

# Catalog Home

## The University of North Texas at Dallas

Official release date is May 1, 2021  
Catalog goes into effect at the beginning of the fall 2021 semester  
Program requirements are subject to necessary corrections

**Note:** To access the **Undergraduate** catalog or an [archived catalog](#), use the drop-down menu in the upper right-hand corner.

### Catalog Information

The University of North Texas at Dallas online catalog is a general information publication only. The catalog intends to reflect current academic policies, procedures, degree offerings, course descriptions, and other information pertinent to academic study at The University of North Texas at Dallas. It is not intended to nor does it contain all regulations that relate to students. The provisions of this catalog do not constitute a contract, express or implied, between any applicant, student, or faculty member and The University of North Texas at Dallas or The University of North Texas System.

The University of North Texas at Dallas reserves the right to change the provisions of this catalog at any time, including, but not limited to: withdraw courses at any time, to change fees or tuition, calendar, curriculum, course offerings, degree requirements, graduation procedures, and any other requirements affecting students as necessitated by legislative or regental action. Changes will become effective whenever the proper authorities so determine and will apply to both prospective students and those already enrolled.

The online version of The University of North Texas at Dallas Catalog is the official version. The online catalog will be updated periodically and will contain all major policy changes that occur during the 2021-2022 catalog cycle. The official publication date of this catalog is May 2021.

Although this catalog was prepared on the basis of the best information available at the time, and the information is updated regularly, users are cautioned about the following:

- Editorial, clerical, and programming errors may have occurred in the publication of this website, and The University of North Texas at Dallas assumes no responsibility for such errors.
- There is a lag time between approved changes and their publication on this website.
- Students normally are entitled to graduate under the degree provisions of the catalog in effect at the time of their first completed semester of enrollment.

Students are held individually responsible for complying with all requirements of the rules and regulations of the University and the Board of Regents of The University of North Texas System. Failure to read and comply with policies, regulations, and procedures will not exempt a student from whatever penalties the student may incur.

## About UNT Dallas

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*The University of North Texas at Dallas (UNT Dallas) is the only regionally accredited, public university in the City of Dallas. UNT Dallas is rapidly becoming a university of first choice as a result of the personal involvement of faculty, student support resources, affordability, location, and the relevancy of programs and degrees to career offerings in the region.*

*Record enrollment for Fall 2016 exceeded 3,000 students.*

*The university offers 22 undergraduate and 8 graduate programs and 1 professional degree in high-demand fields including criminal justice, teacher education, business, sociology, and counseling. There are four academic schools: School of Business; School of Education; School of Human Services; and, the School of Liberal Arts and Sciences.*

*UNT Dallas has a diverse student population (41 percent Hispanic, 35 percent African-American, and 17 percent White) including first-time freshmen, transfer students, veterans and graduate students. The experiential learning opportunities provided by UNT Dallas are perfectly suited for first generation and continuing education students seeking the degrees and experience needed to pursue high demand career opportunities in the Northeast Texas region and beyond.*

*The campus spans 264 acres in southern Dallas and is located on University Hills Boulevard, north of Interstate 20 (Exit 468) between Interstates 35 and 45. In October 2016, Dallas Area Rapid Transit (DART) opened the UNT Dallas DART rail station, effectively linking the university to all of DART's service area in Dallas.*

*UNT Dallas is a member of the University of North Texas System.*

## **Accreditation**

The University of North Texas at Dallas is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award baccalaureate, master's, and doctorate degrees. Questions about the accreditation of University of North Texas at Dallas may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

## **Mission Statement**

*Empower. Transform. Strengthen.*

- UNT Dallas empowers students, transforms lives, strengthens communities.

## **Vision**

Through education and community connectedness, UNT Dallas aspires to be the pathway to social mobility in its primary market.

## **Values**

### *Diversity*

- We value our differences, experiences and backgrounds. People are individuals and a great asset to the group.

### *Creativity*

- We teach, learn, research and support each other and the community in creative ways. We boldly find new ways to approach a problem or issue. We turn new and imaginative ideas into reality.

### *Leadership and Integrity*

- We lead. We strive to consistently make the right decision for the right reason in every circumstance.

### *Trailblazing*

- We create better tomorrows. We establish new pathways for building and mentoring tomorrow's leaders. We exemplify our commitment by helping first generation students completing degrees, with job placements and overall student and life success.

### *Lifelong learning*

- We are self-motivated to learn and to never stop learning. We know being open to new ideas and information gives us a better understanding of the world around us, which provides us with more and better opportunities and improves the quality of our lives.

## **Goals**

### *Rooted in community*

- Become the leading university in metro Dallas and the inner-ring suburbs.

### *Grow*

- Increase enrollment, retention and completion rates with experiential learning while developing critical thinking and marketable skills for every student.

### *Commitment*

- Relentless focus on student success.

## **UNT Dallas Milestones**

The UNT Dallas Milestones is an outline of the historical accomplishments that has led the school to its multiple successes to date. Beginning with how a dream proceeded to legal authorization at the Texas' 75th Legislative Session in 1997 to the development and grand opening of the \$63 million Student Center in 2019. Please click [here](#) for a complete list of UNT Dallas' establishments and accomplishments.

## **Institutional Quality Enhancement**

UNT Dallas is committed to continuous improvement in all of its operations. At both the institutional and the organizational-unit level, the University establishes expected outcomes for performance, assesses the extent to which

the outcomes are attained, and makes changes to affect performance improvements on the basis of a careful review of outcomes assessment data.

With regard to student academic achievement, UNT Dallas regularly and formally evaluates student success in acquiring the skills, knowledge bases, and behaviors that are identified by faculty as critically important in the degree programs offered by the institution. The University also evaluates the effectiveness of its many services that support student learning. UNT Dallas believes that ongoing assessment of student learning and prompt implementation of improvements in curricula, pedagogy, and related educational support programs and practices when indicated are central to the efficacy of its academic mission.

Students should anticipate participating in a wide array of evaluation and assessment procedures throughout their educational careers at UNT Dallas. Students are expected to enter into these procedures openly and honestly so that they and UNT Dallas together can ensure continuous improvement processes are effective in maximizing each student's educational experience.

### **Experiential Learning**

Experiential learning is incorporated into one of the goals of our university: Grow. Increase enrollment, retention and completion rates with experiential learning while developing critical thinking and marketable skills for every student. Experiential learning is the process of developing knowledge and skills from direct experience - learning through action.

Experiential learning at UNT Dallas is two-fold: it serves to help students transition more gracefully from college to the work place setting by gaining marketable skills, real world experience, and industry networks; it also serves to improve the quality of learning by understanding how text book learning applies to the real world by increasing the likelihood of using the knowledge, critical thinking skills and habits of mind acquired in their studies.

Students will have the opportunity to: (1) apply their educational competencies through experiential learning in the community, (2) deepen their understanding of course content and develop critical thinking through direct research or service based activities, and (3) access resources to enhance their professional development and skill set to become more marketable. Experiential learning is a process of learning by doing and reflecting on the experience. It first immerses learners in an experience and then encourages reflection about the experience to develop new skills, new attitudes, or new ways of thinking.

Services offered to students include but are not limited to: assistance in identifying their learning style, guidance when looking for opportunities at approved sites, appropriate trainings and informational resources, correct paperwork and assessments for university data collection, and recognition opportunities for the service they provide to the community.

Services offered to faculty include but are not limited to: assistance in providing experiential learning opportunities for their students, showcasing the great work done by faculty and students around experiential learning, assistance in the capturing and recording process, providing educational presentations about experiential learning, internship course development, and informational materials and resources of the university policies, and best practices for experiential learning.

Services provided to community partners include but are not limited to: opportunities to recruit and speak to students, assessments to ensure quality efforts and satisfaction, success stories featured, and resources for improved policies and best practices.

For more information, call (972) 338-1763 or email [Experiential.Learning@untdallas.edu](mailto:Experiential.Learning@untdallas.edu).

### **Non-Discrimination Policy**

The University of North Texas at Dallas does not discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, genetic information, or veteran status in its application and admission processes, educational programs and activities, university facilities, or employment policies, procedures, and processes.

# UNT World Administration

- [University President](#)
- [President's Cabinet](#)
- [UNT Dallas Contacts](#)
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- [UNT System Administration](#)

## University President

The university president is the highest-ranking official at the University of North Texas at Dallas. This position is appointed by the UNT System Board of Regents. The president's role is to oversee the overall strategic planning and maintain the performance of the institution. This role consists of: consultation with administrators, faculty, staff, and students, exercise effective leadership along with the board to ensure the mission of the University is being met, and communicate to the government, legislators, and other state officials the needs of the University. In 2015, Robert (Bob) Mong was appointed the University President of the University of North Texas at Dallas and the College of Law. To learn more about our current president, Robert (Bob) Mong, please click [here](#) to review the numerous and outstanding achievements our president has accomplished since joining the UNT Dallas family as well as an outline of his prior successes.

## President's Cabinet

The UNT Dallas president's cabinet consist of the provost, chief financial officer, executive vice president for administration, vice president for student access and success, vice president for university advancement, chief compliance officer, dean of students, distinguished leader in residence, and executive assistant to the president. The members of the cabinet are held to a high prestige. They are the body that closely evaluates and recommend innovative changes for the well-being and growth of the UNT Dallas campus and community. Please click [here](#) to be directed to a list of those serving in the president's cabinet.

## UNT Dallas Contacts

The UNT Dallas contacts is a directory of frequently called offices on the campus. Please click [here](#) to be directed to a list of the offices, including contact numbers, fax numbers, email addresses, and office locations.

## UNT System Board of Regents

The Board of Regents, the governing body for the University of North Texas System, is composed of nine distinguished and dedicated Texans who are appointed by the Governor and confirmed by the Senate. Regent terms last or six years and are staggered so that three members are appointed every two years during the legislative session. The Governor also appoints a non-voting Student Regent for a one-year term, beginning on June 1 of each year. Throughout its history, the Board of Regents has been composed of ardent advocates for excellence in quality of education,

research, service, and leadership, supporting institutional and regional growth and success. Please click [here](#) to be directed to a list of those serving in the president's cabinet.

### **UNT System Administration**

UNT System Headquarters, also referred to as UNT System Administration, was founded in 1999 and provides governance and service to UNT System component institutions in the areas of legal, finance, audit, academic affairs and student success, facilities and construction, human resources, information technology and government relations. Chancellor Michael R. Williams leads UNT System Headquarters. The purpose of UNT System Headquarters is to lead, serve and inspire. Please click [here](#) to be directed to UNT System's Chancellor and the Chancellor's Cabinet.

Like its counterpart central administrative offices across Texas, the UNT System:

- Provides executive leadership;
- Represents the University of North Texas System and its component institutions in all legal matters;
- Leads the development of educational mission, policy, and programs and facilitates and coordinates new initiatives and academic and student affairs planning and implementation;
- Oversees system-wide financial planning and analysis, including coordination of the annual institution budgets within the UNT System;
- Supervises compliance with federal, state, and local laws and with Board of Regents policies;
- Provides a full range of professional design, development and management support for facilities planning and construction;
- Establishes state and federal legislative and policy priorities for the System in collaboration with the Board of Regents institutional leadership and engages constituencies and stakeholders at all levels of government on issues impacting higher education;
- Coordinates relationships with the region's communities and organizations and other university systems.

# **The Faculty and Faculty Administration**

- [School of Business](#)
- [School of Education](#)
- [School of Human Services](#)
- [School of Liberal Arts and Sciences](#)
- [Faculty Roster](#)

### **School of Business**

#### **Academic Dean**

Karen Shumway, PhD

- Office: 972-338-1613
- Email: [Karen.Shumway@untdallas.edu](mailto:Karen.Shumway@untdallas.edu)

**Assistant Dean - Vacant**

**Program Coordinator, Business Administration, MBA**

Cathy Scott, PhD

- Office: 972-338-1357
- Email: [Cathy.Scott@untdallas.edu](mailto:Cathy.Scott@untdallas.edu)

**Program Coordinator, Management, MMgt**

Cathy Scott, PhD

- Office: 972-338-1357
- Email: [Cathy.Scott@untdallas.edu](mailto:Cathy.Scott@untdallas.edu)

**School of Education**

**Academic Dean**

Christine Remley, PhD

- Office: 972-338-1502
- Email: [Christine.Remley@untdallas.edu](mailto:Christine.Remley@untdallas.edu)

**Program Coordinator, Curriculum and Instruction, MEd**

Mychelle Smith, PhD

- Office: 972-338-1373
- Email: [Mychelle.Smith@untdallas.edu](mailto:Mychelle.Smith@untdallas.edu)

**Program Coordinator, Educational Leadership, MEd**

Shelia Brown, EdD

- Office: 972-338-1145
- Email: [Shelia.Brown@untdallas.edu](mailto:Shelia.Brown@untdallas.edu)

**School of Human Services**

**Academic Dean**

Constance Lacy, PhD, LCSW, HS-BCP

- Office: 972-338-1381
- Email: [Constance.Lacy@untdallas.edu](mailto:Constance.Lacy@untdallas.edu)

**Program Coordinator, Clinical Mental Health Counseling, MS**

Shelly Jackson, PhD, LPC, RPT/S (Interim)

- Office: 972-338-1376
- Email: [Shelley.Jackson@untdallas.edu](mailto:Shelley.Jackson@untdallas.edu)

**Program Coordinator, School Counseling, MEd**

Shelly Jackson, PhD, LPC, RPT/S

- Office: 972-338-1376
- Email: [Shelley.Jackson@untdallas.edu](mailto:Shelley.Jackson@untdallas.edu)

**School of Liberal Arts and Sciences****Academic Dean**

Orlando Perez, PhD

- Office: 972-338-1501
- Email: [Orlando.Perez@untdallas.edu](mailto:Orlando.Perez@untdallas.edu)

**Associate Dean**

Mario Casa de Calvo, PhD

Office: 972-338-1321

Email: [Mario.Casadecalvo@untdallas.edu](mailto:Mario.Casadecalvo@untdallas.edu)

**Assistant Dean**

Aubrey Frantz, PhD

- Office: 972-338-1523
- Email: [Aubrey.Frantz@untdallas.edu](mailto:Aubrey.Frantz@untdallas.edu)

**Program Coordinator, Criminal Justice, MS**

Julie Siddique, PhD

- Office: 972-338-1835
- Email: [Julie.Siddique@untdallas.edu](mailto:Julie.Siddique@untdallas.edu)

**Program Coordinator, Public Leadership, MS**

Janiece Upshaw, PhD

- Office: 972-338-1538
- Email: [Janiece.Upshaw@untdallas.edu](mailto:Janiece.Upshaw@untdallas.edu)

## **Faculty Roster**

### **UNT Dallas 2021-2022 Faculty**

*Information subject to change after May 1, 2021 posting date*

**A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z**

#### **A**

##### **Agbodzakey, James**

*Associate Professor, Public Leadership*

- BA, University of Ghana
- MS, Ohio University
- PhD, Florida Atlantic University

##### **Al-Sultan, Saif**

*Assistant Professor, Information Technology*

- BS, University of Technology - Baghdad, Iraq
- PhD, De Montfort University, United Kingdom

##### **Amin, Iftekhar**

*Associate Professor, Human Services*

- BS, University of Dhaka
- MA, University of Dhaka
- MA, University of Texas at Arlington
- PhD, University of North Texas

**Arxer, Steven**

*Associate Professor, Sociology*

- BS, Barry University
- MA, University of Miami
- PhD, University of Florida

**Arya, Vinod**

*Professor, Mathematics*

- MS, Meerut University
- PhD, University of Roorkee

**B**

**Babcock, Matthew**

*Associate Professor, History*

- BA, Dartmouth College
- MA, University of New Mexico
- PhD, Southern Methodist University

**Baggerly, Jennifer**

*Professor, Counseling*

- BA, Trinity University
- MA, Colorado Christian University
- PhD, University of North Texas

**Balas, Glenda**

*Professor, Communication Studies*

- BA, Eastern New Mexico University
- MBA, Eastern New Mexico University
- PhD, The University of Iowa

**Barrett, Rosa**

*Lecturer, Spanish*

- BA, University of Texas at Arlington
- MA, University of Texas at Arlington

**Bartula, Aaron**

*Associate Professor, Criminal Justice/Sociology*

- BS, The University of Texas at Austin
- MS, Loyola University
- PhD, The University of Texas at Dallas

**Bell, Randy**

*Assistant Professor, Bilingual/ESL Education*

- BA, Austin College
- MA, University of Texas at Austin
- PhD, University of Texas at Austin

**Brown, Shelia**

*Lecturer, Educational Leadership*

- BS, Jackson State University
- MEd, University of Texas
- EdD, University of North Texas

**Bore, Samuel**

*Associate Professor, Counseling*

*Program Chair, Counselling*

- B.Ed Kenyatta University
- M.Ed University of North Texas
- PhD Texas A&M University - Commerce

**Borges, Walter**

*Associate Professor, Political Science*

- BA, Cornell University
- PhD, University of Texas at Dallas

**Burkett, Jerry**

*Assistant Professor, School of Education*

- BS, Baylor University
- MA, Dallas Baptist University
- PhD, Dallas Baptist University

## C

### **Casa De Calvo, Elizabeth**

*Lecturer, Psychology*

- BA, University of Texas at San Antonio
- MA, Texas Tech University

### **Casa De Calvo, Mario**

*Associate Dean, School of Liberal Arts and Sciences*

*Associate Professor, Psychology*

- BA, University of Michigan
- MA, Texas Tech University
- PhD, Texas Tech University

### **Caton, Stewart**

*Law Librarian, College of Law*

- BA Psychology California State University
- MLIS University of Washington
- JD University of Oregon School of Law

### **Chandler, Richard**

*Assistant Professor and Program Coordinator,*

*School of Liberal Arts and Sciences*

- BA, University of Texas at Arlington
- PhD, University of Texas at Arlington

### **Chaney, Anthony**

*Lecturer, School of Liberal Arts & Sciences*

- BA, Southern Methodist University
- MAT, School for International Training
- PhD, University of Texas at Dallas

### **Cintron, Jessica**

*Visiting Lecturer, Psychology*

- BA, Temple University
- MEd, Temple University
- PhD, Temple University

**Coleman, John**

*Lecturer and Affiliate Faculty - Caruth Police Institute*

*School of Liberal Arts & Sciences*

- BA, Western Illinois University
- MA, Midwestern State University
- PhD, Nova Southeastern University

**Coleman-Mason, Amanda**

*Visiting Professor, Management and Leadership Program*

- BS, Cardinal Strictch University
- MS, Cardinal Strictch University
- PhD, Cappella University

**Conner, Frances**

*Lecturer, School of Business*

- BABA and MBA, Dallas Baptist University
- DBA, University of Sarasota

**Conway, Shannon**

*Assistant Professor of Practice, College of Law*

- JD, The Catholic University of America Columbus School of Law

**Coursey, Lauren**

*Lecturer, Psychology*

- BA, University of North Texas
- MS, University of Texas at Arlington
- PhD, University of Texas at Arlington

**Crockett, Matt**

*Assistant Professor, College of Law*

- BS, University of New Orleans
- JD, California Western School of Law

**Cunningham, Jan**

*Lecturer, Criminal Justice*

- BA, University of Tulsa
- JD, University of Oklahoma College of Law

**D**

**Declerk, Christopher**

*Visiting Lecturer, Business Management*

- BS, Arkansas State University
- MA, American Public University
- MBA University of Phoenix, Oklahoma City
- DM, University of Phoenix, Phoenix

**Downes, Angela**

*Professor of Practice, College of Law*

- BA Mercer University
- JD Texas A&M University of Law

**E**

**Eaton, Tracy**

*Law Librarian, College of Law*

- BS, Trinity University
- MLS, University of North Texas
- JD, University of Houston Law Center

**Ehrman, Monika**

*Associate Professor, College of Law*

- BS, University of Alberta
- JD, SMU Dedman School of Law
- LLM, Yale School of Law

**Eimerbrink, Priya**

*Assistant Professor, Psychology*

*Psychology Program Coordinator and Affiliate Faculty - SERCH*

- BA, Purdue University
- MS, University of Texas at Arlington
- PhD, University of Texas at Arlington

**Epps, Felecia**

*Dean, College of Law*

- BA, Cornell College
- JD Creighton University School of Law

**Eslamieh, Mohammadmehdi**

*Visiting Lecturer, Biology*

- BS, University of Tehran
- MS, University of Tehran
- PhD, University of Texas at Arlington

**F**

**Ferguson-Cain, Deborah**

*Lecturer, Counseling*

- BA, Dallas Baptist University
- MA, Dallas Baptist University
- PhD, Texas A&M Commerce

**Fjordbak, Edward**

*Lecturer, School of Business*

- BBA, Southern Methodist University
- MA, Southern Methodist University
- JD, Southern Methodist University - School of Law

**Fjordbak, Sharon**

*Lecturer, Business Law*

- BBA, Southern Methodist University
- JD, Southern Methodist University Dedman - School of Law

**Flores, Isaura**

*Associate Professor, Business*

- BS, Instituto Tecnológico de Estudios Superiores de Monterrey
- MBA, Instituto Tecnológico de Estudios Superiores de Monterrey
- PhD, Instituto Tecnológico de Estudios Superiores de Monterrey

**Frase, Laura**

*Assistant Professor, College of Law*

*Director, Advocacy Competitions*

- BA, Rhodes College
- MA, Southern Methodist University
- JD, St. Mary's University School of Law

**Frantz, Aubrey**

*Assistant Dean, School of Liberal Arts and Sciences*

*Assistant Professor, Biology*

- BA, University of Kentucky
- PhD, University of Kentucky

**G**

**Garner, William**

*Assistant Professor, Public Health*

- BA, Texas A&M University-Commerce
- MPH, University of North Texas Health Science Center
- PhD, University of North Texas Health Science Center

**Goktan Bilhan, A. Banu**

*Associate Professor, Business*

- BA, Middle East Technical University
- MBA, Dokuz Eylul University
- PhD, University of North Texas

**Goodson, Joshua**

*Lecturer, Mathematics*

- BS, Texas Lutheran University
- MS, Texas State University
- PhD, Texas State University

**Graham, Yolanda**

*Lecturer, Elementary Math Education*

- BS, Oral Roberts University
- MA, Oral Roberts University

**Grimes, Scott**

*Visiting Lecturer, Chemistry*

- BS, Texas State University
- MA, University of Texas at Austin

**Guevara, Ruth**

*Senior Lecturer, Teacher Education*

- BS, Pan American University
- MEd, Texas Woman's University
- EdD, Texas Woman's University

**H**

**Hackard, Gretchen**

*Director, Externships*

*Professor of Practice, College of Law*

- BBA, University of North Texas
- MS, University of North Texas
- JD, University of Houston

**Hamilton, Donna**

*Associate Professor, Biology*

- BS, Midwestern State University
- MS, Midwestern State University
- PhD, Texas Tech University

**Harris, Robert**

*Lecturer, English*

- BA, University of North Texas
- MLA (MLS), Southern Methodist University

**Hart, Edward**

*Assistant Dean, Law Library*

- BA, Valdosta State University
- MA, Valdosta State University
- JD, New England Law - Boston

**Heck, Harold**

*Professor of Practice, College of Law*

- BBA, Washington State University
- MBA, Boise State University
- JD, Mercer University California

**Holmes, Gary**

*Associate Professor, Business Marketing*

- BS, Missouri State University
- MBA, Drury University
- PhD, University of North Texas

**Holmes, Sara**

*Lecturer, Communication and Technology*

- BA, University of North Texas
- MA, University of North Texas

**Houston, Matthew**

*Lecturer, Business Management*

- BA, Southern Methodist University
- MBA, Texas Christian University

**Hoyt, Mary**

*Lecturer, Mathematics*

- BS, University of New Haven
- MS, University of New Haven

**Hubbard, John**

*Lecturer, Business Management*

- MS, The University of Southern Mississippi
- PhD, The University of Southern Mississippi

**Hubbard, Sean**

*Lecturer, Political Science*

- BA, University of Texas at Dallas
- PhD University of Texas at Dallas

**I**

**Ingram, William**

*Assistant Professor, Hospitality Management*

- BS, Texas Tech University
- MS, Texas Tech University
- PhD, University of Central Florida

**J**

**Jackson, Shelley**

*Lecturer and Program Coordinator*

*School Counseling*

- BA, University of Vermont
- MA, Lesley Graduate College
- EdS, West Georgia State University
- PhD, Georgia State University

**Jacobson, Loren**

*Assistant Professor, College of Law*

- BA, Yale University
- M.Phil, Cambridge University
- JD, Columbia Law School

**Jesmin, Syeda**

*Associate Professor, Sociology*

- MSS, University of Dhaka
- MA, University of Texas at Arlington
- MPH, UNT Health Science Center

- PhD, University of North Texas

**Johnson, Gwendolyn**

*Associate Professor, Teacher Education/Mathematics*

- BS, Bowling Green State University
- MBA, Bowling Green State University
- PhD, University of South Florida

**K**

**Kahng, Byungik**

*Associate Professor, Mathematics*

- BS, Seoul National University
- MS, Stanford University
- PhD, University of Illinois at Urbana-Champaign

**Khan, Noureen**

*Associate Professor, Mathematics*

- MS, University of Texas at Dallas
- PhD, University of Texas at Dallas

**Khan, Samreen**

*Visiting Lecturer, Mathematics*

- BS, B.Z. University Pakistan
- MS, Beaconhouse National University Pakistan
- MS, University of Texas at Dallas
- PhD University of Texas at Dallas

**Kolenc, Anthony**

*Associate Professor, College of Law*

- BA, Excelsior College
- MA, Franciscan University of Steubenville
- JD, University of Florida

**Kowalski-Dulaney, Candice**

*Visiting Lecturer, Psychology*

- BS, University of North Texas

- MA, Stephen F. Austin State University
- PhD, Grand Canyon University

## **L**

### **Lacy, Constance**

*Dean, School of Human Services*

- BSW, University of North Texas
- MSSW, University of Texas at Arlington
- PhD, University of Texas at Arlington

### **Lansing, Michael**

*Lecturer, Hospitality Management*

- BS, Lamar University
- MBA, Lamar University

### **Larson, Theodore**

*Lecturer, Computer Information Systems*

- BA, University of Maryland University College
- MS, Troy University
- MS, University of Texas at Dallas
- PhD, Northcentral University

### **Lightbourne, Jesseca**

*Assistant Professor, Public Leadership*

- BA, Political Science
- MEd, Stephen F. Austin State University
- PhD, University of North Texas

### **Lin, Yu-Fen**

*Associate Professor, Counseling*

- BA, Dang-Chiang University
- MDiv, Taiwan Theological College & Seminary
- MS, Texas A&M-Commerce
- PhD, Sam Houston State University

### **Livingston, Keriman**

*Lecturer, Biology*

- BS, Middle East Technical University
- MS, Northeastern University
- PhD, Northeastern University

**Loving, Ajamu**

*Assistant Professor, Business Finance*

- BA, Morehouse College
- PhD, Texas Tech University

**Lumar, Shelia**

*Lecturer, Human Services*

- BS, Kansas State University
- MS, University of Central Texas
- MS, Tarleton State University
- PhD, Texas Woman's University

**M**

**Maslanka, Michael**

*Assistant Professor, College of Law*

- BS, Cornell University
- JD, Tulane Law School

**Masso, Christina**

*Lecturer, College of Law*

- BA, University of Texas at Austin
- JD, University of Texas at Austin

**McDowell, Curtis**

*Lecturer, Political Science*

- BS, Carnegie Mellon University
- MEd, Southern Methodist University
- PhD, University of Texas at Dallas

**Miller, Shelby**

*Visiting Lecturer, Applied Linguistics*

- BA, Tabor College
- MS, Texas A&M University-Commerce
- ABD, Texas A&M University-Commerce

**Mitra, Subhro**

*Associate Professor, Business/Logistics and Supply Chain*

- BS, North Bengal University
- MBA, Calcutta University
- PhD, North Dakota State University

**Mongiello, Stephanie**

*Assistant Professor, Accounting/Forensic Accounting*

- BA, Rice University
- MBA, Southern Methodist University - Cox School of Business
- JD, Southern Methodist University - Dedman School of Law

**Moore, Janice**

*Lecturer, School of Human Services*

- BSW, Southern University at New Orleans
- MS, University of North Texas
- PhD, Texas Woman's University

**Moore, Joe**

*Professor of Practice, College of Law*

- BA, Texas Tech University
- JD, Baylor University School of Law
- LL.M in Air and Space Law, McGill University

**Muniz, Elizabeth**

*Associate Professor, Organizational Behavior/HR Management*

- BA, University of Central Florida
- MS, University of Central Florida
- PhD, University of Central Florida

**Munsterman, Korin**

*Professor of Practice and Director, LET*

*College of Law*

- BA, University of Central Florida
- MLS, Florida State University
- JD, American University Washington College of Law

**N**

**Narayan, Ratna**

*Associate Professor, Teacher Education/Science Education*

- BSc, Bombay University
- MSc, Bombay University
- BEd, Bombay University
- PhD, University of Georgia

**Noyes, Michael**

*Lecturer, Criminal Justice*

- BA, Allegheny College
- MA, Indiana University of Pennsylvania
- PhD, Indiana University of Pennsylvania

**O**

**Obitade, Peter**

*Assistant Professor, School of Business*

- MBA, University of St. Thomas - Houston
- PhD, University of North Texas

**Otteson, Gabriel**

*Visiting Lecturer, Digital Production*

- BS, Northern Arizona University
- MA, University of North Texas

**Owsley, Brian**

*Assistant Professor, College of Law*

- BA, University of Notre Dame
- JD, Columbia University of Law

## **P**

### **Patton, Joy**

*Senior Lecturer, Human Services*

- BA, University of Central Oklahoma
- MA, Liberty University
- MS, University of Texas at Arlington
- PhD, University of Texas at Arlington

### **Perez, Orlando**

*Dean, School of Liberal Arts & Sciences*

- BS, University of Miami
- BA, Florida International University
- MA, University of Pittsburg
- PhD, University of Pittsburg

### **Perkins, Thomas**

*Associate Professor, College of Law*

- BA, Howard University
- JD, Loyola University-School of Law

### **Porterfield, Eric**

*Associate Professor, College of Law*

- BA, University of Texas at Austin
- JD, Baylor University

## **R**

### **Rath, Sura**

*Professor, English*

- BS, Ravenshaw College
- MA, Utkal University
- MA, Tulane University
- PhD, Texas A&M University

### **Reynolds, Paul**

*Assistant Professor, Criminal Justice*

- BA, Stetson University
- MS, Cumberland University
- PhD, Texas State University

**Rodriguez, Cynthia**

*Lecturer, Teacher Education/Reading*

- BS, University of North Texas
- MEd, Texas Woman's University
- PhD, Texas Woman's University

**S**

**Sanders, Corron**

*Visiting Lecturer, Public Health*

- BA, Baylor University
- PhD, University of Texas Medical Branch

**Scott, Cathy**

*Associate Professor, Business Accounting*

- BBA, Nazareth College
- MBA, Amberton University
- PhD, Capella University

**Shappeck, Marco**

*Associate Professor, Teacher Education/ESL*

- BA, University of Wisconsin-Eau Claire
- MA, Northeastern Illinois University
- MA, University of Illinois Urbana-Champaign
- PhD, University of Illinois Urbana-Champaign

**Shaqlaih, Ali**

*Dean, Graduate School*

*Associate Professor, Mathematics*

- BS, Birzeit University
- MS, An-Najah National University
- MA, University of Oklahoma

