

Student Handbook

2022-2023



TEXAS A&M UNIVERSITY

The Bush School

of Government & Public Service

DC Teaching Site

1620 L St, NW
Suite 700
Washington, DC 20036
Office: (202) 773-0021

<https://bush.tamu.edu/DC/>

Office Hours
Monday through Friday: 8:00 am-5:00 pm
Saturday and Sunday: Closed

This handbook provides an overview of Bush School programs, describes the services provided to students by the school and Texas A&M University, and outlines the Bush School's policies, procedures, and expectations.

Table of Contents

I. General Information.....	8
A. Introduction.....	8
B. Academic Calendar.....	9
C. History and Development.....	9
D. Texas A&M University Mission Statement.....	10
E. The Bush School of Government & Public Service: Mission and Vision.....	10
F. Accreditation.....	11
G. Licensure.....	11
H. Master of National Security and Intelligence.....	12
1. Introduction.....	12
2. Program of Study.....	12
3. Educational Objectives.....	13
4. Student Learning.....	13
I. Master of International Policy.....	14
1. Introduction.....	14
2. Program of Study.....	14
3. Educational Objectives.....	14
4. Student Learning.....	15
5. Assessment of Learning Outcomes.....	15
6. Professional Organizations.....	16
J. Certificate in Advanced International Affairs (CAIA).....	16
1. Introduction.....	16
2. Program of Study.....	16
3. Educational Objectives.....	16
K. Emergencies and Campus Security.....	17
1. Access to the DC Teaching Site.....	17
2. Medical Emergencies.....	18
3. Active Shooter Plan.....	18
4. Fire Evacuation Plan.....	18
5. Inclement Weather Policy.....	19
6. Shelter-in-Place Procedures.....	19
L. Library and Academic Resources.....	19

M.	Information Technology (IT)	21
1.	Classrooms and Conference Rooms	21
2.	Email and Microsoft Office	21
3.	IT Support and Policies	21
N.	Student Right-to-Know and Campus Security Act	22
II.	Admissions and Entrance Requirements	22
A.	Admissions	22
B.	Entrance Requirements	23
C.	Admission Deadlines	23
D.	Acceptance	23
E.	Transcripts	24
F.	Transfer Credit	24
G.	Limitations on the Use of Transfer, Extension, and Certain Other Courses	26
III.	Student Disclosure Information and Other Services	27
A.	Advising	27
B.	Grading: Student Rule 10	28
C.	Academic Deficiency and Probation	29
D.	Grade Disputes	29
E.	Academic Basics	30
1.	Registration	30
2.	Dropping/Withdrawing (Q-Drop)	30
3.	Degree	31
4.	Graduation	32
F.	Students' Rights, Privileges, and Responsibilities	32
G.	Student Grievances and Complaints	33
IV.	Probation, Dismissal, and Readmission: Student Rule 12	34
A.	Academic Deficiency and Probation	34
B.	Honor Code	34
V.	Student Records	35
A.	Student Records	35
B.	Student Conduct File: Student Rule 28	35
C.	Family Educational Rights and Privacy Act (FERPA)	36
D.	Student Information System	37
E.	Campus Rules and Policies	37

VI.	Student Conduct.....	37
A.	Principled Leadership and Integrity.....	37
B.	Respect for the Benefits of Diversity, Equity, and Inclusion	38
C.	Academic Misconduct	38
D.	Plagiarism	39
E.	Multiple Submission	39
F.	Campus Rules and Policies and Campus Carry.....	40
VII.	Attendance and Leave of Absence Information.....	40
A.	Class Attendance and Class Participation.....	40
B.	Extended Absences: Student Rule 7.5	40
C.	Make-up Work Due to Absences: Student Rule 7.4.....	41
D.	In Absentia.....	41
E.	Leave of Absence.....	42
VIII.	Tuition, Fees, and Refunds.....	42
A.	General Information.....	42
B.	Payment of Tuition and Fees	43
C.	Obligation to Pay Tuition, Required Fees, Other Fees, and Charges for Optional Services 43	
D.	Financial Obligation for Graduating Students	43
E.	Graduation Fees	43
F.	Scholarships, Grants, and Loans.....	44
G.	Canceling Your Registration.....	44
H.	Cancellation of Non-payment of Tuition or Fees	44
I.	Financial Assistance.....	45
J.	Other Types of Support.....	45
K.	Advising.....	45
L.	Career Services	46
IX.	Ownership and Faculty Information	48
A.	Objectives of Graduate and Professional Studies	48
B.	Administration of Graduate and Professional Studies	49
C.	Office of Graduate and Professional Studies Administrative Officers	49
D.	Graduate Council	49
E.	Graduate Operations Committee (GOC)	50
F.	The Bush School of Government & Public Service, DC Teaching Site.....	51
G.	Student Governance	51

X.	Appendix A.....	52
XI.	Appendix B	55

Staff and Faculty Directory-College Station, Texas (area code 979)

Office of the Dean

Name	Title	Phone	Room
Gen. (Ret.) Mark A. Welsh III	Dean	862-8007	2132A
Ms. Mary Hein	Executive Assistant III	862-8007	2132
Ms. Alexandra Gonzalez Rainey	Director, Development	458-8035	2138
Ms. Meghan Yeager Alvear	Assistant Director, Development	458-8035	2123
Ms. Joy Monroe	Assistant Dean	845-7614	2146
Ms. Robyn Small	Director, Marketing & Communications	862-3469	2144

Department of International Affairs

Name	Title	Phone	Room
Dr. David Bearce	Department Head	458-2276	1088
Ms. Peg Hosea	Senior Administrative Coordinator	458-2276	1088
Ms. Julia Lawrence	Administrative Coordinator I	826-8823	1093

Staff and Faculty Directory-DC Teaching Site (area code 202)

Office of the Executive Director

Name	Title	Phone	Room
Lt. Gen. (Ret.) Jay Silveria	Executive Director	773-0019	
Ms. Cathy Celestino	Executive Assistant III	773-0021	
Ms. Alice Yates	Director of Development	773-0030	
Ms. Robyn Small	Director of Communications	773-0026	
Ms. Jodi Carr	Program Manager, Academic Affairs	773-0011	
Mr. Brenden Chaney	Program Manager, Events	773-0027	
Ms. Melinda Cayzedo	Senior Administrative Coordinator II	773-0024	
Ms. Kayla Davis	Administrative Coordinator I	773-0020	
Ms. Monique Ashton	Administrative Coordinator II	773-0006	
Ms. Dilma Lucena	Administrative Associate II	773-0031	

Enrollment Management and Career and Student Services

Name	Title	Phone	Room
Ms. Jacqueline McLaughlin Linde	Director	773-0009	
Ms. Whitney Rains	Assistant Director of Admissions	773-0018	
Mr. Joseph Stiles	Assistant Director of Recruiting	773-0032	
Mr. Alex Sharfman	Supervisor, Library	773-0017	

Business Operations

Name	Title	Phone	Room
Mr. Paul Mavrikes	Director	773-0008	
Mr. Eddie Henriquez Iraheta	Assistant Director, Information & Technology	773-0023	
Mr. Jack Hillkirk	Sr. IT Professional	773-0007	
VACANT	Facilities Coordinator	TBD	
Mr. Luke McCabe	Business Administrator II	773-0012	
VACANT	Business Administrator I	773-0025	

Development & External Affairs

Name	Title	Phone	Room
Dr. Thomas Cynkin	Director	773-0010	

Faculty

Name	Title	Phone	Room
Dr. F. Gregory Gause, III	Professor of International Affairs & John H. Lindsey '44 Chair	TBD	
Mr. Gary Ross	Associate Professor of the Practice	773-0015	
Dr. Edward Lemon	Research Assistant Professor	773-0013	
Dr. Yuval Weber	Research Assistant Professor	773-0014	
Dr. Kateryna Shynkaruk	Senior Lecturer	773-0029	
Dr. Gyu Shim	Instructional Assistant Professor	773-0033	

I. General Information

A. Introduction

The Bush School of Government & Public Service DC teaching site (hereinafter "DC teaching site"; "Bush School DC") offers a Master of International Policy (MIP), Master of National Security and Intelligence (NSI), and a Certificate in Advanced International Affairs (CAIA). This handbook provides an overview of the programs; describes the services provided to students by the teaching site, school, and university; and outlines the Bush School's policies, procedures, and expectations. For further information, consult the Bush School DC website at <http://bush.tamu.edu/DC/>.

The sections in this handbook are intended as a supplement to other sources of information about the Bush School and Texas A&M University (TAMU). For answers to questions not addressed here, individuals should consult several TAMU resources:

- Texas A&M University Graduate Catalog, which is the official document governing graduate programs (<https://catalog.tamu.edu/graduate/>);
- Office of Graduate and Professional Studies (<http://ogaps.tamu.edu/>);
- Texas A&M University Student Rules (<https://student-rules.tamu.edu/>);
- Student Life, Graduate Student Resources (<http://ogaps.tamu.edu/Prospective-Students/Student-Life-Resources>);
- Student Life, Adult & Non-Traditional Student Resources (<http://studentlife.tamu.edu/agoss.adultnontradresources>);
- Bush School website (<http://bush.tamu.edu/>);
- Veterans Services (<https://aggie.tamu.edu/financial-aid/veterans>)
- University financial matters can be found on the Texas A&M Division of Finance (<https://finance.tamu.edu/>);
- Federal Student Right-to-Know and Campus Security Act (<https://registrar.tamu.edu/Catalogs,-Policies-Procedures/Student-Right-to-Know>); and
- Student Rules governing Academic Rules, Student Life Rules, and Student Grievances and Procedures (<https://student-rules.tamu.edu/>).

B. Academic Calendar

Please visit <https://registrar.tamu.edu/Catalogs,-Policies-Procedures/Academic-Calendar>.

Note: The DC teaching site is closed President's Day, February 20, 2023. The make-up date for those Monday classes will be May 2, 2023.

C. History and Development

The Bush School of Government & Public Service at Texas A&M University was founded in 1997 under President George H. W. Bush's philosophy that "public service is a noble calling". Since then, the Bush School has continued to reflect that notion in curriculum, research, and student experience and has become a leading public and international affairs graduate institution.

The Bush School offers several graduate programs for students aspiring to careers in public service, broadly understood. Degrees in Public Service and Administration, International Affairs, and International Policy, as well as an online Executive Master in Public Service and Administration develop principled leaders for professional careers in public service. The Bush School also offers graduate certificates in Advanced International Affairs, Homeland Security, Nonprofit Management, and Public Management. The Bush School has joined with several Texas A&M departments to offer seven Bachelor's/Master's 5-year (3+2) Programs that allow students to enter the Bush School at the beginning of their fourth year and receive both their undergraduate and master's degrees in five years. In the fall of 2022, the Bush School is expanding with the inclusion of Texas A&M's existing Department of Political Science, which grants Ph.D.'s, Master's degrees and bachelor's degrees. Both the Department of International Affairs and the Department of Public Service and Administration are also developing new undergraduate degrees at the College Station campus.

The Bush School's vision to inspire excellence in the noble calling of public service has been greatly expanded with the opening of the Washington, DC teaching site. Classes commenced in January 2021, with the teaching site offering instruction toward the MIP degree, a 30-credit-hour, non-thesis program. In the fall of 2022, the teaching site is adding another graduate degree, the NSI.

A rigorous curriculum and internationally acclaimed faculty have propelled the Bush School to rank in the top 12 percent of graduate public affairs schools in the nation, according to U.S. News & World Report, 2020. Among public universities, the Bush School is ranked in the top 20 of public affairs programs. In 2020, the Bush School was named the no. 1 ranked "best value" in both residential MPA programs and executive online MPA programs by Value College.

