timely progress; and must seek advice about degree requirements and other University policies when necessary.”

## TABLE OF CONTENTS

### Graduate Program Governance

The Graduate School .....	1
The <i>Graduate Catalog</i> .....	1
The <i>General Information Catalog</i> .....	1
Graduate Studies Committee [GSC] .....	1

### Graduate Program Administration

Graduate Adviser .....	2
Program Director .....	2
Graduate Office.....	2

### Email

Official Email Address.....	2
Electronic Communications Policy .....	3
Emails to Staff Members .....	3
Email Lists.....	3

### Advising

Advising Contacts .....	3
Advising Schedule .....	4
Advising Bars .....	4
Online Degree Planner .....	4
Twelfth Class Day (Census Date) .....	5
DocuSign .....	5

### Academic Policies

Academic Integrity .....	6
Satisfactory Academic Progress .....	6
Academic Probation .....	7
Full-time Student Status.....	7
Maximum Course Load .....	7
Time Limit.....	7
Grades and Credit .....	8
Incomplete Grades [X] .....	8
Grade Disputes.....	8
Academic Grievances .....	9
Continuous Registration.....	10
Leaves of Absence .....	10
Academic Calendar .....	10
Final Exams.....	11

### Registration

When to Register .....	11
How to Register.....	11
Registration Bars .....	11
Course Schedules .....	12
Course Numbers.....	12
Course Descriptions .....	12
Registering for SOA Graduate Courses.....	13
Registering for SOA Undergraduate Courses .....	14
Registering for Graduate Courses Outside the SOA.....	14
Registering for Undergraduate Courses Outside the SOA .....	14
Waitlists .....	15
Adds and Drops .....	15
Q Drops .....	16

Confirm Your Registration.....	16
Auditing Courses.....	17
Cancellations.....	17
Withdrawals.....	17
<b>CRP PhD</b>	
PhD Program Overview.....	18
PhD Program Policies.....	18
Doctoral Program of Work.....	19
Sample PhD Plan.....	21
Core and Methods Courses.....	23
Planning Specialization Courses.....	23
Faculty Advisor.....	24
Comprehensive Exam.....	24
Comprehensive Exam Committee.....	24
Dissertation Proposal Defense.....	25
Dissertation Committee.....	25
Dissertation and Dissertation Defense.....	25
Transfer Credit.....	40
<b>CRP PhD Milestones</b>	
Annual Evaluations.....	26
Graduation.....	26
Commencement.....	26
<b>School of Architecture</b>	
Committee on Diversity + Equity [CODE].....	27
CODE Statement on Final Reviews.....	27
Student Computer Policy.....	27
Buildings and Access.....	28
Student Lounge.....	28
Student Mailboxes.....	29
TA Mailboxes.....	29
<b>SOA Student Wellness Resources</b>	
CARE Counselor.....	29
Student Emergency Services Liaison.....	29
<b>Campus Resources</b>	
MyUT.....	30
Campus Services.....	30
Campus Safety and Security Resources.....	30
Emergency Information.....	30
Behavior Concerns and COVID-19 Advice Line (BCCAL).....	30
Counseling and Mental Health Center (CMHC).....	30
CMHC Crisis Line.....	30
Services for Students with Disabilities.....	31
Title IX.....	31
Texas One Stop.....	32
What I Owe.....	32
Registrar.....	32
Student Ombuds.....	32
Sure Walk.....	32
UT Night Rides.....	32
University Health Services.....	33
<b>Funding Information</b>	
NRTE Waivers.....	33
Graduate School Fellowships.....	34

Graduate School Professional Development Awards .....	35
Teaching Assistants [TA].....	35
Graduate Research Assistants [GRA] .....	38

## GRADUATE PROGRAM GOVERNANCE

### The Graduate School

As a graduate student at UT:

- You are admitted to the [Graduate School](#).
- You are a student in the [Graduate School](#).
- The [Graduate School](#) administers rules and regulations governing compliance and degree completion.
- The [Graduate School](#) will certify and grant your degree.

You are a student in the [Graduate School](#), your major is in the School of Architecture.

Your PhD Program Director and Graduate Program Coordinator are your administrative liaisons to the Graduate School.

Academic requests route to the Graduate School through your Graduate Adviser and Graduate Program Coordinator.

### The Graduate Catalog

The [Graduate Catalog](#) is the document of authority for all graduate students.

General and specific requirements for degrees in the Graduate School are sometimes altered in successive catalogs. You are bound by the requirements of the [Graduate Catalog](#) in force at the time of your first registration; you may choose, however, to fulfill the requirements of a subsequent catalog.

If you do not fulfill your requirements within six years of your first enrollment in the Graduate School, you are then bound by the requirements of a subsequent catalog. You may choose the catalog in effect in any year in which you are enrolled in the Graduate School, within the six-year limit.

### The General Information Catalog

The [General Information Catalog](#) contains information about the University and rules that affect all students.

### Graduate Studies Committee [GSC]

Graduate education is the responsibility of the members of the Graduate Studies Committee (GSC).

The GSC consists of all assistant, associate, and full professors who are, or on initial appointment will be, active participants in the program. Current GSC lists are [published on the Graduate School's website under Organizations & Committees](#).

The GSC recommends students for admission to the program, sets program-specific requirements for the graduate degrees in that area, and recommends students for admission to candidacy for degrees.

You are a student under the [Community and Regional Planning GSC](#). The GSC Chairs are posted in the [Graduate Canvas portal](#).

There are five SOA GSCs: Architecture [ARC], Interior Design [ARI], Community and Regional Planning [CRP], and Landscape Architecture [LAR], and Urban Design [UDN].

## GRADUATE PROGRAM ADMINISTRATION

### Graduate Adviser

The Graduate Adviser for Community and Regional Planning is [Bjørn Sletto](#).

Your Graduate Adviser is a GSC member appointed by the program to maintain records, and to represent the Graduate School in matters pertaining to graduate work in that area.

Your Graduate Adviser, PhD Program Director, and Graduate Program Coordinator are your administrative liaisons to the Graduate School.

### **Program Directors**

Program Directors are [posted in the Canvas portal](#).

Your PhD Program Director for Community and Regional Planning PhD is [Jake Wegmann](#).

Your PhD Program Director is an administrator appointed by the School of Architecture to provide leadership and direction for degree programs in a discipline, including coordination of resources, course offerings, teaching assignments, admissions in concert with the Graduate Adviser and GSC Chair, and program assessment and accreditation.

### **Graduate Office**

The Graduate Office includes the Graduate Program Coordinator and Graduate Admissions + Scholarships Coordinator. With the Graduate Adviser, the Graduate Office serves as a liaison among graduate students, the Graduate Studies Committee (GSC), and the Graduate School. The Graduate Adviser and Graduate Program Coordinator collaborate in their roles.

## **EMAIL**

### **Official Email Address**

The SOA requires students to use an @utexas email address as their official email address and to correspond with SOA faculty and staff. Admitted and enrolled students may [claim an @utexas](#) email address.

Keep your email up-to-date on [UT Direct](#).

If you change your email address after the twelfth-class day, send your new and old email addresses to the Graduate Program Coordinator so they can update the SOA email lists.

### **Electronic Communications Policy**

Email is a mechanism for official University communication. The University expects email communications will be received and read in a timely manner.

Students are expected to keep email addresses up-to-date and to check email on a frequent and regular basis in order to stay current with University-related communications, recognizing that certain communications may be time-critical.

See the [full email policy in the General Information Catalog](#) and the [University Electronic Mail Student Notification Policy](#).

### **Emails to Staff Members**

If you email a UT staff member, always include your **UT EID**. If you're emailing about a registration question, include your **UT EID** and **any unique numbers**.

### **Email Lists**

All graduate students are added to [soa] email lists. Students are required to be subscribed to these email lists and may not unsubscribe.

This is the way we send official communication about advising, registration, graduation, and other SOA announcements.

[soa-crp]	All currently enrolled graduate students in a program under the CRP GSC
[soa-grad]	All currently enrolled SOA graduate students
[soa-students]	All currently enrolled SOA graduate and undergraduate students
[athenaeum]	Students, faculty, alumni, and friends of the CRP program

The Graduate Program Coordinator downloads currently enrolled students' email addresses after the twelfth-class day (census date) to update these email lists.

## ADVISING

### Advising Contacts

For questions about **course content, the direction of your studies, or your coursework in view of your goals after graduation**, [Jake Wegmann](#), your PhD Program Director, is your best option.

For questions about **registration issues, degree progress, or questions other than course content**, contact the [Graduate Program Coordinator](#).

### Advising Schedule

The [University academic calendar](#) lists the advising dates for each semester.

These advising days are designated times for advising and to see the Graduate Program Coordinator if you would like to discuss your degree progress.

You will receive information each semester before advising begins about the type of advising that will be available.

Please don't wait until the very hectic first class days of a semester to discuss degree progress and/or graduation questions.