- MEd, University of Oklahoma
- PhD, University of Oklahoma

**Shaw, Rhonda**

*Visiting Lecturer, Mathematics*

- BA, Stephen F. Austin State University
- MS, Texas Woman's University

**Shumway, Karen**

*Dean, School of Business*

*Professor, Business*

- BA, Northwestern University
- MBA, University of Chicago
- PhD, University of Chicago, Illinois

**Siddique, Julie**

*Associate Professor, Criminal Justice*

*Affiliate Faculty, Caruth Police Institute and SERCH*

- BBA and BA, University of Texas at Austin
- MPSA, Texas A&M University
- MA, City University of New York John Jay College of Criminal Justice
- MPhil, City University of New York John Graduate Center
- PhD, City University of New York John Graduate Center

**Smith, Mychelle**

*Assistant Professor, School of Education*

- BA, Texas A&M University
- MEd, Texas A&M University
- PhD, Texas A&M University

**Sosa-Sanchez, Patricia**

*Assistant Professor, School of Education*

- BS, Texas Woman's University
- MEd, Texas Woman's University
- PhD, Texas Woman's University

**Sotelo, Gabriela**

*Professor of Practice, College of Law*

- BJ, University of Texas
- JD, Texas Southern University - Thurgood Marshall School of Law

**Southward, Julie**

*Visiting Assistant Professor, Special Education*

- BSW, University of Texas Arlington
- MA, Texas Women's University
- PhD, Texas Women's University

**Stallo, Mark**

*Lecturer, Criminal Justice*

*Affiliate Faculty, Caruth Police Institute*

- BA, University of Cincinnati
- MS, University of Texas at Dallas
- MPA, University of Texas at Dallas
- PhD, University of Texas at Dallas

**Stanley, Mark**

*Lecturer, History*

- BS, Texas A&M University-Texarkana
- MA, University of North Texas
- PhD, University of North Texas

**Strong, Richard**

*Lecturer, Radio Production and Management*

- BS, Northern Illinois University
- MS, University of Colorado at Denver

**T**

**Tamer, Christine**

*Assistant Professor, College of Law*

- BA, Baylor University
- JD, The University of Texas School of Law

**Tan, Adrian**

*Lecturer, Sociology*

- BA, Ohio University
- MA, Ohio University - International Affairs
- MA, Ohio University - Sociology
- PhD, University of North Texas

**Thompson, Pamela**

*Assistant Professor, Business Accounting*

- BBA, University of Texas at Arlington
- MST, University of Texas at Arlington
- DBA, North Central University

**Tinajero, Robert**

*Assistant Professor, English*

- BA, Austin College
- MS, Perkins School of Theology
- MFA, University of Houston
- PhD, University of Texas at El Paso

**Tynes, Jerrod**

*Lecturer and Lead Faculty, Urban Agriculture*

- BS, Texas A&M University Commerce
- MS, Texas A&M University Commerce
- MEd, University of North Texas

**U**

**Upshaw, Janiece**

*Assistant Professor, Public Leadership*

*Affiliate Faculty, SERCH Institute*

- BA, Baylor University
- MS, University of Texas at Arlington
- PhD, University of Texas at Dallas

**V**

**Varga, Kelly**

*Assistant Professor, Biology*

*Affiliate Faculty, SERCH Institute*

- BA, St. Xavier University
- PhD, The University of Illinois at Chicago

**Vaughn, Mara**

*Lecturer, Spanish*

- BA, Texas Tech University
- MA, Texas Tech University
- PhD, Texas Tech University

**Villareal, Jonathan**

*Visiting Assistant Professor, Communication and Technology*

- BA, Texas A&M University Corpus Christi
- MA Texas A&M University Corpus Christi
- PhD, Texas Tech University

**W**

**Washington, Nedra**

*Senior Lecturer, Child Development and Family Studies*

- BBA, Northwood University
- MBA, Texas Woman's University
- PhD, Texas Woman's University

**Wattley, Cheryl Brown**

*Professor, College of Law*

- AB, Smith College
- JD, Boston University School of Law

**Wendt, Jefferey**

*Lecturer, Logistics and Supply Chain Management*

- BBS, Dallas Baptist University
- MBA, University of Dallas
- PhD, North Dakota State University

**Westenskow, Meijken**

*Professor of Practice, College of Law*

- BA, Brigham Young University
- JD, Georgetown University Law Center

**Wynn, Patricia**

*Lecturer, Finance*

- BS, University of North Texas
- MBA, University of North Texas

**Y**

**Yousufuddin, Muhammed**

*Assistant Professor, Chemistry*

- BS, University of South Carolina
- PhD, University of Southern California

**Z**

**Zia, Mutjaba**

*Assistant Professor, Business Finance*

- BS, Middle East Technical University
- MA, University of Texas at San Antonio
- MS, University of Texas at San Antonio
- PhD, University of North Texas

# Academic Calendar

*The Academic Calendar for UNT Dallas is subject to change. The most current calendars may be found at [registrar.untdallas.edu](http://registrar.untdallas.edu).*

## Fall 2019

*Note: All offices are closed on Saturdays & Sundays.  
All transactions should occur online and all correspondence will be sent to your official UNT Dallas email address.*

<b>Registration begins</b>	April 1, 2019
<b>Last Day for Regular Registration</b>	August 25, 2019
<b>Late Registration Deadline</b> If you register, or add, during late registration, payment is due the same day you register. Students will be charged a \$50 late fee.	August 29, 2019
<b>1st 8-Week Session</b> (includes final exams)	
<b>Classes Begin</b>	August 26, 2019
<b>Last Day to Add</b>	August 26, 2019
Last Day to Drop (course(s) will not appear on transcript)	September 3, 2019
<b>Census Day</b>	September 3, 2019
<b>Withdrawal Deadlines</b>	
<b>Last Day to Withdraw from a Course (Grade of "W" will be Assigned)</b>	September 25, 2019
<b>Last Day for Complete Withdrawal of All Courses (Grades of "W" will be Assigned)</b>	September 26, 2019
<b>Classes End</b>	October 19, 2019
<b>2nd 8 Week Term</b> (includes final exams)	
<b>Classes Begin</b>	October 21, 2019
<b>Last Day to Add</b>	October 21, 2019
Last Day to Drop (course(s) will not appear on transcript)	October 28, 2019
<b>Census Day</b>	October 28, 2019
<b>Withdrawal Deadlines</b>	
<b>Last Day to Withdraw from a Course (Grade of "W" will be Assigned)</b>	November 20, 2019
<b>Last Day for Complete Withdrawal of All Courses (Grades of "W" will be Assigned)</b>	November 21, 2019
<b>Classes End</b>	December 14, 2019

<b>Full Term</b>	
<b>Classes Begin</b>	August 26, 2019
<b>Last Day to Add</b>	August 29, 2019
Last Day to Drop (course(s) will not appear on transcript)	September 11, 2019
<b>Census Day</b>	September 11, 2019
<b>Withdrawal Deadlines</b>	
Last day to withdraw from a course ( <b>Grade of "W" will be Assigned</b> ) (Written Consent of Instructor Required)	November 8, 2019
Last day for withdrawal of ALL courses ( <b>Grades of "W" will be Assigned</b> )	November 22, 2019
<b>Midterm Exams</b> (for 1000 and 2000 level courses only)	October 7 - October 12, 2019
<b>Last Day of Classes</b>	December 5, 2019
<b>Reading Day</b> (Study day prior to final exams)	December 6, 2019
<b>Final Exams</b>	December 9 - December 14, 2019
<b>Graduation/Commencement</b>	
<b>Application Deadline</b>	September 4, 2019
<b>Last day to change your primary name to be listed on your diploma</b>	November 22, 2019
Commencement Rehearsal	To Be Determined
Commencement Ceremony	December 13, 2019
<b>Degree Conferral Date</b>	December 31, 2019
<b>University Holidays/No Classes/Offices Closed</b>	
<b>Labor Day</b>	September 2, 2019
<b>Thanksgiving Holiday</b>	November 28 - December 1, 2019
<b>Winter Break</b>	December 23, 2019 - January 1, 2020

# Drop/Withdrawal Refund Schedule

Refunds for dropping or withdrawing from UNT Dallas will be generated once classes begin.

The amount depends on whether or not you remain enrolled in other courses. The refund policy is based on Texas state law and can be found under Section 54.006 of the Education code of the Texas Statutes.

## Dropping a Course(s)

If you drop a course(s) but remain in at least one other course in the same session, you will receive a 100% refund until the following date:

Full-Term Session	To Be Determined
8 week I session	To Be Determined
8 week II session	To Be Determined

## Complete Withdrawal

If you drop or withdraw from all your courses for the semester or session, the following refund schedule applies to you:

### Full-Term Session

100% refund through	To Be Determined
80% refund through	To Be Determined
70% refund through	To Be Determined
50% refund through	To Be Determined
25% refund through	To Be Determined

### 8 Week I Session

100% refund through	To Be Determined
80% refund through	To Be Determined
50% refund through	To Be Determined

### 8 week II Session

100% refund through	To Be Determined
80% refund through	To Be Determined
50% refund through	To Be Determined

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## Spring 2020

*Note: All offices are closed on Saturdays & Sundays.*

*All transactions should occur online and all correspondence will be sent to your official UNT Dallas email address.*

<b>Registration begins</b>	October 14, 2019
<b>Last Day for Regular Registration</b>	January 12, 2020
<b>Late Registration Deadline</b> <i>If you register, or add, during late registration, payment is due the same day you register.</i> <i>Students will be charged a \$50 late fee.</i>	January 16, 2020
<b>1<sup>st</sup> 8-Week Term</b> (including final exams)	
<b>Classes Begin</b>	January 13, 2020
<b>Last Day to Add</b>	January 13, 2020
Last Day to Drop (course(s) will not appear on the transcript)	January 21, 2020
<b>Census Day</b>	January 21, 2020
Withdrawal Deadlines	
<b>Last Day to Withdraw from a Course (Grade of "W" will be Assigned)</b>	February 12, 2020
<b>Last Day for Complete Withdrawal of All Courses (Grades of "W" will be Assigned)</b>	February 13, 2020
<b>Classes End</b>	March 7, 2020
<b>2<sup>nd</sup> 8 Week Term</b> (including final exams)	
<b>Classes Begin</b>	March 16, 2020
<b>Last Day to Add</b>	March 16, 2020

<b>Census Day</b>	March 23, 2020
Withdrawal Deadlines	
<b>Last Day to Withdraw from a Course (Grade of "W" will be Assigned)</b>	April 14, 2020
<b>Last Day for Complete Withdrawal of All Courses (Grades of "W" will be Assigned)</b>	April 15, 2020
<b>Classes End</b>	May 9, 2020
<b>Full Term</b>	
<b>Classes Begin</b>	January 13, 2020
<b>Last Day to Add</b>	January 16, 2020
<b>Census Day</b>	January 29, 2020
<b>Last Day to Drop</b> (course(s) will not appear on transcript)	January 29, 2020
<b>Withdrawal Deadlines</b>	
Last day to withdraw from a course (Grade of "W" will be Assigned) <i>Written Consent of Instructor Required</i>	April 3, 2020
Last day for withdrawal of <b>ALL</b> courses (Grades of "W" will be Assigned)	April 17, 2020
<b>Midterm Exams</b> (for 1000 and 2000 level courses only)	March 2 - March 7, 2020
<b>Last Day of Classes</b>	April 30, 2020
<b>Reading Day</b> ( <i>Study day prior to final exams</i> )	May 1, 2020
<b>Final Exams</b>	May 4 - May 9, 2020
<b>Graduation/Commencement</b>	
Application Deadline	January 31, 2020
Last day to change your primary name to be listed on your diploma	April 17, 2020
Commencement Rehearsal	To Be Determined
Commencement Ceremony	May 15, 2020
Degree Conferral Date	May 31, 2020

<b>University Holidays/No Classes/Offices Closed</b>	
Martin Luther King Day	January 20, 2020
Spring Break (Offices Closed Monday, March 9 only)	March 9 - March 15, 2020

## Drop/Withdrawal Refund Schedule

Refunds for dropping or withdrawing from UNT Dallas will be generated once classes begin.

The amount depends on whether or not you remain enrolled in other courses. The refund policy is based on Texas state law and can be found under Section 54.006 of the Education code of the Texas Statutes.

### Dropping a Course(s)

If you drop a course(s) but remain in at least one other course in the same session, you will receive a 100% refund until the following date:

Full-Term Session	To Be Determined
8 week I session	To Be Determined
8 week II session	To Be Determined

### Complete Withdrawal

If you drop or withdraw from all your courses for the semester or session, the following refund schedule applies to you:

#### Full-Term Session

100% refund through	To Be Determined
80% refund through	To Be Determined
70% refund through	To Be Determined
50% refund through	To Be Determined
25% refund through	To Be Determined

#### 8 Week I Session

100% refund through	To Be Determined
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80% refund through	To Be Determined
50% refund through	To Be Determined

## 8 week II Session

100% refund through	To Be Determined
80% refund through	To Be Determined
50% refund through	To Be Determined

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## Summer 2020

*Note: All offices are closed on Saturdays & Sundays.*

*All transactions should occur online and all correspondence will be sent to your official UNT Dallas email address.*

<b>Registration Begins</b>	March 2, 2020
<b>Term Begins</b>	May 18, 2020

## Session Calendars

	3-Week Session	8-Week Session	10-Week Session	5-Week Session #1	5 Week Session #2
<i>First Day of Class</i>	May 18	May 18	June 8	June 8	July 13
<b>Payment Deadline</b>	May 18	May 18	June 8	June 8	July 13
Last Day to Drop	May 19	May 26	June 23	June 11	July 16
Census Day	May 19	May 26	June 23	June 11	July 16
Last day to withdraw from a course (Grade of "W" will be Assigned) <i>Written Consent of Instructor Required</i>	May 29	June 20	July 21	July 6	August 7

Last day for withdrawal of <b>ALL</b> courses (Grades of "W" will be Assigned)					
Session Ends	June 6	July 11	August 15	July 11	August 15
HOLIDAY (no classes)	May 25	May 25, July 3	July 3	July 3	N/A

<b>Term Ends</b>	August 15, 2020
<b>Graduation</b>	
Application Deadline	June 30, 2020
Last day to change your primary name to be listed on your diploma	August 1, 2020
<b>Degree Conferral Date</b>	August 31, 2020
<b>University Holidays/No Classes</b>	
Memorial Day	May 25, 2020
Fourth of July	July 3, 2020

## Dropping a course(s)

If you drop a course(s) but remain in another course in the same session, you will receive a 100% refund. See below:

<b>3-Week Session:</b> To Be Determined	<b>8-Week Session:</b> To Be Determined	<b>10-Week Session:</b> To Be Determined
<b>5-Week Session #1:</b> To Be Determined		<b>5-Week Session #2:</b> To Be Determined

## Complete Withdrawal

<u>3-Week Session</u>	<u>8-Week Session</u>	<u>10-Week Session</u>
If you drop/withdraw from all your courses for the session:	If you drop/withdraw from all your courses for the session:	If you drop/withdraw from all your courses for the session:
100% refund through: To Be Determined	100% refund through: To Be Determined	100% refund through: To Be Determined
80% refund through: To Be Determined	80% refund through: To Be Determined	80% refund through: To Be Determined

50% refund through: To Be Determined 0% refund begins: To Be Determined	50% refund through: To Be Determined 0% refund begins: To Be Determined	70% refund through: To Be Determined 50% refund through: To Be Determined 25% refund through: To Be Determined 0% refund begins: To Be Determined
<u>5-Week Session #1</u>  If you drop/withdraw from all your courses for the session:  100% refund through: To Be Determined 80% refund through: To Be Determined 50% refund through: To Be Determined 0% refund begins: To Be Determined		<u>5-Week Session #2</u>  If you drop/withdraw from all your courses for the session:  100% refund through: To Be Determined 80% refund through: To Be Determined 50% refund through: To Be Determined 0% refund begins: To Be Determined

# University Academic Programs and Degrees

*The University of North Texas at Dallas offers programs that result in the awarding of **Bachelor of Arts (BA)**, **Bachelor of Applied Arts and Sciences (BAAS)**, **Bachelor of Business Administration (BBA)**, and **Bachelor of Science (BS)** degrees upon completion of degree requirements. Further, students can develop plans of study that include minor and certificate programs to deepen learning and marketability. If elected and otherwise noted, minors and certificates must be completed with a major degree program.*

Students can also pursue post-baccalaureate education to earn degrees such as a **Master of Business Administration (MBA)**, **Master of Education (MEd)**, *Master of Science (MS)*, and *Master of Management (MMgt)* degrees as well as the **Juris Doctor (JD)**. See the [College of Law Catalog](#) and [Undergraduate Catalog](#) for more information.

## **Graduation Under a Particular Catalog**

Students are designated a catalog that includes the academic requirements that they must meet to graduate with a degree from UNT Dallas. These requirements are important for students to understand to make progress to degree. Rules regulating the catalog assigned to students are as follows:

1. A student may meet the graduation requirements noted in the catalog in effect at the time of admission to UNT Dallas or the requirements in any later catalog published before the student's graduation.
2. Any student transferring directly from a Texas community college to UNT Dallas shall have the same choice of catalog published degree requirements as the student would have if the dates of attendance at the university had been the same as the dates of attendance at the community college. Transfer students from

senior institutions or out-of-state community colleges will use the catalog in effect at their date of enrollment at UNT Dallas.

3. All requirements of the chosen catalog must be met within eight years of that catalog's publication. This catalog will expire at the close of the 2029 Summer semester/term. Any student who does not attend UNT Dallas for one full academic year must meet the requirements of the catalog effective the semester of the student's return.
4. Changes in either major or non-major requirements made necessary by altered or discontinued courses or by requirements imposed by external accrediting or certification agencies become effective for degree audit purposes at the beginning of the academic year immediately following the academic year in which the changes are published in the university catalog. The changes may include additions, deletions and other changes in prerequisite requirements for existing courses. Whenever possible, new requirements are implemented with a beginning class or upon the expiration of the appropriate time limit.

If a change in the academic catalog is necessary, speak with your academic advisor for more information.

<b>Degrees and Academic Programs Offered at UNT Dallas</b>						
<b>Institution Department</b>	<b>Baccalaureate</b>	<b>Master's</b>	<b>Doctoral</b>	<b>CIP Code</b>	<b>Minimum Semester Credit Hours</b>	<b>Minor or Certificate (Hours)</b>
<b>School of Business</b>						
Accounting	BBA			52.0301.00	120	
Business Administration		MBA		52.0201.00	30	
Business Analytics	BBA			52.1399.01	120	Minor (18)
Finance	BBA			52.0801.00	120	
General Business	BBA			52.0101.00	120	
Hospitality Management	BBA			52.0901.00	120	Minor (18) Certificate (24)**
Management		MMgt		52.0201.00	30	Minor (18)
Organizational Behavior & Human Resources Management	BBA			52.1003.00	120	
Supply Chain and Marketing Management	BBA			52.0203.00	120	
Business Foundations						Minor (18)
Dealership Management						Minor (18)

**Degrees and Academic Programs Offered at UNT Dallas**

<b>Institution Department</b>	<b>Baccalaureate</b>	<b>Master's</b>	<b>Doctoral</b>	<b>CIP Code</b>	<b>Minimum Semester Credit Hours</b>	<b>Minor or Certificate (Hours)</b>
						Certificate (21)**
Entrepreneurship						Minor (18)
Event Management						Certificate (15)
Hospitality Logistics & Distribution						Certificate (15)
Logistics and Supply Chain Management						Certificate (18)***
Marketing						Minor (18)
<b>School of Education</b>						
Curriculum & Instruction		MEd		13.0301.000	36	Certificate (24)
Educational Leadership		MEd		13.0401.00	30	
Interdisciplinary Studies - EC-6 and 4-8 certifications and EC-12 LOTE	BS			30.9999.01	120	
<u>School of Human Services</u>						
Child Development & Family Studies	BA			19.0706.00	120	
Clinical Mental Health Counseling		MS		42.2803.00	60	
Human Services Management & Leadership	BS			44.0000.00	120	Minor (18)
School Counseling		MEd		13.1101.00	48	
Alternative Dispute Resolution						Certificate (12)

**Degrees and Academic Programs Offered at UNT Dallas**

<b>Institution Department</b>	<b>Baccalaureate</b>	<b>Master's</b>	<b>Doctoral</b>	<b>CIP Code</b>	<b>Minimum Semester Credit Hours</b>	<b>Minor or Certificate (Hours)</b>
Applied Gerontology						Certificate (12)
College and Career Readiness						Certificate (15)
Nonprofit Management						Minor (18) Certificate (12)
Peer Support Specialist						Certificate (15)**
Substance Abuse & Addiction						Certificate (12)
Substance Abuse for Professionals						Certificate (12)**
Substance Addictions						Minor (18)
<b>School of Liberal Arts &amp; Science</b>						
Applied Arts & Sciences	BAAS			30.999.40	120	
Applied English	BA			23.1301	120	
Biology	BA, BS			26.0101.00	120	Minor (18)
Communication & Technology	BA			09.0702.00	120	
Criminal Justice	BS	MS		43.0101.00.01	120 BS 36 MS	Minor (18)
Information Technology	BA			11.0101.00	120	
Justice and Social Policy	BA			43.0104	120	
Mathematics	BA, BS			27.0101.00	120	Minor (18)

**Degrees and Academic Programs Offered at UNT Dallas**

<b>Institution Department</b>	<b>Baccalaureate</b>	<b>Master's</b>	<b>Doctoral</b>	<b>CIP Code</b>	<b>Minimum Semester Credit Hours</b>	<b>Minor or Certificate (Hours)</b>
Political Science	BA			45.1001.00	120	Minor (18)
Psychology	BA			42.0101.00	120	Minor (18)
Public Health	BA, BS			51.2201.00	120	
Public Leadership		MS		44.0401.00	36	
Sociology	BA			45.1101.00	120	Minor (18)
Applied Linguistics						Minor (21)
Chemistry						Minor (22)
Computer Science						Minor (18)
Criminalistics						Minor (23-24)
Geographic Information System						Minor (18)
History						Minor (18)
Natural Resource Management						Certificate (15)
Rhetoric and Writing Studies						Minor (18)
Spanish for the Professions						Minor (21)
Sustainable Livestock and Poultry Management						Certificate (15)
Urban Farming and Gardening						Certificate (15)
<b>College of Law</b>						
Law			JD	22.0101.00	90	

\*\* Stand-alone certificate. Students can pursue this certificate as a non-degree seeking student. All other certificates must be pursued with a bachelor's degree.

\*\*\* Students can pursue this certificate as a non-degree seeking student or may be pursued with a bachelor's degree.

# Graduate School

- [Graduate School Staff](#)
- [Graduate Council](#)
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- [General Degree Requirements](#)
- [Quality of Coursework Required](#)
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## Graduate School Administration

### Graduate School Staff

#### Dean of the Graduate School

Dr. Ali Shaqlaih

#### Director of Graduate Recruitment & Admissions

Alounda Joseph

#### Assistant Director of Admissions

Shaniece Miller

#### Admission Application Processor

Veronica Ewing

## Graduate Council

The **Graduate Council**, which consists of members of the Graduate Faculty at UNT Dallas, functions as an executive committee to advise and assist the Dean of the Graduate School. The Graduate Council is responsible for recommending policy regarding standards, criteria, regulations, procedures, and other matters affecting graduate study. The Council's overarching role is to support the improvement of graduate education of the highest quality at UNT Dallas through its consultative and faculty governance roles.

## Graduate Faculty

Graduate Faculty status exists to ensure that graduate programs are taught by professionals whose expertise and record of scholarship qualify them to create educational opportunities commensurate with that experience and with best practices for graduate education. Those faculty who teach graduate-level courses, advise graduate students, serve on

thesis or dissertation committees, or otherwise participate in graduate education at UNT Dallas must be members of the Graduate Faculty. The Graduate Faculty is composed of Full Members and Associate Members.

### **General Degree Requirements**

The candidate must earn 30 or more hours of graduate credit, depending upon the requirements for the degree sought. Specific graduate degree requirements are determined by the catalog currently in force at the time the student's degree plan is approved by the Office of Graduate Admissions.

Consult subsequent sections of this publication for the specific course requirements for each master's degree.

### **Quality of Coursework Required**

The graduate student must maintain a 3.0 average on all courses that receive graduate credit, whether or not the courses are to be applied toward a graduate degree. Grades received in all courses numbered 5000 or higher are included in the computation of the graduate student's grade point average. **Exception to this policy is for students approved for Graduate Restart or students dismissed from one graduate program but accepted to another.**

The student whose graduate GPA earned at another institution is below 3.0 average will be required to make up the deficiency either at the other institution or at UNT Dallas. This regulation applies not only to graduate work attempted elsewhere before the student was first admitted to graduate studies at UNT Dallas, but also to graduate work attempted elsewhere after the student's admission at UNT Dallas.

Students must make satisfactory progress toward completion of degree requirements to remain in good standing within a specific degree program. Students whose progress is unsatisfactory may be removed from the program by the dean on recommendation of the major department or school. Courses in which the grade is D cannot be used toward completion of graduate degree requirements.

A grade of C or better must be earned in each undergraduate or graduate course assigned as a deficiency by the student's major department. Departments that wish to do so may establish more stringent requirements.

### **Graduate Credit for Work Experience**

Graduate credit will not be granted for knowledge acquired through prior work or performance experience regardless of whether these experiences were of a paid or voluntary nature.

### **Level of Work Required**

All of the course work to be credited toward the master's degree plan must be numbered 5000 or higher. Deficiencies or background courses are completed in addition to course work to be credited toward the master's degree plan regardless of course number. A maximum of 12 semester hours earned in non-degree or certification status prior to admission to a degree program may be counted toward degree requirements.

### **Time Limitations**

All course work and other requirements to be credited toward the master's degree must be completed within the following time periods, depending on the number of semester hours required for the degree.

- 42 or fewer hours: 6 years
- 43 to 49 hours: 7 years
- 50 or more hours: 8 years

As individual courses exceed these time limits they lose all value for degree purposes. Credits more than six years old at the time of first registration for graduate work are not transferable from other institutions.

Time limits are strictly enforced. Students exceeding the time limit may be required to repeat the comprehensive exam, replace out-of-date credits with up-to-date work, and/or show other evidence of being up-to-date in their major and minor fields. Students anticipating they will exceed the time limit should apply for an extension two semesters before the normal time period to complete the degree expires. Holding a full-time job is not considered in itself sufficient grounds for granting an extension. For time extension procedure/forms, contact the Office of Graduate Admissions.

Time spent in active service in the U.S. armed forces will not be used in computing the time limit. However, career members of the armed forces should consult the graduate admissions office concerning the credit given to work completed before or during active military service.

### **Leave of Absence**

Leave of absence applies to students admitted to the master's degree who wish to discontinue work toward the degree for a specified period of time due to exigent circumstances. Leave of absence may be granted by the academic program, which then notifies the Graduate School. Degree requirements and graduation must be completed within the appropriate time limit for completion of the degree.

### **Use of Transfer Credit**

Subject to the approval of the Graduate School and the department or school concerned, a student who holds a bachelor's degree and who has been admitted to graduate studies at UNT Dallas may apply toward a master's degree the following amount of graduate work completed elsewhere:

1. Up to 6 semester hours in a 30- to 35-hour program,
2. Up to 9 semester hours in a 36- to 41-hour program,
3. Up to 12 semester hours in a program of 42 hours or more.

It is the student's responsibility to make sure official transcripts of courses completed elsewhere are furnished to the Office of Graduate Admissions, and that graduate credit has been assigned by the other institution or institutions to whatever courses are to be counted toward the UNT Dallas degree. Such courses, although listed on the UNT Dallas degree plan, will not be counted toward the degree until official transcripts showing graduate credit have been received and the credit has been approved by the Office of Graduate Admission. All transfer courses are subject to the time limitation described previously.

If transfer credits do not show a grade of B or better in each course, the student is required to make up the deficiency either at the institution where the credit was earned or at UNT Dallas.

In accordance with the rules of the Texas Higher Education Coordinating Board, at least one-third of the semester hours required for any graduate degree must be completed in course work on the campus of UNT Dallas.

**Note: The number of hours accepted by transfer from an institution within the UNT System is determined by a student's department and/or program.**

### **Degree Plan: Admission to Candidacy**

The student who desires to become a candidate for the master's degree should, before or at the time of registration, confer with the major department concerning the selection of a major professor. The major professor, and the chair of the major department or a representative designated by the chair will constitute the student's advisory committee. The major professor will act as chair of the committee.

The student's program is planned under the direction of the major professor immediately after the completion of the first term/semester of graduate study. The degree plan is submitted to the Graduate School when all admission provisions are complete. When the degree plan is approved by the Graduate School, the student will then be admitted to candidacy for the master's degree.

Certain degree programs require successful completion of a specific course for admission to candidacy. Consult the appropriate section of this catalog for the specific course requirement. Immediately after the student has completed the admission course, the proposed degree plan will be sent to the UNT Dallas Graduate School for final approval. When the degree plan is approved, the student is admitted to candidacy for the master's degree.

All changes in the degree plan must be approved by the major professor and the department chair or department graduate advisor, and must be submitted in writing to the Graduate School.

Courses listed on the degree plan must carry letter grades, with the exception of those courses in which the student is engaged in individual research and is not attending an organized class. These courses, with the approval of the department, may be assigned pass/no pass grades.

No student whose academic or personal record is unsatisfactory will be admitted to candidacy for the master's degree.

Applicants will be notified by the Graduate School of their admission to candidacy for a graduate degree program.

### **Concentrations**

A graduate concentration is a coherent set of courses which gives a student more breadth or depth in their major and allows a student to complete the degree with a demonstrated proficiency in an area of focus within the major. Students who select and successfully complete the requirements of an approved concentration will have this documented on their transcript. Because a concentration is intended to be within the major area of study, the hours required to fulfill the concentration should likewise apply toward completion of the degree. However that is not to say that completion of a concentration within a degree couldn't require more hours than the degree itself, in that the student is earning an additional credential. Concentrations are only available to students enrolled in the home major.

A graduate concentration must be a minimum 12 graduate hours of coursework at the 5000-level or above and should be developed by experts in the field of the concentration. In order to be approved and noted on the student's transcript, a graduate concentration requires approval by the disciplinary school, the Graduate School, and the University Academic Council.

The department or sponsoring unit may set additional prerequisites for eligibility for the concentration that may or may not lie within the standards of their accrediting organizations.

A student's intent to pursue a graduate concentration must be approved by the student's advisor/program coordinator as well as the unit offering the concentration. If any credit hours taken toward a concentration will not also count toward the major, that condition must be documented when the student adds the concentration so that it can be taken into account at the time of degree certification. It will be up to the sponsoring department or unit to certify the successful completion of the concentration and its requirements. A student who seeks to add, drop or change a graduate

concentration must submit a written request to their advisor/program coordinator as changes in a concentration may alter the requirements needed for graduation. Students may pursue a maximum of two concentrations while active in the major program. Concentration(s) will not be added retroactively to a student record after the major degree is conferred.

**Master's Degree without Thesis Requirement**

In programs leading to the master's degree that do not require the preparation of a thesis or problem in lieu of thesis, required or elective courses are substituted for the thesis requirement. The graduate curricula at UNT Dallas foster research and/or independent learning including research experiences, mentoring between graduate faculty and graduate students, and practical training that allows for contributions to the field of study, the development of new knowledge and practical experience. These programs are identified and described in subsequent sections of this catalog.