Bush School programs on Texas A&M's College Station campus are housed in the newly renovated Robert H. and Judy Ley Allen Building, part of the George Bush Presidential Library Center on the campus of Texas A&M University, a top-tier research institution. This location affords students a wealth of resources to access throughout their graduate education, including research opportunities at any of the three research institutions housed within the Allen Building, access to the archival holdings of the George Bush Presidential Library and Museum, and invitation to numerous events and prestigious speaking engagements hosted by the George Bush Foundation.

The Bush School prepares students to become principled leaders in their fields and to reflect the value of public service throughout their careers.

D. [Texas A&M University Mission Statement](#)

Texas A&M University is dedicated to the discovery, development, communication, and application of knowledge in a wide range of academic and professional fields. Its mission of providing the highest quality undergraduate and graduate programs is inseparable from its mission of developing new understandings through research and creativity. It prepares students to assume roles in leadership, responsibility, and service to society. Texas A&M assumes as its historic trust the maintenance of freedom of inquiry and an intellectual environment nurturing the human mind and spirit. It welcomes and seeks to serve persons of all racial, ethnic, and geographic groups as it addresses the needs of an increasingly diverse population and a global economy. In the 21st century, Texas A&M University seeks to assume a place of preeminence among public universities while respecting its history and traditions.

E. [The Bush School of Government & Public Service: Mission and Vision](#)

Committed to realizing the noble vision of its namesake, George Bush, 41st President of the United States, the mission of the Bush School of Government & Public Service is to educate principled leaders in public and international affairs, conduct research, and perform service.

Inspired by President Bush's vision and committed to its mission, the Bush School offers a comprehensive educational experience designed to cultivate professionalism and principle in public service. All academic programs integrate three components - a carefully designed curriculum, experiential learning, and self-study - each of which reinforces and contributes to the others.

The mission statement highlights three elements that inform all activities at the Bush School. Foremost is the cultivation of principled leaders, a primary goal of the school. In recruiting students, we seek individuals who have already shown a predisposition for leadership, and we work to develop and hone their skills. Important elements of this effort are workshops focused on communication,

conflict resolution, and power and influence, the understanding of which enhances the student's ability to manage and lead effectively.

Second, the Bush School recognizes the vital importance of the research conducted by its faculty and research institutes. In addition to contributions to the broader discipline of public affairs and public administration, our research also significantly enhances Bush School students' educational experience. For example, through the Capstone courses, every Bush School student has the opportunity to work with a team on a real-world project for a real-world client, guided by knowledgeable faculty members. These clients range from local nonprofits to state and federal agencies and international organizations. The school is also home to the Institute for Science, Technology, and Public Policy, the Mosbacher Institute for Trade, Economics, and Public Policy, and the Scowcroft Institute of International Affairs, which conduct cutting-edge research on issues of public policy and world affairs.

Third, the School takes as one of its cornerstones the idea of giving back to the community through public service. George Bush, 41st President of the United States, has repeatedly stressed that public service is a "noble calling" and "that a successful life, by definition includes service to others." The masters programs at the Bush School are designed for people who have decided to devote a significant portion of their lives to improving the well-being of others through public and civic action. An important part of the Bush School experience is the opportunity to engage in public service outside the classroom, including a summer internship and student-led public service projects that enable students to apply what they learn in external settings.

F. Accreditation

Texas A&M University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award degrees at the bachelors', masters', doctoral, and professional levels. Contact the SACSCOC at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call 404-679-4500 for questions about the accreditation of Texas A&M University.

G. Licensure

The Bush School of Government & Public Service was incorporated in the District of Columbia licensed by the Office of the Secretary of State for Education (OSSE) Higher Education Licensure Commission (HELIC) of the District of Columbia and is authorized to provide educational programs in the District of Columbia (<https://helc.osse.dc.gov>).

The DC teaching site is approved to operate by the Texas Higher Education Coordinating Board and Texas A&M Board of Regents.

H. Master of National Security and Intelligence

1. Introduction

The Master of National Security and Intelligence (NSI) is designed for early-career professionals with a desire to prepare themselves for an emerging career in the intelligence community. The degree is offered in residence at the Bush School DC, with the option of taking up to 6-credit hours online.

The NSI program is a 42-credit hour program with a final capstone project and language requirement.

2. Program of Study

Language Requirement:

Many careers in national security and intelligence require languages. The Bush School students must achieve a score of intermediate low or better on the ACTFL oral exam in a foreign language by the end of their degree program. Students do not receive credit for the language courses.

Capstone Project:

The capstone project takes place toward the end of the degree program. A small group of students work together on a project for a client. The project will allow students to gain real-world, professional experience, including networking opportunities during the creation of a final product that assists the client and can be shared with potential employers.

Curriculum:

The curriculum consists of six, 3-credit hour required courses:

- *American Foreign Policy* (INTA 605)
- *Theory and Practice of International Politics* (INTA 606)
- *Global Economy* (INTA 608)
- *Role of Intelligence in Security Affairs* (INTA 552)
- *Research Methods*
- *Capstone Project* (INTA 670)

Students will also take:

- Four track electives from Intelligence, National Security, or Area Studies; and
- Four additional electives.

3. Educational Objectives

The NSI program is designed for students with a bachelor's degree. No experience in the fields of national security or intelligence is required for admission. The degree is offered in residence at the Bush School DC, with the option of taking up to 6-credit hours online.

The NSI degree aims to strengthen students' abilities to understand complex issues through rigorous coursework. Well-published scholars and seasoned practitioners from Federal agencies lead in-depth classroom discussions, collaborate on research, and mentor students in and out of the classroom. The program seeks to develop student worldviews and prepare them for entry into the fields of national security, intelligence, or area studies.

4. Student Learning

Student learning outcomes summarize the knowledge and skills Texas A&M expects students to gain during their educational experience as Aggies. These learning outcomes ask students to connect their course- and degree-level learning to their overall goals as they take on leadership positions in their professions and communities and prepare them to engage in learning for a lifetime.

First and foremost, Texas A&M expects students to have mastered the material presented in their individual courses, from entry-level general education courses required of all undergraduates, to capstone courses restricted to seniors in a major, to specialized graduate seminars.

The broader institutional student learning outcomes ask students to connect the pieces of their education into a whole that synthesizes what they have learned. Students graduate not only knowing facts and understanding basic concepts, but also demonstrating an ability to apply and explain those facts and concepts creatively in new situations. Through this process, students gain the skills and knowledge that allow them to thrive in our complex world.

A student who graduates from Texas A&M with a master's degree will:

- Apply subject matter knowledge in a range of contexts to solve problems and make decisions;
- Use a variety of sources and evaluate multiple points of view to analyze and integrate information and to conduct critical, reasoned arguments;
- Know how to communicate effectively;

- Use appropriate technologies to communicate, collaborate, conduct research, and solve problems;
- Develop clear research plans and conduct valid (data-supported) theoretically consistent and institutionally appropriate research;
- Choose ethical courses of action in research and practice.

I. [Master of International Policy](#)

1. Introduction

The Master of International Policy (MIP) is a 30-credit hour, non-thesis degree program offered fully in residence (with an option of taking up to 6-credit hours online) on the Texas A&M University College Station campus and the Washington, DC teaching site.

Students in DC pursue the National Security and Diplomacy (NSD) track. Students admitted to the program will have a minimum of four years of professional experience in the field of international affairs, broadly understood.

2. Program of Study

The curriculum consists of two required courses (6-credit hours) in:

- *The Theory and Practice of International Politics* (INTA 606); &
- *The Fundamentals of the Global Economy* (INTA 608).

Students take five courses (15-credit hours) in the NSD track. Currently, the DC teaching site only offers the NSD track. We hope to be able to mount enough courses soon to support the International Development and Economic Policy track. The remaining three courses (9-credit hours) are electives.

The degree program is structured at the DC teaching site for part-time students with all courses offered in the evenings. If students can devote full-time status to their studies, they could complete the program in three semesters. (The school does not advise any student to take more than 4 courses per semester.)

3. Educational Objectives

The MIP degree aims to strengthen students' abilities to understand complex issues through rigorous coursework. Well-published scholars and seasoned practitioners from Federal agencies lead in-depth classroom discussions, collaborate on research, and mentor students in and out of the classroom. The program seeks to expand student worldviews and prepare them to advance their careers in international affairs.

4. Student Learning

Student learning outcomes summarize the knowledge and skills Texas A&M expects students to gain during their educational experience as Aggies. These learning outcomes ask students to connect their course- and degree-level learning to their overall goals as they take on leadership positions in their professions and communities and prepare them to engage in learning for a lifetime.

First and foremost, Texas A&M expects students to have mastered the material presented in their individual courses, from entry-level general education courses required of all undergraduates, to capstone courses restricted to seniors in a major, to specialized graduate seminars.

The broader institutional student learning outcomes ask students to connect the pieces of their education into a whole that synthesizes what they have learned. Students graduate not only knowing facts and understanding basic concepts, but also demonstrating an ability to apply and explain those facts and concepts creatively in new situations. Through this process, students gain the skills and knowledge that allow them to thrive in our complex world.

A student who graduates from Texas A&M with a master's degree will:

- Apply subject matter knowledge in a range of contexts to solve problems and make decisions;
- Use a variety of sources and evaluate multiple points of view to analyze and integrate information and to conduct critical, reasoned arguments;
- Know how to communicate effectively;
- Use appropriate technologies to communicate, collaborate, conduct research and solve problems;
- Develop clear research plans and conduct valid (data-supported), theoretically consistent and institutionally appropriate research;
- Choose ethical courses of action in research and practice.

5. Assessment of Learning Outcomes

For the MIP degree, the assessment plan developed by the Department of International Affairs involves each graduating student submitting two pieces of written work: a) reflective essay in which the student considers how s/he would have dealt with a professional issue from the past in a different way, given the skills and knowledge gained during the degree program; and b) an example of analytical writing submitted in one of the student's classes. Student submission of the reflective essay and an

example of analytical writing is due by the end of the exam period in the semester of graduation. These submissions are then assessed by a committee of faculty members based on two rubrics. For the reflective essay, the learning outcomes assessed are problem identification, theoretical grasp, informed/changed perspective, and syntax/mechanics. For the analytical writing from a course, the learning outcomes assessed are context and purpose of writing, organization/design, sources and evidence, and syntax/mechanics. From the assessments of the faculty committee, the Department of International Affairs then puts together an action plan for an area or areas where we identify that improvement is needed.

6. Professional Organizations

Association of Professional Schools of International Affairs (APSIA)
1615 L St, NW
Washington, DC 20036

J. [Certificate in Advanced International Affairs \(CAIA\)](#)

1. Introduction

The Certificate in Advanced International Affairs (CAIA) is a 12-credit hour (four course) transcribed credential for students with a bachelor's degree who are seeking further education in the field of international affairs broadly understood. It is particularly aimed at working professionals and those seeking professional careers that require advanced knowledge in international relations, intelligence, defense policy, military affairs, diplomacy, counterterrorism, and international organizations. Students who complete the certificate can apply those credits toward Bush School master's degrees if they choose to apply to those programs.

2. Program of Study

Any course with the INTA prefix qualifies as fulfilling the requirements for the CAIA.