Advising is required before you register for your first semester.

After your first semester, advising is optional. However, you are responsible for your registration and degree progress.

### Advising Bars

The Graduate Program Coordinator will remove routine advising bars before registration opens.

If you still have an advising bar **when your first registration access time arrives**, then email the Graduate Program Coordinator with your **UT EID**.

### Online Degree Planner

The Graduate Program Coordinator will match your courses on the [online Graduate Degree Planner](#) to help you track your degree requirements. Please allow the Graduate Program Coordinator time until the date advising begins in each long semester to update your online Graduate Degree Plan for the semester.

The **Program-of-Work At-a-Glance** view is the best view to see how your courses have been matched and what requirements remain.



**Graduate Degree Planner**  
 Program of Work At-a-Glance for [ ]

The requirements listed on this page are a representation of your degree plan and the courses that have been unofficially counted by your department or processed by you towards fulfilling your program of work. Please note that official certification of completion of degree is performed by the Graduate School. For more information, please consult your graduate adviser or coordinator.

**M ARCH I NEW, 2015 -2017 (ARC510NE320172)**

Official Cumulative GPA: [ ] [Go to Coursework & Schedule Planner](#)  
 Program of Work GPA: [ ]

The Program of Work GPA is based on matches made by the Graduate Coordinator to degree requirements, and is not the official, cumulative GPA. If you have questions about your Program of Work GPA, contact your Graduate Coordinator. A GPA of at least 3.00 on classes taken to fulfill the Program of Work is required for graduation.

**COURSEWORK**

**PREREQUISITE COURSES** (Must be completed before enrolling at UT Austin)

Degree Requirement	Coursework	Grade
M 430C CALCULUS	WAIVED M 430C	
PH 303K PHYSICS	WAIVED PH 303K	

**VERTICAL STUDIOS**

Degree Requirement	Coursework	Grade
ARC 694 VERTICAL STUDIO I	WAIVED ARC 694	
ARC 694 VERTICAL STUDIO II	WAIVED ARC 694	
ARC 694 VERTICAL STUDIO III	COUNTED BY ADVISOR, ARC 694 - ARCH DESIGN, VERTICAL STUDIO (1300) Fall 2014	
ARC 694 VERTICAL STUDIO IV	COUNTED BY ADVISOR, ARC 694 - ARCH DESIGN, VERTICAL STUDIO (1180) Spring 2015	

**BUILDING SYSTEMS** (Construction and Environmental Controls)

Degree Requirement	Coursework	Grade
ARC 384K ENVIRONMENTAL CONTROLS I	COUNTED BY ADVISOR, ARC 384K - ENVIRONMENTAL CONTROLS (1000) Spring 2015	
ARC 384L ENVIRONMENTAL CONTROLS II	COUNTED BY ADVISOR, ARC 384L - ENVIRONMENTAL CONTROLS (1100) Fall 2014	
ARC 385K CONSTRUCTION I	WAIVED ARC 385K	

Confirm that your courses are matched as you intended for them to count and all waivers are entered.

Please do **not** submit a proposed schedule or courses through the online Graduate Degree Planner. We're not equipped to receive them and will return a proposed schedule to you.

## Twelfth Class Day [Census Date]

The twelfth class day is the University's census date. The University takes a snapshot of enrollment on the census date and uses it in all reports.

There are five things you must do before the twelfth class day each fall and spring semester:

1. Decide if you will add or drop any courses.
2. [Confirm your classes:](#)
  - Verify that you're in the **correct sections** of the **correct courses**.
  - Verify that you're in **graduate sections** of ARC courses.
  - Verify that your **studio unique number** is the correct unique number.
3. [Click on the "View Bill" button](#) and confirm that your registration is complete in green
4. [Confirm your email on UT Direct](#). Verify that is the email address where you would like to receive UT Austin emails. Student employees must have a UT email address on UT Direct.
5. Confirm your student employment paperwork. If you have any student employee hiring paperwork that you have not yet processed, make sure to take care of it asap and definitely by the twelfth-class day.

## DocuSign

The SOA uses DocuSign for electronic signatures and to route digital files.

Students aren't able to create a DocuSign account. You won't be able to log in, but may receive documents through DocuSign.

## ACADEMIC POLICIES

### Academic Integrity

A fundamental principle for any educational institution, academic integrity is highly valued and seriously regarded at The University of Texas at Austin. More specifically, you and other students are expected to maintain absolute integrity and a high standard of individual honor in scholastic work undertaken at the University. This is a very basic expectation that is further reinforced by the University's Honor Code. At a minimum, you should complete any assignments, exams, and other scholastic endeavors with the utmost honesty, which requires you to:

- acknowledge the contributions of other sources to your scholastic efforts;
- complete your assignments independently unless expressly authorized to seek or obtain assistance in preparing them;
- follow instructions for assignments and exams, and observe the standards of your academic discipline; and
- avoid engaging in any form of academic dishonesty on behalf of yourself or another student.

For the official policies on academic integrity and scholastic dishonesty, please refer to [Chapter 11 of the Institutional Rules on Student Services and Activities](#).

More information is available on the [Student Conduct and Academic Integrity website](#).

### Satisfactory Academic Progress

The Architecture Graduate Studies Committee (GSC) is responsible for evaluating students in its programs to ensure they are making satisfactory academic progress.

GSCs may delegate the responsibility to a sub-committee, often your Graduate Adviser.

To continue beyond the first semester, you must at least:

- Make satisfactory progress in fulfilling any admission conditions that were imposed
- Meet any requirements imposed in writing by your GSC
- Maintain a 3.0 GPA
- Have approval of the Graduate Studies Committee

If you are not making satisfactory academic progress, you will receive notification in writing that you are not making satisfactory academic progress.

The notification will state where you are deficient in making satisfactory academic progress, what you must do to be considered as making satisfactory progress, and how long you have to overcome any deficiencies.

If you do not meet the requirements as outlined by the GSC to be considered making satisfactory academic progress, the GSC may vote to terminate your program.

See the [Graduate School's Warning Status & Academic Dismissal](#) for more information on their policies.

### Academic Probation

If your cumulative graduate GPA falls below a 3.0, you will [receive notification from the Graduate School that you are on academic probation](#) (warning status). You must achieve a 3.0 cumulative GPA in the next semester you are registered or you will be subject to dismissal.

Your Graduate Adviser will also receive notice from the Graduate School that you are on probation. Your Graduate Adviser and Graduate Coordinator will reach out to you to schedule a time to discuss remediation options to support you in the next semester.

### Full-Time Student Status

The [Graduate School policy](#) recognizes a full-time course load for a graduate student as **nine** hours during a long session semester and **three** hours during a summer session.

The PhD degree plan in CRP is based on **12 hours** per semester.

For financial aid purposes, the Office of Scholarships and Financial Aid considers 12 hours per semester as full-time for SOA graduate students. You should communicate with Texas One Stop if you plan to enroll in fewer than 12 hours in a long semester.

Consult with your Graduate Adviser and Graduate Program Coordinator if you plan to enroll in less-than-full-time hours.

### Maximum Course Load

The **maximum course load** for a graduate student is **15** semester hours in a spring or fall semester, or 12 semester hours in a 12-week summer session. If you wish to exceed the maximum course load, we must submit a petition letter from your Graduate Adviser to the Graduate Dean for approval.

### Time Limit

All requirements for a doctoral degree must be completed within one six-year period. Work over six years old may be reinstated upon recommendation of the Graduate Studies Committee. The Graduate Studies Committee will review the program of every student yearly; the results of this review will be provided to the student in writing. At those times, the committee may recommend additional coursework, further examinations, or termination of candidacy. In addition, the program is subject to review by the graduate dean.

### Grades and Credit

The minimum grade to count toward your program of work is a C.

The Graduate School requires at least a 3.0 GPA to continue in a graduate program and to graduate.

The GPA includes all graduate courses and upper-division undergraduate courses in which the student earns a letter grade while he or she is enrolled in the Graduate School.

For full details, see the [Graduate School Grades & Credit webpage](#).

### Incomplete Grades [X]

If a student does not complete all the assignments in a course before the end of the course, the instructor may report work incomplete (X) to the [Office of the Registrar](#) in place of a grade.

The student must then complete the course requirements by the last class day in his or her next long-session semester of enrollment. The instructor must report a final grade by the end of the grade-reporting period in that semester. If these deadlines are not met, the X is converted to an I—permanent incomplete. If the student is not enrolled during a long-session semester for 24 months following the end of the semester in which the X is reported and the instructor does not report a final grade, then the symbol X is converted to the symbol I.

The symbol I cannot be converted to a grade. When the symbol I is recorded, the symbol X also remains on the student's record.