The candidate for the master's degree under the non-thesis option is required to pass a comprehensive final examination, scheduled in accordance with the rules governing the comprehensive examination. The structure and form of the comprehensive final examination is determined by the student's major department or school and can take a variety of different forms including, but not limited to, a capstone experience, written exam, or internship. Information concerning this requirement is available from the student's major department or school.

**Requirements for the Second Master's Degree**

Subject to the approval of the Office of Graduate Admissions and the department or school concerned, a graduate student may be allowed to apply up to 12 semester hours previously earned at UNT Dallas and applied toward a master's degree at an accredited institution toward a second master's degree, providing the 12 hours are in a minor or related field of study for the second master's degree.

This provision is subject to the rules governing the maximum amount of transfer work that may be credited toward any master's degree and the age of work offered on a master's degree. A student simultaneously pursuing two master's degrees must complete the requirements for one degree in full before any final decision is made concerning application of any of the work on that degree toward the second degree.

**Milestones for the Master's Student**

- OGA - Office of Graduate Admissions, Director
- ADCom - Advisory Committee
- GA - Graduate Advisor
- GS - Graduate School
- PC - Program Coordinator
- RO - Registrar's Office

Procedure	Initiate Through	Approved By	Time
1. Apply for admission. Submit all official transcripts and an official copy of the	OGA	PC and OGA	At least six weeks prior to registration. Note: Some programs have specific

Procedure	Initiate Through	Approved By	Time
appropriate standardized test score, if applicable.			deadlines in advance of these suggested time periods.
2. Become familiar with general regulations and appropriate master's degree section of catalog.	Student		Before registration.
3. Meet with graduate advisor assigned by department chair/program coordinator to plan course of study for first semester.	PC and GA	GA	Before first semester registration.
4. Prepare proposed degree program.	GA and/or PC	PC	Upon or before completion of 12 semester hours.
5. Submit degree plan to the Graduate School for approval.	PC, GA, and Student	GS	Upon or before completion of 12 semester hours.
6. Apply for graduation.	RO	PC and GS	See the graduate school's deadline and information.
7. Schedule and complete final comprehensive examination.	PC		Consult with Program Coordinator to schedule date.
8. File graduate application to continue graduate study, if the student so plans.	OGA	PC and OGA	Immediately upon completion of all requirements for master's degree.
9. Arrange for cap and gown at University Bookstore.			By deadline date for placing order.

# Graduate Degree Programs

## School of Business

- [Business Administration, MBA](#)
- [Master of Management, MMgt](#)

## School of Education

- [Curriculum and Instruction, MEd](#)
- [Curriculum and Instruction with Teacher Certification, MEd](#)
- [Curriculum and Instruction, Bilingual, MEd](#)
- [Curriculum and Instruction, Biology Concentration, MEd](#)
- [Curriculum and Instruction, ESL, MEd](#)
- [Curriculum and Instruction, Mathematics Concentration, MEd](#)

- [Educational Leadership, MEd](#)

#### Academic Certificate

- [Alternative Teaching Certification Only](#)

#### School of Human Services

- [Clinical Mental Health Counseling, MS](#)
- [School Counseling, MEd](#)

#### Academic Certificate

- [College and Career Readiness Certificate](#)

#### School of Liberal Arts and Sciences

- [Criminal Justice, MS](#)
- [Public Leadership, MS](#)

*Note: Most master's degree programs require supplemental application materials. Details on graduate degree requirements are listed in the academic section of this catalog.*

## Graduate Degree Programs

**Most master's degree programs require supplemental application materials. Details on graduate degree requirements are listed in the academic section of this catalog.**

## School of Business

The School of Business' undergraduate and graduate degree programs give students the knowledge and skills they need to succeed personally and professionally. Our students graduate with a keen sense of social responsibility, ready to serve the diverse needs of Texas, our nation, and the world.

At UNT Dallas, we care about our students. Our team of faculty and staff are committed to making sure each student is more than another face in a crowded class. We will work with you each step of the way to make sure you graduate prepared and confident in your ability to succeed professionally.

Students are taught by faculty who first found success doing what they now teach. Most of the School's full-time faculty are recognized in their field, and have been published in nationally and internationally recognized journals. The School also is fortunate to retain a number of professionally experienced part-time faculty who bring a wealth of practical knowledge and professionalism to the classroom.

We invite you to visit our School and experience firsthand the care we have for our students, and the real-world experience we bring to the classroom. Best wishes in your future educational pursuits.

## **Master of Business Administration**

### **Business Administration, MBA**

**Program Coordinator:** *Dr. Cathy Scott, Founders Hall, Suite 315, Phone: 972-338-1357, Email: [Cathy.Scott@untdallas.edu](mailto:Cathy.Scott@untdallas.edu)*

#### **Admission Procedures**

Before being admitted to a master's program in the School of Business, the applicant must meet the minimum requirements for admission to graduate studies as administered by the Office of Graduate Admissions.

1. Obtain admission to the university by submitting the following to the UNT Dallas Office of Graduate Admissions:
  - Graduate School Application for Admission (apply online at [www.applytexas.org](http://www.applytexas.org))
  - Graduate School General Application Form ([https://laserfiche.untdallas.edu/Forms/Graduate\\_Application](https://laserfiche.untdallas.edu/Forms/Graduate_Application))
  - Complete official transcripts from all colleges and universities attended
  - Application Fee
2. Obtain admission to the MBA program by submitting the following additional admissions materials to the School of Business. For application packet deadlines, please visit this website: <https://gradschool.untdallas.edu/Reqs>.
  - Essay - please share with the admissions committee any unique events, life experiences, and qualifications that you feel distinguish your candidacy and will add value to the class
  - Resume (work/academic experience)

#### **Admission Standards**

The School of Business determines admission and assesses background courses that may be required. In the determination of an applicant's eligibility for admission to the MBA degree, the following measures are of critical importance in determining the ability to succeed in the program.

- A GPA of 3.0 or better (4.0 scale) in the final 60 hours of undergraduate coursework leading to an undergraduate degree that was completed at a regionally accredited college or university or comparable foreign degree.
- Prior to admission, completion of 60% or more of the background courses or their transferable equivalent at a regionally accredited college or university or comparable foreign degree with a grade of 'B' or better.
- Four (4) or more years of relevant professional, managerial, or military experience.
- A cumulative GPA of 3.4 (4.0 scale) or better on minimum of 12 graduate level courses completed at a regionally accredited college or university or comparable foreign degree.
- An earned master's, doctoral or professional degree in any discipline earned at a regionally accredited college or university or comparable foreign degree.
- An interview may be required. If so, the applicant will be notified.

#### **Unconditional Admission**

Applicants who have earned a graduate/professional degree in any discipline from a regionally accredited college or university or comparable foreign equivalent and are in good academic standing with that institution are granted automatic Unconditional Admission. Applicants who do not already hold an earned graduate/professional degree must satisfy at least 3 of the measures of ability to succeed. With Unconditional Admission, students who are in good academic standing with the University are allowed to take courses in any order, assuming all prerequisites have been met.

### **Conditional Admission**

Applicants with a bachelor's degree or comparable foreign degree who meet at least two (2) of the measures of ability to succeed can be granted admission under the Conditional Admission status. Conditionally admitted students must take a minimum of 9 credit hours of core and/or elective coursework earning a cumulative GPA of 3.00 or better. Students meeting the terms of the conditional admission are then granted a Full Admission status.

### **Denied Admission**

Applicants who do not meet any of the measures of ability to succeed and whose complete file shows that certain criteria needs improvement will likely be denied admission. All applicant data will be considered before an admission denial is made.

### **Academic Standards**

- The MBA program requires that a student maintain a minimum GPA of 3.0 (B) or better.
- The School of Business Admissions Committee will recommend dismissal of a student from the master's program if the student receives two course grades below C (for purposes of this rule, the lowest grade received in a course is used).
- MBA students may not graduate with more than two C's in their program requirements, although a course may be repeated to raise a grade of C or less.
- Master's students whose academic performance falls below a cumulative 3.0 GPA on all graduate work attempted will be notified by the Office of Graduate Admissions that they have been placed on academic probation.
- Students will remain on probation and be allowed to re-enroll for a subsequent term/semester as long as they achieve a minimum 3.0 GPA on all graduate work attempted during the term/semester even if their overall graduate GPA remains under 3.0.
- Students on probation who fail to make a 3.0 GPA in graduate work attempted during a term/semester (fall, spring or summer) will be notified by the Office of Graduate Admissions that they have been placed on academic suspension for one term/semester (fall, spring or summer) during which the student may not enroll at UNT Dallas.
- Probationary students who have previously been placed on suspension will be notified by the Office of Graduate Admissions that they have been terminated from the program should they fail to make a 3.0 GPA on all graduate work attempted during an academic term/semester (fall, spring or summer).
- Course work taken at another university by a student on suspension cannot be applied toward the degree program.

The Masters of Business Administration program leads towards mastery of all aspects of Business Administration and is the standard for upper-level management function. It highlights specific business functions as well as a cross-functional view of the business enterprise.

Concentrations in Strategic Management, Human Resources and Organizational Behavior, and Accounting may lead towards certification or advanced specialization in those fields.

### **Building Blocks for the Degree**

1. Prerequisite Courses: All students are required to complete a sequence of 24 hours of background material or demonstrate the equivalence at the undergraduate level.
2. Core Courses: All students are required to take 18 hours of core coursework.
3. Concentration Courses: All students are required to take 12 hours of concentration coursework.

### **Major Requirements**

#### **Background Courses, 0 - 24, hours**

The following Background Courses are required for students who have not successfully completed the appropriate undergraduate business courses. Background Courses required as a condition of admission must be completed before the student registers for MBA Core and/or Concentrations Courses, unless approved by the MBA Advisor.

- ACCT 2010 - Accounting Principles I (Financial Accounting) (Non-Accounting concentration)
- ACCT 2020 - Accounting Principles II (Managerial Accounting) (Accounting concentration)
- BLAW 3330 - Legal and Ethical Environment of Business
- DSCI 2305 - Business Statistics I
- ECON 1100 - Principles of Microeconomics
- ECON 1110 - Principles of Macroeconomics
- FINA 3770 - Finance
- MGMT 3830 - Operations Management

#### **Business Core, 18 hours**

- ACCT 5130 - Accounting for Management (Non-Accounting concentration), or
- ACCT 5110 - Fundamentals of Accounting Research (Accounting concentration)
- ECON 5140 - Managerial Economics
- FINA 5170 - Financial Management
- MGMT 5870 - Leadership Research and Development
- MKTG 5150 - Marketing Management
- BUSI 5190 - Administrative Strategy\*\*

#### **Concentration and Elective Courses**

Concentration and elective courses vary according to the choice of concentration.

#### **MBA, with Accounting Concentration, 12 hours**

The two courses below are required:

- ACCT 5301 - Advanced Federal Income Taxation
- ACCT 5350 - Advanced Accounting Analysis

Select 2 of the following 4 courses:

- ACCT 5345 - IT Auditing and Analytics
- ACCT 5371 - Strategic Cost Management
- ACCT 5355 - Financial Statement Analysis
- ACCT 5380 - Forensic Accounting and Fraud Examination

**Note:** *To be eligible for the MBA Accounting Concentration, you must hold a Bachelor's degree in Accounting.*

#### **MBA, with General Concentration, 12 hours**

- Select any 12 hours of MBA Courses 5100 or higher. Subject to MBA Advisor Approval.

#### **MBA, with Human Resources and Organizational Behavior Concentration, 12 hours**

Select 4 of the following 5 courses:

- MGMT 5140 - Organizational Behavior and Analysis
- MGMT 5210 - Human Resource Management Seminar
- MGMT 5310 - Employment, Placement and Personnel Planning
- MGMT 5320 - Compensation and Motivation Theory
- MGMT 5120 - Managing Organizational Design and Change

#### **MBA, with Strategic Management Concentration, 12 hours**

The course below is required:

- ACCT 5200 - Professional Ethics and Corporate Governance

Select 3 of the following 4 courses:

- MGMT 5120 - Managing Organizational Design and Change
- MGMT 5240 - Project Management
- MGMT 5300 - Entrepreneurship and Venture Management
- MGMT 5660 - International Management

#### **Additional UNTD Degree Requirements**

- The MBA program requires that a student maintain a minimum GPA of 3.0 (B) or better.

- The School of Business Admissions Committee will recommend dismissal of a student from the master's program if the student receives two course grades below C (for purposes of this rule, the lowest grade received in a course is used).
- Master's students may not graduate with more than two C's in their program requirements, although a course may be repeated to raise a grade of C or less.
- Master's students whose academic performance falls below a cumulative 3.0 GPA on all graduate work attempted will be notified by the Office of Graduate Admissions that they have been placed on academic probation.
- Students will remain on probation and be allowed to re-enroll for a subsequent term/semester as long as they achieve a minimum 3.0 GPA on all graduate work attempted during the term/semester even if their overall graduate GPA remains under 3.0.
- Students on probation who fail to make a 3.0 GPA in graduate work attempted during a term/semester (fall, spring or summer) will be notified by the Office of Graduate Admissions that they have been placed on academic suspension for one term/semester (fall, spring or summer) during which the student may not enroll at UNT Dallas.
- Probationary students who have previously been placed on suspension will be notified by the Office of Graduate Admissions that they have been terminated from the program should they fail to make a 3.0 GPA on all graduate work attempted during an academic term/semester (fall, spring or summer).
- Course work taken at another university by a student on suspension cannot be applied toward the degree program.

#### Notes

- \*\* Must be taken final semester.
- MBA Core and Concentration Courses are offered in a cohort rotation throughout the year. Deviating from the cohort degree plan schedule may extend your time in the program.
- Courses are offered in an 8-week hybrid format during the fall and spring terms and in an 8-week online format during the summer. Hybrid courses meet on campus the 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup> and 7<sup>th</sup> Saturday of an 8-week term. Morning classes meet from 9:00 AM - 12:00 PM; afternoon classes meet from 1:00 PM - 4:00 PM

## School of Education

The School of Education prepares teachers, principals and school counselors for employment and leadership in their respective disciplines in the linguistically and culturally diverse communities of the North Texas region and beyond. Our faculty ensures that our graduates are highly qualified, actively recruited and successfully employed.

As a professional school, we offer both undergraduate and graduate degrees with specialized licensure and/or certifications.

Most full-time faculty in the School of Education have terminal degrees in their discipline and are enthusiastic and passionate about inspiring and encouraging academic excellence in each of our students.

The school is also fortunate to employ a number of highly qualified part-time practitioners who bring value-added job-related experiences to our classrooms. The mix of faculty engaged in research and current practice enhances the quality of our professional programs.

Each degree program has a unique mission and offers specialized tracks qualifying students for state certificates. Holding both a degree and a specialized certificate greatly enhances the knowledge-base and skill-sets needed for an impressive resume in today's competitive job market.

## Master of Education

### Curriculum and Instruction with Teacher Certification, MEd

The Master of Education in Curriculum and Instruction (Generalist) is designed for certified teachers and individuals who are interested in researching, developing and implementing curriculum changes to support student achievement in K-12 Education. This program allows students to focus on curriculum methodology, pedagogy, and theoretical applications and how to apply these to the classroom. The degree program requires 36 hours of graduate coursework.

The Master of Education in Curriculum and Instruction with a focus on Bilingual Education or English as a Second Language teaching allows practicing educators to specialize in Bilingual Education or prepare for the ESL supplement. This degree is 36 credits.

The Master of Education in Curriculum & Instruction degree (Initial Teacher Certification track) is designed for post-baccalaureate students interested in earning a teaching certificate along with a Curriculum & Instruction master's degree. This program prepares future K-12 educators with a thorough background in classroom research and pedagogical content with courses that are infused with instructional technology, address real-life instructional challenges, and apply evidence-based instruction. This degree is 36 credits.

The Graduate Initial Teacher Certification Program includes 6 graduate courses and either a one semester, unpaid student teaching placement or a full year (two semesters), paid internship as teacher-of-record. This program is 24 credits total.

The Master of Education in Curriculum and Instruction with concentrations in Biology or Mathematics (36 credits) are degree programs offered to district cohorts that will allow teachers to gain advanced content knowledge or gain the credits necessary for community-college level teaching. These programs are not currently offered for individuals.

Students will gain the professional development needed to understand learner characteristics, identify materials that enhance inquiry and critical thinking, incorporate the latest technologies in teaching and learning, and design assessments using the instructional design process. The specific Student Learning Outcomes of the M.Ed. program for candidates are:

- Understand the nature of classroom inquiry, develop inquiry skills, and use inquiry processes in teaching and learning in the math and science content area subjects.
- Access scholarly databases and gain pedagogical content knowledge through reading and reviewing researched publications.
- Deepen pedagogical content knowledge of math and science through inquiry-based processes.
- Construct understanding of K-12 student learning and effective instructional practices to engage K-12 students in active learning.
- Address Texas state standards when selecting and developing high-quality teaching and learning experiences for K-12 students.
- Use technology in in elementary, middle, and secondary classrooms.
- Design and implement classroom research projects to address problem areas in teaching and student learning of math and science.

**Program Coordinator:** *Dr. Mychelle Smith, Dal 1, Room 321, Phone: 972-338-1373,*

*Email: [Mychelle.Smith@untdallas.edu](mailto:Mychelle.Smith@untdallas.edu)*

#### Admission Standards

Applicants must have at least 3.0 GPA on the last 60 undergraduate semester hours of work prior to receiving the bachelor's degree, or a 2.8 GPA on all undergraduate work, to be considered for unconditional admission to graduate studies at UNT Dallas. Applicants who have already completed a master's degree must have at least a 3.4 GPA on the master's.

(Conditional admission may be granted to students who do not meet the above criteria; however, no student with an undergraduate GPA of 2.5 or lower will be admitted.)

### **Admission Procedures**

Submit the following requirements for UNT Dallas Graduate Admissions:

- Graduate School Application for Admission online at [www.applytexas.org](http://www.applytexas.org)
- Graduate School General Application Form online at [https://laserfiche.untDallas.edu/Forms/Graduate\\_Application](https://laserfiche.untDallas.edu/Forms/Graduate_Application)
- Official transcripts from all colleges and universities attended

Submit the following requirements for program admission:

- Admission essays
- Two letters of reference

### **Degree Requirements**

To complete the master's degree, candidates would have to complete the following courses.

### **Certification Requirements**

This degree program prepares baccalaureate graduates from related fields of study with the knowledge and skills to effectively teach in PK-12 urban and rural settings. The program allows for initial certification choices among a variety of elementary, middle school and secondary concentrations: EC-6 Core Subjects, 4-8 Math, 4-8 Science, 4-8 Social Studies, 4-8 Reading/Language Arts, or Grades 7-12 in any content area. All 36 credits of the master's degree are completed at the graduate level. Students must complete the core courses for the master's degree plus one pedagogical content area. The following requirements are applicable to all students pursuing a teaching certificate:

#### **Admission to the Graduate Teacher Education Program:**

- Possess a Bachelor's Degree from an accredited institution
- Have a 2.80 overall, undergraduate GPA
- Pass the Pre-Admission Content Test (PACT) if minimum content credits not met with undergraduate degree
- Have a degree plan on file
- Submit two letters of recommendation
- Submit Admission Essays
- Acknowledge Educator Code of Ethics

#### **Eligibility for Teacher Certification and Endorsements:**

In order to receive recommendation for teacher certification through UNT Dallas, students must:

- Admittance to Graduate Teacher Education Program
- 45 clock hours of observation (included in course requirements)
- Apply for TEAL login and TEA number
- Submit fingerprinting application and fee to Texas Education Agency (TEA)
- Pass federal background check
- Successfully complete program including all pedagogical courses and Clinical (Student) Teaching or Internship
- Pass applicable state certification exams - content (PACT) and pedagogy (PPR)
- Submit certification application and fee to the Texas Education Agency (TEA)
- Be recommended by UNT Dallas School of Education for certification

### **Core, 18 hours**

*All courses are 3 credit hours unless otherwise noted.*

- EDCI 5301 - Historical and Philosophical Foundations of Education
- EDCI 5321 - Principles of Professional Teaching
- EDCI 5014 - Instructional and Behavioral Management in Classrooms
- EDCI 5016 - Literacy Across the Curriculum
- EDCI 5017 - Human Development for Educators
- EDCI 5312 - Special Populations: Applying Theory to Practice

### **Major, 3 hours**

*All courses are 3 credit hours unless otherwise noted.*

- EDCI 5013 - Instructional Technology
- EDRE 5070 - Literacy Development for English Language Learners
- EDBE 5395 - Methods and Materials for Teaching Spanish EC-12

### **Fieldwork, 6 hours**

- EDCI 5385 - Internship I
- EDCI 5386 - Internship II, or
- EDCI 5190 - Clinical Teaching

### **Research, 9 hours**

- EDCI 5011 - Introduction to Classroom Research
- EDCI 5015 - Research Analyses for Multicultural Ed. and Multilingual Perspective
- EDCI 5012 - Capstone Research Project

**Note:** See the UNT Dallas Teacher Certification Officer (Dallas 1, Room 201Q) for more information.

# Curriculum and Instruction, Bilingual, MEd

The Master of Education in Curriculum and Instruction (Generalist) is designed for certified teachers and individuals who are interested in researching, developing and implementing curriculum changes to support student achievement in K-12 Education. This program allows students to focus on curriculum methodology, pedagogy, and theoretical applications and how to apply these to the classroom. The degree program requires 36 hours of graduate coursework.

The Master of Education in Curriculum and Instruction with a focus on Bilingual Education or English as a Second Language teaching allows practicing educators to specialize in Bilingual Education or prepare for the ESL supplement. This degree is 36 credits.

The Master of Education in Curriculum & Instruction degree (Initial Teacher Certification track) is designed for post-baccalaureate students interested in earning a teaching certificate along with a Curriculum & Instruction master's degree. This program prepares future K-12 educators with a thorough background in classroom research and pedagogical content with courses that are infused with instructional technology, address real-life instructional challenges, and apply evidence-based instruction. This degree is 36 credits.

The Graduate Initial Teacher Certification Program includes 6 graduate courses and either a one semester, unpaid student teaching placement or a full year (two semesters), paid internship as teacher-of-record. This program is 24 credits total.

The Master of Education in Curriculum and Instruction with concentrations in Biology or Mathematics (36 credits) are degree programs offered to district cohorts that will allow teachers to gain advanced content knowledge or gain the credits necessary for community-college level teaching. These programs are not currently offered for individuals.

Students will gain the professional development needed to understand learner characteristics, identify materials that enhance inquiry and critical thinking, incorporate the latest technologies in teaching and learning, and design assessments using the instructional design process. The specific Student Learning Outcomes of the M.Ed. program for candidates are:

- Understand the nature of classroom inquiry, develop inquiry skills, and use inquiry processes in teaching and learning in the math and science content area subjects.
- Access scholarly databases and gain pedagogical content knowledge through reading and reviewing researched publications.
- Deepen pedagogical content knowledge of math and science through inquiry-based processes.
- Construct understanding of K-12 student learning and effective instructional practices to engage K-12 students in active learning.
- Address Texas state standards when selecting and developing high-quality teaching and learning experiences for K-12 students.
- Use technology in elementary, middle, and secondary classrooms.
- Design and implement classroom research projects to address problem areas in teaching and student learning of math and science.

**Program Coordinator:** *Dr. Mychelle Smith, Dal 1, Room 321, Phone: 972-338-1373,*

*Email: [Mychelle.Smith@untdallas.edu](mailto:Mychelle.Smith@untdallas.edu)*

## Admission Standards

Applicants must have at least 3.0 GPA on the last 60 undergraduate semester hours of work prior to receiving the bachelor's degree, or a 2.8 GPA on all undergraduate work, to be considered for unconditional admission to graduate

studies at UNT Dallas. Applicants who have already completed a master's degree must have at least a 3.4 GPA on the master's.

(Conditional admission may be granted to students who do not meet the above criteria; however, no student with an undergraduate GPA of 2.5 or lower will be admitted.)

### **Admission Procedures**

Submit the following requirements for UNT Dallas Graduate Admissions:

- Graduate School Application for Admission online at [www.applytexas.org](http://www.applytexas.org)
- Graduate School General Application Form online at [https://laserfiche.untDallas.edu/Forms/Graduate\\_Application](https://laserfiche.untDallas.edu/Forms/Graduate_Application)
- Official transcripts from all colleges and universities attended

Submit the following requirements for program admission:

- Admission essays
- Two letters of reference

### **Degree Requirements**

To complete the master's degree, candidates would have to complete the following courses.

#### **Core, 15 hours**

*All courses are 3 credit hours unless otherwise noted.*

- [EDCI 5301 - Historical and Philosophical Foundations of Education](#)
- [EDCI 5321 - Principles of Professional Teaching](#)
- [EDCI 5014 - Instructional and Behavioral Management in Classrooms](#)
- [EDCI 5017 - Human Development for Educators](#)
- [EDCI 5320 - Curriculum Development](#)

#### **Bilingual Pathway, 15 hours**

*All courses are 3 credit hours unless otherwise noted.*

- [EDBE 5560 - Fundamentals of Bilingual and English as a Second Language Education in EC-12](#)
- [EDBE 5570 - Assessing Language & Content Learning in EC-12 Bilingual and English as a Second Language Education](#)
- [EDBE 5660 - English Language Acquisition by Spanish Speakers : Theories and Methods](#)
- [EDBE 5580 - Bilingual Content Instruction](#)
- [EDBE 5395 - Methods and Materials for Teaching Spanish EC-12](#)

## Research, 6 hours

*All courses are 3 credit hours unless otherwise noted.*

- [EDCI 5011 - Introduction to Classroom Research](#)
- [EDCI 5015 - Research Analyses for Multicultural Ed. and Multilingual Perspective](#)

## Curriculum and Instruction, Biology Concentration, MEd

The Master of Education in Curriculum and Instruction (Generalist) is designed for certified teachers and individuals who are interested in researching, developing and implementing curriculum changes to support student achievement in K-12 Education. This program allows students to focus on curriculum methodology, pedagogy, and theoretical applications and how to apply these to the classroom. The degree program requires 36 hours of graduate coursework.

The Master of Education in Curriculum and Instruction with a focus on Bilingual Education or English as a Second Language teaching allows practicing educators to specialize in Bilingual Education or prepare for the ESL supplement. This degree is 36 credits.

The Master of Education in Curriculum & Instruction degree (Initial Teacher Certification track) is designed for post-baccalaureate students interested in earning a teaching certificate along with a Curriculum & Instruction master's degree. This program prepares future K-12 educators with a thorough background in classroom research and pedagogical content with courses that are infused with instructional technology, address real-life instructional challenges, and apply evidence-based instruction. This degree is 36 credits.

The Graduate Initial Teacher Certification Program includes 6 graduate courses and either a one semester, unpaid student teaching placement or a full year (two semesters), paid internship as teacher-of-record. This program is 24 credits total.

The Master of Education in Curriculum and Instruction with concentrations in Biology or Mathematics (36 credits) are degree programs offered to district cohorts that will allow teachers to gain advanced content knowledge or gain the credits necessary for community-college level teaching. These programs are not currently offered for individuals.

Students will gain the professional development needed to understand learner characteristics, identify materials that enhance inquiry and critical thinking, incorporate the latest technologies in teaching and learning, and design assessments using the instructional design process. The specific Student Learning Outcomes of the M.Ed. program for candidates are:

- Understand the nature of classroom inquiry, develop inquiry skills, and use inquiry processes in teaching and learning in the math and science content area subjects.
- Access scholarly databases and gain pedagogical content knowledge through reading and reviewing researched publications.
- Deepen pedagogical content knowledge of math and science through inquiry-based processes.
- Construct understanding of K-12 student learning and effective instructional practices to engage K-12 students in active learning.
- Address Texas state standards when selecting and developing high-quality teaching and learning experiences for K-12 students.
- Use technology in elementary, middle, and secondary classrooms.
- Design and implement classroom research projects to address problem areas in teaching and student learning of math and science.

**Program Coordinator:** *Dr. Mychelle Smith, Dal 1, Room 321, Phone: 972-338-1373,*

*Email: [Mychelle.Smith@untdallas.edu](mailto:Mychelle.Smith@untdallas.edu)*

## **Admission Standards**

Applicants must have at least 3.0 GPA on the last 60 undergraduate semester hours of work prior to receiving the bachelor's degree, or a 2.8 GPA on all undergraduate work, to be considered for unconditional admission to graduate studies at UNT Dallas. Applicants who have already completed a master's degree must have at least a 3.4 GPA on the master's.

(Conditional admission may be granted to students who do not meet the above criteria; however, no student with an undergraduate GPA of 2.5 or lower will be admitted.)

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- Official transcripts from all colleges and universities attended

Submit the following requirements for program admission:

- Admission essays
- Two letters of reference

## **Degree Requirements**

To complete the master's degree, candidates would have to complete the following core courses as well as 18 credits in the biology concentration area.

### **Core, 18 hours**

*All courses are 3 credit hours unless otherwise noted.*

- [EDCI 5011 - Introduction to Classroom Research](#)
- [EDCI 5012 - Capstone Research Project](#)
- [EDCI 5013 - Instructional Technology](#)
- [EDCI 5014 - Instructional and Behavioral Management in Classrooms](#)
- [EDCI 5017 - Human Development for Educators](#)
- [EDCI 5320 - Curriculum Development](#)

### **Biology Concentration, 18 hours**

*All courses are 3 credit hours unless otherwise noted.*

- [BIOL 5090 - Animal Behavior](#)
- [BIOL 5170 - Evolutionary Ecology](#)
- [BIOL 5240 - Advanced Topics in Molecular Biology](#)
- [BIOL 5315 - Teaching Secondary Biology for Dual Credit](#)
- [BIOL 5325 - Conservation Biology](#)
- [BIOL 5335 - Biological Basis of Disease](#)

## Curriculum and Instruction, ESL, MEd

The Master of Education in Curriculum and Instruction (Generalist) is designed for certified teachers and individuals who are interested in researching, developing and implementing curriculum changes to support student achievement in K-12 Education. This program allows students to focus on curriculum methodology, pedagogy, and theoretical applications and how to apply these to the classroom. The degree program requires 36 hours of graduate coursework.

The Master of Education in Curriculum and Instruction with a focus on Bilingual Education or English as a Second Language teaching allows practicing educators to specialize in Bilingual Education or prepare for the ESL supplement. This degree is 36 credits.

The Master of Education in Curriculum & Instruction degree (Initial Teacher Certification track) is designed for post-baccalaureate students interested in earning a teaching certificate along with a Curriculum & Instruction master's degree. This program prepares future K-12 educators with a thorough background in classroom research and pedagogical content with courses that are infused with instructional technology, address real-life instructional challenges, and apply evidence-based instruction. This degree is 36 credits.

The Graduate Initial Teacher Certification Program includes 6 graduate courses and either a one semester, unpaid student teaching placement or a full year (two semesters), paid internship as teacher-of-record. This program is 24 credits total.

The Master of Education in Curriculum and Instruction with concentrations in Biology or Mathematics (36 credits) are degree programs offered to district cohorts that will allow teachers to gain advanced content knowledge or gain the credits necessary for community-college level teaching. These programs are not currently offered for individuals.