3. Educational Objectives

There are three learning outcomes for the Certificate in Advanced International Affairs program:

- Communicate Clearly International Relations Concepts in Writing: The student will present, support, and argue for

solutions to foreign and national security policy challenges that communicates clearly in well-developed arguments supported by accurate citations;

- **Apply International Affairs Concepts and Theories in Policy:** The student will describe and apply international affairs concepts and theories to current complex policy problems and international relations challenges on a global scale in the specific area of American foreign policy and national security policy; and
- **Develop Analytical Skills in International Affairs Policy Analysis:** The student will critically analyze material by applying salient and reliable information pertinent to the international policy under investigation and will synthesize large amounts of information from numerous sources.

The mission of the CAIA program at the George Bush School of Government & Public Service at Texas A&M is to prepare students and professionals to gain critical international affairs expertise in the understanding, analysis, and communication of international policy, and to prepare students for internationally related careers. This mission is in alignment with the Bush School's overall mission to create principled leaders in public and international affairs.

K. Emergencies and Campus Security

1. Access to the DC Teaching Site

Access to the 1620 L Street, NW building may only be made through the main entrance. Students arriving after the building closing hours must use their Datawatch Systems, Inc. (Datawatch) access card.

The Bush School DC is an access-controlled site. Each individual authorized access to the DC teaching site will be issued a Datawatch access card provided by Datawatch. Visitors in need of one will be issued a visitor access card by the Office of Business Operations.

A Datawatch access card is issued to every student requiring regular access to the DC teaching site, and it serves as the primary identification card at the Bush School DC. The access card will be issued at student orientation and will include a photograph of the student. Students are not permitted to loan their cards. Any Texas A&M student who arrives without their access card must secure a temporary visitor badge from Mr. Luke McCabe or designee (lmccabe@tamu.edu), Human Resources. This badge must be returned when the student leaves the teaching site premises.

Should a situation arise in which the access card is inoperable, damaged, or misplaced, the student affected must contact Mr. McCabe or designee to secure a temporary replacement card. Should the card be lost or stolen, the student must contact Mr. McCabe or designee and provide notice of the circumstances involved. Loss by theft must be documented and should include a report from law enforcement, if applicable.

2. Medical Emergencies

In the case of a medical emergency at the DC teaching site, dial 911 and report the address as 1620 L Street, NW, Washington, DC 20036.

A first aid kit is in the student lounge area, 7th floor. The nearest emergency room facility is the George Washington University Hospital located at 900 23rd Street, NW Washington, DC, (202) 715-4000.

3. Active Shooter Plan

The Bush School DC follows the *Run, Hide, and Fight* strategy. If there is an active shooter in the facility, we encourage students and staff to evacuate to a secure location immediately. If you are unable to flee from danger, barricade yourself in a room or locate the best possible place away from the shooter. If you are unable to flee or hide, defend yourself physically and/or attempt to disable the shooter. If the shooter has been subdued, restrain the shooter, and contact the DC Metropolitan Police Department immediately.

4. Fire Evacuation Plan

Anyone discovering a fire within the DC teaching site should immediately dial 911. On discovering a fire, the individual should verbally announce the word “FIRE” and call for an evacuation of the premises. A local (building only) fire alarm box is located on the seventh floor of 1620 L Street, N.W. Washington, DC.

Once a fire has been detected and/or an alarm sounds and flashes, evacuation must be made quickly and calmly through exit doors clearly marked on all floors of the teaching site premises. Fire exit signs showing the direction to take are easily visible throughout the teaching site. Once the teaching site’s premises has been evacuated, only an administrator or full-time faculty member present may authorize employees and staff to re-enter after consultation from the building management and the Fire Marshal.

Fire extinguishers are located throughout the site and are located on every occupied floor of the facility.

5. Inclement Weather Policy

Should severe weather conditions develop in the DMV area, students are advised that the teaching site will communicate promptly on any changes in the daily schedule, including closures, early dismissals, and mandatory remote workdays. The Bush School DC takes the safety of students, faculty, and staff as its highest priority and will always err on the side of caution.

The Bush School DC closing decisions are based on the situation as it is known the evening before the next workday's classes whenever possible. Closings during the school day are made based on ongoing weather conditions. If the DC teaching site closes, the community will be advised by email and text message provided you have signed up for the notification system. Every effort will be made to ensure that emails are sent in a timely manner.

If an emergency closing is required, and classes are canceled, the faculty will develop an alternative schedule for make-up classes.

6. Shelter-in-Place Procedures

Sheltering in place will be implemented in cases of violent weather, earthquakes, hurricanes, and tornadoes. In the event of security emergencies as determined by the teaching site or by local or Federal authorities. This procedure is usually in effect for a relatively short duration of 15 minutes; however, they may last up to several hours. Notifications will be announced available.

The Bush School DC shelter in place locations are as follows:

- **First floor:** Follow building instructions
- **Second Floor:** Large Conference Room
- **Seventh Floor:** Lecture Hall
- **Ninth Floor:** Main Conference Room
- **Tenth Floor:** Main Hallway

L. Library and Academic Resources

The Texas A&M University Library system includes the Sterling C. Evans Library, the Cushing Memorial Library and Archives, the Business Library and Collaboration Commons, the Policy Sciences and Economics Library (PSEL), and the Medical Sciences Library as well as library services at other campuses. The

general academic library is the Sterling C. Evans Library on the main campus. Most of the University Libraries five million volumes and forty-six thousand print serial titles are housed in the stacks in Evans Library.

The Bush School is supported by library staff at PSEL and in DC. Students may utilize interlibrary loan and document delivery resources to request materials - Get It For Me (<http://getitforme.library.tamu.edu/illiadlocal/>) allows students to order books, articles, reports or materials from other libraries on campus or not owned by Texas A&M at all. This service will either deliver the print item or, if less than 50 pages, a scanned article or chapter electronically in PDF. The system will allow students to check the status of requests, renew materials, or cancel requests through a web browser.

Thousands of electronic databases, journals, and abstracts are available via computer using an individual's NetID. All materials from Texas A&M University Libraries may be returned or renewed during normal business hours at any University library location. They may also be renewed electronically on the Texas A&M University Libraries website: <http://library.tamu.edu/>. Circulation and reserve policies for the PSEL are available at the PSEL [webiste](#).

PSEL also supports Bush students with access to course readings, through electronic reserves (which are done at the request of the instructor). There are library guides for subject and classes available at [library guides](#) There are also librarians to assist students with finding, evaluating and using information effectively for their courses, projects and decision making. Bush School students are encouraged to contact Wendi Kaspar, Professor of Information Strategy in International Affairs warrant@library.tamu.edu (979) 862-6310 or the Library Supervisor at the Bush School DC site (202) 773-0017 to set up an appointment. Students are also encouraged to use the library resources available throughout the University campus.

The regular hours of operation are as follows:

- PSEL Evans Library-Monday-Friday 9:00 am-6:00 pm (CT)

*Please visit the Texas A&M University Libraries website or The Bush School DC website <https://bush.tamu.edu/dc/> for special hours of operation (summer and interim hours).

M. Information Technology (IT)

1. Classrooms and Conference Rooms

Classrooms and conference rooms will be open from 8:00 am to 9:10 pm, Monday through Friday. These spaces may be used by students, but must first be reserved through a staff or faculty member. Furniture is not to be moved, and the room must be left in the state that it was found. Inappropriate use may result in loss of privilege. Each classroom and conference room are equipped with a monitor connected to a computer and camera. The computer is connected to the Internet and has Zoom and Microsoft Office installed. There is also a wireless screen-casting device that allows a personal laptop to be used with the monitor.

If assistance or a room reservation is needed, please contact IT by emailing bushschooldcit@tamu.edu.

2. Email and Microsoft Office

Email and Microsoft Office applications provided to students are to be utilized for TAMU purposes only. These tools are not to be used for solicitation, or in any manner that violates state or Federal laws or TAMU policies.

3. IT Support and Policies

Texas A&M University provides a variety of IT resources that are administered by various technology support groups throughout the university system. The Bush School DC IT team acts as a single point of contact for all technology related issues to efficiently coordinate support.

Requests for technology assistance can be sent to bushschooldcit@tamu.edu. Requests sent to this email will be responded to within 24 hours for non-emergency issues. Technology emergencies will be responded to as quickly as possible. The IT team also accepts walk-up requests for assistance in our offices on the 2nd floor of the school.

The Bush School IT team is available during normal business hours (9:00 am-5:00 pm M-F). On-site support hours are extended until 6:30 pm for the first four weeks of classes.

Information concerning the use of other technologies, information resources, and specific policies may be distributed separately. Students are required to follow and conform to all policies and procedures.

The University is an agency of the state of Texas; therefore, users must conform to all applicable state laws. Non-compliance may lead to disciplinary action by the University, including, in extreme cases, revocation of computer-use privileges and/or expulsion/ dismissal from the University, or even lawful intervention. Under certain circumstances, unauthorized access to or modification, disclosure, or destruction of the Bush School DC or TAMU IT resources, or violation of licensing agreements and/or copyright laws, may give rise to civil and/or criminal liability. University-wide rules and policies may be found at <http://rules-saps.tamu.edu>.

N. Student Right-to-Know and Campus Security Act

The Student Right to Know Act requires an institution that participates in any student financial assistance program under Title IV of the Higher Education Act of 1965 (as amended) to disclose information about graduation rates to current and prospective students. Institutions that award athletically-related student aid are also required under the Student Right-to-Know Act to disclose data related to the institution's student population and student-athlete graduation rates to potential student-athletes, their parents, coaches, and counselors.

In addition to the graduation rates of student-athletes receiving athletically related financial aid, TAMU complies with the other reporting requirements of the Federal Right-to-Know and Campus Security Act. The following information is also reported through the appropriate offices listed below:

- Campus Crime Statistics - [University Police Department](#)
- Graduation Rates of Undergraduate Students - [Data and Research Services](#).

II. Admissions and Entrance Requirements

A. Admissions

A formal application is required from a person seeking admission to any of the degree and certificate programs offered at the DC teaching site.

Applicants must apply through GraduateCAS. An application fee of \$89 for U.S. citizens and permanent residents in addition to a centralized application service processing fee is required to process an application for admission. The application fee is non-refundable.

To submit your application for Spring 2023: <https://texasam2022.liaisoncas.com/applicant-ux/>

To submit your application for Fall 2023 and Summer 2023: <https://texasam2023.liaisoncas.com/applicant-ux/#/login>

B. Entrance Requirements

Students must have a bachelor's degree and a minimum of six years of professional experience in the field of international affairs, broadly understood.

Students must provide the following supporting documents:

1. **Official College Transcripts:** Student must provide official college transcript from each 4-year institution attended. Unofficial transcripts will be uploaded with application and can be used to evaluate a student for admission. Official transcripts must be provided prior to registration.
2. **Professional Resume:** Students must provide a professional resume or curriculum vitae of up to two pages demonstrating their required international experience.
3. **Statement of Purpose:** Students must provide a statement of purpose of up to 750 words outlining their experiences, academics, research interests, and expertise in their current field.
4. **Recommendation Letters:** Students must provide two recommendation letters from recommenders who are familiar with the students work, academic, or military experience.
5. **Optional GRE/GMAT Test Scores:** Students are encouraged to provide GRE or GMAT test scores if their cumulative GPA is below a 3.0.

C. Admission Deadlines

The Bush School's DC teaching site will have priority admissions deadlines but will continue to admit on a rolling basis.

D. Acceptance

Once a student completes their admissions file, the admissions committee will evaluate the student for admission. If accepted, the student will receive an email containing a digital decision letter. The decision letter includes an Admissions Survey, to allow the student to accept, decline, or defer their admission. Admission deferral requests must be made before the start of the term of the original application. An extension to the one-year time limit may be granted if requested by the applicant in writing and approved by the degree granting unit.