The period for completion of course requirements may be extended only under unusual circumstances beyond the student's control and only upon the recommendation of the instructor and the approval of the Dean of Graduate Studies. Requests for an extension of X must be made to the Dean of Graduate Studies through submission by the instructor of record of a completed Update to Student Academic Record form. This request must provide reasons the student was unable to complete the coursework by the last class day in his or her next long-session semester of enrollment after receiving the X.

### Grade Disputes

The School of Architecture adheres to the procedures for graduate student grade disputes stated in the [Handbook of Operating Procedures](#).

Grade disputes are filed with the department offering the course in question.

#### **First step | Course Instructor**

The student must first contact the course instructor to provide official notice of the grade dispute and discuss the grade dispute. The instructor may ask the student for additional materials, as necessary, in an effort to resolve the dispute. If the grade dispute remains unresolved, the student may initiate the second step of the grade dispute process.

#### **Second step | Graduate Adviser**

Following the first step, the student may bring the grade dispute in writing to the Graduate Adviser of the department offering the course. The Graduate Adviser has the discretion to review the grade dispute in person or consider only written materials. The Graduate Adviser may require additional information as necessary. If the grade dispute remains unresolved, the student has the option to initiate the third step of the grade dispute process.

The designated contacts for step two are in the [Graduate Canvas portal](#).

#### **Third step | Program Director**

The student may bring the grade dispute in writing to the director of the academic program offering the course. The Program Director has the discretion to review the grade dispute in person or consider only written materials. The Program Director may require additional information as necessary. If the grade dispute remains unresolved, the student may bring the grade dispute to the Dean of the School of Architecture.

The designated contacts for step three are in the [Graduate Canvas portal](#).

#### **Fourth step | Dean**

Students wishing to bring a grade dispute to the Dean are required to complete the [Graduate Grade Dispute Form](#) and provide supporting documentation as listed on the form. The Dean will review the documents and may contact the student or instructor to obtain additional information. Once the review is complete, the Dean will notify the student of the decision. The decision of the Dean is final.

Neither the Graduate Adviser, Program Director, or Dean shall change a grade without first consulting with and fully considering the position of the course instructor. The instructor shall be fully advised as to the resolution of the grade dispute.

Students may contact the [Office of the Student Ombuds](#) for more information about grade disputes.

#### **Academic Grievances**

The School of Architecture (SOA) adheres to the procedures for graduate student academic grievances stated in the [Handbook of Operating Procedures](#).

While current graduate students have the right to [file a grievance directly with the Graduate School](#), the SOA encourages graduate students to first attempt to informally resolve the grievance through the SOA process below.

This is the process for academic grievances *other than grade disputes*. For information about grade disputes, please see the [grade dispute process](#).

#### **First step | Graduate Adviser + GSC Chair**

The student may bring the academic grievance in writing to the Graduate Adviser of their degree program.

The designated contacts for step one are in the [Graduate Canvas portal](#).

The Graduate Adviser will include the Graduate Studies Chair (GSC Chair) in the academic grievance review.

The Graduate Adviser has the discretion to review the academic grievance in person or consider only written materials. The Graduate Adviser may require additional information as necessary.

If the academic grievance remains unresolved, the student has the option to initiate the second step of the SOA academic grievance process.

### **Second step | Program Director + Assistant and Associate Deans**

The student may bring the academic grievance in writing to the Program Director of their degree program.

The designated contacts for step are in the [Graduate Canvas portal](#).

The Program Director will include the Associate Dean for Academic Affairs and the Assistant Dean for Student Affairs in the academic grievance review.

The Program Director has the discretion to review the academic grievance in person or consider only written materials. The Program Director may require additional information as necessary.

If the academic grievance remains unresolved, the student may bring the academic grievance to the Dean of the School of Architecture.

### **Third step | Dean**

Students may submit the academic grievance to the Dean of the School of Architecture in writing and include supporting documentation:

- Explanation of what occurred
- All applicable correspondence
- Correspondence indicating the academic grievance remains unresolved at the lower levels
- Timeline of events relevant to the academic grievance
- Copy of university regulation (if applicable)
- Any other documentation supporting the academic grievance

The Dean will review the documents and may contact the student to obtain additional information.

Once the review is complete, the Dean will notify the student of their recommendation.

### **Fourth step | Graduate School**

If the grievance remains unresolved at the SOA, students may begin the [formal grievance process with the Graduate School](#).

For more information about academic grievances, students may contact the [Office of the Student Ombuds](#).

### **Continuous Registration**

All graduate students at The University of Texas at Austin [are expected to enroll and pay tuition and fees by the 12th class day of the fall and spring semesters](#) (long sessions) of each academic year until graduation.

You must obtain authorization **in advance** from your Graduate Adviser and the Graduate Dean for a [leave of absence](#).

### **Leaves of Absence**

Pre-candidacy doctoral students at The University of Texas at Austin may apply for a [leave of absence](#) of no more than two long semesters.

A student with an approved leave of absence is guaranteed readmission and does not have to pay the application fee for readmission.

Contact your PhD Program Director and Graduate Program Coordinator to initiate a leave of absence request. The leave of absence must be in place before the first class day of the semester.

## Academic Calendar

The [University's academic calendar](#) is the official source for dates for courses, registration and graduation deadlines for current and future semesters.

## Final Exams

Texas One Stop and the Office of the Registrar [provide Final Exam schedules](#).

The University provides [Final Exam policies in the General Information Catalog](#).

## REGISTRATION

### When to Register

See the [Academic Calendar](#) and [Course Schedule](#) produced by the [Office of the Registrar](#) for official registration and payment deadline information.

Your [Registration Information Sheet](#) (RIS) is a form prepared for each student that lists personal information, advising information, registration times and financial and nonfinancial bar information.

### How to Register

See the [Texas One Stop Registration instructions](#).

The Registrar has [a video on how to Register](#).

Register for your classes online during your access times as listed on your [RIS](#).

### Registration Bars

A bar is restriction on your student record preventing registration (because you owe money, need advising, etc.).

There are three types of registration bars:

#### Financial

In most cases, financial bars may be paid in cash or by check at the Cashier's Office in MAI 8 or paid online by credit card.

#### Nonfinancial

You must resolve a nonfinancial bar in person at the administrative office that imposed it.

#### Advising

Many academic departments on campus require their students to be advised before registering for classes.

Your [RIS](#) will list the contact for your bar. You must clear all bars before you will be able to register, unless a bar is waived through a specific semester.

Your Graduate Program Coordinator can only remove your SOA advising bar. Contact the name listed on your [RIS](#) for all other bars.

## Course Schedules

The [Course Schedule](#) lists the courses to be offered each semester, including time, location, unique number and instructor, and other essential registration information and instructions. The Course Schedule becomes available about two weeks before the beginning of advising each semester.

See the course schedule for the complete list of courses offered in any semester.

The Course Schedule lists the unique numbers you will use to register for a course.

Seat counts are updated in real time and will show if any seats are available in a class.

## Course Numbers

Course numbers are a combination of three letters and three numbers. The three letters indicate which department offers the course.

The SOA offers courses in Architecture [ARC], Interior Design [ARI], Community and Regional Planning [CRP], Landscape Architecture [LAR]

The first digit indicates its credit value in semester hours.

The second digit indicates the level:

0 or 1 is a lower-division undergraduate course (ARC 308). You cannot count these courses toward a graduate degree.

2 through 7 is an upper-division undergraduate course (ARC 334). It may be possible to register for an upper-division course outside the SOA as an elective with Graduate Adviser approval.

8 or 9 is a graduate course (ARC 380C).

## Course Descriptions

For current semesters, instructors post [course descriptions on the SOA website](#). If the instructor did not post a description, you may contact the instructor for a course description.

For course descriptions from previous semesters, see [UT's Access Syllabi and CVs site](#). The page says the system is for undergraduate courses, but you'll also find syllabi for graduate courses and CVs for graduate instructors.

## Registering for SOA Graduate Courses

## Reserved SOA Graduate Courses

The Course Schedule will say “reserved” in the “Status” column.

We often reserve seats in SOA courses for SOA students or for students who are eligible to register for the course. Sometimes courses are reserved by instructor request.

Try to register for the course because it may be reserved to your major code or SOA major codes.

If you are unable to register for an SOA **reserved** course that is **required (not an elective)** for your degree program, Send the Graduate Program Coordinator a screenshot of the error with your **UT EID** and **the unique number** so they can look into it.

If you hope to enroll in an SOA course that is **reserved**, is **NOT** required for your degree program, or is an elective, you may **email the instructor of the course for permission to register**. The instructor may or may not allow students to register outside of the reservations.

If the graduate section of an SOA course is reserved, but the undergraduate section is open, **do not register for the undergraduate section**. For an **SOA course, you must register for the graduate section**. If you register for an undergraduate section, you will be removed.

The Graduate Program Coordinator can only add students to a **reserved** SOA course with instructor permission.