Students will gain the professional development needed to understand learner characteristics, identify materials that enhance inquiry and critical thinking, incorporate the latest technologies in teaching and learning, and design assessments using the instructional design process. The specific Student Learning Outcomes of the M.Ed. program for candidates are:

- Understand the nature of classroom inquiry, develop inquiry skills, and use inquiry processes in teaching and learning in the math and science content area subjects.
- Access scholarly databases and gain pedagogical content knowledge through reading and reviewing researched publications.
- Deepen pedagogical content knowledge of math and science through inquiry-based processes.
- Construct understanding of K-12 student learning and effective instructional practices to engage K-12 students in active learning.
- Address Texas state standards when selecting and developing high-quality teaching and learning experiences for K-12 students.
- Use technology in elementary, middle, and secondary classrooms.
- Design and implement classroom research projects to address problem areas in teaching and student learning of math and science.

**Program Coordinator:** *Dr. Mychelle Smith, Dal 1, Room 321, Phone: 972-338-1373,*

*Email: [Mychelle.Smith@untdallas.edu](mailto:Mychelle.Smith@untdallas.edu)*

## **Admission Standards**

Applicants must have at least 3.0 GPA on the last 60 undergraduate semester hours of work prior to receiving the bachelor's degree, or a 2.8 GPA on all undergraduate work, to be considered for unconditional admission to graduate studies at UNT Dallas. Applicants who have already completed a master's degree must have at least a 3.4 GPA on the master's.

(Conditional admission may be granted to students who do not meet the above criteria; however, no student with an undergraduate GPA of 2.5 or lower will be admitted.)

## **Admission Procedures**

Submit the following requirements for UNT Dallas Graduate Admissions:

- Graduate School Application for Admission online at [www.applytexas.org](http://www.applytexas.org)
- Graduate School General Application Form online at [https://laserfiche.untDallas.edu/Forms/Graduate\\_Application](https://laserfiche.untDallas.edu/Forms/Graduate_Application)
- Official transcripts from all colleges and universities attended

Submit the following requirements for program admission:

- Admission essays
- Two letters of reference

## **Degree Requirements**

To complete the master's degree, candidates would have to complete the following courses.

### **Core, 15 hours**

*All courses are 3 credit hours unless otherwise noted.*

- [EDCI 5301 - Historical and Philosophical Foundations of Education](#)
- [EDCI 5321 - Principles of Professional Teaching](#)
- [EDCI 5014 - Instructional and Behavioral Management in Classrooms](#)
- [EDCI 5017 - Human Development for Educators](#)
- [EDCI 5320 - Curriculum Development](#)

### **English as a Second Language Pathway, 15 hours**

*All courses are 3 credit hours unless otherwise noted.*

- [EDBE 5560 - Fundamentals of Bilingual and English as a Second Language Education in EC-12](#)
- [EDBE 5570 - Assessing Language & Content Learning in EC-12 Bilingual and English as a Second Language Education](#)
- [EDBE 5660 - English Language Acquisition by Spanish Speakers : Theories and Methods](#)
- [EDRE 5070 - Literacy Development for English Language Learners](#)
- [EDBE 5582 - ESL Content Instruction](#)

**Research, 6 hours**

*All courses are 3 credit hours unless otherwise noted.*

- [EDCI 5011 - Introduction to Classroom Research](#)
- [EDCI 5015 - Research Analyses for Multicultural Ed. and Multilingual Perspective](#)

## **Curriculum and Instruction, Mathematics Concentration, MEd**

The Master of Education in Curriculum and Instruction (Generalist) is designed for certified teachers and individuals who are interested in researching, developing and implementing curriculum changes to support student achievement in K-12 Education. This program allows students to focus on curriculum methodology, pedagogy, and theoretical applications and how to apply these to the classroom. The degree program requires 36 hours of graduate coursework.

The Master of Education in Curriculum and Instruction with a focus on Bilingual Education or English as a Second Language teaching allows practicing educators to specialize in Bilingual Education or prepare for the ESL supplement. This degree is 36 credits.

The Master of Education in Curriculum & Instruction degree (Initial Teacher Certification track) is designed for post-baccalaureate students interested in earning a teaching certificate along with a Curriculum & Instruction master's degree. This program prepares future K-12 educators with a thorough background in classroom research and pedagogical content with courses that are infused with instructional technology, address real-life instructional challenges, and apply evidence-based instruction. This degree is 36 credits.

The Graduate Initial Teacher Certification Program includes 6 graduate courses and either a one semester, unpaid student teaching placement or a full year (two semesters), paid internship as teacher-of-record. This program is 24 credits total.

The Master of Education in Curriculum and Instruction with concentrations in Biology or Mathematics (36 credits) are degree programs offered to district cohorts that will allow teachers to gain advanced content knowledge or gain the credits necessary for community-college level teaching. These programs are not currently offered for individuals.

Students will gain the professional development needed to understand learner characteristics, identify materials that enhance inquiry and critical thinking, incorporate the latest technologies in teaching and learning, and design assessments using the instructional design process. The specific Student Learning Outcomes of the M.Ed. program for candidates are:

- Understand the nature of classroom inquiry, develop inquiry skills, and use inquiry processes in teaching and learning in the math and science content area subjects.
- Access scholarly databases and gain pedagogical content knowledge through reading and reviewing researched publications.
- Deepen pedagogical content knowledge of math and science through inquiry-based processes.

- Construct understanding of K-12 student learning and effective instructional practices to engage K-12 students in active learning.
- Address Texas state standards when selecting and developing high-quality teaching and learning experiences for K-12 students.
- Use technology in elementary, middle, and secondary classrooms.
- Design and implement classroom research projects to address problem areas in teaching and student learning of math and science.

**Program Coordinator:** *Dr. Mychelle Smith, Dal 1, Room 321, Phone: 972-338-1373,*  
*Email: [Mychelle.Smith@untdallas.edu](mailto:Mychelle.Smith@untdallas.edu)*

### **Admission Standards**

Applicants must have at least 3.0 GPA on the last 60 undergraduate semester hours of work prior to receiving the bachelor's degree, or a 2.8 GPA on all undergraduate work, to be considered for unconditional admission to graduate studies at UNT Dallas. Applicants who have already completed a master's degree must have at least a 3.4 GPA on the master's.

(Conditional admission may be granted to students who do not meet the above criteria; however, no student with an undergraduate GPA of 2.5 or lower will be admitted.)

### **Admission Procedures**

Submit the following requirements for UNT Dallas Graduate Admissions:

- Graduate School Application for Admission online at [www.applytexas.org](http://www.applytexas.org)
- Graduate School General Application Form online at [https://laserfiche.untdallas.edu/Forms/Graduate\\_Application](https://laserfiche.untdallas.edu/Forms/Graduate_Application)
- Official transcripts from all colleges and universities attended

Submit the following requirements for program admission:

- Admission essays
- Two letters of reference

### **Degree Requirements**

To complete the master's degree, candidates would have to complete the following core courses as well as 18 credits in the mathematics concentration area.

### **Core, 18 hours**

*All courses are 3 credit hours unless otherwise noted.*

- EDCI 5011 - Introduction to Classroom Research

- [EDCI 5012 - Capstone Research Project](#)
- [EDCI 5013 - Instructional Technology](#)
- [EDCI 5014 - Instructional and Behavioral Management in Classrooms](#)
- [EDCI 5017 - Human Development for Educators](#)
- [EDCI 5320 - Curriculum Development](#)

### **Mathematics Concentration, 18 hours**

*All courses are 3 credit hours unless otherwise noted.*

- [MATH 5001 - Teaching Dual Credit Mathematics](#)
- [MATH 5011 - Mathematical Models for Educators](#)
- [MATH 5090 - Topics in Math Content and Pedagogy](#)
- [MATH 5611 - Introduction to Mathematical Analysis I](#)
- [MATH 5621 - Introduction to Mathematical Analysis II](#)
- [MATH 5680 - Introduction to Probability and Statistics](#)

## **Curriculum and Instruction, MEd**

The Master of Education in Curriculum and Instruction (Generalist) is designed for certified teachers and individuals who are interested in researching, developing and implementing curriculum changes to support student achievement in K-12 Education. This program allows students to focus on curriculum methodology, pedagogy, and theoretical applications and how to apply these to the classroom. The degree program requires 36 hours of graduate coursework.

The Master of Education in Curriculum and Instruction with a focus on Bilingual Education or English as a Second Language teaching allows practicing educators to specialize in Bilingual Education or prepare for the ESL supplement. This degree is 36 credits.

The Master of Education in Curriculum & Instruction degree (Initial Teacher Certification track) is designed for post-baccalaureate students interested in earning a teaching certificate along with a Curriculum & Instruction master's degree. This program prepares future K-12 educators with a thorough background in classroom research and pedagogical content with courses that are infused with instructional technology, address real-life instructional challenges, and apply evidence-based instruction. This degree is 36 credits.

The Graduate Initial Teacher Certification Program includes 6 graduate courses and either a one semester, unpaid student teaching placement or a full year (two semesters), paid internship as teacher-of-record. This program is 24 credits total.

The Master of Education in Curriculum and Instruction with concentrations in Biology or Mathematics (36 credits) are degree programs offered to district cohorts that will allow teachers to gain advanced content knowledge or gain the credits necessary for community-college level teaching. These programs are not currently offered for individuals.

Students will gain the professional development needed to understand learner characteristics, identify materials that enhance inquiry and critical thinking, incorporate the latest technologies in teaching and learning, and design assessments using the instructional design process. The specific Student Learning Outcomes of the M.Ed. program for candidates are:

- Understand the nature of classroom inquiry, develop inquiry skills, and use inquiry processes in teaching and learning in the math and science content area subjects.

- Access scholarly databases and gain pedagogical content knowledge through reading and reviewing researched publications.
- Deepen pedagogical content knowledge of math and science through inquiry-based processes.
- Construct understanding of K-12 student learning and effective instructional practices to engage K-12 students in active learning.
- Address Texas state standards when selecting and developing high-quality teaching and learning experiences for K-12 students.
- Use technology in elementary, middle, and secondary classrooms.
- Design and implement classroom research projects to address problem areas in teaching and student learning of math and science.

**Program Coordinator:** *Dr. Mychelle Smith, Dal 1, Room 321, Phone: 972-338-1373,*

*Email: [Mychelle.Smith@untdallas.edu](mailto:Mychelle.Smith@untdallas.edu)*

### **Admission Standards**

Applicants must have at least 3.0 GPA on the last 60 undergraduate semester hours of work prior to receiving the bachelor's degree, or a 2.8 GPA on all undergraduate work, to be considered for unconditional admission to graduate studies at UNT Dallas. Applicants who have already completed a master's degree must have at least a 3.4 GPA on the master's.

(Conditional admission may be granted to students who do not meet the above criteria; however, no student with an undergraduate GPA of 2.5 or lower will be admitted.)

### **Admission Procedures**

Submit the following requirements for UNT Dallas Graduate Admissions:

- Graduate School Application for Admission online at [www.applytexas.org](http://www.applytexas.org)
- Graduate School General Application Form online at [https://laserfiche.untdallas.edu/Forms/Graduate\\_Application](https://laserfiche.untdallas.edu/Forms/Graduate_Application)
- Official transcripts from all colleges and universities attended

Submit the following requirements for program admission:

- Admission essays
- Two letters of reference

### **Degree Requirements**

To complete the master's degree, candidates would have to complete the following courses.

### **Core, 15 hours**

*All courses are 3 credit hours unless otherwise noted.*

- [EDCI 5301 - Historical and Philosophical Foundations of Education](#)
- [EDCI 5321 - Principles of Professional Teaching](#)
- [EDCI 5014 - Instructional and Behavioral Management in Classrooms](#)
- [EDCI 5017 - Human Development for Educators](#)
- [EDCI 5320 - Curriculum Development](#)

**Major, 15 hours**

*All courses are 3 credit hours unless otherwise noted.*

- [EDCI 5312 - Special Populations: Applying Theory to Practice](#)
- [EDCI 5013 - Instructional Technology](#)
- [EDCI 5016 - Literacy Across the Curriculum](#)
- [EDRE 5070 - Literacy Development for English Language Learners](#)
- [EDBE 5560 - Fundamentals of Bilingual and English as a Second Language Education in EC-12](#)

**Research, 9 hours**

- [EDCI 5011 - Introduction to Classroom Research](#)
- [EDCI 5015 - Research Analyses for Multicultural Ed. and Multilingual Perspective](#)
- [EDCI 5012 - Capstone Research Project](#)

## **Educational Leadership, MEd**

**Program Coordinator:** *Dr. Shelia Brown, Dal 1, Room 317, Phone: 972-338-1145, Email: [Shelia.Brown@untdallas.edu](mailto:Shelia.Brown@untdallas.edu)*

**Admission Procedures**

1. Submit the following to Graduate Admissions:
  - a. Graduate School Application for Admission (apply online at [www.applytexas.org](http://www.applytexas.org))
  - b. Graduate School General Application Form ([https://laserfiche.untdallas.edu/Forms/Graduate\\_Application](https://laserfiche.untdallas.edu/Forms/Graduate_Application))
  - c. Complete official transcripts from all colleges and universities attended Submit the following admissions packet to the Education Administration Office (EDLE) program office.
2. Students seeking on-time registration need to submit the completed application packet by **August 1 for Fall semester; December 1 for Spring semester; April 1 for Summer semester.**
  - a. Essay Form
  - b. Code of Ethics Agreement
  - c. Interview with the Program Coordinator

**Admission Standards**

- Applicants must have at least 3.25 GPA on the last 60 undergraduate semester hours of work leading to the bachelor's degree, or a 3.00 GPA on all undergraduate work toward the bachelor's degree, to be considered for unconditional admission to graduate studies at UNT Dallas. Applicants who have already completed a master's degree must have at least at 3.4 GPA on the master's or meet the undergraduate GPA standards. (Conditional admission may be granted to students who do not meet the above criteria.)
- Applicants must hold at least a bachelor's degree.
- Applicants must hold at least a provisional teacher certificate.
- Applicants must have at least two (2) years creditable teaching experience in K-12 public or private schools.

Degree and Certification plans are prepared prior to registration. After the student has completed the four core courses, the student may qualify for Leadership Practicum (EDLE 5500). In preparing the degree plan, a student may transfer up to six (6) semester hours of course work from another institution with advisor and Graduate Admissions permission. *Students have six years to complete the degree. Work that is more than six years old at the time of your graduation cannot be counted toward the Master's degree.* Students must apply for graduation in the final semester of course work in order to receive the degree. Students completing the entire sequence of course work will be eligible to take the TExES principal exam and be recommended for certification through the Texas Education Agency/State Board of Education Certification (SBEC). The University of North Texas at Dallas is an approved principal certification program of the Texas Education Agency.

### **Recommended Course Sequence for MEd in Educational Leadership, Traditional Pathway**

(All courses are three credits unless otherwise noted.)

#### **Major Courses**

- EDLE 5300 - Introduction to Educational Leadership\*
- EDLE 5310 - Research in Educational Leadership
- EDLE 5330 - The Principalship\*
- EDLE 5370 - Leadership of Assessment, Accountability, and Evaluation
- EDLE 5620 - Leadership for Student Educational Services\*
- EDLE 5640 - Leadership for School Law and Finance\*
- EDLE 5650 - Professional Development and Supervision
- EDLE 5680 - Administration of the K-12 Curriculum\*

#### **Practicum**

The course below must be taken after core is completed.

- EDLE 5500 - Practicum in Educational Leadership\*\*

#### **Final Course**

- EDLE 5700 - Leadership Portfolio\*\*\*

### **Recommended Course Sequence for MEd in Educational Leadership, Bilingual/ESL Pathway**

(All courses are three credits unless otherwise noted.)

### **Principal Certification Courses**

- EDLE 5330 - The Principalship
- EDLE 5650 - Professional Development and Supervision
- EDLE 5620 - Leadership for Student Educational Services
- EDLE 5300 - Introduction to Educational Leadership

### **Professional Courses**

- EDCI 5015 - Research Analyses for Multicultural Ed. and Multilingual Perspective
- EDBE 5370 - Assessing Language and Content Learning in EC-12
- EDLE 5310 - Research in Educational Leadership
- EDBE 5560 - Fundamentals of Bilingual and English as a Second Language Education in EC-12

### **Practicum**

The course below must be taken after core is completed.

- EDLE 5500 - Practicum in Educational Leadership\*\*

### **Final Course**

- EDLE 5700 - Leadership Portfolio\*\*\*

### **Recommended Course Sequence for MEd in Educational Leadership, STEM/CTE Pathway**

(All courses are three credits unless otherwise noted.)

### **Principal Certification Courses**

- EDLE 5330 - The Principalship
- EDLE 5650 - Professional Development and Supervision
- EDLE 5620 - Leadership for Student Educational Services
- EDLE 5300 - Introduction to Educational Leadership

### **Professional Courses**

- EDLE 5380 - Leadership Externship
- EDLE 5610 - Leadership of the School Community

- [EDLE 5550 - Leadership in Educational Technology](#)
- [EDLE 5310 - Research in Educational Leadership](#)

### **Practicum**

The course below must be taken after core is completed.

- [EDLE 5500 - Practicum in Educational Leadership](#)\*\*

### **Final Course**

- [EDLE 5700 - Leadership Portfolio](#)\*\*\*

### **Note**

- \* Courses are for Principal Certification only
- \*\*[EDLE 5500](#) must be taken fall or spring semester prior to graduation.
- \*\*\*[EDLE 5700](#) must be final course taken in the final semester. Students must apply in advance by the appropriate deadline as stated on the application. Students cannot take EDLE 5700 and EDLE 5500 in the same semester. The Practicum (EDLE 5500) must be taken prior to the final course (EDLE 5700) for students seeking principal certification.
- Must maintain a minimum GPA of 3.25.

## **Academic Certificate**

### **Alternative Teaching Certification Only**

The Master of Education in Curriculum and Instruction (Generalist) is designed for certified teachers and individuals who are interested in researching, developing and implementing curriculum changes to support student achievement in K-12 Education. This program allows students to focus on curriculum methodology, pedagogy, and theoretical applications and how to apply these to the classroom. The degree program requires 36 hours of graduate coursework.

The Master of Education in Curriculum and Instruction with a focus on Bilingual Education or English as a Second Language teaching allows practicing educators to specialize in Bilingual Education or prepare for the ESL supplement. This degree is 36 credits.

The Master of Education in Curriculum & Instruction degree (Initial Teacher Certification track) is designed for post-baccalaureate students interested in earning a teaching certificate along with a Curriculum & Instruction master's degree. This program prepares future K-12 educators with a thorough background in classroom research and pedagogical content with courses that are infused with instructional technology, address real-life instructional challenges, and apply evidence-based instruction. This degree is 36 credits.

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Students will gain the professional development needed to understand learner characteristics, identify materials that enhance inquiry and critical thinking, incorporate the latest technologies in teaching and learning, and design assessments using the instructional design process. The specific Student Learning Outcomes of the M.Ed. program for candidates are:

- Understand the nature of classroom inquiry, develop inquiry skills, and use inquiry processes in teaching and learning in the math and science content area subjects.
- Access scholarly databases and gain pedagogical content knowledge through reading and reviewing researched publications.
- Deepen pedagogical content knowledge of math and science through inquiry-based processes.
- Construct understanding of K-12 student learning and effective instructional practices to engage K-12 students in active learning.
- Address Texas state standards when selecting and developing high-quality teaching and learning experiences for K-12 students.
- Use technology in elementary, middle, and secondary classrooms.
- Design and implement classroom research projects to address problem areas in teaching and student learning of math and science.

**Program Coordinator:** *Dr. Mychelle Smith, Dal 1, Room 321, Phone: 972-338-1373,*

*Email: [Mychelle.Smith@untdallas.edu](mailto:Mychelle.Smith@untdallas.edu)*

### **Initial Teacher Graduate Certification Program Requirements**

This certification program prepares baccalaureate graduates from related fields of study with the knowledge and skills to effectively teach in PK-12 urban and rural settings. Students can earn certification with a Masters in Curriculum in Instruction (36 credits) or as a standalone program (24 credits). The graduate teacher certification program allows for initial certification choices among a variety of elementary, middle school and secondary concentrations: EC-6 Core Subjects, 4-8 Core subjects, 4-8 Math, 4-8 Science, 4-8 Social Studies, 4-8 Reading/Language Arts, 7-12 English, or EC-12 Spanish. 7-12 math and 7-12 biology are available with district cohorts. All credits of the master's degree and certification program are completed at the graduate level. The following requirements are applicable to all students pursuing a teaching certificate:

#### **Admission to the Graduate Teacher Education Program:**

- Possess a Bachelor's Degree from an accredited institution
- Have a 2.80 overall, undergraduate GPA
- Pass the Pre-Admission Content Test (PACT) if minimum content credits not met with undergraduate degree
- Have a degree plan on file
- Submit two letters of recommendation
- Submit Admission Essays
- Acknowledge Educator Code of Ethics

#### **Eligibility for Teacher Certification and Endorsements:**

In order to receive recommendation for teacher certification through UNT Dallas, students must:

- Successfully complete the 24-credit certification program including Clinical Teaching (student teaching or internship).

- Pass all appropriate state certification exams which include PACT for admission, content (TExES), and PPR (Pedagogy and Professional Responsibilities). Approval for testing is required from the Certification Officer for TExES and PPR.
- Submit certification application and fee to the Texas Education Agency (TEA) and submit the request for certification approval form to the Certification Officer.
- Submit fingerprinting for Federal background check through TEA.

### **Core, 18 hours**

*All courses are 3 credit hours unless otherwise noted.*

- [EDCI 5301 - Historical and Philosophical Foundations of Education](#)
- [EDCI 5321 - Principles of Professional Teaching](#)
- [EDCI 5014 - Instructional and Behavioral Management in Classrooms](#)
- [EDCI 5016 - Literacy Across the Curriculum](#)
- [EDCI 5017 - Human Development for Educators](#)
- [EDCI 5312 - Special Populations: Applying Theory to Practice](#)

### **Fieldwork, 6 hours**

- [EDCI 5385 - Internship I](#)
- [EDCI 5386 - Internship II](#), or
- [EDCI 5190 - Clinical Teaching](#)

# **School of Human Services**

## **Master of Education**

### **School Counseling, MEd**

A Master of Education Degree in School Counseling will professionally develop school counselors and prepare individuals seeking certification for School Counseling in Texas. The 48-credit master's degree must be completed at the graduate level. The program allows for concentration in either Elementary School Counseling or Secondary School Counseling. The master's degree requires an internship in lieu of a thesis. The internship should be the last enrollment in the master's program. The University of North Texas at Dallas is an approved school counseling certification program of the Texas Education Agency. The program is also CACREP Accredited.

In addition to completing the course work, candidates must also have 2 years creditable teaching experience and pass the TExES School Counselor exam to become certified school counselors in Texas.

For details on requirements to become a Certified School Counselor in Texas, visit the Texas Education Agency website at [http://www.tea.state.tx.us/Guidance\\_Counseling\\_FAO.html#q4](http://www.tea.state.tx.us/Guidance_Counseling_FAO.html#q4).

**Program Coordinator:** *Dr. Shelly Jackson, Phone: 972-338-1378, Email: [Shelley.Jackson@untdallas.edu](mailto:Shelley.Jackson@untdallas.edu)*

## TEA School Counseling Program Objectives

Graduate coursework requirements leading to school counseling certification are established by the State Board for Education Certification and addressed in Title 19 of the Texas Administrative Code (TAC), §239.15. Thus, the specific Student Learning Outcomes are:

- Understand the professional issues such as history theories, practices of school counseling, learner developmental characteristics and needs, legal and ethical standards, and school counselor role and responsibilities
- Demonstrate skills to promote the educational, personal, social, and career development of the learner
- Understand the processes that address the development, monitoring, and evaluation of a developmental school guidance and counseling program that promotes learners' knowledge, skills, motivation, and personal growth
- Support equity and excellence in the promotion of academic success for all learners by acknowledging, respecting, and responding to diversity while building on similarities
- Communicate through the demonstration of effective professional and interpersonal exchanges in the advocacy of all students in the school
- Participate in professional development through a commitment to learn, improve the profession, and model professional ethics and personal integrity

## Admission Procedures

1. Submit the following to the UNT Dallas Office of Graduate Admissions:
  1. Graduate School Application for Admission ([www.applytexas.org](http://www.applytexas.org))
  2. Graduate School General Application Form ([https://laserfiche.untdallas.edu/Forms/Graduate\\_Application](https://laserfiche.untdallas.edu/Forms/Graduate_Application))
  3. Official copies of all college transcripts
  4. Official GRE scores from the Educational Testing Service (allow three to four weeks for the test to be received by the Graduate School)
2. Submit additional admission materials for review by the Department of Counseling and Human Services.
  1. 3 Letters of Recommendation
  2. A **one-page**, type-written Writing Sample.
  3. A copy of your Teaching Certificate (if applicable)
  4. A copy of your Teaching Service Record (if applicable)
  5. If applicable, a signed copy of the Acknowledgement of the Requirements for School Counseling Certification in Texas (for candidates without teaching experience)

All required admission materials must be filed in the program office by the deadlines stated on the Office of Graduate Admission website.

**Note:** Each applicant is required to participate in an orientation and interview. Details will be given to applicants if they meet the Graduate School Admissions.

## Admission Standards

- Applicants must submit the official Graduate Record Examination (GRE) scores on the verbal, quantitative, and writing sections to the Graduate School for admission to the program.
- Applicants must have at least a 3.0 GPA on the last 60 undergraduate semester hours of work prior to receiving the bachelor's degree, or a 2.8 GPA on all undergraduate work toward the bachelor's degree, to be

considered for unconditional admission to graduate studies at UNT Dallas. Applicants who have already completed a master's degree must have at least a 3.4 GPA on the master's or meet the undergraduate GPA standards.

- Applicants must hold at least a bachelor's degree.
- Applicants for the school counseling track that have at least two (2) years creditable teaching experience in K-12 public or private schools. Students must submit their teacher service record indicating two years of creditable teaching experience.
- All students granted admission to the master's program are required to enroll in COUN 5710 - Counseling Theories during the first term/semester of enrollment in graduate school and must receive a grade of B or higher. Concurrent enrollment in COUN 5680 - Basic Counseling Skills and COUN 5710 - Counseling Theories is encouraged. The student's progress is evaluated on the basis of the demonstration of adequate subject matter knowledge and the personal and interpersonal skills required for counseling.
- Throughout the program the student will be routinely evaluated on the criteria of knowledge, personal and interpersonal skills and counseling skills to determine if progress is adequate, if remedial work is needed or if the student should be withdrawn from the program.
- This degree requires a passing score on the comprehensive examination administered during the student's internship.

### **Degree Requirements**

#### **48 hour degree with concentration in either Elementary School Counseling or Secondary School Counseling**

\*The MEd degree requires a minimum of 48 semester hours, including successful completion of internship, COUN 5720 /COUN 5721, and passing a comprehensive examination.

### **Core**

*All courses are 3 credit hours unless otherwise noted.*

- COUN 5100 - Counseling Professional Orientation and Ethical Practice
- EPSY 5050 - Foundations of Educational Research Methodology
- COUN 5470 - Career Development and Information Resources
- COUN 5660 - Advanced Counseling Skills
- COUN 5670 - Developmental Processes and Strategies
- COUN 5680 - Basic Counseling Skills.
- COUN 5710 - Counseling Theories
- COUN 5740 - Group Counseling Theories and Procedures
- COUN 5765 - Appraisal in Counseling
- COUN 5790 - Counseling Culturally Diverse Clients

### **Clinical Classes**

- COUN 5690 - Practicum in Counseling
- COUN 5720 - Internship in Counseling I
- COUN 5721 - Internship in Counseling II

## Track Specific Classes

### Elementary School Counseling

- [COUN 5640 - Group Play Therapy](#)
- [COUN 5700 - Introduction to Play Therapy](#)
- Select a Counseling elective course.

### Secondary School Counseling

- [COUN 5200 - Counseling Adolescents](#)
- [COUN 5610 - Addiction Counseling](#)
- [COUN 5580 - Family Counseling](#)

### Certification - School Counselor

The program is recognized by the Texas Education Agency as an approved Educator Preparation Program for School Counselors. All 48 credits of the master's degree are completed at the graduate level. Students must complete the core courses for the master's degree plus one concentration content area.

**Eligibility for School Counseling Certification:** In order to receive recommendation for school counselor certification through UNT Dallas, students must:

- Successfully complete the 48-credit Master of Education in School Counseling degree which includes 200 hours of coursework and 160 hours of supervised school counseling experience.
- Submit certification application and fee to the Texas Education Agency (TEA).
- Submit fingerprinting for Federal background check through TEA.
- Pass all appropriate state certification exams which includes the TExES 152 School Counselor Exam
- Have 2 years of creditable teaching experience in K-12 public

### Note

- See the UNT Dallas Teacher Certification Officer (Dallas 1, Room 201Q) for more information.

## Master of Science

### Clinical Mental Health Counseling, MS

The Counseling Program offers a Master of Science degree in Clinical Mental Health Counseling. This 60-hour track prepares graduates to counsel in clinical mental health settings such as mental health centers, private counseling agencies, drug abuse treatment centers, centers for counseling older adults, child counseling clinics, family counseling centers, pastoral counseling settings, private practice, and business and industry. Students completing the entire sequence of course work will meet the educational requirements for the Texas State License in Professional Counseling. However, to obtain a License in Professional Counseling, the State of Texas stipulates additional requirements such as passing the national counseling exam and obtaining 3,000 clock hours of supervised clinical experience after the master's degree has been obtained. Consult the Texas Department of Health website for details at <http://www.dshs.state.tx.us/counselor/default.shtm>.

**Clinical Mental Health Counseling Program Coordinator:** *Dr. Samuel Bore*, Email: [Samuel.Bore@untdallas.edu](mailto:Samuel.Bore@untdallas.edu)

### **Admission Procedures**

1. Submit the following to the UNT Dallas Office of Graduate Admissions:
  - a. Graduate School Application for Admission ([www.applytexas.org](http://www.applytexas.org))
  - b. Graduate School General Application Form ([https://laserfiche.untdallas.edu/Forms/Graduate\\_Application](https://laserfiche.untdallas.edu/Forms/Graduate_Application))
  - c. Official copies of all college transcripts
  - d. Official GRE scores from the Educational Testing Service (allow three to four weeks for the test to be received by the Graduate School)
2. Submit additional admission materials for review by the Department of Counseling and Human Services.
  - a. 3 Letters of Recommendation
  - b. A **one-page**, type-written Writing Sample.
  - c. Each applicant is required to participate in an orientation and interview

All required admission materials must be filed in the program office by the deadlines stated on the Office of Graduate Admission website.

### **Admission Standards**

- Applicants must submit the official Graduate Record Examination (GRE) scores on the verbal, quantitative, and writing sections to the graduate school for admission to the program.
- Applicants must have at least a 3.0 GPA on the last 60 undergraduate semester hours of work leading to the bachelor's degree, or a 2.8 GPA on all undergraduate work toward the bachelor's degree, to be considered for admission to graduate studies at UNT Dallas. Applicants who have already completed a master's degree must have at least a 3.4 GPA on the master's degree or meet the undergraduate GPA standards.
- Applicants must hold at least a bachelor's degree.
- Applicants must attend a face-to-face interview if currently living within 100 miles of campus or an online interview if over 100 miles from the campus.
- Admissions are based on a step-wise process that considers the first level of GPA and GRE scores; the second level of recommendation letters and Writing Sample, and the third level of group leader interview ratings and peer interview ratings. If an applicant passes all three levels, then they are granted provisional admission.
- All students granted admission to the master's program are required to enroll in both [COUN 5710 Counseling Theories](#) and [COUN 5680 Basic Counseling Skills](#), during the first term/semester of enrollment in graduate school and must receive a grade of B or higher. Students must receive a grade of B or higher in these two courses to be considered for full admission to the program.
- In addition to earning a B or higher in [COUN 5710](#) and [COUN 5680](#), admission to the counseling program is provisional until the student's progress is evaluated by the counseling faculty upon completion of [COUN 5680](#). The student's progress is evaluated on the basis of the demonstration of adequate subject matter knowledge, basic counseling interpersonal skills required for counseling, and personal characteristics demonstrated in the program.