E. Transcripts

You must submit transcripts from all colleges or universities attended (excluding community colleges). Transcripts may be uploaded for review via the respective application service; however, if you are admitted and intend to enroll, you must provide an official transcript directly to the Office of Admissions before you will be allowed to register for classes. Transcripts for study abroad programs must also be submitted. You do not need to submit a transcript from TAMU.

F. Transfer Credit

All transfer credit is subject to TAMU rules. Only graduate credits earned from accredited institutions with letter grades of 3.0 and higher qualify toward transfer credit. Students may transfer into the degree plan a maximum of nine graduate credit hours.

Master of International Policy

Transfer options include a choice of one of the options below or a combination of the options, not to exceed nine graduate credit hours of total transfer credit approval into the degree:

- Up to 6-credit hours of graduate courses taken from any of the Bush School's graduate certificates will automatically transfer into the MIP without program director approval.
- The MIP program director may approve up to six graduate credit hours from outside the Bush School of Government & Public Service to transfer into the MIP from other accredited institutions.
- The MIP program director may approve up to six graduate credit hours of Texas A&M University electives toward the degree's elective requirement.

A student who has earned 12 hours of graduate credit at Texas A&M University may be authorized to transfer courses in excess of the limits prescribed above upon the advice of the advisory committee and with the approval of the Office of Graduate and Professional Studies. Graduate and/or upper-level undergraduate courses taken at an accredited U.S. institution or approved international institution with a final grade of B or greater, might be considered for transfer credit if, at the time the courses were completed, the courses would be accepted for credit toward a similar degree for a student in degree-seeking status at the host institution. Otherwise, the limitations stated in the preceding section apply. Coursework in which no formal grades are given or in which grades other than letter grades (A or B) are earned (for example, CR, P, S, U, H, etc.) is not accepted for transfer

credit. Courses appearing on the degree plan with grades of D, F or U may not be absolved by transfer work. Credit for thesis research or the equivalent is not transferable. Credit for coursework submitted for transfer from any college or university must be shown in semester credit hours or equated to semester credit hours. An official transcript from the university at which the transfer coursework was taken must be sent directly to the Office of Admissions.

Courses used toward a degree at another institution may not be applied for graduate credit. If the course to be transferred was taken prior to the conferral of a degree at the transfer institution, a letter from the Registrar at that institution stating that the course was not applied for credit toward the degree must be submitted to the Office of Graduate and Professional Studies.

Grades for courses completed at other institutions are not included in computing the GPA.

Master of National Security and Intelligence

A student who has earned 12 hours of graduate credit in residence at Texas A&M University may be authorized to transfer courses in excess of the limits prescribed above upon the advice of the advisory committee and with the approval of the Office of Graduate and Professional Studies (OGAPS). Graduate and/or upper-level undergraduate courses taken in residence at an accredited U.S. institution or approved international institution with a final grade of B or greater might be considered for transfer credit if, at the time the courses were completed, the courses would be accepted for credit toward a similar degree for a student in degree-seeking status at the host institution. Otherwise, the limitations stated in the preceding section apply. Coursework in which no formal grades are given or in which grades other than letter grades (A or B) are earned (for example, CR, P, S, U, H, etc.) is not accepted for transfer credit. Courses appearing on the degree plan with grades of D, F or U may not be absolved by transfer work. Credit for thesis research or the equivalent is not transferable. Credit for coursework submitted for transfer from any college or university must be shown in semester credit hours or equated to semester credit hours. An official transcript from the university at which the transfer coursework was taken must be sent directly to the Office of Admissions.

Credits used toward a degree at another institution may not be applied for graduate credit. If the course to be transferred was taken prior to the conferral of a degree at the transfer institution, a letter from the Registrar at that institution stating that the course was not applied for credit toward the degree must be submitted to the OGAPS.

Grades for courses completed at other institutions are not included in computing the GPA, with the exception of courses taken at the Texas A&M University Health Science Center.

G. Limitations on the Use of Transfer, Extension, and Certain Other Courses

Some departments may have more restrictive requirements for transfer work. If otherwise acceptable, certain courses may be used toward meeting credit-hour requirements for the master's degree under the following limitations.

- The maximum number of credit hours which may be considered for transfer credit is the greater of 12 hours of the total hours of a degree plan. The following restrictions apply:
 - a. Graduate and/or upper-level undergraduate courses taken in residence at an accredited U.S. institution, or approved international institution with a final grade of B or greater will be considered for transfer credit if, at the time the courses were completed, the student was in degree-seeking status at Texas A&M University, or the student was in degree-seeking status at the institution at which the courses were taken; and if the courses would be accepted for credit toward a similar degree for a student in degree-seeking status at the host institution.
 - b. Courses previously used for another degree are not acceptable for degree plan credit.
- The maximum number of credit hours taken in post-baccalaureate non-degree (G6) classification at Texas A&M University which may be considered for application to the degree plan is 12.
- A zero credits 684 or 685 course is only allowed for non-thesis option master's students. A zero credit 681 course can be used for either thesis or non-thesis option master's students. Other courses, including 691 research hours, are not eligible for zero credit.
- Any combination of 684, 685, 690 and 695 may not exceed 25 percent of the total credit hour requirement shown on the individual degree plan:
 - a. A maximum of 8 hours of 684 (Professional Internship) and/or
 - b. A maximum of 8 hours of 685 (Directed Studies), and
 - c. Up to 3 hours of 690 (Theory of Research), and
 - d. Up to 3 hours of 695 (Frontiers in Research).
- A maximum of 2 hours of Seminar (681).
- A maximum of 9 hours of advanced undergraduate courses (300- or 400-level).

- For graduate courses of three weeks' duration or less, taken at other institutions, up to 1 hour of credit may be obtained for each five-day week of coursework. Each week of coursework must include at least 15 contact hours.
- No credit hours of 691 (Research) may be used.
- Continuing education courses may not be used for graduate credit.
- Extension courses taken are not acceptable for credit.
- For non-distance degree programs, no more than 50 percent of the credit hours required for the program may be completed through distance education courses.
- To receive a graduate degree from Texas A&M University, students must earn one-third or more of the credits through the institution's own direct instruction. This limitation also applies to joint degree programs.
- Credits from Texas A&M University must be applied to a degree within 10 years of the completion of the course. Credits from other institutions must be applied to a degree within 7 years of the completion of the course.

Exceptions will be permitted only in unusual cases and when petitioned by the student's advisory committee and approved by the Office of Graduate and Professional Studies.

III. Student Disclosure Information and Other Services

This section provides an overview of the policies and procedures of the Bush School DC academic programs. Some of these items are covered in more detail in the program sections and in the Graduate Catalog produced by the OGAPS.

A. Advising

The faculty and staff at the Bush School DC are available to advise students on academic and career-related matters. For general advice about the program, students should see their faculty academic advisor, academic affairs program manager, or the department head. The department's program manager should be the first point of contact for all questions about offices, financial aid, registration, and other administrative matters. The University requires each student to complete and file a degree plan. Before filing, each student must form a faculty committee including the student's faculty advisor, who will serve as the committee chair, and the department head.

Any changes to a filed degree plan (e.g., changing an elective course) requires a petition to OGAPS. Additionally, a petition is required to change a member of a committee once a degree plan has been approved by OGAPS. The department's program manager can assist with any questions regarding the petition process. A student's faculty advisor will serve as chair of the master's committee and will assist in selecting elective courses and in advising in academic areas. Students will be assigned a temporary advisor when they enter the Bush School DC. Students may keep this advisor or select a new advisor later. For those who change advisors, Ms. Jodi Carr (jcarr11@tamu.edu) can provide students with the necessary *Change of Advisor* form.

Faculty advisors will also confer with students on leadership and professional development.

Students should see career services staff for advice about internships and jobs. They will help students find a summer internship that meets their career interests. As students near graduation, career staff will also help them formulate a job-search strategy. Among other things, this will include the preparation of an effective résumé and the refinement of interview skills. Students are also encouraged to seek career advice from their academic advisor, the department head, and other faculty members, as appropriate. It is important that students maintain regular contact with their advisor and the career services staff.

B. [Grading: Student Rule 10](#)

For information on contesting an assigned grade, see Part III, Student Grievance Procedures, 48. Grade Disputes.

10.4 Passing grades for graduate students are A, B, C and S.

10.4.1 Grades of S or U may be assigned in certain officially designated courses. Graduate courses on the degree plan may not be taken on an S/U basis, except for courses bearing the numbers 681, 684, 690, 691, 692, 693, 695, 697, 791, or unless otherwise noted in the catalog. Graduate courses not on the degree plan may be taken on an S/U basis.

10.4.2 Only grades of A, B, C and S are acceptable for graduate credit. Grades of D, F or Unsatisfactory (U) for courses on the degree plan must be absolved by repeating the courses and achieving grades of C or above or Satisfactory (S). If a course has been taken more than once and a grade of D or F was earned and then repeated for a grade of C or higher, the original grades of D or F will be excluded from the GPA calculation for the degree plan (if applicable) and cumulative GPA, but remain on the student's permanent record.

A course in which the final grade is C may be repeated for a higher grade. If the second grade is higher, the original grade will be excluded from the GPA calculation for the degree plan (if applicable) and cumulative GPA, but remain on the student's permanent record.

Repeat grades and cumulative GPA for financial aid programs may differ from those listed above, based on the type of aid.

Rules related to F* grades and repeat courses may be found in Student Rule 20 under Sanctions.

- 10.4.3 Graduate students must maintain a grade point (GPA) of 3.00 (B average based on a 4.00 scale) for all courses which are listed on the degree plan and for all graded graduate and advanced undergraduate coursework (300- and 400-level) completed at Texas A&M and eligible to be applied toward a graduate degree. Those involving grades of W-drop (W), Satisfactory (S), Unsatisfactory (U) and Q-drop (Q) shall be excluded.

If either of a student's cumulative GPA or the GPA for courses listed on the degree plan falls below the minimum of 3.00, he or she will be considered to be scholastically deficient. If the minimum GPA is not attained in a reasonable length of time, the student may be dropped from graduate studies. The procedures for dismissal are explained in the Texas A&M University Student Rules, Scholastic Deficiency/ Probation, rule 12. Departments or colleges may adopt specific guidelines pertaining to scholastic deficiency or dismissal.

C. Academic Deficiency and Probation

Students whose cumulative grade point ratio (GPR) falls below a 3.0 after any semester during their time in the Bush School will be considered academically deficient and will be placed on probation. At the discretion of the department head, a student may be required to fulfill certain academic requirements as part of their probation and may lose continued funding. After a probationary period of at least one semester, a student's failure to raise his/her GPR to at least a 3.0 may result in termination from the program.

D. Grade Disputes

Policies and procedures regarding grade disputes are specified by Texas A&M University Student Rule No. 48 (<http://student-rules.tamu.edu/rule48>). According to this rule, the instructor of the class is the primary authority with respect to a student's proficiency and final grade in that course. A student who believes that his/her final grade reflects a capricious, arbitrary, or prejudiced academic evaluation should first discuss the matter with the instructor of the class. If the matter cannot be resolved satisfactorily with the instructor, Rule No. 48 specifies

subsequent procedures. The grade appeal process is guided by the principle that it is up to the student to show that a capricious, arbitrary, or prejudiced academic evaluation has occurred.