If you receive permission to add an SOA reserved course:

1. Make sure your first access time has arrived on your RIS.
2. Verify that you don't have any bars that will prevent adding you to the class.
3. Verify that you're not already enrolled in a course with a class time that conflicts with the course.
4. Verify that adding this course will not put you into more than 15 hours.
5. Forward the instructor's permission email to the Graduate Program Coordinator.
6. Include your **UT EID** and the **UNIQUE NUMBER TO ADD** with the permission email.
7. Confirm on your [Class List](#) that you're in the correct section(s) of the correct course(s).

## Closed SOA Graduate Courses

If an SOA graduate course is closed, the Course Schedule will say “closed” in the “Status” column.

The registrations for that section have reached the closing limit (the number of seats allocated for that section).

If an SOA graduate course is closed that it is a **degree requirement** for you to take it in **that exact semester**, email the Graduate Program Coordinator with your **UT EID** and **the unique number** so they can look into it.

If an SOA graduate course is closed that is **NOT required for your program to take it in that exact semester**, you may email the instructor of the course for permission to register. The instructor may or may not allow additional registrations beyond the closing limit.

If the graduate section of an SOA course is closed, but the undergraduate section is open, **do not register for the undergraduate section**. For an **SOA course, you must register for the graduate section**. If you register for an undergraduate section, you will be removed.

The Graduate Program Coordinator can only add students to a closed SOA course with instructor permission.

If you receive permission to add an SOA closed course:

1. Make sure your first access time has arrived on your RIS.
2. Verify that you don't have any bars that will prevent adding you to the class.



3. Verify that you're not already enrolled in a course with a class time that conflicts with the course.
4. Verify that adding this course will not put you into more than 15 hours.
5. Forward the instructor's permission email to the Graduate Program Coordinator.
6. Include your **UT EID** and the **UNIQUE NUMBER TO ADD** with the permission email.
7. Confirm on your [Class List](#) that you're in the correct section(s) of the correct course(s).

Regardless of the closing limit, the Graduate Program Coordinator cannot add students to a closed course to exceed the official room capacity.

#### Cancelled SOA Graduate Courses

If an SOA graduate course is cancelled, the Course Schedule will say "cancelled" in the "Status" column.

There could be many reasons why an SOA course is cancelled. If it says cancelled, it will not be offered this semester. It will not be reinstated for the semester.

#### Registering for SOA Undergraduate Courses

For an **SOA course**, you must register for the **graduate section** of the course. If you register for an ARC or ARI undergraduate section, you will be removed.

#### Registering for Graduate Courses Outside the SOA

Ensure that you have Graduate Adviser permission to take a course outside the SOA.

Check the Course Schedule to see if the course is open or reserved in the Status column.

If the course is open, register for the course during the access times on your RIS.

If the course is reserved, [contact the instructor or the department offering the course](#) to find out what they require to register for a reserved course. The SOA Graduate Program Coordinator cannot add you to reserved courses outside the SOA.

#### Registering for Undergraduate Courses Outside the SOA

It may be possible to take an upper-division course (2 through 7 in the second digit) as an elective with Graduate Adviser approval.

You cannot count lower-division courses toward a graduate degree (0 or 1 in the second digit).

#### Waitlists

A waitlist is an automated list that students can join and wait for open seats in a class.

When all the seats in a class have been filled, students can join the waitlist.

If a student in the class drops it, a seat opens up and is automatically filled by a student on the waitlist.

If a course is waitlisted, you should try to register for the course to add yourself to the automated waitlist. See the details on the [Registrar's Using waitlists page](#). You will be notified that the class is closed and if there is a waitlist available, you will be given the option to add yourself to the list. You can join up to two lists per course and can be on four lists at any one time. The Graduate Program Coordinator cannot add you to an automated waitlist because it would override the waitlist and add you directly to the course.

Please let the waitlists work. It's not necessary to contact faculty members right away if you're added to an SOA waitlist. We will not consider moving seats among sections until later in the registration cycle.

## Add and Drops

Add/drops are the times after registration when you can add and drop courses from your schedule.

See [Texas One Stop's instructions to add and drop a course](#). Also see the [Graduate School's Adding and Dropping Courses information](#).

Through the fourth-class day, you can add and drop a course for yourself through the online registration system.

From the fourth-class day to the twelfth-class day, you can add or drop a course by contacting [the department offering the course](#).

If the department offering the course processes the add/drop, confirm on your [Class List](#) that the add/drops were processed correctly and you're in the correct section(s) of the correct course(s).

The twelfth-class day is the last day to add a course. The twelfth-class day is the last day to drop a course with a **full refund**.

The last day to drop a class with **no refund** is the last class day.

## Q Drops

A Q drop is the last possible time to drop a class without penalty (or refund), between the 12th and 20th class day. Approval must be granted by the Graduate Dean in the Graduate School.

To initiate a Q drop, contact the Graduate Program Coordinator for an Add/Drop form. The form is signed by your Graduate Adviser and must be submitted to the Graduate Dean in the Graduate School for approval.

## Confirm Your Registration

You must confirm your registration – meaning secure your courses with action for payment – before any payment deadlines to secure your courses.

If your registration is not complete by a payment deadline, your courses will be dropped (zapped), and you'll have to go through the late registration process.

Log in to [My Tuition Bill](#).

Look in the center of the screen.

If you see this screen with **red text**, your registration is not complete and your courses will be zapped:

**\*\* Your registration is NOT complete \*\***

ROSE  
 Registration  
 Student Accounts  
 Receivable  
 Financial Aid Information  
 What I Owe  
 Where's My Check  
 I'm expecting a refund  
 Tuition Loans

**Larry Longhorn (Larry's UT EID)**  
 Spring 2013

School: NATURAL SCIENCES  
 Residency: Texas Resident

**\*\* Your registration is NOT complete \*\***

Your registration is not complete until you confirm your attendance by making a payment. If you do not make a payment by 05:00 PM on **11/11/2013** your registration will be cancelled.

- Go to the My Tuition Bill - payments web-site to make a payment.
- Go to the Student Accounts Receivable - How to Pay web site for other payment methods.

TUITION	Amounts
Tuition/Nat Sci-15 hrs	4,848.00
<b>Total TUITION</b>	<b>4,848.00</b>
<b>Remove Individual Optional Fees</b>	
<b>FEEES</b>	
THEATRE AND DANCE	22.50
<b>Total FEEES</b>	<b>22.50</b>
<b>Total BILLED</b>	<b>4,870.50</b>
<b>Payment Information</b>	
Less Payments	- 0.00
<b>Current balance</b>	<b>4,870.50</b>

If you see this screen this screen with **green text**, your registration is complete, and your courses are secure:

**\*\* Your registration is complete and your courses are secured.**

Official Receipt  
 Pay Tuition Bill  
 Installment Plan Note  
 Help!  
 FAQs  
 Feedback/ Questions  
 Logout

**RELATED LINKS**  
 ROSE  
 Registration  
 Student Accounts  
 Receivable  
 Financial Aid Information  
 What I Owe  
 Where's My Check  
 I'm expecting a refund  
 Tuition Loans

**Tuition and Fees Summary**  
**Larry Longhorn (Larry's UT EID)**  
 Spring 2013

School: NATURAL SCIENCES  
 Residency: Texas Resident

**\*\* Your registration is complete and your courses are secured. \*\***

Your registration is now complete. You can now print a copy of your Official Receipt.

TUITION	Amounts
Tuition/Nat Sci-15 hrs	4,848.00
<b>Total TUITION</b>	<b>4,848.00</b>
<b>FEEES</b>	
THEATRE AND DANCE	22.50
<b>Total FEEES</b>	<b>22.50</b>
<b>Total BILLED</b>	<b>4,870.50</b>
<b>Payment Information</b>	
Less Payments	- 2,446.50

## Auditing Courses

Permission to audit a course means you can attend a course only if allowed by the course's instructor and only when space is available. There is no earned credit as an auditor cannot take part in discussions, laboratory or fieldwork, cannot hand in papers, and cannot receive any evaluation. No academic record or transcript is provided.

## Cancellations

If you drop **all** of your classes **before** the first class day, it's called a cancellation. You can initiate a cancellation online.

## Withdrawals

If you drop **all** of your classes **after** the first class day, it's called a withdrawal.

If you need to initiate a withdrawal, let the Graduate Program Coordinator know because the Graduate School will require a statement from the program that we are aware of your withdrawal. See the Graduate School withdrawal policy for the process to initiate a withdrawal.

## DOCTOR OF PHILOSOPHY IN COMMUNITY AND REGIONAL PLANNING (PHD)

### PhD Program Overview

The PhD Program in Community and Regional Planning at UT Austin is an interdisciplinary learning community, dedicated to advancing cutting edge research, teaching and community practice in order to foster sustainable communities from the local to global scale.

The PhD degree program consists of 51 credit hours of coursework, successful completion of a Comprehensive Exam, the successful defense of a Dissertation Proposal, and the subsequent successful preparation and defense of the resulting Doctoral Dissertation.