- After the progress review described above, the counseling faculty either recommends that the student continue the program or reserves the right to withdraw the student from the program.
- Following this initial evaluation, the student will be routinely evaluated on the criteria of knowledge, interpersonal skills, counseling skills, and personal characteristics to determine if progress is adequate, if remedial work is needed or if the student should be withdrawn from the program.
- This degree requires a passing score on the comprehensive examination administered during the student's internship.

**Required Courses for MS in Counseling**

**60 hour degree in Clinical Mental Health Counseling**

*\*The MS degree requires a minimum of 60 semester hours including successful completion of internship, COUN 5720/COUN 5721, and passing a comprehensive examination.*

Required	Taken In Any Order Within #	Program Course Number - Course Title
1 <sup>st</sup> semester		<u>COUN 5710 Counseling Theories</u>
1 <sup>st</sup> semester		<u>COUN 5680 Basic Counseling Skills.</u>
	#2	<u>COUN 5050 Foundations of Educational Research Methodology</u>
	#2	<u>COUN 5670 Developmental Processes and Strategies</u>
	#3	<u>COUN 5765 Appraisal in Counseling</u>
	#3	<u>COUN 5100 Counseling Professional Orientation and Ethical Practice</u>
	#4	<u>COUN 5790 Counseling Culturally Diverse Clients</u>
		<b>First Elective:</b> <u>COUN 5200 Counseling Adolescents</u> or

	<u>COUN 5700 Introduction to Play Therapy</u> or <u>COUN 5590 - Couple Counseling</u>
Sem. Before 5690	<u>COUN 5660 Advanced Counseling Skills:</u> Prereq. to <u>COUN 5690</u>
	<u>COUN 5470 Career Development and Information Resources</u>
	<u>COUN 5740 Group Counseling Theories and Procedures</u> <u>COUN 5480 Diagnosis and Treatment Planning in Counseling</u> <u>COUN 5610 Addiction Counseling</u> <u>COUN 5490 Crisis Intervention Counseling</u> <u>COUN 5580 Family Counseling</u>
Sem. Before 5720	<u>COUN 5690 Practicum in Counseling</u>
Sem. Before 5721	<u>COUN 5720 Internship in Counseling I</u>
	<u>COUN 5300 Systems, Leadership, and Program Development in Clinical Mental Health Counseling</u>
Last sem. of prog	<u>COUN 5721 Internship in Counseling II</u>
	<b>Second Elective:</b> <u>COUN 5500 Human Sexuality in Counseling</u> or <u>COUN 5640 Group Play Therapy</u> or <u>COUN 5610 Addiction Counseling</u>

## Academic Certificate

## College and Career Readiness Certificate

Career preparation for those making a successful transition into or back into the workforce is vital and the need for specialists who can help others develop a life-career plan is essential considering the volatile and ever-changing job market.

The College and Career Readiness Certificate is a 15 credit-hour program designed to prepare students to excel as specialists able to utilize cutting-edge tools to provide services to people of all ages as they navigate a world of cultural diversity, global recession, and unemployment. Additionally, it meets the needs of area schools by providing specific training to the personnel being hired or asked to work with students in the areas of college and career readiness. It also serves to help build and maintain networks between districts and industries in South Dallas.

**Program Coordinator:** *Dr. Shelly Jackson, Phone: 972-338-1378, Email: [Shelley.Jackson@untDallas.edu](mailto:Shelley.Jackson@untDallas.edu)*

### Admissions Criteria

Applicants must have a bachelor's degree and meet minimum admission requirements to the Graduate School:

- 2.80 or better overall GPA on the bachelor's degree or
- 3.00 or better GPA on the last 60 credit hours of the bachelor's degree
- 3.40 or better on a master's degree

The College and Career Readiness Certificate may be completed as a stand-alone program or as part of a related master's degree program. Up to 12 hours of the certificate program may be incorporated into a master's in counseling degree with advisor approval.

### Core Courses, 15 hours

**Required Courses:** *all courses are 3 credit hours unless otherwise noted*

- [COUN 5680 - Basic Counseling Skills.](#)
- [COUN 5300 - Systems, Leadership, and Program Development in Clinical Mental Health Counseling](#)
- [COUN 5302 - Foundations of College and Career Readiness](#)
- [COUN 5470 - Career Development and Information Resources](#)
- [COUN 5303 - Advanced Internship in Career Counseling](#)

## School of Liberal Arts & Science

### Master of Science

### Criminal Justice, MS

36-39 hour degree in Criminal Justice

The UNT Dallas Department of Criminal Justice offers a Master of Science in Criminal Justice (MSCJ). The 36-hour MS degree is a focused graduate degree that combines theory, application and experiential learning. Criminal Justice studies the practices and institutions of governments directed at upholding social control, deterring and mitigating crime, and sanctioning those who violate laws with criminal penalties and rehabilitation efforts. Students delve into the social and behavioral sciences, as well as the relation of law and ethics to the phenomenon of crime.

**Criminal Justice Program Coordinator:** *Dr. Julie Siddique, Phone: 972-338-1835, Email: [Julie.Siddique@untdallas.edu](mailto:Julie.Siddique@untdallas.edu)*

### **Admission Procedure**

1. Submit the following to the UNT Dallas Office of Graduate Admissions:
  - a. Graduate School Application for Admission (apply online at [www.applytexas.org](http://www.applytexas.org))
  - b. Graduate School General Application Form ([https://laserfiche.untdallas.edu/Forms/Graduate\\_Application](https://laserfiche.untdallas.edu/Forms/Graduate_Application))
  - c. Official copies of all college transcripts
2. Submit additional admission materials to the Department of Criminal Justice.
  - a. 2 letters of recommendation from professional or academic references
  - b. A personal statement (minimum 500 words) describing the applicant's reasons for applying to the program and the applicant's future career goals.

### **Admission Standards**

- Applicants seeking admission into the MSCJ program must have obtained a bachelor's degree in Criminal Justice, or a closely related discipline, from a four-year accredited institution.
- Applicants must have attained at least a 3.00 cumulative GPA or a 3.00 GPA on the last 60 hours of undergraduate coursework to be considered for unconditional admission.
- Applicants who have already completed a master's degree must have attained at least a 3.40 cumulative GPA to be considered for unconditional admission.
- Conditional admission may be granted to applicants who do not meet the above criteria, depending on the strengths of the other admission materials.
- Letters of recommendation should be submitted by professional or academic references and should attest to the applicant's work experience or academic performance and potential.
- The applicant's personal statement should clearly address the prompt and will be evaluated as an example of the applicant's written communication skills.

### **Required Courses**

- [CJUS 5300 - Criminological Theory](#)
- [CJUS 5301 - Criminal Justice Policy](#)
- [CJUS 5302 - Criminal Justice Administration](#)
- [CJUS 5303 - Research Methods](#)
- [CJUS 5350 - Capstone Seminar](#) (*Non-thesis only*)

### **Option 1 (Non-thesis)**

Select 24 Criminal Justice elective hours.

- [CJUS 5305 - Contemporary Policing](#)
- [CJUS 5306 - Legal Aspects of the Criminal Justice System](#)
- [CJUS 5307 - Correctional Practices and Programs](#)
- [CJUS 5308 - Administrative Law and Justice](#)
- [CJUS 5309 - Victimology](#)
- [CJUS 5310 - Punishment and Social Policy](#)
- [CJUS 5311 - Addiction and Criminal Behavior](#)
- [CJUS 5312 - Information Warfare, Security and Risk Analysis](#)
- [CJUS 5313 - Cybercrime and Digital Forensics](#)
- [CJUS 5314 - Information Policy, Law and Justice](#)
- [CJUS 5315 - Criminal Evidence](#)
- [CJUS 5316 - Juvenile Delinquency](#)
- [CJUS 5317 - Law & Behavioral Science](#)
- [CJUS 5318 - Green Criminology & Environmental Policy](#)
- [CJUS 5319 - Class, Race, Gender, and Crime](#)
- [CJUS 5320 - Terrorism and the War on Terror](#)
- [CJUS 5321 - Sex Offenses and Offenders](#)
- [CJUS 5397 - Special Problems](#)
- [CJUS 5398 - Topics in Criminal Justice](#)
- [CJUS 5399 - Directed Studies](#)

### **Option 2 (Thesis)**

Choose 15 Criminal Justice elective hours in addition to the following 9 hours.

- [CJUS 5304 - Data Analysis](#)
- [CJUS 5601 - Master's Thesis](#)

## **Public Leadership, MS**

**Program Coordinator:** *Dr. Janiece Upshaw, Phone: 972-338-1538, Email: [Janiece.Upshaw@untdallas.edu](mailto:Janiece.Upshaw@untdallas.edu)*

### **Admission Procedures**

Before being admitted to a master's program in the School of Liberal Arts & Sciences, the applicant must meet the minimum requirements for admission to graduate studies as administered by the Office of Graduate Admissions.

1. Submit the following to the UNT Dallas Office of Graduate Admissions:
  - a. Graduate School Application for Admission (apply online at [www.applytexas.org](http://www.applytexas.org))
  - b. Graduate School General Application Form  
([https://laserfiche.untdallas.edu/Forms/Graduate\\_Application](https://laserfiche.untdallas.edu/Forms/Graduate_Application))
  - c. Official copies of all college transcripts
2. Submit additional admission materials for review by the Public Leadership Program. (Application deadlines available on the Graduate School website.)

- a. 2 letters of recommendation
- b. Essay - a minimum of 500 words - The MS in Public Leadership is a professional degree aimed at preparing public servants and other community-minded individuals to lead their organizations in solving 21st century governance issues. Given your academic and professional experience, what leadership and management skills are you looking to enhance over the course of your time in the program, and how will these help you in fulfilling your desire to serve your community better?

### **Admission Standards**

- Applicants must hold at least a bachelor's degree.
- Applicants must have at least 3.00 GPA on the last 60 hours of undergraduate coursework leading to the bachelor's degree, or a 2.80 GPA on all undergraduate work, to be considered for unconditional admission. Applicants who have already completed a master's degree must have at least a 3.40 GPA on the master's. (Conditional admission may be granted to students who do not meet the above criteria but on the basis of the strength of all of the other admission factors.)
- The MSPL program requires that a student maintain a minimum GPA of 3.00 (B) or better.
- The MSPL Admissions Committee will recommend dismissal of a student from the master's program if the student receives more than two course grades below C (for purposes of this rule, the lowest grade received in a course is used).
- Master's students may not graduate with more than two C's in their program requirements, although a course may be repeated to raise a grade of C or less.
- Master's students whose academic performance falls below a cumulative 3.00 GPA on all graduate work attempted will be notified by the Office of Graduate Admissions that they have been placed on academic probation.
- Students will remain on probation and be allowed to re-enroll for a subsequent term/semester as long as they achieve a minimum 3.00 GPA on all graduate work attempted during the term/semester even if their overall graduate GPA remains under 3.00.
- Students on probation who fail to make a 3.00 GPA in graduate work attempted during a term/semester (fall, spring or summer) will be notified by the Office of Graduate Admissions that they have been placed on academic suspension for one term/semester (fall, spring or summer) during which the student may not enroll at UNT Dallas.
- Probationary students who have previously been placed on suspension will be notified by the Office of Graduate Admissions that they have been terminated from the program should they fail to make a 3.00 GPA on all graduate work attempted during an academic term/semester (fall, spring or summer).
- Course work taken at another university by a student on suspension cannot be applied toward the degree program.
- Each graduate student must receive advising from the departmental graduate advisor prior to registration each term/semester.

### **Core Courses, 21 hours**

Students are required to take [PLDR 5320](#) and [PLDR 5300](#) at the start of the program and may not take any elective courses until they have successfully passed both courses.

- [PADM 5030 - Managing Human Resources](#)
- [PADM 5400 - Managing Financial Resources](#)
- [PLDR 5320 - Public Service and Society](#)
- [PLDR 5330 - Organization Theory and Managing Change in Public Service](#)
- [PLDR 5300 - Data Analytics and Research Methods I](#)

- [PLDR 5353 - Leadership In A Complex World](#)
- [PLDR 5370 - Strategic Planning in Public & Nonprofit Organizations](#)

### **Capstone, 3 hours**

Capstone is taken after the student has completed all 21 hours of required courses and 9 hours of elective courses.

- [PADM 5390 - Professional Practice for Public Managers](#)

### **Concentration and Elective Courses, 12 Hours**

Students may select any 4 of the following courses from any concentration to complete their elective requirements for the MSPL degree. If students elect to concentrate in a specific area, they may select 4 courses within the concentration. Please note that most courses in the rotation are offered once per year.

#### **MSPL with Administrative Leadership Concentration**

- [PLDR 5340 - Intergovernmental Relations and Management](#)
- [PLDR 5354 - Public Private Partnerships](#)
- [PADM 5020 - Leading and Managing Public Organizations](#)
- [PADM 5550 - Seminar in Program Evaluation](#)
- [PLDR 5350 - PLDR Performance Measurement and Management](#)

#### **MSPL with Nonprofit and Community Leadership Concentration**

- [PLDR 5325 - PLDR Fundraising Principles & Grant Writing](#)
- [PLDR 5335 - PLDR Nonprofit Management](#)
- [PLDR 5350 - PLDR Performance Measurement and Management](#)
- [PLDR 5375 - Citizen Engagement, Advocacy, & Community Leadership](#)
- [PADM 5550 - Seminar in Program Evaluation](#)

#### **MSPL with Public Health Leadership Concentration**

- [PLDR 5350 - PLDR Performance Measurement and Management](#)
- [PLDR 5360 - Public Health Leadership](#)
- [PLDR 5365 - Healthcare Administration](#)
- [PADM 5550 - Seminar in Program Evaluation](#)

#### **MSPL with Emergency Services Administration Leadership concentration**

- [EMSA 5300 - Emergency Preparedness and Planning](#)
- [EMSA 5310 - Emergency Preparedness and Geographic Information Systems](#)
- [PLDR 5350 - PLDR Performance Measurement and Management](#)

- [PADM 5550 - Seminar in Program Evaluation](#)

#### **Note**

- Beginning in the Fall of 2020, MSPL courses will add online courses in addition to its face to face and hybrid format. Courses are offered in a 16 week or 8-week period during the fall and spring terms and in a 5-week hybrid or online format during the summer.
- All face to face 16 week classes are offered once per week during the evening from 6:00 - 9:00 p.m. or 7:00 - 10:00 p.m. All 8 week hybrid courses (a mix of online and face to face) meet two to four Saturdays out of the 8 weeks from 9:00 a.m. - 3:00 p.m.

## **UNT Dallas College of Law**

### **Other Degrees**

### **Juris Doctor, JD**

## **School of Business**

### **School of Business**

The School of Business' undergraduate and graduate degree programs give students the knowledge and skills they need to succeed personally and professionally. Our students graduate with a keen sense of social responsibility, ready to serve the diverse needs of Texas, our nation, and the world.

At UNT Dallas, we care about our students. Our team of faculty and staff are committed to making sure each student is more than another face in a crowded class. We will work with you each step of the way to make sure you graduate prepared and confident in your ability to succeed professionally.

Students are taught by faculty who first found success doing what they now teach. Most of the School's full-time faculty are recognized in their field, and have been published in nationally and internationally recognized journals. The School also is fortunate to retain a number of professionally experienced part-time faculty who bring a wealth of practical knowledge and professionalism to the classroom.

We invite you to visit our School and experience firsthand the care we have for our students, and the real-world experience we bring to the classroom. Best wishes in your future educational pursuits.

### **Master of Business Administration**

# Business Administration, MBA

**Program Coordinator:** *Dr. Cathy Scott, Founders Hall, Suite 315, Phone: 972-338-1357, Email: [Cathy.Scott@untdallas.edu](mailto:Cathy.Scott@untdallas.edu)*

## Admission Procedures

Before being admitted to a master's program in the School of Business, the applicant must meet the minimum requirements for admission to graduate studies as administered by the Office of Graduate Admissions.

1. Obtain admission to the university by submitting the following to the UNT Dallas Office of Graduate Admissions:
  - Graduate School Application for Admission (apply online at [www.applytexas.org](http://www.applytexas.org))
  - Graduate School General Application Form ([https://laserfiche.untdallas.edu/Forms/Graduate\\_Application](https://laserfiche.untdallas.edu/Forms/Graduate_Application))
  - Complete official transcripts from all colleges and universities attended
  - Application Fee
2. Obtain admission to the MBA program by submitting the following additional admissions materials to the School of Business. For application packet deadlines, please visit this website: <https://gradschool.untdallas.edu/Reqs>.
  - Essay - please share with the admissions committee any unique events, life experiences, and qualifications that you feel distinguish your candidacy and will add value to the class
  - Resume (work/academic experience)

## Admission Standards

The School of Business determines admission and assesses background courses that may be required. In the determination of an applicant's eligibility for admission to the MBA degree, the following measures are of critical importance in determining the ability to succeed in the program.

- A GPA of 3.0 or better (4.0 scale) in the final 60 hours of undergraduate coursework leading to an undergraduate degree that was completed at a regionally accredited college or university or comparable foreign degree.
- Prior to admission, completion of 60% or more of the background courses or their transferable equivalent at a regionally accredited college or university or comparable foreign degree with a grade of 'B' or better.
- Four (4) or more years of relevant professional, managerial, or military experience.
- A cumulative GPA of 3.4 (4.0 scale) or better on minimum of 12 graduate level courses completed at a regionally accredited college or university or comparable foreign degree.
- An earned master's, doctoral or professional degree in any discipline earned at a regionally accredited college or university or comparable foreign degree.
- An interview may be required. If so, the applicant will be notified.

## Unconditional Admission

Applicants who have earned a graduate/professional degree in any discipline from a regionally accredited college or university or comparable foreign equivalent and are in good academic standing with that institution are granted automatic Unconditional Admission. Applicants who do not already hold an earned graduate/professional degree must satisfy at least 3 of the measures of ability to succeed. With Unconditional Admission, students who are in good academic standing with the University are allowed to take courses in any order, assuming all prerequisites have been met.

### **Conditional Admission**

Applicants with a bachelor's degree or comparable foreign degree who meet at least two (2) of the measures of ability to succeed can be granted admission under the Conditional Admission status. Conditionally admitted students must take a minimum of 9 credit hours of core and/or elective coursework earning a cumulative GPA of 3.00 or better. Students meeting the terms of the conditional admission are then granted a Full Admission status.

### **Denied Admission**

Applicants who do not meet any of the measures of ability to succeed and whose complete file shows that certain criteria needs improvement will likely be denied admission. All applicant data will be considered before an admission denial is made.

### **Academic Standards**

- The MBA program requires that a student maintain a minimum GPA of 3.0 (B) or better.
- The School of Business Admissions Committee will recommend dismissal of a student from the master's program if the student receives two course grades below C (for purposes of this rule, the lowest grade received in a course is used).
- MBA students may not graduate with more than two C's in their program requirements, although a course may be repeated to raise a grade of C or less.
- Master's students whose academic performance falls below a cumulative 3.0 GPA on all graduate work attempted will be notified by the Office of Graduate Admissions that they have been placed on academic probation.
- Students will remain on probation and be allowed to re-enroll for a subsequent term/semester as long as they achieve a minimum 3.0 GPA on all graduate work attempted during the term/semester even if their overall graduate GPA remains under 3.0.
- Students on probation who fail to make a 3.0 GPA in graduate work attempted during a term/semester (fall, spring or summer) will be notified by the Office of Graduate Admissions that they have been placed on academic suspension for one term/semester (fall, spring or summer) during which the student may not enroll at UNT Dallas.
- Probationary students who have previously been placed on suspension will be notified by the Office of Graduate Admissions that they have been terminated from the program should they fail to make a 3.0 GPA on all graduate work attempted during an academic term/semester (fall, spring or summer).
- Course work taken at another university by a student on suspension cannot be applied toward the degree program.

The Masters of Business Administration program leads towards mastery of all aspects of Business Administration and is the standard for upper-level management function. It highlights specific business functions as well as a cross-functional view of the business enterprise.

Concentrations in Strategic Management, Human Resources and Organizational Behavior, and Accounting may lead towards certification or advanced specialization in those fields.

### **Building Blocks for the Degree**

1. Prerequisite Courses: All students are required to complete a sequence of 24 hours of background material or demonstrate the equivalence at the undergraduate level.
2. Core Courses: All students are required to take 18 hours of core coursework.
3. Concentration Courses: All students are required to take 12 hours of concentration coursework.

## **Major Requirements**

### **Background Courses, 0 - 24, hours**

The following Background Courses are required for students who have not successfully completed the appropriate undergraduate business courses. Background Courses required as a condition of admission must be completed before the student registers for MBA Core and/or Concentrations Courses, unless approved by the MBA Advisor.

- ACCT 2010 - Accounting Principles I (Financial Accounting) (Non-Accounting concentration)
- ACCT 2020 - Accounting Principles II (Managerial Accounting) (Accounting concentration)
- BLAW 3330 - Legal and Ethical Environment of Business
- DSCI 2305 - Business Statistics I
- ECON 1100 - Principles of Microeconomics
- ECON 1110 - Principles of Macroeconomics
- FINA 3770 - Finance
- MGMT 3830 - Operations Management

### **Business Core, 18 hours**

- ACCT 5130 - Accounting for Management (Non-Accounting concentration), or
- ACCT 5110 - Fundamentals of Accounting Research (Accounting concentration)
- ECON 5140 - Managerial Economics
- FINA 5170 - Financial Management
- MGMT 5870 - Leadership Research and Development
- MKTG 5150 - Marketing Management
- BUSI 5190 - Administrative Strategy\*\*

### **Concentration and Elective Courses**

Concentration and elective courses vary according to the choice of concentration.

### **MBA, with Accounting Concentration, 12 hours**

The two courses below are required:

- ACCT 5301 - Advanced Federal Income Taxation
- ACCT 5350 - Advanced Accounting Analysis

Select 2 of the following 4 courses:

- [ACCT 5345 - IT Auditing and Analytics](#)
- [ACCT 5371 - Strategic Cost Management](#)
- [ACCT 5355 - Financial Statement Analysis](#)
- [ACCT 5380 - Forensic Accounting and Fraud Examination](#)

**Note:** *To be eligible for the MBA Accounting Concentration, you must hold a Bachelor's degree in Accounting.*

**MBA, with General Concentration, 12 hours**

- Select any 12 hours of MBA Courses 5100 or higher. Subject to MBA Advisor Approval.

**MBA, with Human Resources and Organizational Behavior Concentration, 12 hours**

Select 4 of the following 5 courses:

- [MGMT 5140 - Organizational Behavior and Analysis](#)
- [MGMT 5210 - Human Resource Management Seminar](#)
- [MGMT 5310 - Employment, Placement and Personnel Planning](#)
- [MGMT 5320 - Compensation and Motivation Theory](#)
- [MGMT 5120 - Managing Organizational Design and Change](#)

**MBA, with Strategic Management Concentration, 12 hours**

The course below is required:

- [ACCT 5200 - Professional Ethics and Corporate Governance](#)

Select 3 of the following 4 courses:

- [MGMT 5120 - Managing Organizational Design and Change](#)
- [MGMT 5240 - Project Management](#)
- [MGMT 5300 - Entrepreneurship and Venture Management](#)
- [MGMT 5660 - International Management](#)

**Additional UNTD Degree Requirements**

- The MBA program requires that a student maintain a minimum GPA of 3.0 (B) or better.
- The School of Business Admissions Committee will recommend dismissal of a student from the master's program if the student receives two course grades below C (for purposes of this rule, the lowest grade received in a course is used).
- Master's students may not graduate with more than two C's in their program requirements, although a course may be repeated to raise a grade of C or less.

- Master's students whose academic performance falls below a cumulative 3.0 GPA on all graduate work attempted will be notified by the Office of Graduate Admissions that they have been placed on academic probation.
- Students will remain on probation and be allowed to re-enroll for a subsequent term/semester as long as they achieve a minimum 3.0 GPA on all graduate work attempted during the term/semester even if their overall graduate GPA remains under 3.0.
- Students on probation who fail to make a 3.0 GPA in graduate work attempted during a term/semester (fall, spring or summer) will be notified by the Office of Graduate Admissions that they have been placed on academic suspension for one term/semester (fall, spring or summer) during which the student may not enroll at UNT Dallas.
- Probationary students who have previously been placed on suspension will be notified by the Office of Graduate Admissions that they have been terminated from the program should they fail to make a 3.0 GPA on all graduate work attempted during an academic term/semester (fall, spring or summer).
- Course work taken at another university by a student on suspension cannot be applied toward the degree program.

#### Notes

- \*\* Must be taken final semester.
- MBA Core and Concentration Courses are offered in a cohort rotation throughout the year. Deviating from the cohort degree plan schedule may extend your time in the program.
- Courses are offered in an 8-week hybrid format during the fall and spring terms and in an 8-week online format during the summer. Hybrid courses meet on campus the 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup> and 7<sup>th</sup> Saturday of an 8-week term. Morning classes meet from 9:00 AM - 12:00 PM; afternoon classes meet from 1:00 PM - 4:00 PM

## School of Education

### School of Education

The School of Education prepares teachers, principals and school counselors for employment and leadership in their respective disciplines in the linguistically and culturally diverse communities of the North Texas region and beyond. Our faculty ensures that our graduates are highly qualified, actively recruited and successfully employed.

As a professional school, we offer both undergraduate and graduate degrees with specialized licensure and/or certifications.

Most full-time faculty in the School of Education have terminal degrees in their discipline and are enthusiastic and passionate about inspiring and encouraging academic excellence in each of our students.

The school is also fortunate to employ a number of highly qualified part-time practitioners who bring value-added job-related experiences to our classrooms. The mix of faculty engaged in research and current practice enhances the quality of our professional programs.

Each degree program has a unique mission and offers specialized tracks qualifying students for state certificates. Holding both a degree and a specialized certificate greatly enhances the knowledge-base and skill-sets needed for an impressive resume in today's competitive job market.

### Master of Education

# Curriculum and Instruction with Teacher Certification, MEd

The Master of Education in Curriculum and Instruction (Generalist) is designed for certified teachers and individuals who are interested in researching, developing and implementing curriculum changes to support student achievement in K-12 Education. This program allows students to focus on curriculum methodology, pedagogy, and theoretical applications and how to apply these to the classroom. The degree program requires 36 hours of graduate coursework.

The Master of Education in Curriculum and Instruction with a focus on Bilingual Education or English as a Second Language teaching allows practicing educators to specialize in Bilingual Education or prepare for the ESL supplement. This degree is 36 credits.

The Master of Education in Curriculum & Instruction degree (Initial Teacher Certification track) is designed for post-baccalaureate students interested in earning a teaching certificate along with a Curriculum & Instruction master's degree. This program prepares future K-12 educators with a thorough background in classroom research and pedagogical content with courses that are infused with instructional technology, address real-life instructional challenges, and apply evidence-based instruction. This degree is 36 credits.

The Graduate Initial Teacher Certification Program includes 6 graduate courses and either a one semester, unpaid student teaching placement or a full year (two semesters), paid internship as teacher-of-record. This program is 24 credits total.

The Master of Education in Curriculum and Instruction with concentrations in Biology or Mathematics (36 credits) are degree programs offered to district cohorts that will allow teachers to gain advanced content knowledge or gain the credits necessary for community-college level teaching. These programs are not currently offered for individuals.

Students will gain the professional development needed to understand learner characteristics, identify materials that enhance inquiry and critical thinking, incorporate the latest technologies in teaching and learning, and design assessments using the instructional design process. The specific Student Learning Outcomes of the M.Ed. program for candidates are:

- Understand the nature of classroom inquiry, develop inquiry skills, and use inquiry processes in teaching and learning in the math and science content area subjects.
- Access scholarly databases and gain pedagogical content knowledge through reading and reviewing researched publications.
- Deepen pedagogical content knowledge of math and science through inquiry-based processes.
- Construct understanding of K-12 student learning and effective instructional practices to engage K-12 students in active learning.
- Address Texas state standards when selecting and developing high-quality teaching and learning experiences for K-12 students.
- Use technology in elementary, middle, and secondary classrooms.
- Design and implement classroom research projects to address problem areas in teaching and student learning of math and science.

**Program Coordinator:** *Dr. Mychelle Smith, Dal 1, Room 321, Phone: 972-338-1373,*

*Email: [Mychelle.Smith@untdallas.edu](mailto:Mychelle.Smith@untdallas.edu)*

## Admission Standards

Applicants must have at least 3.0 GPA on the last 60 undergraduate semester hours of work prior to receiving the bachelor's degree, or a 2.8 GPA on all undergraduate work, to be considered for unconditional admission to graduate

studies at UNT Dallas. Applicants who have already completed a master's degree must have at least a 3.4 GPA on the master's.

(Conditional admission may be granted to students who do not meet the above criteria; however, no student with an undergraduate GPA of 2.5 or lower will be admitted.)

### **Admission Procedures**

Submit the following requirements for UNT Dallas Graduate Admissions:

- Graduate School Application for Admission online at [www.applytexas.org](http://www.applytexas.org)
- Graduate School General Application Form online at [https://laserfiche.untDallas.edu/Forms/Graduate\\_Application](https://laserfiche.untDallas.edu/Forms/Graduate_Application)
- Official transcripts from all colleges and universities attended

Submit the following requirements for program admission:

- Admission essays
- Two letters of reference

### **Degree Requirements**

To complete the master's degree, candidates would have to complete the following courses.

### **Certification Requirements**

This degree program prepares baccalaureate graduates from related fields of study with the knowledge and skills to effectively teach in PK-12 urban and rural settings. The program allows for initial certification choices among a variety of elementary, middle school and secondary concentrations: EC-6 Core Subjects, 4-8 Math, 4-8 Science, 4-8 Social Studies, 4-8 Reading/Language Arts, or Grades 7-12 in any content area. All 36 credits of the master's degree are completed at the graduate level. Students must complete the core courses for the master's degree plus one pedagogical content area. The following requirements are applicable to all students pursuing a teaching certificate:

#### **Admission to the Graduate Teacher Education Program:**

- Possess a Bachelor's Degree from an accredited institution
- Have a 2.80 overall, undergraduate GPA
- Pass the Pre-Admission Content Test (PACT) if minimum content credits not met with undergraduate degree
- Have a degree plan on file
- Submit two letters of recommendation
- Submit Admission Essays
- Acknowledge Educator Code of Ethics

#### **Eligibility for Teacher Certification and Endorsements:**

In order to receive recommendation for teacher certification through UNT Dallas, students must:

- Admittance to Graduate Teacher Education Program
- 45 clock hours of observation (included in course requirements)
- Apply for TEAL login and TEA number
- Submit fingerprinting application and fee to Texas Education Agency (TEA)
- Pass federal background check
- Successfully complete program including all pedagogical courses and Clinical (Student) Teaching or Internship
- Pass applicable state certification exams - content (PACT) and pedagogy (PPR)
- Submit certification application and fee to the Texas Education Agency (TEA)
- Be recommended by UNT Dallas School of Education for certification

### **Core, 18 hours**

*All courses are 3 credit hours unless otherwise noted.*

- EDCI 5301 - Historical and Philosophical Foundations of Education
- EDCI 5321 - Principles of Professional Teaching
- EDCI 5014 - Instructional and Behavioral Management in Classrooms
- EDCI 5016 - Literacy Across the Curriculum
- EDCI 5017 - Human Development for Educators
- EDCI 5312 - Special Populations: Applying Theory to Practice

### **Major, 3 hours**

*All courses are 3 credit hours unless otherwise noted.*

- EDCI 5013 - Instructional Technology
- EDRE 5070 - Literacy Development for English Language Learners
- EDBE 5395 - Methods and Materials for Teaching Spanish EC-12

### **Fieldwork, 6 hours**

- EDCI 5385 - Internship I
- EDCI 5386 - Internship II, or
- EDCI 5190 - Clinical Teaching

### **Research, 9 hours**

- EDCI 5011 - Introduction to Classroom Research
- EDCI 5015 - Research Analyses for Multicultural Ed. and Multilingual Perspective
- EDCI 5012 - Capstone Research Project

**Note:** See the UNT Dallas Teacher Certification Officer (Dallas 1, Room 201Q) for more information.

# Curriculum and Instruction, Bilingual, MEd

The Master of Education in Curriculum and Instruction (Generalist) is designed for certified teachers and individuals who are interested in researching, developing and implementing curriculum changes to support student achievement in K-12 Education. This program allows students to focus on curriculum methodology, pedagogy, and theoretical applications and how to apply these to the classroom. The degree program requires 36 hours of graduate coursework.