E. Academic Basics

1. Registration

Students will be required to register themselves. Any questions or problems with registration should be directed to Ms. Jodi Carr (jcarr11@tamu.edu). Students are also responsible for registering for optional services for which fees are required (e.g., parking, football tickets, or Aggie Bucks). Registration instructions can be found on the Office of the Registrar's website: <https://registrar.tamu.edu/Courses,-Registration,-Scheduling/Registration-Schedule/Graduate-Professional-Student-Registration-Schedul>

There may be circumstances in which it is necessary or advantageous for a student to register *in absentia*. To qualify, a student must not have access to facilities or properties belonging to or under the jurisdiction of The Texas A&M University System at any time during the semester or summer term for which they are enrolled. Students who qualify for *in absentia* registration must inform Ms. Jodi Carr (jcarr11@tamu.edu) of their intent to register *in absentia* and fill out the appropriate paperwork.

The last day to register is the last workday before classes begin. Registration can be done at the Office of Records or at <https://howdy.tamu.edu/uPortal/normal/render.uP> until 5:00 p.m. of that day.

2. Dropping/Withdrawing (Q-Drop)

The first twelve class days of the fall and spring semesters and the first four class days of a summer term or a ten-week summer semester are the No-Record drop period. During this period, students can drop courses either online or with the help of Ms. Peggy Hosea (plhosea@tamu.edu). Students may withdraw from a course during the No-Record drop period and not have any reference to that class appear on their transcript (<https://student-rules.tamu.edu/rule01/>).

Until the sixtieth-class day of the fall or spring semester, the fifteenth class day of a summer term or the thirty-fifth class day of a 10-week summer semester, a student can receive a "Q-drop." A grade of Q will be assigned to the course on the student's transcript. The Q indicates that the course was dropped and is neither positive nor negative; it simply shows that the student was in the class and dropped it after the No-

Record drop period. The student must complete the Q-drop form (http://registrar.tamu.edu/Registrar/media/REGI_Forms/Q-Drop_Form.pdf), the Q drop form can also be found on the Bush School website in the Student Resources section under each department and submit the form to the department's senior administrative coordinator prior to the Q-drop deadline. Graduate students are not limited in the number of Qs on their transcript. If a student does not formally withdraw from a class on or before the Q-drop date, the student will receive an evaluative grade (e.g., A, B, C, etc.) for the course.

If a student pays fees and then decides to leave the University on or after the first day of classes, then he/she must go through the official withdrawal process. The refund received depends on the student's official withdrawal date. Students must consult with their academic advisor and the department head prior to withdrawing.

3. Degree

A student must complete and file a degree plan with the Office of Graduate and Professional Studies (OGAPS) no later than the third semester of graduate studies. The completed degree plan must be submitted to OGAPS according to the deadlines published in the OGAPS Calendar (<http://ogaps.tamu.edu/Buttons/Calendars>). Registration will be blocked until the degree plan has been filed and approved by OGAPS. No waivers will be granted to register students who do not file a degree plan.

The degree plan formally declares a student's degree objective, the membership of the advisory committee, and the specific courses that will be required for program completion. Some of the courses on the degree plan are already specified as degree program core requirements, and some are selected as electives in consultation with the advisor. See the applicable program section for key deadlines regarding degree plan preparation.

Before filing such a plan, each student must form a faculty committee that includes the student's faculty advisor, who will serve as the committee chair, and the department head. All degree plans must be submitted electronically to OGAPS at <https://ogsdps.tamu.edu/>. This is the ONLY form that will be accepted by them. When the degree plan is submitted, it will be forwarded for approval first to the department's senior administrative coordinator, second to the committee chair, and finally to the department head. Once the degree plan has been approved at all stages, it will be routed electronically to OGAPS for final approval.

After a degree plan has been approved by OGAPS, all subsequent changes in course work or committee membership must be requested by submitting a Long Form petition electronically. Changes of major or department must be requested by electronically submitting a Long Form petition and a new degree plan. It is the responsibility of the student to ensure that the petition form has been initiated significantly ahead of the intended graduation date.

4. Graduation

Students apply for graduation online by the deadline stated in the OGAPS Calendar for that semester (<http://ogaps.tamu.edu/Buttons/Calendars>). If the graduation fee has not been selected during preregistration, submitting the completed graduation application will automatically add the \$47.50 diploma fee to the student's account. Applying after the deadline will add a \$50 late fee to the account for a total of \$97.50 per degree. Late applicants may not receive their diplomas on graduation day because of the length of time needed for printing the diploma. Arrangements will be made for these diplomas to be picked up or mailed. Paying the graduation fee is not an application to graduate; students must complete and submit the online application to graduate. Furthermore, students who have not been cleared financially by the Office of Student Business Services at College Station, TX (979-845-8127) will NOT receive a diploma at graduation.

Further information concerning the advisory committee, degree plans, and graduation can be found in the Graduate Catalog at <https://catalog.tamu.edu/graduate/>.

F. Students' Rights, Privileges, and Responsibilities

The following statement of students' rights and responsibilities is intended to reflect the philosophical base upon which University Student Rules are built. This philosophy acknowledges the existence of both rights and responsibilities, which is inherent to an individual not only as a student at Texas A&M University but also as a citizen of this country.

Students' Rights

- a. A student shall have the right to participate in a free exchange of ideas, and there shall be no University rule or administrative rule that in any way abridges the rights of freedom of speech, expression, petition and peaceful assembly as set forth in the U.S. Constitution.
- b. Each student shall have the right to participate in all areas and activities of the University, free from any form of discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion,

- sex, disability, age, sexual orientation, or veteran status in accordance with applicable federal and state laws.
- c. A student has the right to personal privacy except as otherwise provided by law, and this will be observed by students and University authorities alike.
 - d. Each student subject to disciplinary action arising from violations of University Student Rules shall be assured a fundamentally fair process.

Students' Privileges

- a. A student has the responsibility to respect the rights and property of others, including other students, the faculty and University officials.
- b. A student has the responsibility to be fully acquainted with the published University Student Rules and to comply with them, as well as federal, state, and local laws.
- c. A student has the responsibility to recognize that student actions reflect upon the individuals involved and upon the entire University community.
- d. A student has the responsibility to maintain a level of behavior which is consistent in supporting the learning environment of the institution and to recognize the University's obligation to provide an environment for learning.

G. Student Grievances and Complaints

Texas A&M University is committed to providing an educational and work climate that is conducive to the personal and professional development of each individual. To further that commitment, the university has developed procedures for students to pursue grievances within the university community. This section describes the various grievance procedures and provides information that will clarify how to initiate and pursue a grievance.

Assistance with Student Grievances: To ensure that students understand how to appropriately pursue a grievance at Texas A&M University, students are encouraged to seek clarification and advice regarding procedures before initiating a grievance. Although a student may seek such advice from any faculty or staff member, Student Assistance Services (Student Services at White Creek, 979-845-3113) has staff members trained to help students who have grievances. Students are encouraged to seek assistance from this office in pursuing any type of grievance.

The decision as to which procedure to utilize for a grievance filed by a student shall be made solely by the university and shall be based on the fact pattern of each particular case. Each grievance shall be directed to a specific procedure and shall be accorded only one opportunity to be adjudicated unless the appeal body remands for further review. Types of Grievances Texas A&M University has

procedures for undergraduate and graduate students to pursue a grievance for any of the following problems, issues, or concerns:

- Discrimination and Discrimination Appeals
- Disability Accommodations in Academic Programs
- Investigation and Resolution of Complaints Against Texas A&M Students for Sexual Harassment, Sexual Assault, Dating Violence, Domestic Violence, Stalking and Related Retaliation (SSDDSR)
- Grade Disputes
- Unexcused Absences
- Academic Suspension and Blocks
- Student Conduct Separation and Appeal
- Academic Misconduct
- Graduate Student Examination Evaluation Disputes
- Financial Assessments by the University

Students will not be subject to unfair action and/or treatment by any school official as a result of the initiation of a complaint. The HELC is the agency of last resort in the grievance process.

IV. Probation, Dismissal, and Readmission: Student Rule 12

This section provides an overview of the policies and procedures of Bush School academic probation, dismissal, and readmission. Some of these items are covered in more detail in the program sections and in the Graduate Catalog produced by the Office of Graduate and Professional Studies (OGAPS).

A. Academic Deficiency and Probation

Students whose cumulative grade point ratio (GPR) falls below a 3.0 after any semester during their time in the Bush School will be considered academically deficient and will be placed on probation. At the discretion of the department head, a student may be required to fulfill certain academic requirements as part of their probation and may lose continued funding. After a probationary period of at least one semester, a student's failure to raise his/her GPR to at least a 3.0 may result in termination from the program (see Student Rule 12).

B. Honor Code

The Texas A&M University Graduate Catalog states: "All Texas A&M University students, graduate and undergraduate, part-time or full-time, in residence or in distance education, are expected to follow the guiding rule of the Aggie Honor Code:

‘An Aggie does not lie, cheat, or steal or tolerate those who do.’ (p. 205). Some graduate students may contend that they do not regard themselves as “Aggies” in the traditional, popular sense associated with that nickname, and therefore do not feel bound by the Honor Code. It should be understood that with regard to the Honor Code, “Aggie” is an abbreviation for “student at Texas A&M University.” Therefore, the code does apply to every enrolled student at Texas A&M and every student is bound by the Honor Code.

The Aggie Honor System Office (AHSO) administers the Texas A&M University Honor System. The AHSO it has the authority to create processes and operating procedures to implement the Honor System and to enforce the code including any violations of student rules governing academic misconduct. The AHSO is the central office responsible for maintaining records and for coordinating communication, prevention, training, remediation, and adjudication efforts for the Texas A&M University Honor System.

Additionally, the AHSO provides assistance to members of the University community when questions or concerns arise pertaining to academic misconduct. Finally, it oversees the operations and functioning of the Honor Council, a body of students and faculty established to hear and adjudicate honor cases. Further information regarding the Aggie Honor Code may be found at the Aggie Honor System Office website: <http://aggiehonor.tamu.edu/>.

V. Student Records

A. Student Records

The MyRecord application is part of Compass, the new student information system, and is provided to students by the Office of the Registrar. This computer-based system can be used to update local and permanent addresses, check class schedules, view the availability of course sections, view the student billing statement, conduct an academic degree audit, or check for registration and transcript blocks. MyRecord can be accessed from the Howdy portal at <http://howdy.tamu.edu>. Students will need their NetID and password to log on to the system.

B. Student Conduct File: Student Rule 28

Complaints may result in the development of a student conduct file in the name of the accused student. The student conduct file of the accused shall be destroyed should it be found that no violation of University rules occurred. The file of a student found to have violated University rules shall be retained as a student conduct record for no less than five years from the date of the student’s graduation or from the last day of the last semester the student is enrolled. Student conduct records may be retained for as long as administratively valuable. The

records may be retained permanently if the student was expelled, suspended, or blocked from re-enrollment and/or in situations that may result in future litigation.

Complaints of sexual harassment, sexual misconduct, dating violence, domestic violence, stalking, or related retaliation may result in the development of a file in the complainant's name. This file shall be retained for no less than five years from the complainant's graduation date or from the last day of the last semester the complainant is enrolled. These files may be retained for as long as administratively valuable.

Student conduct files and records are maintained and controlled by the Student Conduct Office. In order to protect the privacy of these records and reduce opportunities for harassment and/or retaliation, the office maintains strict policies about the review and duplication of these files. While students have the opportunity to review their record, students will not be provided a copy of their student conduct file or record. Students may receive a copy of their file, at the discretion of a Student Conduct Administrator, if there is no reasonable alternative for that student to review the file for their participation in the Student Conduct Proceeding. Files shall not be provided to a student's advisor for review without the presence and authorization of that student. Individuals may not remove any records, make any copies of records, or photograph any records located in, or associated with, a student conduct file or record without the explicit permission of the Student Conduct Office.