The coursework includes three core courses, advanced methods classes, classes (whether inside or outside of CRP) within a specialization chosen by the student, and classes outside of CRP. Students have a wide range of elective courses to choose from and are encouraged to select electives that they feel will best prepare them for their future careers.

Although students' trajectories differ, the typical time from matriculation to graduation is five years. After students successfully complete coursework, their Comprehensive Exams, and their Dissertation Proposal Defense, and then file the appropriate documentation with the Graduate School (typically though not always after the end of their third academic year), they are referred to as "PhD candidates" rather than simply "PhD students." As students proceed, they undergo a gradual transition from those who acquire knowledge to those who also produce new knowledge.

### PhD Program Policies

To graduate with a PhD in Community and Regional Planning, students must obtain an overall grade point average of B or better and receive a grade of B or better in all of the CRP core and methods courses. Also see the Graduate School minimum grade requirements and the Graduate Catalog.

Students will not be able to register for a future semester if they have more than two temporary incomplete (X) grades.

# DOCTORAL PROGRAM OF WORK

**COURSE** **TITLE** **SEMESTER/YEAR**

**Required CRP Courses: 9 hours**

CRP 391D		Doctoral Seminar in Research Design	
CRP 391D		Seminar in Planning Theory	
CRP 391D		Colloquium on Planning Issues	

**Advanced Methods Courses: 6 Hours\***

		Quantitative Methods:	
		Qualitative Methods:	

**Planning Specialization: 12 Hours**

Chosen area of specialization:			

**COURSE**

**TITLE**

**SEMESTER/YEAR**

Courses outside Planning: 12 Hours


Courses for Masters Equivalence as Required


51 credit hours of coursework in total must be completed before student can advance to candidacy.

## SAMPLE PhD PROGRAM PLAN

This is a sample program only based on common student trajectories. Entries in red are official PhD Program Milestones. Students are expected to reach each milestone within the specified time period in order to make satisfactory progress through the program. Exceptions can be made for students required to take 3 or more courses for master's equivalence in planning.

### YEAR 1

SEMESTER	COURSES	OTHER STUDY	TEACHING	RESEARCH and PUBLISHING	SERVICE and PRACTICE
FALL	Master's equivalence Methods core course Elective	NA	NA	Consider dissertation topics Meet with potential committee members	NA
SPRING	CRP 391D: Planning Theory CRP 391D: Colloquium Elective Master's equivalence	NA	Guest lectures	Consider dissertation topics Prepare exploratory research Begin article from master's Meet with potential committee members	Explore options
SUMMER	NA	NA	NA	Exploratory research	NA

### YEAR 2

SEMESTER	COURSEWORK	OTHER STUDY	TEACHING	RESEARCH and PUBLISHING	SERVICE and PRACTICE
FALL	CRP 391D: Research Design Methods core course or elective Elective	Begin writing dissertation proposal Begin comp exam reading list <b>Choose specialization</b>	TAship	Analyze research data Prepare and submit grant proposals Meet with potential committee members Attend ACSP	Participate in service organization/activity, and limited professional practice
SPRING	Methods core course or elective Elective or CRP 391D: Colloquium <b>Finish core courses</b>	Finish and submit comp exam reading list	TAship	Prepare preliminary research <b>Form comprehensive exam committee</b> Continue with article	Participate in service organization/activity, and limited professional practice
SUMMER	NA	Study for comprehensive exam	NA	Preliminary research Submit article	NA

### YEAR 3

SEMESTER	COURSEWORK	OTHER STUDY	TEACHING	RESEARCH and PUBLISHING	SERVICE and PRACTICE
FALL	Elective Elective Elective <b>Finish elective courses</b>	Finish dissertation proposal <b>Comprehensive exam</b>	Alship or TAship or guest lectures	Analyze research data Prepare and submit grant proposals Present at ACSP	Participate in service organization/activity, and limited professional practice
SPRING	Elective Elective or CRP 319: Colloquium	<b>Proposal defense</b> <b>Apply for candidacy</b>	Alship or TAship or guest lectures	Prepare dissertation research	Participate in service organization/activity
SUMMER	NA		NA	Dissertation research	NA

### YEAR 4

SEMESTER	COURSEWORK	OTHER STUDY	TEACHING	RESEARCH and PUBLISHING	SERVICE and PRACTICE
FALL	Dissertation hours	NA	NA	Dissertation research	NA
SPRING	Dissertation hours	NA	<b>Teaching experience completed</b>	Dissertation research <b>Peer reviewed article submitted</b>	NA
SUMMER	NA		NA	Begin writing dissertation	NA

### YEAR 5

SEMESTER	COURSEWORK	OTHER STUDY	TEACHING	RESEARCH and PUBLISHING	SERVICE and PRACTICE
FALL	Dissertation hours	NA	TAship	Continue writing dissertation Present at ACSP Apply for jobs	Participate in service organization/activity
SPRING	Dissertation hours	<b>Dissertation defense</b> Revisions <b>Submit dissertation</b>	NA	Prepare article from dissertation Apply for jobs	NA



## Core and Methods Courses

Students who have taken a similar doctoral level class elsewhere at UT or at another institution may petition instructor to waive a core or methods course requirement. A waiver indicates that you previously completed a course in your education that sufficiently covers a core course content in order to fulfill the degree requirement. A waiver will not be granted for master's level classes that cover similar material as a required doctoral core course.

The Graduate Adviser and core course instructor must review and approve waiver requests. Your waiver will then be recorded by the Graduate Office in your Online Degree Planner.

A waiver **does not** reduce the number of hours required for the degree. If you are waived from a course, your total number of hours required for the degree will remain the same. You will select an elective course approved by the Graduate Adviser to replace the degree requirement in the number of hours required for the degree.

Core and methods courses **may** not be taken on a credit/no credit basis.

## Planning Specialization Courses

Students are required to select a planning subfield, or specialization, prior to proceeding to their Comprehensive Exam. It is normally advisable to select the specialization no later than their third semester. Students are required to take 12 credit hours of courses, whether inside or outside of CRP, that fit within this specialization. The list of possible specializations is as follows:

- Economic and Community Development
- Environmental and Natural Resource Planning
- Historic Preservation
- Housing
- International Studies in Planning
- Land Use and Land Development
- Public Health and Planning
- Transportation
- Urban Design

Alternatively, the student with their advisor's approval can propose a new specialization; i.e. a "Special Field." The Special Field must be approved by the CRP PhD Studies Committee.

## Independent study

To fulfill an elective, students may [submit a proposal to](#) enroll in an independent study course. Follow the deadlines; proposals are due before registration begins for the following semester. The proposal must be reviewed and approved by the instructor.

Students may take a maximum of six credit hours of independent study courses.

## Faculty Advisor

The student's Faculty Advisor serves as the student's principal, official mentor. The advisor is selected through agreement between the entering PhD student, the faculty member to serve as advisor, and PhD Program Director. Although the faculty member is expected to serve as advisor and may serve later as Chair of the Dissertation Committee, the student may choose to change advisors and the advisor may recommend another advisor if the student changes the direction of their research.

### **Comprehensive Exam**

The purpose of the comprehensive exam is for the student to demonstrate a comprehensive knowledge of key literature and research methods in the field of Planning, advanced proficiency in a field of specialization within or closely related to Planning, and advanced understanding of a proposed dissertation topic area closely related to the planning specialization. The subject areas on the comprehensive exam are as follows:

- Planning Theory
- Planning Research Design
- Planning Specialization
- Dissertation Topic

The Comprehensive Exam is a written exam that takes place over a ten-day period. It is evaluated and graded by the members of the Comprehensive Exam Committee.

### **Comprehensive Exam Committee**

The Comprehensive Exam Committee is the precursor to the formal Dissertation Committee (see below) and must be formed before the student may schedule their comprehensive exam, at the latest in the student's third semester. The committee should include a minimum of four (4) members. The chair of the comprehensive exam committee must meet the following requirements: s/he must be (1) a member of the CRP Graduate Studies Committee (GSC), (2) the student's advisor and principal mentor, and (3) the intended Chair of the student's Dissertation Committee (see below). At least one member of the committee must be a faculty member from a program or department outside the CRP-GSC. The purpose of the Comprehensive Exam Committee is to ensure the student receives adequate guidance and evaluation before and following the comprehensive exams and during preparation of the student's dissertation proposal and proposal defense.

### **Dissertation Proposal Defense**

The Dissertation Proposal Defense may be scheduled once the student has successfully passed the Comprehensive Exam. The purpose of the Dissertation Proposal Defense is to assess whether the student is sufficiently prepared to initiate independent research leading to a successful dissertation. Thus successful completion of the Dissertation Proposal Defense is an official CRP program prerequisite for admission to doctoral candidacy and for formation of the official Dissertation Committee. A second purpose of the Dissertation Proposal Defense is to provide an opportunity for critical deliberation among students and faculty members, which will assist the student and the student's Dissertation Committee in formulating researchable questions and effective research methods. The student is expected to demonstrate advanced knowledge of key literature and research methods in their field of specialization, and advanced understanding of the theoretical and methodological context of their proposed dissertation topic.