The Master of Education in Curriculum and Instruction with a focus on Bilingual Education or English as a Second Language teaching allows practicing educators to specialize in Bilingual Education or prepare for the ESL supplement. This degree is 36 credits.

The Master of Education in Curriculum & Instruction degree (Initial Teacher Certification track) is designed for post-baccalaureate students interested in earning a teaching certificate along with a Curriculum & Instruction master's degree. This program prepares future K-12 educators with a thorough background in classroom research and pedagogical content with courses that are infused with instructional technology, address real-life instructional challenges, and apply evidence-based instruction. This degree is 36 credits.

The Graduate Initial Teacher Certification Program includes 6 graduate courses and either a one semester, unpaid student teaching placement or a full year (two semesters), paid internship as teacher-of-record. This program is 24 credits total.

The Master of Education in Curriculum and Instruction with concentrations in Biology or Mathematics (36 credits) are degree programs offered to district cohorts that will allow teachers to gain advanced content knowledge or gain the credits necessary for community-college level teaching. These programs are not currently offered for individuals.

Students will gain the professional development needed to understand learner characteristics, identify materials that enhance inquiry and critical thinking, incorporate the latest technologies in teaching and learning, and design assessments using the instructional design process. The specific Student Learning Outcomes of the M.Ed. program for candidates are:

- Understand the nature of classroom inquiry, develop inquiry skills, and use inquiry processes in teaching and learning in the math and science content area subjects.
- Access scholarly databases and gain pedagogical content knowledge through reading and reviewing researched publications.
- Deepen pedagogical content knowledge of math and science through inquiry-based processes.
- Construct understanding of K-12 student learning and effective instructional practices to engage K-12 students in active learning.
- Address Texas state standards when selecting and developing high-quality teaching and learning experiences for K-12 students.
- Use technology in elementary, middle, and secondary classrooms.
- Design and implement classroom research projects to address problem areas in teaching and student learning of math and science.

**Program Coordinator:** *Dr. Mychelle Smith, Dal 1, Room 321, Phone: 972-338-1373,*

*Email: [Mychelle.Smith@untdallas.edu](mailto:Mychelle.Smith@untdallas.edu)*

## Admission Standards

Applicants must have at least 3.0 GPA on the last 60 undergraduate semester hours of work prior to receiving the bachelor's degree, or a 2.8 GPA on all undergraduate work, to be considered for unconditional admission to graduate

studies at UNT Dallas. Applicants who have already completed a master's degree must have at least a 3.4 GPA on the master's.

(Conditional admission may be granted to students who do not meet the above criteria; however, no student with an undergraduate GPA of 2.5 or lower will be admitted.)

### **Admission Procedures**

Submit the following requirements for UNT Dallas Graduate Admissions:

- Graduate School Application for Admission online at [www.applytexas.org](http://www.applytexas.org)
- Graduate School General Application Form online at [https://laserfiche.untDallas.edu/Forms/Graduate\\_Application](https://laserfiche.untDallas.edu/Forms/Graduate_Application)
- Official transcripts from all colleges and universities attended

Submit the following requirements for program admission:

- Admission essays
- Two letters of reference

### **Degree Requirements**

To complete the master's degree, candidates would have to complete the following courses.

#### **Core, 15 hours**

*All courses are 3 credit hours unless otherwise noted.*

- [EDCI 5301 - Historical and Philosophical Foundations of Education](#)
- [EDCI 5321 - Principles of Professional Teaching](#)
- [EDCI 5014 - Instructional and Behavioral Management in Classrooms](#)
- [EDCI 5017 - Human Development for Educators](#)
- [EDCI 5320 - Curriculum Development](#)

#### **Bilingual Pathway, 15 hours**

*All courses are 3 credit hours unless otherwise noted.*

- [EDBE 5560 - Fundamentals of Bilingual and English as a Second Language Education in EC-12](#)
- [EDBE 5570 - Assessing Language & Content Learning in EC-12 Bilingual and English as a Second Language Education](#)
- [EDBE 5660 - English Language Acquisition by Spanish Speakers : Theories and Methods](#)
- [EDBE 5580 - Bilingual Content Instruction](#)
- [EDBE 5395 - Methods and Materials for Teaching Spanish EC-12](#)

## Research, 6 hours

*All courses are 3 credit hours unless otherwise noted.*

- [EDCI 5011 - Introduction to Classroom Research](#)
- [EDCI 5015 - Research Analyses for Multicultural Ed. and Multilingual Perspective](#)

## Curriculum and Instruction, Biology Concentration, MEd

The Master of Education in Curriculum and Instruction (Generalist) is designed for certified teachers and individuals who are interested in researching, developing and implementing curriculum changes to support student achievement in K-12 Education. This program allows students to focus on curriculum methodology, pedagogy, and theoretical applications and how to apply these to the classroom. The degree program requires 36 hours of graduate coursework.

The Master of Education in Curriculum and Instruction with a focus on Bilingual Education or English as a Second Language teaching allows practicing educators to specialize in Bilingual Education or prepare for the ESL supplement. This degree is 36 credits.

The Master of Education in Curriculum & Instruction degree (Initial Teacher Certification track) is designed for post-baccalaureate students interested in earning a teaching certificate along with a Curriculum & Instruction master's degree. This program prepares future K-12 educators with a thorough background in classroom research and pedagogical content with courses that are infused with instructional technology, address real-life instructional challenges, and apply evidence-based instruction. This degree is 36 credits.

The Graduate Initial Teacher Certification Program includes 6 graduate courses and either a one semester, unpaid student teaching placement or a full year (two semesters), paid internship as teacher-of-record. This program is 24 credits total.

The Master of Education in Curriculum and Instruction with concentrations in Biology or Mathematics (36 credits) are degree programs offered to district cohorts that will allow teachers to gain advanced content knowledge or gain the credits necessary for community-college level teaching. These programs are not currently offered for individuals.

Students will gain the professional development needed to understand learner characteristics, identify materials that enhance inquiry and critical thinking, incorporate the latest technologies in teaching and learning, and design assessments using the instructional design process. The specific Student Learning Outcomes of the M.Ed. program for candidates are:

- Understand the nature of classroom inquiry, develop inquiry skills, and use inquiry processes in teaching and learning in the math and science content area subjects.
- Access scholarly databases and gain pedagogical content knowledge through reading and reviewing researched publications.
- Deepen pedagogical content knowledge of math and science through inquiry-based processes.
- Construct understanding of K-12 student learning and effective instructional practices to engage K-12 students in active learning.
- Address Texas state standards when selecting and developing high-quality teaching and learning experiences for K-12 students.
- Use technology in elementary, middle, and secondary classrooms.
- Design and implement classroom research projects to address problem areas in teaching and student learning of math and science.

**Program Coordinator:** *Dr. Mychelle Smith, Dal 1, Room 321, Phone: 972-338-1373,*  
*Email: [Mychelle.Smith@untdallas.edu](mailto:Mychelle.Smith@untdallas.edu)*

## **Admission Standards**

Applicants must have at least 3.0 GPA on the last 60 undergraduate semester hours of work prior to receiving the bachelor's degree, or a 2.8 GPA on all undergraduate work, to be considered for unconditional admission to graduate studies at UNT Dallas. Applicants who have already completed a master's degree must have at least a 3.4 GPA on the master's.

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- Official transcripts from all colleges and universities attended

Submit the following requirements for program admission:

- Admission essays
- Two letters of reference

## **Degree Requirements**

To complete the master's degree, candidates would have to complete the following core courses as well as 18 credits in the biology concentration area.

### **Core, 18 hours**

*All courses are 3 credit hours unless otherwise noted.*

- [EDCI 5011 - Introduction to Classroom Research](#)
- [EDCI 5012 - Capstone Research Project](#)
- [EDCI 5013 - Instructional Technology](#)
- [EDCI 5014 - Instructional and Behavioral Management in Classrooms](#)
- [EDCI 5017 - Human Development for Educators](#)
- [EDCI 5320 - Curriculum Development](#)

### **Biology Concentration, 18 hours**

*All courses are 3 credit hours unless otherwise noted.*

- [BIOL 5090 - Animal Behavior](#)
- [BIOL 5170 - Evolutionary Ecology](#)
- [BIOL 5240 - Advanced Topics in Molecular Biology](#)
- [BIOL 5315 - Teaching Secondary Biology for Dual Credit](#)
- [BIOL 5325 - Conservation Biology](#)
- [BIOL 5335 - Biological Basis of Disease](#)

## Curriculum and Instruction, ESL, MEd

The Master of Education in Curriculum and Instruction (Generalist) is designed for certified teachers and individuals who are interested in researching, developing and implementing curriculum changes to support student achievement in K-12 Education. This program allows students to focus on curriculum methodology, pedagogy, and theoretical applications and how to apply these to the classroom. The degree program requires 36 hours of graduate coursework.

The Master of Education in Curriculum and Instruction with a focus on Bilingual Education or English as a Second Language teaching allows practicing educators to specialize in Bilingual Education or prepare for the ESL supplement. This degree is 36 credits.

The Master of Education in Curriculum & Instruction degree (Initial Teacher Certification track) is designed for post-baccalaureate students interested in earning a teaching certificate along with a Curriculum & Instruction master's degree. This program prepares future K-12 educators with a thorough background in classroom research and pedagogical content with courses that are infused with instructional technology, address real-life instructional challenges, and apply evidence-based instruction. This degree is 36 credits.

The Graduate Initial Teacher Certification Program includes 6 graduate courses and either a one semester, unpaid student teaching placement or a full year (two semesters), paid internship as teacher-of-record. This program is 24 credits total.

The Master of Education in Curriculum and Instruction with concentrations in Biology or Mathematics (36 credits) are degree programs offered to district cohorts that will allow teachers to gain advanced content knowledge or gain the credits necessary for community-college level teaching. These programs are not currently offered for individuals.

Students will gain the professional development needed to understand learner characteristics, identify materials that enhance inquiry and critical thinking, incorporate the latest technologies in teaching and learning, and design assessments using the instructional design process. The specific Student Learning Outcomes of the M.Ed. program for candidates are:

- Understand the nature of classroom inquiry, develop inquiry skills, and use inquiry processes in teaching and learning in the math and science content area subjects.
- Access scholarly databases and gain pedagogical content knowledge through reading and reviewing researched publications.
- Deepen pedagogical content knowledge of math and science through inquiry-based processes.
- Construct understanding of K-12 student learning and effective instructional practices to engage K-12 students in active learning.
- Address Texas state standards when selecting and developing high-quality teaching and learning experiences for K-12 students.
- Use technology in elementary, middle, and secondary classrooms.
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- Official transcripts from all colleges and universities attended

Submit the following requirements for program admission:

- Admission essays
- Two letters of reference

## **Degree Requirements**

To complete the master's degree, candidates would have to complete the following courses.

### **Core, 15 hours**

*All courses are 3 credit hours unless otherwise noted.*

- [EDCI 5301 - Historical and Philosophical Foundations of Education](#)
- [EDCI 5321 - Principles of Professional Teaching](#)
- [EDCI 5014 - Instructional and Behavioral Management in Classrooms](#)
- [EDCI 5017 - Human Development for Educators](#)
- [EDCI 5320 - Curriculum Development](#)

### **English as a Second Language Pathway, 15 hours**

*All courses are 3 credit hours unless otherwise noted.*

- [EDBE 5560 - Fundamentals of Bilingual and English as a Second Language Education in EC-12](#)
- [EDBE 5570 - Assessing Language & Content Learning in EC-12 Bilingual and English as a Second Language Education](#)
- [EDBE 5660 - English Language Acquisition by Spanish Speakers : Theories and Methods](#)
- [EDRE 5070 - Literacy Development for English Language Learners](#)
- [EDBE 5582 - ESL Content Instruction](#)

**Research, 6 hours**

*All courses are 3 credit hours unless otherwise noted.*

- [EDCI 5011 - Introduction to Classroom Research](#)
- [EDCI 5015 - Research Analyses for Multicultural Ed. and Multilingual Perspective](#)

## **Curriculum and Instruction, Mathematics Concentration, MEd**

The Master of Education in Curriculum and Instruction (Generalist) is designed for certified teachers and individuals who are interested in researching, developing and implementing curriculum changes to support student achievement in K-12 Education. This program allows students to focus on curriculum methodology, pedagogy, and theoretical applications and how to apply these to the classroom. The degree program requires 36 hours of graduate coursework.

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The Master of Education in Curriculum & Instruction degree (Initial Teacher Certification track) is designed for post-baccalaureate students interested in earning a teaching certificate along with a Curriculum & Instruction master's degree. This program prepares future K-12 educators with a thorough background in classroom research and pedagogical content with courses that are infused with instructional technology, address real-life instructional challenges, and apply evidence-based instruction. This degree is 36 credits.

The Graduate Initial Teacher Certification Program includes 6 graduate courses and either a one semester, unpaid student teaching placement or a full year (two semesters), paid internship as teacher-of-record. This program is 24 credits total.

The Master of Education in Curriculum and Instruction with concentrations in Biology or Mathematics (36 credits) are degree programs offered to district cohorts that will allow teachers to gain advanced content knowledge or gain the credits necessary for community-college level teaching. These programs are not currently offered for individuals.

Students will gain the professional development needed to understand learner characteristics, identify materials that enhance inquiry and critical thinking, incorporate the latest technologies in teaching and learning, and design assessments using the instructional design process. The specific Student Learning Outcomes of the M.Ed. program for candidates are:

- Understand the nature of classroom inquiry, develop inquiry skills, and use inquiry processes in teaching and learning in the math and science content area subjects.
- Access scholarly databases and gain pedagogical content knowledge through reading and reviewing researched publications.
- Deepen pedagogical content knowledge of math and science through inquiry-based processes.

- Construct understanding of K-12 student learning and effective instructional practices to engage K-12 students in active learning.
- Address Texas state standards when selecting and developing high-quality teaching and learning experiences for K-12 students.
- Use technology in elementary, middle, and secondary classrooms.
- Design and implement classroom research projects to address problem areas in teaching and student learning of math and science.

**Program Coordinator:** *Dr. Mychelle Smith, Dal 1, Room 321, Phone: 972-338-1373,*  
*Email: [Mychelle.Smith@untdallas.edu](mailto:Mychelle.Smith@untdallas.edu)*

### **Admission Standards**

Applicants must have at least 3.0 GPA on the last 60 undergraduate semester hours of work prior to receiving the bachelor's degree, or a 2.8 GPA on all undergraduate work, to be considered for unconditional admission to graduate studies at UNT Dallas. Applicants who have already completed a master's degree must have at least a 3.4 GPA on the master's.

(Conditional admission may be granted to students who do not meet the above criteria; however, no student with an undergraduate GPA of 2.5 or lower will be admitted.)

### **Admission Procedures**

Submit the following requirements for UNT Dallas Graduate Admissions:

- Graduate School Application for Admission online at [www.applytexas.org](http://www.applytexas.org)
- Graduate School General Application Form online at [https://laserfiche.untdallas.edu/Forms/Graduate\\_Application](https://laserfiche.untdallas.edu/Forms/Graduate_Application)
- Official transcripts from all colleges and universities attended

Submit the following requirements for program admission:

- Admission essays
- Two letters of reference

### **Degree Requirements**

To complete the master's degree, candidates would have to complete the following core courses as well as 18 credits in the mathematics concentration area.

### **Core, 18 hours**

*All courses are 3 credit hours unless otherwise noted.*

- EDCI 5011 - Introduction to Classroom Research

- [EDCI 5012 - Capstone Research Project](#)
- [EDCI 5013 - Instructional Technology](#)
- [EDCI 5014 - Instructional and Behavioral Management in Classrooms](#)
- [EDCI 5017 - Human Development for Educators](#)
- [EDCI 5320 - Curriculum Development](#)

### **Mathematics Concentration, 18 hours**

*All courses are 3 credit hours unless otherwise noted.*

- [MATH 5001 - Teaching Dual Credit Mathematics](#)
- [MATH 5011 - Mathematical Models for Educators](#)
- [MATH 5090 - Topics in Math Content and Pedagogy](#)
- [MATH 5611 - Introduction to Mathematical Analysis I](#)
- [MATH 5621 - Introduction to Mathematical Analysis II](#)
- [MATH 5680 - Introduction to Probability and Statistics](#)

## **Curriculum and Instruction, MEd**

The Master of Education in Curriculum and Instruction (Generalist) is designed for certified teachers and individuals who are interested in researching, developing and implementing curriculum changes to support student achievement in K-12 Education. This program allows students to focus on curriculum methodology, pedagogy, and theoretical applications and how to apply these to the classroom. The degree program requires 36 hours of graduate coursework.

The Master of Education in Curriculum and Instruction with a focus on Bilingual Education or English as a Second Language teaching allows practicing educators to specialize in Bilingual Education or prepare for the ESL supplement. This degree is 36 credits.

The Master of Education in Curriculum & Instruction degree (Initial Teacher Certification track) is designed for post-baccalaureate students interested in earning a teaching certificate along with a Curriculum & Instruction master's degree. This program prepares future K-12 educators with a thorough background in classroom research and pedagogical content with courses that are infused with instructional technology, address real-life instructional challenges, and apply evidence-based instruction. This degree is 36 credits.

The Graduate Initial Teacher Certification Program includes 6 graduate courses and either a one semester, unpaid student teaching placement or a full year (two semesters), paid internship as teacher-of-record. This program is 24 credits total.

The Master of Education in Curriculum and Instruction with concentrations in Biology or Mathematics (36 credits) are degree programs offered to district cohorts that will allow teachers to gain advanced content knowledge or gain the credits necessary for community-college level teaching. These programs are not currently offered for individuals.

Students will gain the professional development needed to understand learner characteristics, identify materials that enhance inquiry and critical thinking, incorporate the latest technologies in teaching and learning, and design assessments using the instructional design process. The specific Student Learning Outcomes of the M.Ed. program for candidates are:

- Understand the nature of classroom inquiry, develop inquiry skills, and use inquiry processes in teaching and learning in the math and science content area subjects.

- Access scholarly databases and gain pedagogical content knowledge through reading and reviewing researched publications.
- Deepen pedagogical content knowledge of math and science through inquiry-based processes.
- Construct understanding of K-12 student learning and effective instructional practices to engage K-12 students in active learning.
- Address Texas state standards when selecting and developing high-quality teaching and learning experiences for K-12 students.
- Use technology in elementary, middle, and secondary classrooms.
- Design and implement classroom research projects to address problem areas in teaching and student learning of math and science.

**Program Coordinator:** *Dr. Mychelle Smith, Dal 1, Room 321, Phone: 972-338-1373,*

*Email: [Mychelle.Smith@untdallas.edu](mailto:Mychelle.Smith@untdallas.edu)*

### **Admission Standards**

Applicants must have at least 3.0 GPA on the last 60 undergraduate semester hours of work prior to receiving the bachelor's degree, or a 2.8 GPA on all undergraduate work, to be considered for unconditional admission to graduate studies at UNT Dallas. Applicants who have already completed a master's degree must have at least a 3.4 GPA on the master's.

(Conditional admission may be granted to students who do not meet the above criteria; however, no student with an undergraduate GPA of 2.5 or lower will be admitted.)

### **Admission Procedures**

Submit the following requirements for UNT Dallas Graduate Admissions:

- Graduate School Application for Admission online at [www.applytexas.org](http://www.applytexas.org)
- Graduate School General Application Form online at [https://laserfiche.untdallas.edu/Forms/Graduate\\_Application](https://laserfiche.untdallas.edu/Forms/Graduate_Application)
- Official transcripts from all colleges and universities attended

Submit the following requirements for program admission:

- Admission essays
- Two letters of reference

### **Degree Requirements**

To complete the master's degree, candidates would have to complete the following courses.

### **Core, 15 hours**

*All courses are 3 credit hours unless otherwise noted.*

- EDCI 5301 - Historical and Philosophical Foundations of Education
- EDCI 5321 - Principles of Professional Teaching
- EDCI 5014 - Instructional and Behavioral Management in Classrooms
- EDCI 5017 - Human Development for Educators
- EDCI 5320 - Curriculum Development

**Major, 15 hours**

*All courses are 3 credit hours unless otherwise noted.*

- EDCI 5312 - Special Populations: Applying Theory to Practice
- EDCI 5013 - Instructional Technology
- EDCI 5016 - Literacy Across the Curriculum
- EDRE 5070 - Literacy Development for English Language Learners
- EDBE 5560 - Fundamentals of Bilingual and English as a Second Language Education in EC-12

**Research, 9 hours**

- EDCI 5011 - Introduction to Classroom Research
- EDCI 5015 - Research Analyses for Multicultural Ed. and Multilingual Perspective
- EDCI 5012 - Capstone Research Project

## **Educational Leadership, MEd**

**Program Coordinator:** *Dr. Shelia Brown, Dal 1, Room 317, Phone: 972-338-1145, Email: [Shelia.Brown@untdallas.edu](mailto:Shelia.Brown@untdallas.edu)*

**Admission Procedures**

1. Submit the following to Graduate Admissions:
  - a. Graduate School Application for Admission (apply online at [www.applytexas.org](http://www.applytexas.org))
  - b. Graduate School General Application Form ([https://laserfiche.untdallas.edu/Forms/Graduate\\_Application](https://laserfiche.untdallas.edu/Forms/Graduate_Application))
  - c. Complete official transcripts from all colleges and universities attended Submit the following admissions packet to the Education Administration Office (EDLE) program office.
2. Students seeking on-time registration need to submit the completed application packet by **August 1 for Fall semester; December 1 for Spring semester; April 1 for Summer semester.**
  - a. Essay Form
  - b. Code of Ethics Agreement
  - c. Interview with the Program Coordinator

**Admission Standards**

- Applicants must have at least 3.25 GPA on the last 60 undergraduate semester hours of work leading to the bachelor's degree, or a 3.00 GPA on all undergraduate work toward the bachelor's degree, to be considered for unconditional admission to graduate studies at UNT Dallas. Applicants who have already completed a master's degree must have at least at 3.4 GPA on the master's or meet the undergraduate GPA standards. (Conditional admission may be granted to students who do not meet the above criteria.)
- Applicants must hold at least a bachelor's degree.
- Applicants must hold at least a provisional teacher certificate.
- Applicants must have at least two (2) years creditable teaching experience in K-12 public or private schools.

Degree and Certification plans are prepared prior to registration. After the student has completed the four core courses, the student may qualify for Leadership Practicum (EDLE 5500). In preparing the degree plan, a student may transfer up to six (6) semester hours of course work from another institution with advisor and Graduate Admissions permission. *Students have six years to complete the degree. Work that is more than six years old at the time of your graduation cannot be counted toward the Master's degree.* Students must apply for graduation in the final semester of course work in order to receive the degree. Students completing the entire sequence of course work will be eligible to take the TExES principal exam and be recommended for certification through the Texas Education Agency/State Board of Education Certification (SBEC). The University of North Texas at Dallas is an approved principal certification program of the Texas Education Agency.

### **Recommended Course Sequence for MEd in Educational Leadership, Traditional Pathway**

(All courses are three credits unless otherwise noted.)

#### **Major Courses**

- EDLE 5300 - Introduction to Educational Leadership\*
- EDLE 5310 - Research in Educational Leadership
- EDLE 5330 - The Principalship\*
- EDLE 5370 - Leadership of Assessment, Accountability, and Evaluation
- EDLE 5620 - Leadership for Student Educational Services\*
- EDLE 5640 - Leadership for School Law and Finance\*
- EDLE 5650 - Professional Development and Supervision
- EDLE 5680 - Administration of the K-12 Curriculum\*

#### **Practicum**

The course below must be taken after core is completed.

- EDLE 5500 - Practicum in Educational Leadership\*\*

#### **Final Course**

- EDLE 5700 - Leadership Portfolio\*\*\*

### **Recommended Course Sequence for MEd in Educational Leadership, Bilingual/ESL Pathway**

(All courses are three credits unless otherwise noted.)

### **Principal Certification Courses**

- EDLE 5330 - The Principalship
- EDLE 5650 - Professional Development and Supervision
- EDLE 5620 - Leadership for Student Educational Services
- EDLE 5300 - Introduction to Educational Leadership

### **Professional Courses**

- EDCI 5015 - Research Analyses for Multicultural Ed. and Multilingual Perspective
- EDBE 5370 - Assessing Language and Content Learning in EC-12
- EDLE 5310 - Research in Educational Leadership
- EDBE 5560 - Fundamentals of Bilingual and English as a Second Language Education in EC-12

### **Practicum**

The course below must be taken after core is completed.

- EDLE 5500 - Practicum in Educational Leadership\*\*

### **Final Course**

- EDLE 5700 - Leadership Portfolio\*\*\*

### **Recommended Course Sequence for MEd in Educational Leadership, STEM/CTE Pathway**

(All courses are three credits unless otherwise noted.)

### **Principal Certification Courses**

- EDLE 5330 - The Principalship
- EDLE 5650 - Professional Development and Supervision
- EDLE 5620 - Leadership for Student Educational Services
- EDLE 5300 - Introduction to Educational Leadership

### **Professional Courses**

- EDLE 5380 - Leadership Externship
- EDLE 5610 - Leadership of the School Community

- [EDLE 5550 - Leadership in Educational Technology](#)
- [EDLE 5310 - Research in Educational Leadership](#)

### **Practicum**

The course below must be taken after core is completed.

- [EDLE 5500 - Practicum in Educational Leadership](#)\*\*

### **Final Course**

- [EDLE 5700 - Leadership Portfolio](#)\*\*\*

### **Note**

- \* Courses are for Principal Certification only
- \*\*[EDLE 5500](#) must be taken fall or spring semester prior to graduation.
- \*\*\*[EDLE 5700](#) must be final course taken in the final semester. Students must apply in advance by the appropriate deadline as stated on the application. Students cannot take EDLE 5700 and EDLE 5500 in the same semester. The Practicum (EDLE 5500) must be taken prior to the final course (EDLE 5700) for students seeking principal certification.
- Must maintain a minimum GPA of 3.25.

## **Academic Certificate**

### **Alternative Teaching Certification Only**

The Master of Education in Curriculum and Instruction (Generalist) is designed for certified teachers and individuals who are interested in researching, developing and implementing curriculum changes to support student achievement in K-12 Education. This program allows students to focus on curriculum methodology, pedagogy, and theoretical applications and how to apply these to the classroom. The degree program requires 36 hours of graduate coursework.

The Master of Education in Curriculum and Instruction with a focus on Bilingual Education or English as a Second Language teaching allows practicing educators to specialize in Bilingual Education or prepare for the ESL supplement. This degree is 36 credits.

The Master of Education in Curriculum & Instruction degree (Initial Teacher Certification track) is designed for post-baccalaureate students interested in earning a teaching certificate along with a Curriculum & Instruction master's degree. This program prepares future K-12 educators with a thorough background in classroom research and pedagogical content with courses that are infused with instructional technology, address real-life instructional challenges, and apply evidence-based instruction. This degree is 36 credits.

The Graduate Initial Teacher Certification Program includes 6 graduate courses and either a one semester, unpaid student teaching placement or a full year (two semesters), paid internship as teacher-of-record. This program is 24 credits total.

The Master of Education in Curriculum and Instruction with concentrations in Biology or Mathematics (36 credits) are degree programs offered to district cohorts that will allow teachers to gain advanced content knowledge or gain the credits necessary for community-college level teaching. These programs are not currently offered for individuals.

Students will gain the professional development needed to understand learner characteristics, identify materials that enhance inquiry and critical thinking, incorporate the latest technologies in teaching and learning, and design assessments using the instructional design process. The specific Student Learning Outcomes of the M.Ed. program for candidates are:

- Understand the nature of classroom inquiry, develop inquiry skills, and use inquiry processes in teaching and learning in the math and science content area subjects.
- Access scholarly databases and gain pedagogical content knowledge through reading and reviewing researched publications.
- Deepen pedagogical content knowledge of math and science through inquiry-based processes.
- Construct understanding of K-12 student learning and effective instructional practices to engage K-12 students in active learning.
- Address Texas state standards when selecting and developing high-quality teaching and learning experiences for K-12 students.
- Use technology in elementary, middle, and secondary classrooms.
- Design and implement classroom research projects to address problem areas in teaching and student learning of math and science.

**Program Coordinator:** *Dr. Mychelle Smith, Dal 1, Room 321, Phone: 972-338-1373,*

*Email: [Mychelle.Smith@untdallas.edu](mailto:Mychelle.Smith@untdallas.edu)*

### **Initial Teacher Graduate Certification Program Requirements**

This certification program prepares baccalaureate graduates from related fields of study with the knowledge and skills to effectively teach in PK-12 urban and rural settings. Students can earn certification with a Masters in Curriculum in Instruction (36 credits) or as a standalone program (24 credits). The graduate teacher certification program allows for initial certification choices among a variety of elementary, middle school and secondary concentrations: EC-6 Core Subjects, 4-8 Core subjects, 4-8 Math, 4-8 Science, 4-8 Social Studies, 4-8 Reading/Language Arts, 7-12 English, or EC-12 Spanish. 7-12 math and 7-12 biology are available with district cohorts. All credits of the master's degree and certification program are completed at the graduate level. The following requirements are applicable to all students pursuing a teaching certificate:

#### **Admission to the Graduate Teacher Education Program:**

- Possess a Bachelor's Degree from an accredited institution
- Have a 2.80 overall, undergraduate GPA
- Pass the Pre-Admission Content Test (PACT) if minimum content credits not met with undergraduate degree
- Have a degree plan on file
- Submit two letters of recommendation
- Submit Admission Essays
- Acknowledge Educator Code of Ethics

#### **Eligibility for Teacher Certification and Endorsements:**

In order to receive recommendation for teacher certification through UNT Dallas, students must:

- Successfully complete the 24-credit certification program including Clinical Teaching (student teaching or internship).

- Pass all appropriate state certification exams which include PACT for admission, content (TExES), and PPR (Pedagogy and Professional Responsibilities). Approval for testing is required from the Certification Officer for TExES and PPR.
- Submit certification application and fee to the Texas Education Agency (TEA) and submit the request for certification approval form to the Certification Officer.
- Submit fingerprinting for Federal background check through TEA.