Some student conduct records may be expunged for good cause by the Dean of Student Life and/or designee upon receipt of a written request by the student. A student conduct record with an expulsion, suspension, an unresolved case, or any open sanction will not be eligible for expungement. Factors to be considered in review of such petitions shall include, but are not limited to:

- the student's level of understanding of their behavior and its impact;
- the conduct of the student subsequent to the violation; and
- the nature of the violation and the severity of any damage, injury or harm resulting from it.

C. Family Educational Rights and Privacy Act (FERPA)

Student records at Texas A&M University will be maintained in compliance with the [Family Educational Rights and Privacy Act of 1974](#) (FERPA) and the Texas Public Information Act.

All rights and protection provided under FERPA and this procedure belong to the student.

For information of how a student may obtain a copy of his/her academic and/or financial records, refer to <https://rules-saps.tamu.edu/PDFs/13.02.99.M0.01.pdf>. Please refer to ORRC Rule 13.02.99.M0.01 for additional information for under

what circumstances an academic record/transcript and/or financial history of a student will not be released.

D. Student Information System

The MyRecord application is part of Compass, the new student information system, and is provided to students by the Office of the Registrar. This computer-based system can be used to update local and permanent addresses, check class schedules, view the availability of course sections, view the student billing statement, conduct an academic degree audit, or check for registration and transcript blocks. MyRecord can be accessed from the Howdy portal at <http://howdy.tamu.edu>. Students will need their NetID and password to log on to the system.

E. Campus Rules and Policies

All students are expected to comply with Texas A&M University Student Rules (<http://student-rules.tamu.edu/>).

VI. Student Conduct

A. Principled Leadership and Integrity

The mission statement of the Bush School includes a commitment “to empower and equip future leaders to meet the challenges of a dynamic world.” The school also seeks to foster a strong sense of civic professionalism among its students preparing for careers in public service. As members of the Bush School community, all students—together with faculty and staff—are encouraged to practice a professional orientation, principled leadership, and to study ways to incorporate this perspective into their future professional lives. Students and faculty working together will seek to find ways to make this vital element of the Bush School mission applicable in their daily lives. As a point of departure, professionalism and principled leadership can be understood to involve:

- Doing what you think is right, regardless of what is expedient;
- Treating everyone (subordinates, peers, and superiors; close associates and strangers) with respect;
- Giving your best in everything you do (even when the assignment is uninteresting); and
- Helping any group of which you are a part to define and realize shared goals

B. Respect for the Benefits of Diversity, Equity, and Inclusion

The Bush School of Government & Public Service supports the Texas A&M University commitment to diversity, and welcomes individuals of all ages, backgrounds, citizenships, disabilities, ethnicities, family statuses, genders, gender identities, geographical locations, languages, military experiences, political views, races, religions, sexual orientations, socioeconomic statuses, and/or work experiences (see <https://diversity.tamu.edu/>).

Accordingly, all of us; students, faculty, and staff; are expected to respect the different experiences, beliefs, and values expressed by others, and to engage in reasoned discussions that refrain from derogatory comments or dehumanizing language about other people, cultures, groups, or viewpoints.

Intellectual argument and disagreement are a fundamental element of both the academic world and the policy process. Disagreement does not, in and of itself, mean disrespect. However, the way that disagreement is expressed can be disrespectful. Unprofessional, insensitive, or disrespectful behaviors (such as using dehumanizing, derogatory, or coarse language; dismissing ideas based on the characteristics of the speaker/writer; or expressing threat or intent to harm, even if framed “as a joke”) are inconsistent with the Bush School’s commitment to diversity, and will not be tolerated. This applies both inside and outside of the classroom and includes electronic venues such as GroupMe.

C. Academic Misconduct

Students are responsible for knowing and adhering to the student rules of Texas A&M University. They can be found at <http://student-rules.tamu.edu/>. Particular attention should be given to understanding what constitutes Academic Misconduct. The Aggie Honor System Office identifies five categories of misconduct:

- Cheating (e.g., copying answers on an exam from another student or prohibited source);
- Fabrication (e.g., making up data);
- Falsification (e.g., deliberately misrepresenting facts, distorting information to give a knowing false account);
- Plagiarism (e.g., presenting the work of another without proper acknowledgement); and
- Multiple Submission (e.g., submitting the same material for grades in separate courses)

Further explanation of each of these types of academic misconduct can be found at <https://aggiehonor.tamu.edu/Rules-and-Procedures/Rules/Honor-System-Rules>. Bush students should be aware of each of these categories of academic dishonesty and be committed to their avoidance. Two of these five types of misconduct

(plagiarism and multiple submissions) are of particular concern to the Bush School because they are sometimes misunderstood. Failure to understand a rule is not an accepted defense in the case of violation. Therefore, it is important that every student be completely knowledgeable about them. See below.

D. Plagiarism

The University Student Rules define plagiarism as: “The appropriation of another person’s ideas, processes, results or words without giving appropriate credit.”

It does not matter whether the source is a book, article, website or another student’s paper. Moreover, plagiarism may occur even if the original author gives permission to use their material if a person uses another’s work without giving them credit, then a violation has occurred. “Giving appropriate credit” means using a proper citation to the source in the document. Plagiarism is an extremely serious form of academic dishonesty and will have severe consequences for any individual who engages in such practices including course failure and dismissal from the Bush School and the University. It is critically important that each student understand the correct manner in which to cite material quoted or paraphrased from another source including material drawn from public or electronic sources.

If a student is uncertain as to where and how to acknowledge material drawn from another source, it is imperative that he or she obtain guidance from the appropriate faculty member or the Bush School writing consultant before making a presentation or submitting a paper that uses material from others. (Also see the “Writing Style Guide” section below.) Students working together on team projects should be careful to make certain that other members of their group have conformed to correct citation practices. Failure to do so can make all members of the group responsible for a collectively submitted work. It is important that everyone understand that plagiarism is not only about academic integrity, it is also about intellectual property rights and respect for others.

E. Multiple Submission

A multiple submission violation involves using one’s own work more than once for separate grades. According to the Aggie Honor System Office: “Submitting substantial portions of the same work (including oral reports) for credit more than once without the authorization from the instructor of the class for which the student submits the work.”

Suppose you have written a term paper on a particular topic for a course one semester. Then you want to write on the same topic in a later course. You should first inform the instructor of your past work and explain how you propose to expand and elaborate upon the initial work. If the instructor agrees, the key is to make certain that you briefly summarize your previous analysis and then provide

an extensive new development of the topic. It is not appropriate to submit the previous work as a major portion of the new document.

F. Campus Rules and Policies and Campus Carry

All students are expected to comply with Texas A&M University Student Rules <http://student-rules.tamu.edu/>.

The Bush School strictly adheres to the carry policy as set-forth by the DC Council. Please refer to the following websites for legislation applicable to the DC site:

<https://code.dccouncil.us/dc/council/code/titles/7/chapters/25/>
<https://code.dccouncil.us/dc/council/code/sections/7-2509.07.html#>
<https://code.dccouncil.us/dc/council/code/titles/7/chapters/25/subchapters/IX/>

VII. Attendance and Leave of Absence Information

A. Class Attendance and Class Participation

Class attendance and participation is an individual student responsibility. Students taking traditional face-to-face, hybrid, or on-line courses are expected to attend class and to complete all assignments by stated due dates.

Instructors are expected to provide notice of the dates on which major exams will be given and assignments will be due on the course syllabus, which must be made available by the first class period. Graduate and professional students are also expected to attend all examinations required by departments or advisory committees as formally scheduled such as, but not limited to, qualifying exams, preliminary exams and final defenses. Please refer to Student Rule 7 for detailed information about:

- Excused Absences Defined by State and Federal Regulations;
- Excused Absences Defined by Texas A&M University; and
- Absence Documentation and Verification.

It is the responsibility of the course instructor to define "tardiness" with his/her syllabus and define how tardiness affects attendance.

B. Extended Absences: [Student Rule 7.5](#)

If the student is absent for excused reasons for an unreasonable amount of time during the semester, the academic dean or designee of the student's college may consider giving the student a grade of W during the semester enrolled or a NG (no grade) following posting of final grades.

Whenever a student is absent for unknown reasons for an extended period of time, the instructor may initiate a check on the welfare of the student by reporting through the head of the student's major department to the dean or designee of the student's college.

C. [Make-up Work Due to Absences: Student Rule 7.4](#)

If a student's absence is excused, the instructor must either provide the student an opportunity to make up any quiz, exam or other work that contributes to the final grade or provide a satisfactory alternative by a date agreed upon by the student and instructor. If an instructor has a regularly scheduled make up exam, students are expected to attend unless they have an excused absence. Students are encouraged to work with instructors to complete make-up work in advance of known scheduled absences (interviews, administrative proceedings, etc.). Make-up work must be completed in a timeframe not to exceed 30 calendar days from the last day of the initial absence. Absences related to Title IX of the Education Amendments of 1972 (see Section 7.2.1.3) may necessitate a period of more than 30 days for make-up work, and the timeframe for make-up work should be agreed upon by the student and instructor. The instructor is under no obligation to provide an opportunity for the student to make up work missed because of an unexcused absence.

See Part III, Grievance Procedures: 49. Unexcused Absences, for information on appealing an instructor's decision regarding an excused absence.

D. [In Absentia](#)

A student may register In Absentia if enrolled in a course which is offered on an individual basis and conducted away from the College Station campus and System campuses or facilities such as Agricultural Research and Extension Centers, Research Stations, or other properties under the jurisdiction of The Texas A&M University System. Such courses may include, but are not limited to internships, directed studies, practicums, etc. To qualify for *In Absentia* registration, the student must not have access to or use of facilities of The Texas A&M University System at any time during the semester or summer term for which he or she is enrolled.

The definition of "facilities" includes human resources and services such as those provided by graduate advisory committee members responding to drafts of theses, dissertations or records of study material, etc. A student holding a fellowship or assistantship may not register *In Absentia*. An international student may require work authorization or other authorizations when registered *In Absentia* and should complete an "*In Absentia* Letter" to start this process. Sample letters are available

online or at the International Student Services Office. A student going outside the U.S. and registering *In Absentia* should complete online emergency notification information so university assistance is available during crisis situations. More details about this are available on the Education Abroad Programs website <https://abroad.tamu.edu>.

E. Leave of Absence

Under unusual circumstances, a student may petition for a leave of absence. A petition for leave of absence is initiated by the student through the Document Processing Submission System (DPSS). The entire advisory committee, if formed, and head of the department or Chair of the Intercollegiate Faculty, if appropriate, must approve the petition and route it to the Office of Graduate and Professional Studies. If the Associate Provost for Graduate and Professional Studies approves the petition, the registration requirement will be set aside during the period of leave. Leave will be granted only under conditions that require the suspension of all activities associated with pursuing the degree. For certain types of approved leave, such as medical, the time period for the completion of the degree will stop with the leave and begin when the student returns to the program. Other types of leave may not stop the time limit for the degree. A student should refer to the sections on Time Limits for Master's and doctoral programs. A leave of absence is granted for one year. In a case of extenuating circumstances, the leave of absence can be extended by the student's committee and the Associate Provost for Graduate and Professional Studies. A student who returns to the University after an approved leave of absence will not be required to submit an application for readmission to the Office of Admissions. An international student should visit with an International Student Services advisor to find out how a leave of absence may impact the student's stay in or re-entry into the U.S.