### **Dissertation Committee**

The Dissertation Committee includes the student's Faculty Advisor as Chair and a minimum of three (3) other members; i.e. mentors. The committee represents the formalization of the student's mentoring relationships for

purposes of graduation. In addition to the advisor, the dissertation committee will include at least two other faculty members (i.e. mentors) from Community and Regional Planning and at least one faculty member from another UT department. Upon successful completion of the student's proposal defense, the student will officially form the dissertation committee during the process of applying for PhD Candidacy. For more information see the CRP Proposal Defense Policy.

### Dissertation and Dissertation Defense

Following the successful completion of the Dissertation Proposal Defense and admission to candidacy, students conduct their dissertation research and write their dissertation. Each dissertation project is by definition unique, but it is recommended that the student stay in close contact with their advisor and other Dissertation Committee members during the entire research and writing process, especially if circumstances have dictated a change in direction. It is also recommended that the student produce one or more detailed outlines of the dissertation and submits to committee members at an early stage, and also provides drafts of chapters to committee members. The complete dissertation should be sent to the Dissertation Committee at least one month prior to the anticipated defense date.

When the student, the advisor, and the committee determine that the dissertation is ready to be defended, the student must "file to graduate" by submitting the online Doctoral Graduation Application Form to the Graduate School. The student then completes a Request for Final Oral form, secures signatures from all committee members and the CRP graduate adviser, and submits the form to the Graduate School at least two weeks in advance of the defense.

The student's advisor can schedule dissertation defenses any time during the long semesters (but not during summer sessions), but it is important to recall that requests for revisions may take several weeks for the student to complete. The dissertation defense is a public event, and student and advisor must register the defense date with the Graduate School.

### PHD MILESTONES

#### PHD Annual Evaluations

The Graduate School requires each program to annually review the progress for all students. Graduate Coordinator will initiate your annual Progress Report via DocuSign for PhD Program Director and Faculty Adviser comments and signature. The Graduate Office will maintain the official copy in your file. See the Community and Regional Planning Canvas site for forms and deadlines.

#### Graduation

Graduation (degree conferral) occurs when you complete your degree requirements and receive your degree.

You must [apply to graduate in the semester you expect to complete your degree requirements by follow the steps provided by the Graduate School](#). **The deadline is a firm deadline.** If you do not apply to graduate by the Graduate School's deadline in the appropriate semester, you will have to receive your degree in a future semester.

Your Graduate Program Coordinator and Graduate Adviser verify to the Graduate School that you have completed all degree requirements. Then the Graduate School certifies and confers your degree.

You will be able to [verify your degree online](#) after the Graduate School confers the degree, unless you have directory restrictions preventing the publication.

The [Registrar will mail your diploma to your permanent address within two to three months](#) after graduation.

## Commencement

Commencement is a ceremony that celebrates graduation for UT students. Degree candidates have the opportunity to participate in three commencement ceremonies each May. Degree candidates will receive instructions in the spring on how to register to participate.

### 1. The SOA Commencement Ceremony

The University sets the date, time, and location each year for the SOA Commencement. The SOA Commencement is typically scheduled on Saturday afternoon.

Students who graduated in the previous August or December, or plan to graduate in May or August are eligible to participate in the SOA ceremony.

### 2. The University-Wide Commencement

The University-Wide Commencement is typically scheduled on Saturday evening.

Students who graduated in the previous December or plan to graduate in May or August are eligible to participate in the University-Wide Commencement.

### 3. The Graduate School Convocation

The Graduate School Convocation typically occurs in the morning before the SOA Commencement Ceremony.

Students who graduated in the previous December or are a degree candidate to graduate in May are eligible to participate. Students who plan to graduate in August are ineligible.

The SOA does not host a fall commencement ceremony. Fall graduates are invited to participate in commencement ceremonies in the following May.

## SCHOOL OF ARCHITECTURE

### Committee on Diversity + Equity [CODE]

The [Committee on Diversity + Equity \[CODE\]](#), a school-wide committee, was formed in 2015 as an ongoing commitment to achieving greater diversity and equity within each program and the School as a whole.

### Studio Final Reviews

The SOA publishes a schedule for final studio reviews prior to the beginning of each semester.

These reviews typically occur on Wednesday, Thursday, and Friday of the last full week of classes for studios which meet in the afternoon.

### CODE Statement on Final Reviews

At The University of Texas at Austin School of Architecture, the public presentation and display of the work in the design studio is highly valued and is an essential component of a design education. The school values and expects a considered and respectful dialogue - whether spirited debate or sober discussion - during these public presentations. Our paramount desire, both for our students and to set an example for the profession, is to foster dialogue that embodies a culture of respect and open inquiry from all participants.

## Student Computer Policy

Students enrolled in a degree program that does not have a studio component are required to have a computer, but have the option to meet the requirement with a desktop or laptop. Core courses in these degree programs may include software packages in their syllabi that are required for the student to purchase and install on their computers.

### Objectives:

- Productive & Engaged Learning Environments - The amount and variety of digital work is continually increasing over time. This policy fosters a strong learning environment by ensuring that each student has the digital tools that they need at the studio desk and in the classroom.
- Competent and Self-Sufficient Graduates - The increasing role of digital technologies in all aspects of professional and academic life means that technological competency and self-sufficiency will likely be necessary for the success of our graduates. This policy places ownership and responsibility for their personal computing environment into the hands of the student so that they can develop the skills, habits, and proficiencies that they will need to navigate the technological aspects of their future.

The full [SOA Student Computer Policy is posted online](#) and [software and hardware requirements](#).

If you receive financial aid from the Office of Scholarships and Financial Aid, it's possible to request a one-time \$4000 increase in the estimated cost of attendance to assist with computer and software purchases, often called the laptop adjustment.

This adjustment can only be made once. You should request it in the semester you plan to purchase the computer. If you decline the additional aid, the adjustment cannot be added to your file again.

The process to request the adjustment is described on the [Student Computer Funding - Financial Aid Process](#).

## Building Access

The SOA is housed in four buildings: [Battle Hall](#), [Goldsmith Hall](#), [Sutton Hall](#), and [West Mall Office Building](#).

Your UT ID card will allow access to the buildings after hours. If you have any trouble with your card access, contact the SOA Receptionist.

## Student Lounge

The Student Lounge is Sutton Hall 2.134, next to the Graduate Office.

Currently enrolled graduate students are entitled to one key to the student lounge. If you open the door, please lock the door behind you when you leave.

The protocol for obtaining a Student Lounge key is the same as the protocol for obtaining studio keys. If you haven't yet picked up your studio key slip for the semester, you can ask to add the student lounge key to the same key slip. Otherwise, see the Receptionist at the front desk in GOL 2.308 with your ID. The Receptionist will write you a key slip, which you will then take to [Lock & Key Services](#).

Students are responsible for maintaining the Student Lounge and cleaning the refrigerator.

Contact the SOA Receptionist for any questions about keys or key charges for the Student Lounge.

## Student Mailboxes

Graduate students are assigned a mailbox in the Graduate Office (SUT 2.130). The mailboxes are in alphabetical order by last name.

The Graduate Office updates the student mailboxes each long semester after the twelfth-class day (census date).

Check your mailbox on a regular basis to prevent it from becoming full. If you are a student employee receiving paper earning statements and wish to go paperless, please change your preference on your [paycheck profile](#).

Please double-check when retrieving your mail since mailboxes will shift, and you may be sharing a mailbox with another student.

## TA Mailboxes

You may use your student mailbox for students to turn in assignments. Please keep in mind the Graduate Office is open daily from 9:00 am – 5:00 pm.

TA mailboxes in the Dean’s Suite are available by request. You may contact the SOA Receptionist.

## SOA STUDENT WELLNESS RESOURCES

### CARE Counselor

The SOA has dedicated a [Counselor in Residence \(CARE Counselor\), Abby Simpson](#).

The CARE counselor is available to help with a variety of issues, such as stress, test anxiety, racing thoughts, feeling unmotivated and anything else that might be getting in your way. Abby is also available for consultation about student issues that arise in your role as a TA.

Office Hour: Fridays 1230-130p  
BTL 114B  
(512) 471-3115  
Please leave a message.

### Student Emergency Services Liaison

[Student Emergency Services](#) helps students and their families during situations with extenuating circumstances. Assistance includes outreach, advocacy, intervention, support, and referrals to relevant campus and community resources.

The SOA dedicated Student Emergency Services liaison is Allie Ambriz.

[Allie.Ambriz@austin.utexas.edu](mailto:Allie.Ambriz@austin.utexas.edu)

## CAMPUS RESOURCES

### MyUT

[MyUT](#) is a responsive, personalized, and targeted web-based portal system that allows for a one-stop shop for students to access university resources and important information.