### **Core, 18 hours**

*All courses are 3 credit hours unless otherwise noted.*

- [EDCI 5301 - Historical and Philosophical Foundations of Education](#)
- [EDCI 5321 - Principles of Professional Teaching](#)
- [EDCI 5014 - Instructional and Behavioral Management in Classrooms](#)
- [EDCI 5016 - Literacy Across the Curriculum](#)
- [EDCI 5017 - Human Development for Educators](#)
- [EDCI 5312 - Special Populations: Applying Theory to Practice](#)

### **Fieldwork, 6 hours**

- [EDCI 5385 - Internship I](#)
- [EDCI 5386 - Internship II](#), or
- [EDCI 5190 - Clinical Teaching](#)

# **School of Human Services**

## **School of Human Services**

### **Master of Education**

### **School Counseling, MEd**

A Master of Education Degree in School Counseling will professionally develop school counselors and prepare individuals seeking certification for School Counseling in Texas. The 48-credit master's degree must be completed at the graduate level. The program allows for concentration in either Elementary School Counseling or Secondary School Counseling. The master's degree requires an internship in lieu of a thesis. The internship should be the last enrollment in the master's program. The University of North Texas at Dallas is an approved school counseling certification program of the Texas Education Agency. The program is also CACREP Accredited.

In addition to completing the course work, candidates must also have 2 years creditable teaching experience and pass the TExES School Counselor exam to become certified school counselors in Texas.

For details on requirements to become a Certified School Counselor in Texas, visit the Texas Education Agency website at [http://www.tea.state.tx.us/Guidance\\_Counseling\\_FAO.html#q4](http://www.tea.state.tx.us/Guidance_Counseling_FAO.html#q4).

**Program Coordinator:** *Dr. Shelly Jackson, Phone: 972-338-1378, Email: [Shelley.Jackson@untdallas.edu](mailto:Shelley.Jackson@untdallas.edu)*

### **TEA School Counseling Program Objectives**

Graduate coursework requirements leading to school counseling certification are established by the State Board for Education Certification and addressed in Title 19 of the Texas Administrative Code (TAC), §239.15. Thus, the specific Student Learning Outcomes are:

- Understand the professional issues such as history theories, practices of school counseling, learner developmental characteristics and needs, legal and ethical standards, and school counselor role and responsibilities
- Demonstrate skills to promote the educational, personal, social, and career development of the learner
- Understand the processes that address the development, monitoring, and evaluation of a developmental school guidance and counseling program that promotes learners' knowledge, skills, motivation, and personal growth
- Support equity and excellence in the promotion of academic success for all learners by acknowledging, respecting, and responding to diversity while building on similarities
- Communicate through the demonstration of effective professional and interpersonal exchanges in the advocacy of all students in the school
- Participate in professional development through a commitment to learn, improve the profession, and model professional ethics and personal integrity

### **Admission Procedures**

1. Submit the following to the UNT Dallas Office of Graduate Admissions:
  1. Graduate School Application for Admission ([www.applytexas.org](http://www.applytexas.org))
  2. Graduate School General Application Form ([https://laserfiche.untdallas.edu/Forms/Graduate\\_Application](https://laserfiche.untdallas.edu/Forms/Graduate_Application))
  3. Official copies of all college transcripts
  4. Official GRE scores from the Educational Testing Service (allow three to four weeks for the test to be received by the Graduate School)
2. Submit additional admission materials for review by the Department of Counseling and Human Services.
  1. 3 Letters of Recommendation
  2. A **one-page**, type-written Writing Sample.
  3. A copy of your Teaching Certificate (if applicable)
  4. A copy of your Teaching Service Record (if applicable)
  5. If applicable, a signed copy of the Acknowledgement of the Requirements for School Counseling Certification in Texas (for candidates without teaching experience)

All required admission materials must be filed in the program office by the deadlines stated on the Office of Graduate Admission website.

**Note:** Each applicant is required to participate in an orientation and interview. Details will be given to applicants if they meet the Graduate School Admissions.

### **Admission Standards**

- Applicants must submit the official Graduate Record Examination (GRE) scores on the verbal, quantitative, and writing sections to the Graduate School for admission to the program.
- Applicants must have at least a 3.0 GPA on the last 60 undergraduate semester hours of work prior to receiving the bachelor's degree, or a 2.8 GPA on all undergraduate work toward the bachelor's degree, to be considered for unconditional admission to graduate studies at UNT Dallas. Applicants who have already completed a master's degree must have at least a 3.4 GPA on the master's or meet the undergraduate GPA standards.
- Applicants must hold at least a bachelor's degree.
- Applicants for the school counseling track that have at least two (2) years creditable teaching experience in K-12 public or private schools. Students must submit their teacher service record indicating two years of creditable teaching experience.
- All students granted admission to the master's program are required to enroll in [COUN 5710 - Counseling Theories](#) during the first term/semester of enrollment in graduate school and must receive a grade of B or higher. Concurrent enrollment in [COUN 5680 - Basic Counseling Skills](#) and [COUN 5710 - Counseling Theories](#) is encouraged. The student's progress is evaluated on the basis of the demonstration of adequate subject matter knowledge and the personal and interpersonal skills required for counseling.
- Throughout the program the student will be routinely evaluated on the criteria of knowledge, personal and interpersonal skills and counseling skills to determine if progress is adequate, if remedial work is needed or if the student should be withdrawn from the program.
- This degree requires a passing score on the comprehensive examination administered during the student's internship.

## Degree Requirements

### 48 hour degree with concentration in either Elementary School Counseling or Secondary School Counseling

\*The MEd degree requires a minimum of 48 semester hours, including successful completion of internship, [COUN 5720](#) /[COUN 5721](#), and passing a comprehensive examination.

## Core

*All courses are 3 credit hours unless otherwise noted.*

- [COUN 5100 - Counseling Professional Orientation and Ethical Practice](#)
- [EPSY 5050 - Foundations of Educational Research Methodology](#)
- [COUN 5470 - Career Development and Information Resources](#)
- [COUN 5660 - Advanced Counseling Skills](#)
- [COUN 5670 - Developmental Processes and Strategies](#)
- [COUN 5680 - Basic Counseling Skills.](#)
- [COUN 5710 - Counseling Theories](#)
- [COUN 5740 - Group Counseling Theories and Procedures](#)
- [COUN 5765 - Appraisal in Counseling](#)
- [COUN 5790 - Counseling Culturally Diverse Clients](#)

## Clinical Classes

- [COUN 5690 - Practicum in Counseling](#)

- [COUN 5720 - Internship in Counseling I](#)
- [COUN 5721 - Internship in Counseling II](#)

### **Track Specific Classes**

#### **Elementary School Counseling**

- [COUN 5640 - Group Play Therapy](#)
- [COUN 5700 - Introduction to Play Therapy](#)
- Select a Counseling elective course.

#### **Secondary School Counseling**

- [COUN 5200 - Counseling Adolescents](#)
- [COUN 5610 - Addiction Counseling](#)
- [COUN 5580 - Family Counseling](#)

#### **Certification - School Counselor**

The program is recognized by the Texas Education Agency as an approved Educator Preparation Program for School Counselors. All 48 credits of the master's degree are completed at the graduate level. Students must complete the core courses for the master's degree plus one concentration content area.

**Eligibility for School Counseling Certification:** In order to receive recommendation for school counselor certification through UNT Dallas, students must:

- Successfully complete the 48-credit Master of Education in School Counseling degree which includes 200 hours of coursework and 160 hours of supervised school counseling experience.
- Submit certification application and fee to the Texas Education Agency (TEA).
- Submit fingerprinting for Federal background check through TEA.
- Pass all appropriate state certification exams which includes the TExES 152 School Counselor Exam
- Have 2 years of creditable teaching experience in K-12 public

#### **Note**

- See the UNT Dallas Teacher Certification Officer (Dallas 1, Room 201Q) for more information.

## **Master of Science**

### **Clinical Mental Health Counseling, MS**

The Counseling Program offers a Master of Science degree in Clinical Mental Health Counseling. This 60-hour track prepares graduates to counsel in clinical mental health settings such as mental health centers, private counseling agencies, drug abuse treatment centers, centers for counseling older adults, child counseling clinics, family counseling centers, pastoral counseling settings, private practice, and business and industry. Students completing the entire sequence of course work will meet the educational requirements for the Texas State License in Professional

Counseling. However, to obtain a License in Professional Counseling, the State of Texas stipulates additional requirements such as passing the national counseling exam and obtaining 3,000 clock hours of supervised clinical experience after the master's degree has been obtained. Consult the Texas Department of Health website for details at <http://www.dshs.state.tx.us/counselor/default.shtm>.

**Clinical Mental Health Counseling Program Coordinator:** *Dr. Samuel Bore*, Email: [Samuel.Bore@untdallas.edu](mailto:Samuel.Bore@untdallas.edu)

### **Admission Procedures**

1. Submit the following to the UNT Dallas Office of Graduate Admissions:
  - a. Graduate School Application for Admission ([www.applytexas.org](http://www.applytexas.org))
  - b. Graduate School General Application Form ([https://laserfiche.untdallas.edu/Forms/Graduate\\_Application](https://laserfiche.untdallas.edu/Forms/Graduate_Application))
  - c. Official copies of all college transcripts
  - d. Official GRE scores from the Educational Testing Service (allow three to four weeks for the test to be received by the Graduate School)
2. Submit additional admission materials for review by the Department of Counseling and Human Services.
  - a. 3 Letters of Recommendation
  - b. A **one-page**, type-written Writing Sample.
  - c. Each applicant is required to participate in an orientation and interview

All required admission materials must be filed in the program office by the deadlines stated on the Office of Graduate Admission website.

### **Admission Standards**

- Applicants must submit the official Graduate Record Examination (GRE) scores on the verbal, quantitative, and writing sections to the graduate school for admission to the program.
- Applicants must have at least a 3.0 GPA on the last 60 undergraduate semester hours of work leading to the bachelor's degree, or a 2.8 GPA on all undergraduate work toward the bachelor's degree, to be considered for admission to graduate studies at UNT Dallas. Applicants who have already completed a master's degree must have at least a 3.4 GPA on the master's degree or meet the undergraduate GPA standards.
- Applicants must hold at least a bachelor's degree.
- Applicants must attend a face-to-face interview if currently living within 100 miles of campus or an online interview if over 100 miles from the campus.
- Admissions are based on a step-wise process that considers the first level of GPA and GRE scores; the second level of recommendation letters and Writing Sample, and the third level of group leader interview ratings and peer interview ratings. If an applicant passes all three levels, then they are granted provisional admission.
- All students granted admission to the master's program are required to enroll in both [COUN 5710 Counseling Theories](#) and [COUN 5680 Basic Counseling Skills](#), during the first term/semester of enrollment in graduate school and must receive a grade of B or higher. Students must receive a grade of B or higher in these two courses to be considered for full admission to the program.

- In addition to earning a B or higher in COUN 5710 and COUN 5680, admission to the counseling program is provisional until the student's progress is evaluated by the counseling faculty upon completion of COUN 5680. The student's progress is evaluated on the basis of the demonstration of adequate subject matter knowledge, basic counseling interpersonal skills required for counseling, and personal characteristics demonstrated in the program.
- After the progress review described above, the counseling faculty either recommends that the student continue the program or reserves the right to withdraw the student from the program.
- Following this initial evaluation, the student will be routinely evaluated on the criteria of knowledge, interpersonal skills, counseling skills, and personal characteristics to determine if progress is adequate, if remedial work is needed or if the student should be withdrawn from the program.
- This degree requires a passing score on the comprehensive examination administered during the student's internship.

**Required Courses for MS in Counseling**

**60 hour degree in Clinical Mental Health Counseling**

*\*The MS degree requires a minimum of 60 semester hours including successful completion of internship, COUN 5720/COUN 5721, and passing a comprehensive examination.*

Required	Taken In Any Order Within #	Program Course Number - Course Title
1 <sup>st</sup> semester		<u>COUN 5710 Counseling Theories</u>
1 <sup>st</sup> semester		<u>COUN 5680 Basic Counseling Skills.</u>
	#2	<u>COUN 5050 Foundations of Educational Research Methodology</u>
	#2	<u>COUN 5670 Developmental Processes and Strategies</u>
	#3	<u>COUN 5765 Appraisal in Counseling</u>
	#3	<u>COUN 5100 Counseling Professional Orientation and Ethical Practice</u>
	#4	<u>COUN 5790 Counseling Culturally Diverse Clients</u>

		<p><b>First Elective:</b></p> <p><u>COUN 5200 Counseling Adolescents</u> or</p> <p><u>COUN 5700 Introduction to Play Therapy</u> or</p> <p><u>COUN 5590 - Couple Counseling</u></p>
Sem. Before 5690		<p><u>COUN 5660 Advanced Counseling Skills;</u> Prereq. to <u>COUN 5690</u></p>
		<p><u>COUN 5470 Career Development and Information Resources</u></p>
		<p><u>COUN 5740 Group Counseling Theories and Procedures</u></p> <p><u>COUN 5480 Diagnosis and Treatment Planning in Counseling</u></p> <p><u>COUN 5610 Addiction Counseling</u></p> <p><u>COUN 5490 Crisis Intervention Counseling</u></p> <p><u>COUN 5580 Family Counseling</u></p>
Sem. Before 5720		<p><u>COUN 5690 Practicum in Counseling</u></p>
Sem. Before 5721		<p><u>COUN 5720 Internship in Counseling I</u></p>
		<p><u>COUN 5300 Systems, Leadership, and Program Development in Clinical Mental Health Counseling</u></p>
Last sem. of prog		<p><u>COUN 5721 Internship in Counseling II</u></p>
		<p><b>Second Elective:</b></p> <p><u>COUN 5500 Human Sexuality in Counseling</u> or</p>

		<u>COUN 5640 Group Play Therapy or</u>
		<u>COUN 5610 Addiction Counseling</u>

## Academic Certificate

## College and Career Readiness Certificate

Career preparation for those making a successful transition into or back into the workforce is vital and the need for specialists who can help others develop a life-career plan is essential considering the volatile and ever-changing job market.

The College and Career Readiness Certificate is a 15 credit-hour program designed to prepare students to excel as specialists able to utilize cutting-edge tools to provide services to people of all ages as they navigate a world of cultural diversity, global recession, and unemployment. Additionally, it meets the needs of area schools by providing specific training to the personnel being hired or asked to work with students in the areas of college and career readiness. It also serves to help build and maintain networks between districts and industries in South Dallas.

**Program Coordinator:** *Dr. Shelly Jackson, Phone: 972-338-1378, Email: [Shelley.Jackson@untDallas.edu](mailto:Shelley.Jackson@untDallas.edu)*

### Admissions Criteria

Applicants must have a bachelor's degree and meet minimum admission requirements to the Graduate School:

- 2.80 or better overall GPA on the bachelor's degree or
- 3.00 or better GPA on the last 60 credit hours of the bachelor's degree
- 3.40 or better on a master's degree

The College and Career Readiness Certificate may be completed as a stand-alone program or as part of a related master's degree program. Up to 12 hours of the certificate program may be incorporated into a master's in counseling degree with advisor approval.

### Core Courses, 15 hours

**Required Courses:** *all courses are 3 credit hours unless otherwise noted*

- COUN 5680 - Basic Counseling Skills.
- COUN 5300 - Systems, Leadership, and Program Development in Clinical Mental Health Counseling
- COUN 5302 - Foundations of College and Career Readiness
- COUN 5470 - Career Development and Information Resources
- COUN 5303 - Advanced Internship in Career Counseling

# School of Liberal Arts and Sciences

The School of Liberal Arts and Sciences is a learner-centric community focusing on the intellectual, creative, and social potential of our students. Our mission is to provide a superior education through teaching, scholarship, and service that enriches students' lives, prepares them for useful careers, and encourages life-long learning.

We are housed in a state-of-the-art facility designed to promote energy conservation and a sustainable, interactive environment. We have small classes, an engaged faculty, and a School-wide commitment to student success. Our model of learning stimulates students to think critically, communicate effectively, utilize technology, and solve problems.

# School of Liberal Arts & Science

## Master of Science

### Criminal Justice, MS

#### 36-39 hour degree in Criminal Justice

The UNT Dallas Department of Criminal Justice offers a Master of Science in Criminal Justice (MSCJ). The 36-hour MS degree is a focused graduate degree that combines theory, application and experiential learning. Criminal Justice studies the practices and institutions of governments directed at upholding social control, deterring and mitigating crime, and sanctioning those who violate laws with criminal penalties and rehabilitation efforts. Students delve into the social and behavioral sciences, as well as the relation of law and ethics to the phenomenon of crime.

**Criminal Justice Program Coordinator:** *Dr. Julie Siddique, Phone: 972-338-1835, Email: [Julie.Siddique@untdallas.edu](mailto:Julie.Siddique@untdallas.edu)*

#### Admission Procedure

1. Submit the following to the UNT Dallas Office of Graduate Admissions:
  - a. Graduate School Application for Admission (apply online at [www.applytexas.org](http://www.applytexas.org))
  - b. Graduate School General Application Form ([https://laserfiche.untdallas.edu/Forms/Graduate\\_Application](https://laserfiche.untdallas.edu/Forms/Graduate_Application))
  - c. Official copies of all college transcripts
2. Submit additional admission materials to the Department of Criminal Justice.
  - a. 2 letters of recommendation from professional or academic references
  - b. A personal statement (minimum 500 words) describing the applicant's reasons for applying to the program and the applicant's future career goals.

#### Admission Standards

- Applicants seeking admission into the MSCJ program must have obtained a bachelor's degree in Criminal Justice, or a closely related discipline, from a four-year accredited institution.
- Applicants must have attained at least a 3.00 cumulative GPA or a 3.00 GPA on the last 60 hours of undergraduate coursework to be considered for unconditional admission.
- Applicants who have already completed a master's degree must have attained at least a 3.40 cumulative GPA to be considered for unconditional admission.

- Conditional admission may be granted to applicants who do not meet the above criteria, depending on the strengths of the other admission materials.
- Letters of recommendation should be submitted by professional or academic references and should attest to the applicant's work experience or academic performance and potential.
- The applicant's personal statement should clearly address the prompt and will be evaluated as an example of the applicant's written communication skills.

### **Required Courses**

- CJUS 5300 - Criminological Theory
- CJUS 5301 - Criminal Justice Policy
- CJUS 5302 - Criminal Justice Administration
- CJUS 5303 - Research Methods
- CJUS 5350 - Capstone Seminar (*Non-thesis only*)

### **Option 1 (Non-thesis)**

Select 24 Criminal Justice elective hours.

- CJUS 5305 - Contemporary Policing
- CJUS 5306 - Legal Aspects of the Criminal Justice System
- CJUS 5307 - Correctional Practices and Programs
- CJUS 5308 - Administrative Law and Justice
- CJUS 5309 - Victimology
- CJUS 5310 - Punishment and Social Policy
- CJUS 5311 - Addiction and Criminal Behavior
- CJUS 5312 - Information Warfare, Security and Risk Analysis
- CJUS 5313 - Cybercrime and Digital Forensics
- CJUS 5314 - Information Policy, Law and Justice
- CJUS 5315 - Criminal Evidence
- CJUS 5316 - Juvenile Delinquency
- CJUS 5317 - Law & Behavioral Science
- CJUS 5318 - Green Criminology & Environmental Policy
- CJUS 5319 - Class, Race, Gender, and Crime
- CJUS 5320 - Terrorism and the War on Terror
- CJUS 5321 - Sex Offenses and Offenders
- CJUS 5397 - Special Problems
- CJUS 5398 - Topics in Criminal Justice
- CJUS 5399 - Directed Studies

### **Option 2 (Thesis)**

Choose 15 Criminal Justice elective hours in addition to the following 9 hours.

- CJUS 5304 - Data Analysis
- CJUS 5601 - Master's Thesis

# Public Leadership, MS

**Program Coordinator:** *Dr. Janiece Upshaw*, Phone: 972-338-1538, Email: [Janiece.Upshaw@untdallas.edu](mailto:Janiece.Upshaw@untdallas.edu)

## Admission Procedures

Before being admitted to a master's program in the School of Liberal Arts & Sciences, the applicant must meet the minimum requirements for admission to graduate studies as administered by the Office of Graduate Admissions.

1. Submit the following to the UNT Dallas Office of Graduate Admissions:
  - a. Graduate School Application for Admission (apply online at [www.applytexas.org](http://www.applytexas.org))
  - b. Graduate School General Application Form ([https://laserfiche.untdallas.edu/Forms/Graduate\\_Application](https://laserfiche.untdallas.edu/Forms/Graduate_Application))
  - c. Official copies of all college transcripts
2. Submit additional admission materials for review by the Public Leadership Program. (Application deadlines available on the Graduate School website.)
  - a. 2 letters of recommendation
  - b. Essay - a minimum of 500 words - The MS in Public Leadership is a professional degree aimed at preparing public servants and other community-minded individuals to lead their organizations in solving 21st century governance issues. Given your academic and professional experience, what leadership and management skills are you looking to enhance over the course of your time in the program, and how will these help you in fulfilling your desire to serve your community better?

## Admission Standards

- Applicants must hold at least a bachelor's degree.
- Applicants must have at least 3.00 GPA on the last 60 hours of undergraduate coursework leading to the bachelor's degree, or a 2.80 GPA on all undergraduate work, to be considered for unconditional admission. Applicants who have already completed a master's degree must have at least a 3.40 GPA on the master's. (Conditional admission may be granted to students who do not meet the above criteria but on the basis of the strength of all of the other admission factors.)
- The MSPL program requires that a student maintain a minimum GPA of 3.00 (B) or better.
- The MSPL Admissions Committee will recommend dismissal of a student from the master's program if the student receives more than two course grades below C (for purposes of this rule, the lowest grade received in a course is used).
- Master's students may not graduate with more than two C's in their program requirements, although a course may be repeated to raise a grade of C or less.
- Master's students whose academic performance falls below a cumulative 3.00 GPA on all graduate work attempted will be notified by the Office of Graduate Admissions that they have been placed on academic probation.
- Students will remain on probation and be allowed to re-enroll for a subsequent term/semester as long as they achieve a minimum 3.00 GPA on all graduate work attempted during the term/semester even if their overall graduate GPA remains under 3.00.
- Students on probation who fail to make a 3.00 GPA in graduate work attempted during a term/semester (fall, spring or summer) will be notified by the Office of Graduate Admissions that they have been placed on

academic suspension for one term/semester (fall, spring or summer) during which the student may not enroll at UNT Dallas.

- Probationary students who have previously been placed on suspension will be notified by the Office of Graduate Admissions that they have been terminated from the program should they fail to make a 3.00 GPA on all graduate work attempted during an academic term/semester (fall, spring or summer).
- Course work taken at another university by a student on suspension cannot be applied toward the degree program.
- Each graduate student must receive advising from the departmental graduate advisor prior to registration each term/semester.

### **Core Courses, 21 hours**

Students are required to take PLDR 5320 and PLDR 5300 at the start of the program and may not take any elective courses until they have successfully passed both courses.

- PADM 5030 - Managing Human Resources
- PADM 5400 - Managing Financial Resources
- PLDR 5320 - Public Service and Society
- PLDR 5330 - Organization Theory and Managing Change in Public Service
- PLDR 5300 - Data Analytics and Research Methods I
- PLDR 5353 - Leadership In A Complex World
- PLDR 5370 - Strategic Planning in Public & Nonprofit Organizations

### **Capstone, 3 hours**

Capstone is taken after the student has completed all 21 hours of required courses and 9 hours of elective courses.

- PADM 5390 - Professional Practice for Public Managers

### **Concentration and Elective Courses, 12 Hours**

Students may select any 4 of the following courses from any concentration to complete their elective requirements for the MSPL degree. If students elect to concentrate in a specific area, they may select 4 courses within the concentration. Please note that most courses in the rotation are offered once per year.

#### **MSPL with Administrative Leadership Concentration**

- PLDR 5340 - Intergovernmental Relations and Management
- PLDR 5354 - Public Private Partnerships
- PADM 5020 - Leading and Managing Public Organizations
- PADM 5550 - Seminar in Program Evaluation
- PLDR 5350 - PLDR Performance Measurement and Management

#### **MSPL with Nonprofit and Community Leadership Concentration**

- [PLDR 5325 - PLDR Fundraising Principles & Grant Writing](#)
- [PLDR 5335 - PLDR Nonprofit Management](#)
- [PLDR 5350 - PLDR Performance Measurement and Management](#)
- [PLDR 5375 - Citizen Engagement, Advocacy, & Community Leadership](#)
- [PADM 5550 - Seminar in Program Evaluation](#)

#### **MSPL with Public Health Leadership Concentration**

- [PLDR 5350 - PLDR Performance Measurement and Management](#)
- [PLDR 5360 - Public Health Leadership](#)
- [PLDR 5365 - Healthcare Administration](#)
- [PADM 5550 - Seminar in Program Evaluation](#)

#### **MSPL with Emergency Services Administration Leadership concentration**

- [EMSA 5300 - Emergency Preparedness and Planning](#)
- [EMSA 5310 - Emergency Preparedness and Geographic Information Systems](#)
- [PLDR 5350 - PLDR Performance Measurement and Management](#)
- [PADM 5550 - Seminar in Program Evaluation](#)

#### **Note**

- Beginning in the Fall of 2020, MSPL courses will add online courses in addition to its face to face and hybrid format. Courses are offered in a 16 week or 8-week period during the fall and spring terms and in a 5-week hybrid or online format during the summer.
- All face to face 16 week classes are offered once per week during the evening from 6:00 - 9:00 p.m. or 7:00 - 10:00 p.m. All 8 week hybrid courses (a mix of online and face to face) meet two to four Saturdays out of the 8 weeks from 9:00 a.m. - 3:00 p.m.

# **Admission to Graduate School**

#### **Application for Admission**

The University of North Texas at Dallas (UNT Dallas) is a selective university and does not guarantee admission of all applicants. It is recommended that students apply well in advance of the stated application deadlines. **Many departments have earlier deadlines that vary by program.** (See the departmental web sites for these program-specific dates.)

Applications are submitted online at [www.applytexas.org](http://www.applytexas.org).

Most master's degree programs require supplemental application materials. Contact the Office of Graduate Admission webpages for additional information.

### **Admission Application Fee**

U.S. citizens and permanent resident aliens applying to graduate studies at University of North Texas at Dallas must pay a \$50 non-refundable admission application fee. The fee must be paid in U.S. dollars.

Admission applications will not be processed until the application fee is received. Admission decisions will be made after all academic credentials are received and evaluated.

Contact the UNT Dallas Graduate School's Office of Graduate Admissions for more information at 972-338-1700, 877-UNT-DALS, or by email at [GradSchool@untdallas.edu](mailto:GradSchool@untdallas.edu).

*The mailing address for the University of North Texas at Dallas is 7300 University Hills Boulevard, Dallas TX 75241-4605.*

### **Graduate Application Processing Deadlines**

Graduate program deadlines vary and should be followed for the specific program. The following are deadlines for submission of completed application materials for all students seeking on-time registration *except* those applying for admission to programs with earlier deadlines (see departmental information).

<b>Semester offered</b>	<b>Fall 2021</b>	<b>Spring 2022</b>	<b>Summer 2022</b>	<b>Fall 2022</b>
<b>Application processing deadlines</b>	July 15	December 1	May 1	July 15

**Note:** *Students who submit applications after these dates, if accepted, may have to register during the late registration period and pay a late registration fee of \$50.00.*

### **Requirements for Admission to the Graduate School**

#### **General Admission Requirements**

Applications for graduate study are made through the UNT Dallas Graduate School's Office of Graduate Admissions, regardless of degree program.

All applicants for admission must meet the following requirements, whether or not admission to a specific degree program is sought.

1. Applicants must hold a bachelor's degree from a regionally accredited institution or a comparable foreign degree
2. Submit an online application through [www.applytexas.org](http://www.applytexas.org).
3. Submit a General Graduate School Application Form to [https://laserfiche.untDallas.edu/Forms/Graduate\\_Application](https://laserfiche.untDallas.edu/Forms/Graduate_Application).
4. Pay the \$50.00 application fee
5. Request official academic credentials from all colleges and universities you have attended. The mailing address for the UNT Dallas Graduate School is 7300 University Hills Boulevard, Dallas TX 75241-4605.
6. Graduate applicants to UNT Dallas are evaluated holistically, based on specific departmental and program requirements. The applicant must have a:
  - 3.00 GPA on the last 60 undergraduate semester hours of work (or the whole semester closest to the last 60 hours) prior to receiving the bachelor's degree
  - 2.80 GPA on all undergraduate work before to the bachelor's degree
  - 3.40 master's degree GPA (or meet the undergraduate GPA standards listed above)

**Note:** Applicants with a GPA below 3.0 on the last 60 undergraduate semester hours (or the whole semester closest to the last 60 hours) prior to receiving the bachelor's degree, or an overall undergraduate GPA below 2.8, or below 3.4 on a completed master's degree, may apply to the Graduate School and be considered by individual review by the department for conditional admission.

1. Test requirements are program specific. If official test scores are required by the academic program, request that official test score reports (e.g. GRE) from the testing agency be sent to the Graduate School. The UNT Dallas school code for the GRE is 4819.
2. The applicant may be required to take entrance examinations, either oral, written or both, before admission to the degree program is granted.
3. An applicant who has attempted graduate work at another institution within the six-year period immediately prior to first enrollment as a graduate student at UNT Dallas, but who has not received a graduate degree, will be required to make up any grade point deficiency below a B average either at the institution at which graduate work was attempted or at UNT. (See "Time Limitations" in the Master's Degree Requirements section for details concerning validity of previous graduate work.)
4. Applicants for admission are furnished written notification of their admission status by the Graduate School. Statements by other university officers concerning the applicant's admissibility are not valid until confirmed in writing by the Graduate School.
5. Students who hold a bachelor's degree from a regionally accredited institution and who wish to pursue further study at the undergraduate level or to obtain a **second bachelor's degree** must apply for admission to the university through the Graduate School.

Programs may have departmental admission requirements mandating submission of additional materials including standardized test scores. **Admission to the Graduate School does not imply admission to a degree program.** The admission requirements of the Graduate School and the academic department must both be met before the student is admitted to a degree program, and both the Graduate School and the academic department may specify admission conditions.

*The GPA is calculated by dividing the total number of grade points earned by the total number of semester hours attempted (A equals four grade points, B equals three, C equals two, D equals one, F equals zero).*

#### **Other admission requirements**

In addition to meeting the general requirements, applicants for admission to any specific degree program also must meet the following requirements.

1. The applicant for graduate study ordinarily must have completed no fewer than 24 semester hours of undergraduate work in the intended major field, 12 of which must be advanced. In certain fields this requirement has been modified. (Refer to program requirements.)
2. An applicant desiring to pursue graduate work in any field and whose undergraduate record does not show completion of the courses prerequisite to this major will be required to make up such deficiencies in a manner prescribed by the student's major department.
3. Students wishing to change from one major field to another must submit an online change of major form. Contact the Graduate Admissions Office to complete the form.

### **Required Standardized Admissions Test**

Students seeking admission to certain graduate degree programs are required to meet a standardized admission test score requirement. Only official score reports from the testing service are acceptable. For specific advanced test requirements in certain fields, consult subsequent sections of this catalog that describe individual programs.

For master's degree seeking students, a standardized admission test score must be submitted or the alternative criteria satisfied no later than the first term/semester of enrollment in a graduate degree program. Some departments require the submission of scores prior to admission and beginning course work. Check the appropriate program information in this catalog for further information.