VIII. Tuition, Fees, and Refunds

A. General Information

Educational expenses for the months of enrollment will vary according to the course of study. For details on the basic budget for a particular graduate or professional program, please visit <http://financialaid.tamu.edu>. Scholarships & Financial Aid considers tuition and fees, books and supplies, transportation, room and board, incidental and living expenses in the cost of attendance for programs. All tuition and fee amounts provided herein represent the most accurate figures available at the time of publication and are subject to change without notice. University Rules in place at the time of publishing are reflected here. All are subject to change. The most current information available will be maintained on the Student Business Services website <http://sbs.tamu.edu>.

B. Payment of Tuition and Fees

A student must meet all financial obligations to the University by the due dates to avoid late penalties. Failure to pay amounts owed may result in cancellation of the student's registration, barring future enrollment and denied issuance of official transcripts. A student who wishes to pay fees in installments can select the option on the website <http://howdy.tamu.edu>.

The Emergency Tuition and Fees Loan is available to help students pay their Texas A&M University tuition and required fees. Emergency Tuition and Fees Loans are for required tuition and fees only. The on-line process can be accessed at <http://financialaid.tamu.edu>.

For information pertaining to the institution's refund policy, please refer to <https://sbs.tamu.edu/billing-payments/withdrawing/>.

C. Obligation to Pay Tuition, Required Fees, Other Fees, and Charges for Optional Services

By registering for classes, a student agrees to pay all tuition and required fees associated with his/her registration, optional services and other fees, whether paying in full or utilizing the installment payment option. Failure to pay tuition, fees and other charges may result in penalties, late registration fees, and/or possible cancellation of classes.

D. Financial Obligation for Graduating Students

According to Texas A&M University Student Rules and Chapter § 54.007 (d) of the Texas Education Code, all financial obligations to the University must be paid by the end of the semester. Failure to settle all financial obligations will result in withholding a student's diploma at graduation. Additionally, a block will be placed on the student's account which will prohibit registration in subsequent semesters and receipt of official transcripts.

E. Graduation Fees

Students apply for graduation online at <http://graduation.tamu.edu/GraduatingStudents/Application-for-Degree> by the deadline stated in the OGAPS Calendar for that semester. If the graduation fee has not been selected during pre-registration, submitting the completed graduation application will automatically add the \$47.50 diploma fee to the student's account. Applying after the deadline will add a \$50 late fee to the account for a total of \$97.50 per degree. Late applicants may not receive their diplomas on graduation day because of the length of time needed for printing the diploma. Arrangements will be made for these diplomas to be picked up or mailed. Paying

the graduation fee is not an application to graduate; students must complete and submit the online application to graduate. Furthermore, students who have not been cleared financially by the Office of Student Business Services (845-8127) will NOT receive a diploma at graduation. Further information concerning the advisory committee, degree plans, and graduation can be found in the Graduate Catalog at <https://catalog.tamu.edu/graduate/>.

F. Scholarships, Grants, and Loans

All scholarships, grants and loans are applied to any outstanding charges before installments are calculated.

G. Canceling Your Registration

Once a student has registered for classes, he/she must select one course of action from the following to remain in good standing with the University:

- Pay all amounts due by the specified due date;
- Prior to the first day of classes, use the online registration system to drop all classes; or
- After the first day of classes, use the online withdrawal system to request official withdraw from the University; withdrawals must be approved through his/her college Dean's office.

Following this procedure is especially important for a student who has been awarded scholarships or financial aid since the aid may automatically pay tuition and fees and cause the registration to be held even though the student has decided not to attend. Failure to drop all classes or withdraw from unwanted registration may result in grades of F or I in all courses for the semester. The student will be required to reimburse the University for scholarships and other financial aid applied to his or her account and will be held responsible for paying all fees for the semester, regardless of whether he or she attended classes.

H. Cancellation of Non-payment of Tuition or Fees

The University reserves the right to cancel a registration not paid by the due date, or to the official census date for a semester or summer term, to comply with state laws requiring payment of tuition and fees, to free the classroom spaces for other students, and to ensure the most efficient use of university resources.

I. Financial Assistance

The Bush School Washington DC teaching site currently offers the MIP and NSI degrees. Students receive financial aid through several sources.

J. Other Types of Support

There are several other sources of support for graduate study. The University's Department of Student Financial Aid oversees all student aid programs, including the Federal Perkins Loans, Federal Stafford Loans, College Access Loans, the Texas Public Education Grants, State Student Incentive Grants and College Work-Study. Short-term loans also are available to assist students with unexpected expenses.

Graduate students needing financial assistance should begin the application process by submitting the Free Application for Federal Student Aid (FAFSA) to the Central Processor in Iowa City, Iowa, and then have the results sent to Texas A&M (FAFSA School Code: 003632). FAFSA is available from financial aid offices at most universities, including Texas A&M or may be completed on-line at FAFSA (<http://www.fafsa.ed.gov/>).

The Texas A&M Scholarship Office within Student within Student Financial Aid offers the Academic Excellence Award to continuing students who demonstrate substantial academic progress towards a degree. Various need based awards require the submission of the FAFSA. Graduate students may apply for this award after completing their first fall semester at the Bush School.

Inquiries and requests for FAFSA applications, the Texas A&M Student Financial Aid brochure, and other information should be directed to DSFA:

Department of Student Financial Aid
Texas A&M University
General Services Complex
College Station, TX 77843-1252

K. Advising

The faculty and staff of the Bush School are available to advise students on academic and career-related matters. For general advice about the program, students should see their faculty academic advisor, the department's senior administrative coordinator, or the department head. The department's senior administrative coordinator, Ms. Peggy Hosea

(plhosea@tamu.edu) should be the first point of contact for all questions about offices, financial aid, registration, and other administrative matters. The University requires each student to complete and file a degree plan (see <https://grad.tamu.edu/Buttons/Resources-for-Degree-Completion>). Before filing, each student must form a faculty committee including the student's faculty advisor, who will serve as the committee chair, and the department head.

Any changes to a filed degree plan (e.g., changing an elective course) require a petition to OGAPS. Additionally, a petition is required to change a member of a committee once a degree plan has been approved by OGAPS. The department's senior administrative coordinator can assist with any questions regarding the petition process. A student's faculty advisor will serve as chair of the master's committee and will assist in selecting elective courses and in advising in academic areas. Students will be assigned a temporary advisor when they enter the Bush School. Students may keep this advisor or select a new advisor at a later date. For those who change advisors, the department's senior administrative coordinator can provide students with the necessary Change of Advisor form. The Change of Advisor form can also be found on the Bush School website in the Student Resources section of each department.

Students should see career services staff for advice about internships and jobs. They will help students find a summer internship that meets their career interests. As students near graduation, career staff will also help them formulate a job-search strategy. Among other things, this will include the preparation of an effective résumé and the refinement of interview skills. Students are also encouraged to seek career advice from their academic advisor, the department head, and other faculty members, as appropriate. It is important that students maintain regular contact with their advisor and the career services staff.

L. Career Services

Students enrolled in the programs at the Bush School DC teaching site will receive assistance in pursuing careers in the field of international policy and/or national security through one-on-one meetings with a Career Coach, who assists with the creation of resumes, cover letters, LinkedIn profiles and also guides students through interview preparation and salary negotiation.

The Career Coach at the Bush School DC teaching site will also assist students in making valuable connections with industry experts by arranging networking events each semester designed to bring students together with national security

professionals from federal agencies, Congress, nonprofit organizations, think tanks, government contractors, and higher education.

IX. Ownership and Faculty Information

A. Objectives of Graduate and Professional Studies

The Office of Graduate and Professional Studies (OGAPS) maintains the official record for each graduate student, and in this role serves as the primary administrative body and overarching source of information for graduate education. Once a graduate student is accepted by an academic department, school or college, OGAPS assists and facilitates progression toward completion of a graduate degree through maintenance of all official records. OGAPS interacts directly with the Graduate Council and Graduate Operations Committee to set minimal University guidelines, and all departments and colleges use these as a framework for operation, only setting more stringent standards when needed and appropriate. Clearance for graduation, including final review of theses, dissertations, and records of study when required, is performed by OGAPS, but the Office of the Registrar is responsible for issuing all transcripts.

The overall objective of graduate study is to provide a student with the intellectual depth and breadth, and appropriate training and professional development necessary to pursue a productive career in a profession and/or in various fields of teaching and research and in other ways make a larger contribution to society than would be otherwise possible.

A graduate student is admitted for graduate study in a department to pursue generally only one of the university graduate programs at a time. Such programs are usually accessible by admission into a single department. A select number of combined master's degree programs allow a student the opportunity to pursue two master's degrees simultaneously. For a listing of the approved combined master's degree programs, a student should consult the graduate catalog and his/her department. In some cases, an intercollegiate faculty oversees the programs allowing access through several departments. Each department has one or more graduate advisors who can provide information about specific programs within that department.

A student's program of graduate study usually consists of a combination of coursework, independent study and scholarly research resulting in a report, record of study, master's thesis or doctoral dissertation. In some programs, a student may be required to participate in an internship or other professional activity to satisfy particular degree requirements. Some departments require a student's participation in teaching as part of his/her degree program.

For a complete list of all trustees and officers who have a controlling ownership or interest in the school, including credentials, powers, duties, and responsibilities, please refer to:

- <https://www.tamu.edu/about/leadership.html>
- <https://www.tamus.edu/regents/>

B. Administration of Graduate and Professional Studies

The graduate faculty at Texas A&M University consists of the President, the Provost and Executive Vice President, the Associate Provosts, the Deans of all subject-matter colleges, selected Directors, and properly qualified academic groups. Members of the graduate faculty participate in the graduate degree programs of the University by serving on student advisory committees and teaching graduate courses. Individuals who are not members of the graduate faculty of Texas A&M University may not teach graduate courses or serve on student advisory committees unless special approval is granted by the Office of Graduate and Professional Studies.

C. Office of Graduate and Professional Studies Administrative Officers

Associate Provost and Dean for Graduate and Professional Studies,
VACANT

Associate Professor; Assistant Provost for Graduate and Professional
Studies, Julie Harlin, PhD

D. Graduate Council

The Graduate Council is composed of representatives from the graduate faculty at Texas A&M. The Council develops and maintains policies and procedures pertaining to graduate programs at the university. The Council's function includes long-range planning, recommendation of new programs and courses, evaluation of existing programs and courses, and facilitation of university accreditation. Requests for new, changes, or withdrawals of courses or programs are submitted through the Curricular Approval Request System, and questions may be sent via e-mail to gradcounciladmin@tamu.edu.

The Graduate Council shall review all curricular requests pertaining to the graduate and professional academic programs, shall be responsible for the quality and development of the graduate instruction and programs and shall advise the Associate Provost for Graduate and Professional Studies

on all graduate and professional program matters. The Graduate Council shall communicate in writing, through its secretary, its recommendations to the Faculty Senate.

Membership shall consist of one representative from each College and off campus academic unit, who shall be selected by the Faculty Senate Committee on Committees after consultation with the College deans and caucuses (chairs of college graduate instruction committees and associate deans for graduate programs shall be considered for appointment); two representatives of the Graduate Faculty; two graduate students; and the Associate Provost for Graduate and Professional Studies as an Ex-Officio member. All faculty members shall be members of the Graduate Faculty.

All of the above members except the Associate Provost shall be voting members. In the absence of the appointed member, a substitute may vote on behalf of that unit.

Included also among Graduate Council membership in a non-voting capacity are the following: Curricular Services; Library Council – Evans; Library - Medical; Office of Graduate and Professional Studies – Associate Provost; Graduate Studies - TAMU Galveston; Office of Graduate and Professional Studies - Representative, Office of Graduate and Professional Studies - Staff, serving as Administrative Assistant.