## Campus Services

For an extensive list of general campus resources, visit the [Campus Services website](#).

## Campus Safety and Security Resources

For an extensive list of campus safety and security resources, visit the [Campus Safety & Security Resources website](#).

## Emergency Information

The [Emergency Information](#) website serves as a resource for communications about The University of Texas at Austin in the event that there is an emergency. It is part of the university's overall communications infrastructure for ensuring important information is available to the university community and the public in the event of a technical outage or emergency situation.

The website provides information on [emergency preparedness](#) at the university as well as [additional resources](#) for communications and information during a technical outage or university emergency. When the university's main website is unavailable, updated information will be provided here.

## Behavior Concerns and COVID-19 Advice Line [BCCAL]

Contact the [Behavior Concerns and COVID-19 Advice Line](#) if you are concerned about someone and want to help.

You can report worrisome or concerning behavior online or by phone.

BCCAL can also offer advice.

## Counseling and Mental Health Center [CMHC]

The [Counseling and Mental Health Center](#) (CMHC) provides counseling, psychiatric, consultation, and prevention services that facilitate students' academic and life goals and enhance their personal growth and well-being.

## CMHC Crisis Line

The [CMHC Crisis line](#) is available 24 hours per day, seven days per week at (512) 471-2255.

## Services for Students with Disabilities [SSD]

[Services for Students with Disabilities](#) (SSD) ensures students with disabilities have equal access to their academic experiences at the University of Texas at Austin by determining eligibility and approving reasonable accommodations. They also engage in outreach across campus in order to make campus a more inclusive, accessible and welcoming environment for people with disabilities.

They provide information on their [accommodations and services](#), [how to register](#), [guidelines for documentation](#).

## Title IX

[Title IX of the Education Amendments of 1972](#) is a federal law that prohibits sex discrimination in education. It reads no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

The University is committed to provide an educational and working environment for its students, faculty, and staff that is free from sex and gender discrimination, sexual harassment, sexual assault, sexual misconduct, interpersonal violence (including domestic violence and dating violence), and stalking. The University encourages individuals to promptly report incidents to the university.

The SOA has two Title IX Liaisons:

**Robin Dusek**

Assistant Director of Student Affairs  
robin.dusek@utexas.edu  
SUT 2.124

**Charlton Lewis**

Assistant Dean for Student Affairs  
charltonlewis@austin.utexas.edu  
GOL 2.116

Title IX Liaisons are a resource to our students, staff, and faculty regarding any issues pertaining to Title IX or UT Austin’s policy on the Prohibition of Sexual Discrimination, Sexual Harassment, Sexual Assault, Sexual Misconduct, Interpersonal Violence, and Stalking (HOP 3-3031). Title IX Liaisons will:

- Be visible and accessible to students and employees to take official reports of Title IX violations.
- Be a resource to students and employees to explain related policies, processes, and support services.
- Coordinate with the Title IX Office and other campus partners to organize education and professional development around sexual misconduct for employees and students.

For more information or to file a report, see the [Title IX website](#).

### Texas One Stop

[Texas One Stop](#) is your resource at UT for finding everything related to registering for classes, financial aid, paying your bill, ordering transcripts and more.

The [mission of Texas One Stop](#) is to support student enrollment, persistence, and success.

### What I Owe

Your [What I Owe page](#) will show any amount you have due at any time.

### Registrar

[The Registrar](#) oversees registration; maintains and certifies student records; issues diplomas and transcripts; and publishes catalogs, course schedules and final exam schedules.

### Student Ombuds



The [Office of the Student Ombuds](#) is available to listen to your concerns in a safe setting about life at the university and confidentially discuss interpersonal difficulties, university policies, university bureaucracy, and conflict resolution techniques. They can help you identify options so you can seek resolution.

The Office of the Student Ombuds is always available as a resource.

### **Sure Walk**

If you are on campus late and have concerns about your safety getting home, all students, faculty, and staff can request SURE Walkers to accompany them. Two SURE Walkers may accompany you on your walk home or provide a complimentary cart or car ride, depending on service area.

Jester West, 1st Floor  
[orderasurewalk@gmail.com](mailto:orderasurewalk@gmail.com)  
512-232-9255

### **UT Night Rides**

Lyft serves as the provider for [UT Austin's Night Rides](#) program. UT Night Rides provides a Lyft away from main campus to your home\* seven days a week from 11 p.m. to 4 a.m.

\*Locations served will mirror current UT Shuttles routes for West Campus, Far West, Lake Austin, North Riverside, Lake Shore, Crossing Place, and Intramural Fields as well as mainline Route 10, serving the Red River area. All UT Night Rides must originate from main campus only.

### **University Health Services [UHS]**

[University Health Services](#) (UHS) provides medical care and patient education to students at The University of Texas at Austin.

### **FUNDING INFORMATION**

#### **NRTE Waivers**

A [Non-Resident Tuition Entitlement \(NRTE\) waiver](#) allows a non-resident to pay Texas resident tuition rates.

There are three ways to receive an NRTE waiver:

1. SOA Waiver
2. Graduate School Fellowship NRTE Waivers
3. Academic Employment NRTE Waivers

#### **SOA NRTE Waivers**

The SOA receives a limited number NRTE waivers each year that may be awarded in conjunction with SOA scholarships. Each academic program is given an SOA allocation to assign through recruitment and to continuing students.

Recruitment NRTE waivers are assigned by academic programs in the admissions and recruitment process.

Continuing student NRTE waivers are assigned by academic programs through the SOA Continuing Student Scholarship Application.

SOA scholarships do **NOT** automatically come with an NRTE waiver. You will be notified through email by the Graduate Admissions and Scholarship Coordinator if you are selected to receive an NRTE waiver in conjunction with a SOA scholarship.

SOA NRTE waivers are applied directly to your tuition and fee bill by Student Accounts Receivable. No action is required on your part to claim the waiver.

### **Graduate School Fellowship NRTE Waivers**

NRTE waivers from the Graduate School may be awarded as part of:

- a recruitment fellowship for entering students
- a Graduate School competitive fellowship
- a Graduate School decentralized fellowship for continuing students.

You will receive official notification from Elizabeth Korves, the Assistant Fellowship Manager in the Graduate School.

Waivers awarded in conjunction with Graduate School fellowships are applied directly to your tuition and fee bill by the Graduate School. No action is required on your part to claim the waiver.

### **Academic Employment NRTE Waivers**

Student employees in eligible positions receive NRTE waivers as an employee benefit. At the SOA, eligible students are typically appointed to a 20 hour per week TA or GRA position.

You must [claim employment-based waivers online each semester](#) that you are eligible. They are not automatically renewed.

For more information see the Graduate School's [Resident Tuition Entitlement information](#).

## **Graduate School Fellowships**

### **Recruitment Fellowships**

[Recruitment fellowships](#) are prestigious awards funded by the Graduate School to attract top-quality graduate students to The University of Texas at Austin. Graduate advisers have the vital role of identifying and nominating eligible applicants.

To be eligible, students may not be currently or previously enrolled in the Graduate School, and must rank within the top 10 percent of all students in their discipline.

### **Continuing Fellowships**

Graduate School [continuing fellowships](#) are intended to support students who are currently enrolled in a graduate program at The University of Texas at Austin.

For a student to be considered for one of these fellowships, their graduate adviser must submit a nomination to the Graduate School. Faculty review committees evaluate the applications based on major accomplishments since entering Graduate School, a well-defined program of research, a strong personal statement and letters of recommendation. Dates of each competition are posted.

## Dean's Prestigious Fellowship Supplement

These awards are for students who will hold large (typically \$15,000 or more), competitive, prestigious external fellowships that recognize the student's academic achievements. The award is \$1,000 and may entitle the student to pay tuition at in-state rates during the coming academic year.

## Decentralized Fellowships

Decentralized fellowships are administered by the Graduate School, but are defined—and awardees are selected—by the program. Graduate Advisers have the vital role of identifying and nominating eligible students. Decentralized fellowships may be recruitment and continuing fellowships. Both types of fellowships may include a stipend, tuition payment, or a one-time payment (to be used for health insurance).

## Graduate School Professional Development Awards

Professional Development Awards provide support for students to attend major professional meetings at which they present an original paper based on their research conducted at the University of Texas. The Graduate School allocates travel funds to each program at the beginning of each academic year. The Graduate Adviser and Graduate Coordinator can nominate students for these awards, which are approved and administered by the Graduate School. Almost all Professional Development Awards are assigned to PhD students.

Amounts can vary, but the recommended range is \$250-1,000, with it suggested that students be limited to one award per academic year. Students must be registered full time during the semester the funds are to be used. (Registration for the prior spring semester will fulfill this requirement for the summer semester unless the student has graduated.)