E. Graduate Operations Committee (GOC)

The Graduate Operations Committee serves as an advisory body to the Associate Provost for Graduate and Professional Studies. It focuses primarily on operations and procedures regarding administration of graduate education throughout the University. The Graduate Operations Committee serves as a forum for the Associate Deans in each College to discuss issues/concerns of an operational nature, and to recommend procedures, which are as uniform as possible across Colleges, to resolve these issues/concerns. The Graduate Operations Committee works very closely with the Graduate Council to coordinate all curriculum and policy issues. It also works closely with the Academic Operations Committee to consider recommendations concerning operations and procedures. Each academic College is represented on the Graduate Operations Committee by the Associate Dean (or other named individual) responsible for graduate studies in that college.

F. The Bush School of Government & Public Service, DC Teaching Site

For detailed information about chief administrators, advisors, and faculty members at the DC teaching site, see <https://bush.tamu.edu/DC/staff/> and <https://bush.tamu.edu/DC/faculty/>.

G. Student Governance

The Bush School Student Government Association (SGA) meets regularly and provides a forum for discussing issues that are relevant to the students and communicating the students' views to the Bush School administration. The SGA also plans and coordinates student activities and social events. For more information, contact the SGA president.

X. Appendix A

Course Descriptions

INTA 605. American Foreign Policy Since World War II. (3-0). Credit 3. An examination of American foreign policy from 1945 to the present. It will focus on decisions made by American elected and appointed officials at critical moments of the Cold War and after. Theory will provide a framework for the course, but the focus will be on practical matters that confronted decision-makers. Prerequisite: Graduate classification.

INTA 606. International Politics in Theory and Practice. (3-0). Credit 3. The effects of international politics on the competing forces of global integration and disintegration are investigated and policy implications are considered, drawing upon theories of interstate politics. Prerequisite: Admission to MPIA or approval of instructor.

INTA 607 Eurasian Security. (3-0). Credit 3. Examination of shifting power politics in Eurasia; study of Eurasian security; analysis of Russia and China as global powers; evaluation of Russia and China on policymaking in Eurasia.

INTA 608 Fundamentals of the Global Economy. (3-0). Credit 3. Examines three fundamental pillars of the global economy: international trade, international finance, and foreign direct investment (FDI); appreciation for the complexities of the international environment from both theoretical and policy perspectives. Prerequisite: Graduate classification.

INTA 620. International Security. (3-0). Credit 3. Evaluates frameworks for understanding international conflict and then uses these perspectives to survey security problems across several regions, including East Asia, the Middle East and South Asia.

INTA 650 National Security Law. (3-0). Credit 3. An introduction to the nature and sources of national security law including such topics as the framework of separate branches of law with shared national security powers, maintaining national security abroad, terrorism and other national security threats, and protecting national security information.

INTA 652. The Role of Intelligence in Security Affairs. (3-0). Credit 3. A survey of U.S. Intelligence operations, techniques, objectives and resources, with particular emphasis on how intelligence has contributed and continues to contribute to U.S. national security. Prerequisite: Graduate classification.

INTA 672 East Asian Security. (3-0). Credit 3. Examination of international military, diplomatic and political dynamics in the Asia Pacific region; focus on contemporary security relations; examines a wide range of security challenges facing the region; familiarization with the strategic preferences of key actors in the major areas of potential conflict.

INTA 676 International Politics of the Middle East. (3-0). Credit 3. Focus on critical issues including Great Power involvement in the region, and the regional and international effects of Arab nationalism, Zionism, Islamism, post-Islamism, oil and aid rents, ethnicity, religious minorities, gender, and human rights.

INTA 686 Russia Politics and Statecraft. (3-0). Credit 3. Examines changes within Russia and its role in international politics since 1991, emphasizing the period of Vladimir Putin's presidency, explores Putin's approach to political, economic and social challenges facing Russia, as well as the war in Chechnya and terrorism within Russia, also examines Russia's critical relationship with the United States.

INTA 689. Rising Powers. (3-0). Credit 3. Define and explore the concept of “Rising Powers,” and examine the recent history and foreign policy of the BRICS countries. Examine their positions on central tenets of the liberal order.

INTA 689. Foreign Policy Process. (3-0). Credit 3. Focuses primarily on the process by which the President and the executive branch determine and execute the diplomatic priorities of the nation and will address the role of Congress and the Courts as they relate to those dynamics. Students will engage both analytical frameworks and examples, as they investigate how the policy-making process *varies across different issue areas*, and whether that variability raises concerns.

INTA 689. US in the Middle East. (3.0). Credit 3. In-depth look at the causes and consequences of the Arab Spring, the impact on specific countries, and the role of regional and outside actors in the various conflicts that the Arab uprisings have spawned. The course examines the evolution of US policy since the Arab uprisings and the future US role in a time of great uncertainty.

INTA 689. Race and International Relations. (3.0). Credit 3. Examines the intersectionality of race and international relations through an intersectional approach. Studies foundational topics in International Relations theory including common paradigmatic approaches, the structure of the international order, state formation, interstate relations, and transnational interactions with a view towards the centrality of race in international politics.

INTA 689. Strategy, Risk, and Foresight in International Relations. (3.0). Credit 3. The Scowcroft strategy course educates participants on strategy and foresight and its essential role for conducting effective foreign and defense policy. The course provides students the intellectual knowledge and practical skills they will need to employ strategy and foresight in their profession, whether in business, government, nonprofit, academia, etc.

INTA 689. Defense Intelligence. (3-0). Credit 3. Examines historical and contemporary defense intelligence capabilities as part of the military decision-making environment and how multiple capabilities and organizations work in this sphere. In depth study of individual services' intelligence capabilities, proficiencies and unique contributions.

INTA 689. Eastern European Politics. (3-0). Credits 3. Examines Eastern Europe's role in post-Cold War international politics. Reviews states' history and political culture, state- and nation-building experiences, and the role of identities in shaping their geopolitical futures. The course analyzes case studies of varied trajectories of post-communist transformations in interplay with their domestic and international politics.

INTA 689. Culture and International Politics. (3-0). Credits 3. Examines the role of ideas in international politics. Examines the impact of culture and identities in shaping structures and agents at different levels of analysis are explored in line with the constructivist paradigm in international relations theory. Reviews the application of norm socialization framework is analyzed at the global, regional, and national levels based on the specific case studies.

INTA 689. African Politics and Regional Affairs. (3-0). Credits 3. Provides a forum to think, learn, and argue about Africa with a special emphasis on the word "argue" as it relates to crafting, talking, and writing about current issues across African countries, events, and themes. Studies and informed framework for constrictive understanding of Africa-related issues. We will explore the foundations of African issues alongside our investigation of current issues.

INTA 689 History, Strategy, and American Statecraft. (3-0). Credits 3. Examination of foundational works in theory and practice of strategy and grand strategy; analysis of historical development of American strategy and statecraft; discussion of critical themes of American statecraft in present time.

INTA 689 People, Regimes, and Power. (3-0). Credits 3. Examines the interplay between people, regimes, and power. Examines how political institutions, actors, and processes arise, operate, and change around the world and how they affect society.

INTA 696 Analytic Tradecraft. (3-0). Credit 3. Perform analysis in the U.S. Intelligence Community; hone writing, briefing and analytical skills; focus on fundamentals of critical thinking, the psychology of analysis and intelligence process.

INTA 700. The Art of Counterintelligence. (3-0). Credit 3. In-depth understanding of the arcane and often misunderstood world of counterintelligence. Prerequisites: Graduate classification.

XI. Appendix B

Important Guidelines for Student Behavior

Academic Dishonesty

Plagiarism and academic cheating are serious offenses that can result in severe punishment, up to and including dismissal from the Bush School. Although the writing consultant will discuss plagiarism and how to avoid it, students are ultimately responsible for using appropriate documentation in their written work. Students should consult with their professors or the writing consultant about when and how to cite sources used in research. When in doubt, students should err on the side of safety.

For a description of academic dishonesty, the possible punishments associated with it, and the procedures in dealing with such cases, see Section 20, Part I of the *Texas A&M University Student Rules*.

About Student Rules

Each student has the responsibility to be fully acquainted with and comply with the *Texas A&M University Student Rules*. More specific rules, information, and procedures may be found in various publications pertaining to each particular service or department. When available, links have been provided to the appropriate web sites.

The *Texas A&M University Student Rules* are broken down into three sections, with additional information provided in the appendices:

Part I: Academic Rules (Rules 1- 22 & 61)

Part II: Student Life Rules (Rules 23- 44)

Part III: Student Grievance Procedures (Rules 45- 60)

Appendices

Equal Opportunity and Harassment

Texas A&M University and the Bush School are committed to providing an educational and work climate that is conducive to the personal and professional development of each individual. To fulfill its mission as an institution of higher learning, Texas A&M University encourages a climate that values and nurtures collegiality, diversity, pluralism, and the uniqueness of the individual within our state, nation and world. The University also strives to protect the rights and privileges and enhance the self-esteem of all its members. Faculty, staff and students should be aware that any form of harassment and any form of illegal discrimination against any individual is inconsistent with the values and ideals of the University community and Title IX legislation. Information about Title IX can be found at <http://urc.tamu.edu/title-ix/>.

Individuals who believe they have experienced harassment or illegal discrimination are encouraged to contact the appropriate offices within their respective units. Additionally, students are encouraged to report incidents of hate, bias, incivility, and any related issues at <https://stophate.tamu.edu/>. Students can also contact the Office of the Vice President- Division of Student Affairs at 979-845-4728 for additional support. Faculty members should contact the Office of the Dean of Faculties and Associate Provost at 979-845- 4274 and staff members should contact the Human Resources Department Employee Relations Office at 979-862-4027.

Tell Somebody

Oftentimes after a tragedy, people come forward with information and observations that, in retrospect, may have signaled a larger issue. This information when viewed collectively may be helpful in preventing tragic events and initiating assistance to an individual. Texas A&M University is committed to a proactive approach and needs your help. As a member of this University community, if you observe any behavior that is concerning you may report the behavior using the [online report form](#) or by contacting one of the Special Situations Team members during business hours. The Special Situations Team is comprised of University faculty and staff charged with helping students, faculty and staff who are exhibiting concerning behavior. Even when there is no threat to harm, it is recommended to involve others to discuss concerning behavior.

If you don't know whether to be concerned about a student's behavior, contact the [Dean of Student Life](#) at 979-845-3111.

If you need to consult with someone about a student in emotional distress, contact the [Counseling & Psychological Services](#) at 979-845-4427.

If you need to consult with someone about a student's disruptive behavior and the university conduct system, contact the [Student Conduct Office](#) at 979-847-7272. If you do not know whether to be concerned about a faculty member's behavior contact the [Dean of Faculties](#) at 979-845-4274.

If you don't know whether to be concerned about a staff member's behavior contact [Human Resources](#) at 979-862-4027

Students with Disabilities

Texas A&M University provides academic adjustments and auxiliary aids to students with disabling conditions, as defined under the law, who are otherwise qualified to meet the institution's academic requirements. The Office of Services

for Students with Disabilities in the Department of Student Life coordinates Texas A&M University's programs and efforts for the benefit of disabled students.

Students who have documented disabilities or believe they have a disability should be referred to Services for Students with Disabilities. This office has the responsibility for verifying the existence of a disability and suggesting what accommodations/modifications are appropriate. Services for Students with Disabilities may be reached at 979-845-1637 (V/TTY).

When there is a need for accommodation of a student's academic program, Services for Students with Disabilities will contact the student's classroom instructors regarding this need and direct the student to work with the classroom instructors to make specific arrangements. As needed, personnel from Services for Students with Disabilities will participate in discussions with the classroom instructor. Information about Disability Services can be found at <http://disability.tamu.edu/>.