## Teaching Assistants [TA]

A Teaching Assistant (TA) is a graduate student who assists a professor, grades assignments, and leads labs/discussion groups.

The principal duty of a TA is to help faculty with the conduct and delivery of courses. Services provided by teaching assistants include, but are not limited to, grading, monitoring, leading lab and/or discussion sessions, offering office hour assistance to students, and performing clerical tasks associated with course instruction. Some TAs provide support to the resource centers such as the Materials Lab and the Tech Lab.

Teaching Assistants are supervised by the instructor of record for the course and are subject to established departmental policies on student academic employment. Interested students should complete a TA application for consideration.

## SOA TA Applications

TA applications are distributed via the SOA student email in the fall to apply for spring, summer, and fall TA positions.

## TA Eligibility

It is SOA policy that students wait a semester before holding a TA position and not have a TA appointment in their *first semester* to allow students time to acclimate to graduate school. We encourage new graduate students

to apply for TA positions in the fall semester for the spring semester. Students with previous professional or advanced degrees may be considered for an exception to this policy with approval from the Graduate Adviser, Program Director, and Graduate Office.

Prior conduct or disciplinary history with the Office of the Dean of Students or the School of Architecture may make a student ineligible to serve as a TA. The School of Architecture reserves the right to deny an appointment. Acceptance is provisional until the student has been cleared by Student Conduct and Academic Integrity and the Office of the Dean of Students. This applies to both disciplinary and academic dishonesty rulings.

Any student on disciplinary probation, deferred suspension, or suspension at the time of application or prior to appointment may not be eligible appointed as a TA until the review of the incident with the with DOS is resolved. Students on academic probation for good cause may be restricted from application or appointment based on the level of the infraction.

It must be noted that if a student is under investigation by the DOS, including a Title IX investigation, they are considered to be in good standing until a disciplinary decision determines that they are not in good academic standing. Students applying to TA under these conditions may be required to meet with representatives from the SOA and SCAI prior to their appointment.

### **TA Email Addresses**

The SOA requires TAs to use official @utexas.edu email addresses to conduct official University business.

### **Graduate School Employment Requirements**

A TA must meet the following criteria, per the Graduate School's [Conditions for Student Employment](#):

- Have a Social Security Number, be eligible to work in the U.S., and have an I-9 on file with HR. (Contact the Graduate Admissions and Scholarship Coordinator for more information)
- Be a degree-seeking graduate student who is making satisfactory progress toward a graduate degree without existing conditional admission requirements imposed by the Vice Provost and Dean of Graduate Studies.
- Remain registered for at least **nine (9) semester hours of course work** in the long semesters (enrollment in **three (3) semester hours of course work** is required for summer assignments). This does not include enrollment in University Extension courses.
- Maintain at least a 3.0 graduate grade-point average.
- Successfully pass a criminal background check. For information about how our office of Human Resources reviews criminal history background checks, please visit the [Human Resources](#) website.

In addition, the student must not have more than:

- two grades of X (temporary incomplete), or
- one grade of X and one grade of I (permanent incomplete).

### **International Students**

International students must pass the International Teaching Assistant English Certification (ITA) before submitting a TA application to be eligible to apply for a TA position.

Contact the Graduate Admissions and Scholarship Coordinator if you wish to register to take the [ITA test](#). Please also see the Social Security Number requirement listed below.

A Social Security Number (SSN) is needed to facilitate employment in the U.S., including student employment, and to file a U.S. tax return. Please refer to the [International Student and Scholar Services](#) to determine your SSN eligibility and for instructions on how to obtain one. Please note that it may take 4 - 6 weeks to receive your SSN. For more information please consult the [Handbook of Operating Procedures 9-2020](#).

### **Dates of Employment**

TA assignments are made on a per-semester basis.

Fall dates are September 1 – January 15.

Spring dates are January 16 – May 31.

Summer dates are June 1 – July 15 for first summer session and July 16 – August 31 for second summer session, and June 1 – August 31 for the whole summer session.

Graduating international students may not work past the last class day of their final semester due to visa regulations, unless they have obtained an extension of work authorization through [International Student and Scholar Services](#).

### **Hours**

Graduate students may work no more than 20 hrs/wk in the first two long-semesters of study at the university, and no more than 30 hrs/wk in any combination of assignments after the first year. Students may work up to an average of 30 hours/week during the 12-week summer period. International students may work up to 20 hrs/wk during the fall and spring semesters, and up to an average of 30 hrs/wk during the 12-week summer period.

### **Pay**

TAs are paid monthly at the standard rate set by the School of Architecture in conjunction with HR guidelines. The rates are \$4,623/semester for appointments of 20 hrs/wk and \$2,311/semester for appointments of 10 hrs/wk. Summer rates are \$1,541/session for appointments of 20 hrs/wk and \$770/session for appointments of 10 hrs/wk.

### **Benefits and Resident Tuition**

Students assigned at least 20 hours per week to a single TA assignment or to a combination of eligible titles (GRA, TA, AI, Assistant (Graduate), etc.) totaling 20 hours per week, and for at least 4.5 consecutive months (usually one long semester), are eligible for basic [insurance benefits](#). Dental, vision, coverage of eligible dependents, and other optional/elective benefits are available at an additional cost to the student, and must be signed up for within the first 31 days of employment. A graduate student employee insurance orientation is available through [UT Learn](#).

Out-of-state resident students appointed in benefits-eligible titles of 20 hours or more are eligible to be charged at the in-state tuition rate, and should [claim a non-resident tuition waiver online](#).

Students employed as TAs receive a [tuition reduction benefit](#) as part of their student academic employment. The assistance amount is based on the number of hours of the TA/AI appointment and is paid on a semester basis.

### **Graduate Research Assistants [GRA]**

The principal duty of a Graduate Research Assistant is to contribute to a program of departmental or interdepartmental research under direct faculty supervision. The work should directly relate to your professional training and course of study within the School of Architecture.

## GRA Applications

GRA applications are accepted on a rolling basis. Interested applicants should inquire about available positions with their faculty mentors. Calls for GRA applications are also sent periodically via the School of Architecture student email lists.

## GRA Email Addresses

The SOA requires GRAs to use official @utexas.edu email addresses to conduct official University business.

## Requirements

A GRA must meet the following criteria, per the [Graduate School's Conditions for Student Employment](#):

- Have a Social Security Number, be eligible to work in the U.S., and have an I-9 on file with HR.
- Be a degree-seeking graduate student who is making satisfactory progress toward a graduate degree without existing conditional admission requirements imposed by the Vice Provost and Dean of Graduate Studies.
- Remain registered for at least **nine semester hours** of course work in the long semesters or **three semester hours** in the summer. This does not include enrollment in University Extension courses.
- Maintain at least a 3.0 graduate grade-point average.
- Successfully pass a criminal background check. For information about how our office of Human Resources reviews criminal history background checks, please visit the [Human Resources](#) website.

In addition, a student must not have more than two grades of X, I, NC, D, or F in any combination.

## International Students

A Social Security Number (SSN) is needed to facilitate employment in the U.S., including student employment, and to file a U.S. tax return. Please refer to the [International Student and Scholar Services](#) to determine your SSN eligibility and for instructions on how to obtain one. Please note that it may take 4 - 6 weeks to receive your SSN. For more information please consult the [Handbook of Operating Procedures 9-2020](#).

## Dates of Employment

GRA assignments are made on a per-semester basis.

Fall dates are September 1 – January 15.

Spring dates are January 16 – May 31.

Summer dates are June 1 – July 15 for first summer session and July 16 – August 31 for second summer session, and June 1 – August 31 for the whole summer session.

Graduating international students may not work past the last class day of their final semester due to visa regulations, unless they have obtained an extension of work authorization through [International Student and Scholar Services](#).

## Hours

Graduate students may work no more than 20 hrs/wk in the first two long semesters of study at the university, and no more than 30 hrs/wk in any combination of assignments after the first year. Students may work up to 30 hours during the summer and intersession breaks. International students may work up to 20 hrs/wk during the fall and spring semesters, and up to 30 hrs/wk during the summer and intersession breaks.

## Pay

The range of pay for GRAs may vary based on the duration of the position, student degree progress, and available funding. Students should consult their research supervisor for more information.

## Benefits and Resident Tuition

Students assigned at least 20 hours per week to a single GRA assignment or to a combination of eligible titles (GRA, TA, AI, Assistant (Graduate), etc.) totaling 20 hours per week, and for at least 4.5 consecutive months (usually one long semester), are eligible for basic [insurance benefits](#). Dental, vision, coverage of eligible dependents, and other optional/elective benefits are available at an additional cost to the student, and must be signed up for within the first 31 days of employment. A graduate student employee insurance orientation is available through [UT Learn](#).

Out-of-state resident students appointed in benefits-eligible titles of 20 hours or more are eligible to be charged at the in-state tuition rate, and should [claim a non-resident tuition waiver online](#).