### **Admission to Non-degree Status**

The university recognizes that some students may wish to be admitted to graduate studies at UNT Dallas for the purpose of taking courses not necessarily leading to an advanced degree (i.e., prerequisites for admission to a degree program, certificate, or certification). Admission to UNT Dallas as a non-degree-seeking student will be granted subject to the following provisions:

1. The applicant must meet all of the general admission requirements described above.
2. The student in this status is required to receive graduate credit in all graduate (5000-level) courses taken, and must maintain an average of B on all such courses attempted. Non-degree students are entitled to enroll in any graduate-level class that is not restricted.
3. A student admitted to non-degree, certificate, or certification-only status has no assurance that work completed under this status will be applicable toward degree requirements should the student subsequently be admitted to a degree program at UNT Dallas. **A maximum of 12 semester hours earned prior to admission to a degree program may be counted toward degree requirements. Successful completion of graduate courses by non-degree or certification-only students does not obligate the university to grant admission to a degree program at a later date.** When all general and specific requirements for admission to a degree program have been met, a student may request that a change of major application be forwarded to the degree program area for evaluation.
4. A student who wishes to change from non-degree, certificate, or certification-only status to degree-seeking status should review the admission requirements for students who change majors in this catalog.
5. Enrollment for graduate credit must be approved in advance of registration by the respective Program Coordinator and is limited to 12 hours.

### **Conditional Admission of Students with Low Grade Point Average - GRAD PREP**

For students who wish to pursue a graduate-level degree at UNT Dallas but who do not meet the grade point average (GPA) entrance requirements, the following regulations apply.

1. The student can complete a planned program of 6 -12 credit hours preferably of 3000- or 4000-level courses (GRAD PREP) for undergraduate credit beyond the bachelor's degree to demonstrate the ability to undertake graduate-level work. The total hours required and specific courses are chosen in consultation with the graduate academic program coordinator of the intended major department and approved by the Graduate School. Courses must be organized classes; independent study or special problems/topics courses are not accepted unless approved in advance by the Graduate School. Six (6) credit hours must be taken in the first semester during GRAD PREP. A grade of A or B is required in each course. In most cases, courses taken to qualify for admission cannot be used to fulfill graduate degree requirements.
2. Completion of a GRAD PREP program does not imply admission to a degree program or eligibility for certificate or certification programs at UNT Dallas. It is the responsibility of the student to determine, in consultation with the program coordinator, if the GRAD PREP program will help the student reach the goal of program admission. **To maximize the benefit to the student, this determination should be made prior to enrolling as not all programs review admission through this plan.**
3. The student must satisfy the standardized admission test requirement specified by the intended major department prior to being admitted to a graduate degree program and beginning graduate-level work.

### **International Graduate Student Admission**

UNT Dallas is currently not certified by the Student and Exchange Visitor Program (SEVP); therefore, we are not authorized under federal law to enroll non-immigrant international students. As such, the university does not accept applications from students seeking admissions who do not hold U.S. citizenship, U.S. permanent residency, or qualify for a waiver under the guidelines of Texas HB 1403 or SB 1528.

U.S. citizens and permanent residents who have earned academic credentials from foreign colleges and universities are required to submit official transcripts and diplomas/degree certificates in the original language and English translations. If the documents are not provided in English, an official translation of all transcripts/individual semester mark sheets is required; UNT Dallas will not accept a public notary certification. If official English translations are not supplied by the applicant's institution(s), the applicant must provide a translation done by an American Translators Association-certified translator. A list of ATA-certified translators is available online at [www.atanet.org/onlinedirectories](http://www.atanet.org/onlinedirectories).

In addition, applicants must obtain an international transcript evaluation. This evaluation should include an explanation that the institution is recognized by the ministry of education in the home country and the credits awarded are considered comparable to those of a U.S. bachelor's degree.

The evaluation must include course-by-course grades, a grade point average (GPA) calculation on the U.S. scale, and indicate the diploma or degree conferred and its U.S. equivalency. The evaluation must be original, and forwarded to UNT Dallas directly from the credential evaluation company. You may choose any agency that is accredited by the Association of International Credential Evaluators, Inc. (<http://aice-eval.org/endorsed-members/>) or by the National Association of Credential Evaluation Services (<http://www.naces.org/members.html>).

### **Admission of Continuing Students**

Continuing students are those who have been officially enrolled at UNT Dallas 12 consecutive months **prior** to the term/semester of planned enrollment and/or have not received a degree during the same period. Students who receive a degree and reapply to the university are considered new graduate students.

Continuing students do not need to reapply to UNT Dallas to enroll in graduate studies if they meet all of the following conditions:

- Have not received a degree from UNT Dallas since last enrollment
- Will re-enroll in the same major as when last enrolled, and
- Do not have any current holds on their record (i.e., admission test or academic).

Students meeting *all* of these conditions are eligible for registration. Instructions are available in the schedule of classes at registrar.untdallas.edu.

Students who are unsure about whether they meet all of the above conditions for re-enrollment should contact the UNT Dallas Graduate School prior to the registration period for further information.

### **Admission Requirements for Students Who Change Major**

For students who wish to change from one major to another major at UNT Dallas, a change of major form must be filed in UNT Dallas Office of Graduate Admissions. The request will only be considered if the student is in good standing and a continuing student. Students not in good standing may only request a change of major with support of the new major department. The applicant will go through the same admission process as any new student applying for admission to a UNT Dallas graduate program. The student's file will be sent for consideration to the graduate academic program coordinator in the proposed major.

### **Readmission of Graduate Students**

Students who have previously been admitted to graduate studies at UNT Dallas but who have not enrolled at UNT Dallas for three or more consecutive academic semesters, including summer, will be discontinued from the Graduate School. Those who are discontinued are not enrolled and are not considered active students. Students who fall into this category and who wish to return must follow these re-enrollment procedures:

- File an admission application at [www.ApplyTexas.org](http://www.ApplyTexas.org).
- Pay the application fee (if applicable), and
- Submit transcripts from all colleges attended (if any) since leaving UNT Dallas, showing eligibility to re-enroll at each institution.

Former students who have not enrolled elsewhere since leaving UNT Dallas and who are in good academic standing are required to submit an admission application and application fee. Programs are not required to readmit students who left the university on probation or suspension and reapply.

Students who apply for readmission should expect to meet the published admission and degree requirements in place at the time of application submission. Exceptions to this standard policy will require approval by the program's coordinator and the Dean of the Graduate School.

Readmitted students will have their official catalog year automatically updated to the catalog year in effect at the time of re-enrollment. Readmitted students also have the option of changing their catalog year to the catalog year in effect at the time of graduation.

### **Admission for Students Seeking a Second Bachelor's Degree**

Students who hold a bachelor's degree from a regionally accredited institution and who wish to pursue further study at the undergraduate level or to obtain a **second bachelor's degree** must apply for admission to the university through UNT Dallas Office of Graduate Admissions.

To be eligible for a second bachelor's degree, a student must have completed an undergraduate degree verified with official transcripts. Students must complete 30 semester credit hours at UNT Dallas, complete the Texas Core Curriculum requirements, and all requirements for a major, including 12 hours of advanced courses in residence at UNT Dallas. Students who completed a Bachelor of Applied Arts and Sciences (BAAS) at UNT Dallas cannot complete another BAAS degree unless they are eligible to pursue one of the specialized concentrations offered in the BAAS program (see [Applied Arts and Sciences, BAAS](#) under Undergraduate Degree Programs for more information).

Specific requirements for the second bachelor's degree are found in the current undergraduate catalog. Advising is provided by Academic Advising and Student Success in coordination with the school in which the second bachelor's degree is sought.

### **Academic Fresh Start (Graduate Students)**

For students who were admitted to a Texas public university under the Academic Fresh Start law, earned a baccalaureate degree, and desire to apply for admission to a postgraduate or professional program, the Office of Graduate Admissions will consider only the grade point average of the applicant that was completed after enrollment under this law, along with the other standard admissions criteria detailed in this catalog.

### **Readmission Following Academic Suspension**

A student suspended from the Graduate School for poor academic performance must wait 3 consecutive academic terms (including summers) before being considered for readmission. A new complete application will be required for readmission. If the student is accepted for readmission in the same graduate program, credits earned while previously enrolled will be included for the purpose of determining academic standing and meeting graduation requirements. Low grades previously earned may need to be repeated in order to meet program and/or Graduate School good academic standing requirements. If the student is accepted into a different program, grades and credits earned in the previous degree program from which student was dismissed will not be included for the purpose of determining academic standing and graduation in the new program; however, the student's transcript will show all courses and grades including those earned in the previous program.

### **Request for Readmission after Dismissal from a Graduate Program**

A request for readmission after dismissal from an academic program must be submitted to the Dean of the School and will be evaluated by the program faculty and/or committee, taking into account the student's potential for improved performance in the program. The faculty and/or committee will make a readmission recommendation to the Dean of the school who will accept or deny the recommendation. A dismissal that is upheld by the Dean of the School may be appealed to the Dean of the Graduate School who will request a recommendation from the Appeals Subcommittee of the Graduate Council. Decisions on program dismissals made by the Dean of the Graduate School are not appealable.

### **Request for Readmission after Dismissal from the Graduate School: Graduate Restart**

A graduate student who is in academic dismissal or academic probation status and has not attended classes for a period of at least 5 consecutive years may request a one-time readmission to "restart" a program from the beginning. Prior grades and credits earned will not apply toward the program of a student in Restart status.

A student must contact the Office of Graduate Admissions to request readmission after dismissal from the Graduate School. A request for readmission after dismissal from the Graduate School will be forwarded to the Dean of the Graduate School and will be evaluated by the Appeals Subcommittee of the Graduate Council, taking into account the student's performance in graduate school and the potential for improved performance in the academic program. The Appeals Subcommittee of the Graduate Council will make a readmission recommendation to the Dean of the Graduate School who will accept or deny the recommendation. A dismissal upheld by the Dean of the Graduate School is not appealable.

The academic standard for a student who is readmitted under Graduate Restart is limited to the policy on probation only. Failure to obtain a cumulative GPA by the end of two terms of probation will result in the student being permanently dismissed by the Graduate School from any further graduate study.

Upon readmission, the student must meet all requirements under the catalog in effect at the time of readmission. Approval of readmission may be accompanied by additional requirements. A student may be readmitted to a graduate program or the Graduate School only once following an academic dismissal.

# Academic Regulations

- [Classification](#)
- [Grading System](#)
  - [Grade Point Average](#)
  - [Pass/No Pass Option](#)
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## Classification

Undergraduate students are classified in accordance with the number of semester credit hours earned. The hours earned includes the hours passed at UNT Dallas and the hours accepted in transfer from other institutions or credit by examination.

- **Freshman:** less than 30 credit hours
- **Sophomore:** at least 30 credit hours but less than 60 hours
- **Junior:** at least 60 credit hours but less than 90 hours
- **Senior:** 90 credit hours or more

## Grading System

UNT Dallas' grading system uses the letters **A, B, C, D, F, P, NP, I, and W**.

- **A** - Excellent work, four (4.0) grade points for each semester hour.

- **B** - Good work, three (3.0) grade points for each semester hour.
- **C** - Fair work, two (2.0) grade points for each semester hour.
- **D** - Passing work, one (1.0) grade point for each semester hour.
- **F** - Failure; given when a student (1) has failed the course while still officially enrolled at the end of the term/semester; (2) is failing a course and misses the final examination without satisfactory explanation; or (3) stops attending class without processing an official drop or withdrawal.
- **P** - Passed; a credit grade (1) on pass/no pass option, (2) on student teaching, and (3) in selected undergraduate and graduate individual problems, research, and thesis courses.
- **NP** - Not passed; a failing grade on the pass/no pass option; non-punitive.
- **I** - I is a non-punitive grade given only during the last one-fourth of a term/semester and only if a student (1) satisfactorily participated in the course and (2) has justifiable and documented reason, beyond the control of the student (such as serious illness or military service), for not completing the work on schedule. The student must arrange with the instructor to finish the course at a later date by completing specific requirements. These requirements must be listed on a Request for Grade of Incomplete form signed by the instructor, student and program coordinator and must be submitted to the Registrar's Office by the last day of instruction of a session within each term. Grades of I assigned to an undergraduate course at the end of the Fall 2007 semester and later will default to F after one long term (i.e. Fall or Spring) unless the instructor has designated a different automatic grade. See also "Incomplete Grades" policy in this section of this catalog.
- **W** - Withdrawal without penalty. Given when a student withdraws from a course or from the university prior to the end of the sixth week of classes of long terms/semesters or corresponding dates for summer sessions. After these dates, the appropriate grade earned by the student is recorded at the end of the term/semester.

**Note:** No grade points are allowed for grades F, I, NP, or P. A complete record of all previously used grades and grading systems is detailed on the official transcript.

### **Grade Point Average**

The grade point average (GPA) is used to determine student class loads, eligibility for admission to the university and certain programs, financial aid eligibility, academic standing status, academic honors, and eligibility for graduation. It is calculated by dividing the total number of grade points by the total number of semester hours attempted. All GPA calculations are subject to post-audit and correction by the Office of the Registrar.

The number of semester hours attempted includes all courses with grades of A, B, C, D, and F unless replaced by a later grade. Courses with grades of NP, P, or W are not counted as courses attempted for GPA purposes. A grade of I is not calculated into the semester, program and cumulative GPAs until the work is completed and a final letter grade is awarded. A grade of I will not impact the academic standing for the term and will not retroactively change the academic standing once a final grade is awarded. Students may repeat courses in which they receive a grade of "D" or "F".

The semester grade point average (GPA) is calculated by dividing the total number of grade points by the total semester credit hours attempted. The semester GPA is important for the determination of academic standing status and could impact future enrollment for students who may be on Academic Probation. Refer to the Academic Standing policy in this section of the catalog for more information.

The cumulative grade point average (CGPA) is utilized to determine the academic standing status, Dean's and President's Lists, graduation, and graduation honors. The CGPA is calculated by dividing the total number of grade points accumulated at UNT Dallas by the total semester credit hours attempted. The repetition of courses can impact the calculation of the CGPA. Refer to the Course Repeat policy in this section of the catalog for more information.

The program grade point average (for a major, minor, or certificate) is calculated by dividing the total number of grade points for any course that counts in the program accumulated at UNT Dallas by the total credit hours attempted for the

program courses. Some majors require a higher grade point average than the standard 2.0 for the program to graduate. See specific program requirement in [Graduate Degree catalog](#) section of the catalog.

### **Pass/No Pass Option**

An incoming freshman student or any undergraduate in good standing with a C average (2.0) or better on all work attempted in residence at UNT Dallas may schedule one course a semester on the pass/no pass option. Seniors may elect more than one pass/no pass course during their final semester.

A maximum of 18 semester credit hours under the pass/no pass option may be applied toward the bachelor's degree. Only courses counted as general electives on students' degree plans may be scheduled under the pass/no pass option. These hours are not used in calculating the grade point average, but count as full course credit and when a grade of Pass (P) is earned.

A grade of C or better will be showing as a grade of Pass (P). If the course is not passed, the transcript will show a grade of No Pass (NP) and the hours attempted will not be used in calculating the grade point average.

The pass/no pass option for a particular course is elected at the time of registration. Requests are processed after the term/semester begins. Students may change to the regular grading system in the office of their academic dean any time before the end of the sixth week of classes, or the corresponding point of a summer session, provided the eligibility requirements above are met.

Courses taken under the regular grading system may not be repeated as pass/no pass unless the grade of W was previously received.

A student who changes majors is not automatically denied credit for a pass/no pass course that becomes a degree requirement for the new major. The decision is made by the academic dean of the new department. **However, under no circumstances is a grade of P changed to a letter grade.**

Transfer students have the same pass/no pass privileges and restrictions, but they must pass 30 semester hours of regularly grades courses at UNT Dallas to be eligible for graduation.

### **Course Repeat Policy**

Graduate students may repeat up to three graduate courses during an academic career. Students may petition that only the highest grade be counted in the cumulative GPA up to a maximum of three separate occurrences. This is limited to one occurrence for each specific course in which a grade of C or below was earned. Except as permitted by this policy, no students may repeat a course a third time. All occurrences of the course along with associated grades will remain on the student's academic record as well as on the official transcript, but only the highest grade earned will be used for the cumulative GPA calculation; the lower grade will be removed from the grade point average for the semester in which the course was first taken. Students will not receive additional credit for repeating a course.

Graduate students enrolled in a degree program or non-degree career/status may have no more than three repeat grades on their academic record, appearing as "repeat- excluded from GPA". Students unable to successfully complete courses that are required or prerequisites for the student's degree program in the allotted number of repeats must meet with the academic program coordinator to discuss alternate graduation plans. Students who have exhausted course attempts for course(s) required for the major may be dismissed from the major program, changed to non-degree student status, and given the option to seek admission to a degree program/school that does not require the course in question, assuming the student meets the academic standards set by the Graduate School.

The repeat limit can be met in two different ways - by repeating the same course twice plus one other course or by repeating three separate courses once each.

Undergraduate students who enroll in the same course more than twice may be charged additional tuition amounts (see "Tuition for Repeated Undergraduate Hours" in the [Tuition, Expenses, and Financial Aid](#) section of this catalog).

Prior to enrolling in a repeated course, it is highly recommended that students consult with the Financial Aid Office and Student Financial Services for any possible financial liability.

### **Course Substitutions**

Students are required to complete all courses published on their Degree Plan to meet degree requirements. On occasion, a required course may not be available; or due to program changes, the course may no longer be offered to complete the original course requirements. Therefore, a course substitution may be required to complete the coursework. Substitutions are exceptions to the degree requirements and should only be used in extraordinary circumstances. Program coordinators should adhere to the Substitution Policy as an alternative means of meeting a program requirement in which the course(s) must have similar objectives and content as the original course.

Graduate students and program coordinators may submit course substitution requests when they desire to substitute one course for another when a clear equivalency, or near equivalency, exists between the two courses. The acceptable grade must be an A or B to approve a substitution.

Substitutions of undergraduate coursework (4000 level) is not permissible. Only graduate course work of 5000 level or above may be applied toward completion of graduate program requirements.

A maximum of 3 courses (9 credit hours) are allowed for substitutions for 30-48 hour programs and a maximum of 4 courses (12 credit hours) for degree programs exceeding 48 credit hours. The total hours approved may not exceed the required limits for combined transfer and substitution courses.

### **Grade Reports**

The electronic grade report and student's academic standing are available online at [my.untDallas.edu](http://my.untDallas.edu) at the close of each term/semester. If the grade report or the student's academic standing is believed to be in error, the student should contact the Office of Registrar within 30 days following the first class day of the succeeding term/semester.

At mid-term/semester in the long session, instructors may provide individual written warnings to students who are doing unsatisfactory class work.

### **Incomplete Grades**

A grade of incomplete ("I") may be granted to a student only during the last one-fourth of the session and only if the student has: (1) satisfactorily participated in the course and (2) justifiable and documented reason for not completing the work on schedule that is beyond the control of the student as deemed appropriate by the instructor of record. The student has one long term to complete the work (e.g., Spring incomplete = end of Fall completion; Summer incomplete = end of Fall completion date; and Fall incomplete = end of Spring completion date; or at the discretion of the instructor), unless the instructor designates an earlier deadline for completion. For undergraduate courses taken Fall

2007 and after, the grade of "I" will revert to a grade of "F" if the work is not completed by the end of the next long term.

An extension for an incomplete to stand beyond one long term may be requested with appropriate justification, documentation, and approval of the instructor. Such an extension should be requested through the Student Academic Appeals Committee for review and a decision. Requests for extensions must be filed prior to the end of the long term in which course work is being completed and may not be made after the grade has been changed.

It is important to note that a student should not register for the incomplete course again. The student must arrange with the instructor of record (or program coordinator if instructor is unavailable) to finish the work at a later date utilizing the Grade of Incomplete Documentation form. This form must be filed and submitted to the Registrar's Office (with all needed signatures) no later than the last day of instruction for a given session/term. The date of completion of remaining coursework should be determined in consultation with the instructor. Upon completion of the work, the instructor will change the grade from a grade of "I" to the grade earned.

Instructors of record for a course cannot assign a grade of Incomplete without the consent of the student via the Grade of Incomplete Documentation form. Students cannot receive a grade of incomplete for a term once grades have posted officially.

### **Grade Changes**

No grade, except for a grade of "I," may be removed from a student's record once properly recorded. Changes are not permitted after grades have been filed except to correct clerical errors. Requests for error correction must be initiated immediately after the close of the term/semester for which the grade was recorded.

A faculty member who believes an error has been made in calculating or recording a grade may submit in person a request for a grade change to the program coordinator and the appropriate dean. The Registrar accepts requests for grade changes only from the academic deans.

### **Policy on Grade Appeals**

Students are encouraged to resolve grade disputes through informal discussion with their instructors and seeking a formal process only when necessary. A student may dispute a grade formally based on one of the following criteria:

1. A clerical or administrative error was made in the calculation or assignments of the student's grade.
2. The grade was not calculated in accordance with the grading criteria stated in the syllabus.
3. The grade was based on an arbitrary or unlawful reason, including discrimination, harassment, retaliation, or observance of religious holy days.

**A formal grade appeal must be filed within 10 days of the start of class of the following semester to be considered.**

### **Appeal Process**

1. A student who wishes to appeal a final course grade should first arrange an informal meeting with the instructor to discuss the student's concern.
2. If the concern is not resolved after the informal meeting with the instructor, the student may appeal the final course grade to the program coordinator of the department. For instances in which a school does not have formal program coordinators, the dean may designate a faculty member within the school to act in place of the program coordinator. The student must forward the Grade Appeal Form to the program coordinator (or

- dean in absence of a program coordinator) within 10 business days of the first class day of the following semester.
3. The program coordinator may solicit written feedback from the student and instructor and may meet with each separately before rendering a decision. The program coordinator will notify the student and instructor of the decision within 10 business days of receiving the student's appeal. The student or the instructor may appeal the decision of the program coordinator.
  4. The student or the instructor has 10 business days from receipt of the program coordinator's decision to send a written appeal to the dean of the respective school/college. The dean will forward the appeal with any other documentation to the Student Academic Appeals Committee. In the case of the College of Law grade appeals, the dean will appoint a three-person *ad hoc* committee to act in place of the Student Academic Appeals Committee.
  5. The Student Academic Appeals Committee will review the appeal and may request an in-person meeting with the student and instructor separately. The dean may also be involved in the review process and vote on the Student Academic Appeals Committee toward the decision.
  6. The Student Academic Appeals Committee will notify the dean of its decision within 30 days of its appointment. The dean will notify the student and instructor of the Student Academic Appeals Committee's decision within three business days of receipt of the decision.
  7. All rulings made by the Student Academic Appeals Committee are final.
  8. All records related to the appeal will be filed with the program coordinator of the department in which the grade was originally signed and retained in accordance with the UNT Dallas record retention policy.

#### **Dean's List and President's List**

Undergraduate students who complete at least 12 hours of class work in regularly graded courses taken in residence during the long session with a cumulative grade point average of 4.0 are placed on the president's list. Students who complete at least 12 hours of course work during the long semesters with a cumulative grade point average of 3.5 or above are placed on the dean's list. Students are notified of this recognition by the president or the appropriate academic dean.

#### **Grade Books and Tests**

The University's records retention schedule requires that grade books be retained by the program coordinator or associate dean for five years.

In addition, University policy requires that departments retain tests for one year after the term/semester has been completed or return tests to students. If the tests are returned, students are responsible for producing the tests should a grade appeal be necessary.

#### **Academic Standing**

#### **Graduate Probation, Suspension, and Dismissal**

The policy below is the minimum policy for graduate students at the University of North Texas at Dallas. Individual graduate programs may have stricter criteria for suspension or dismissal from a program. These program-specific

policies, if inclusive of higher standards than those of the Graduate School, supersede Graduate School policy. Please refer to individual program requirements for more information.

### **Academic Probation**

A student who fails to achieve the required cumulative 3.00 GPA on all courses carrying graduate credit in a term/semester will be placed on academic probation for the subsequent term/semester. If the student achieves a 3.00 semester GPA in the subsequent term/ semester, but the cumulative GPA is still below 3.00, the student will remain on academic probation. The student will be removed from probation when the 3.00 cumulative GPA is achieved. A student who is on probation cannot apply for graduation and cannot graduate.

### **Academic Suspension**

A student who is placed on academic probation who does not receive either a semester or a cumulative 3.00 GPA during the term/semester of probation will be subject to academic suspension for three (3) consecutive academic semesters (including summer) before becoming eligible to re-enroll for further graduate courses.

Graduate work completed elsewhere during a period of graduate suspension at UNT Dallas will not be counted for graduate credit at UNT Dallas. After the three (3) consecutive academic semesters of suspension, students must reapply for admission to graduate school (see "Readmission of Graduate Students" in the Graduate Admissions section of this catalog); students may then enroll in graduate courses under probation with the same probation conditions as previously described.

### **Academic Dismissal**

There are two categories of academic dismissal: (1) Dismissal from the Graduate School; or (2) Dismissal from a graduate program. The Graduate School sets criteria and makes decisions for dismissal from the Graduate School. Individual programs set criteria and make decisions related to program dismissal. Program dismissal does not automatically result in dismissal from the Graduate School.

### **Dismissal from the Graduate School**

The Graduate School may dismiss students from any further graduate study if any of the following should occur:

- A student returning from a period of suspension (under probation with the same probation conditions as previously described) who is then suspended a second time without having returned to good academic standing by achieving a cumulative GPA of 3.00 or better will be dismissed from the Graduate School.
- A student who accumulates more than three grades of C over the course of graduate study will be dismissed by the Graduate School from further graduate study at the University.

### **Dismissal from a Graduate Program**

A program coordinator/chair may dismiss students from a program based on program-specific grounds including but not limited to failure to meet any conditional admission standards, failure to meet discipline-specific or departmental

academic requirements, earning the maximum number of "C" grades allowed in their program, failure to pass comprehensive examinations, misconduct, or failure to successfully pass other programmatic requirements. To initiate program dismissal, the program coordinator must provide the Graduate School written rationale for the dismissal. Please refer to individual program requirements in the Graduate Degrees section for more information.

The student whose UNT Dallas GPA in graduate work falls below 3.00 must make up the deficit, either by repeating courses in which the grades are low, or by completing other UNT Dallas courses with grades high enough to bring the UNT Dallas GPA up to 3.00. Low grades made in graduate courses at UNT Dallas will not be replaced by courses duplicated at other institutions. The Graduate School considers grades of C as passing grades; however, grades of C may not be acceptable for specific programmatic requirements and may result in the student being unable to maintain good academic standing with the program or the student being dismissed by the Graduate School if more than three grades of C are earned in pursuit of a degree or certificate program.

A suspension or dismissal may occur at any time during a student's work toward a master's degree. The Graduate School makes every effort to notify a student of suspension or dismissal in a timely fashion. Failure to receive notification, however, does not alter the student's suspension or dismissal status. Students are expected to independently monitor progress toward degree/certificate completion in light of departmental and Graduate School policies.

### **Appeal of Academic Suspension or Dismissal**

A student who is suspended or dismissed from further graduate study by the Graduate School may appeal the decision to the Dean of the Graduate School who will seek a recommendation from the Appeals Subcommittee of the Graduate Council. Decisions made by the Dean of the Graduate School are final.

A student who is dismissed for failure to meet departmental academic requirements may appeal the decision to the Dean of the appropriate school. A dismissal that is upheld by the Dean of the school may be appealed to the Dean of the Graduate School who will seek a recommendation from the Appeals Subcommittee of the Graduate Council. Decisions on program dismissals made by the Dean of the Graduate School are not appealable.

A student who is dismissed from one graduate program but is still in good academic standing with the Graduate School will be changed to a non-degree seeking student status; and that student has the option to apply for admission into another graduate program. Please refer to the "Readmission of Graduate Students" section for more information.

### **Academic Integrity**

In accordance with [Policy 7.002 Code of Academic Integrity](#), UNT Dallas expects all students to exhibit a high value of personal responsibility, accountability and honesty in all academic endeavors. The value of the UNT Dallas degree depends upon the absolute integrity of the student work submitted to attain a degree. Therefore, it is imperative that all students demonstrate a high standard of individual honor in their scholastic work.

All members of the university community are expected to report academic dishonesty to the faculty member of the class in which the academic dishonesty is alleged to have occurred. Reports of academic dishonesty may also be made to the Dean of Students. Reports may be verbal, in writing or electronic.

### **Definitions and Examples of Academic Dishonesty**

The following is a list of various types of academic dishonesty with some exemplar behaviors that often contribute. This list is meant to bring awareness of the forms of academic dishonesty commonly encountered and is not exhaustive. It is important for students to understand that a student's lack of intent to engage in academic misconduct, or lack of knowledge of the Code of Academic Integrity, is not a defense to academic misconduct.

**Abuse of the academic process.** Engaging in activity which interferes with the academic process; including but not limited to:

- Falsifying or attempting to falsify class attendance, course registration and grade records, transcripts or any other academic records
- Fabricating excuses for class or examination absence.
- Falsifying evidence or intimidating or exerting improper influence on another in connection with an alleged violation of the Code of Academic Integrity.

**Cheating.** Intentionally using or attempting to use unauthorized materials, information, notes, study aids or other devices or materials in academic work, including but not limited to:

- Purchasing academic work from a commercial service or another individual.
- Copying information from another student during an examination.
- Providing unauthorized assistance to another student by knowingly permitting the other student to see or copy all or a part of an examination or any academic work.
- Obtaining unauthorized advance knowledge of an examination; including accessing previously administered examinations.
- Distributing unauthorized copies of examinations, by sale or otherwise, to another student.

**Fabrication.** Falsification or invention of any information, data, research or citation in academic work, including but not limited to:

- Falsifying scientific or other data.
- Changing information on examinations or other academic work that has been previously graded or submitted and resubmitting the work for the purpose of improving the grade.

**Multiple submissions.** Submitting substantial portions of the same work for credit more than once without authorization from the faculty member for the class in which the student submits the work, including but not limited to:

- Submitting the same paper for credit in more than one course without the faculty member's permission.
- Representing group work done in one class as one's own work for the purpose of using it in another class.

**Plagiarism.** Using another's ideas, processes, results or words without proper attribution; including but not limited to:

- Intentionally, knowingly, or carelessly presenting the ideas, phrasing or work of another without proper citation.
- Quoting or paraphrasing another without citing proper sources

**Complicity.** Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty; including but not limited to:

- Knowingly allowing another to copy from one's paper during an examination.
- Distributing test questions or substantive information about materials to be tested without the faculty member's permission.
- Unauthorized collaboration on academic work.
- Sitting for an examination in place of another student, or requesting that another student sit for an examination on their behalf.
- Conspiring or agreeing with others to commit an act of academic dishonesty

## Repercussion of Academic Dishonesty

Students engaging in academic dishonesty are subject to one or both types of sanctions: 1) academic misconduct sanctions and 2) conduct sanctions. Also, some academic programs across campus may have ethical and professional guidelines that could result in additional consequences at a program level. Refer to School student handbooks for more information as appropriate.

### Academic Misconduct Sanctions

1. The faculty member will contact the student within three business days after establishing a reasonable basis to believe that a student may have engaged in academic dishonesty to request a meeting to occur within five business days.
2. The faculty member and the student will meet to review all information and allow the student an opportunity to respond and provide relevant information. The faculty member may continue to collect additional information after this meeting.
3. **Note:** If the student fails to respond to the initial contact or attend the scheduled meeting, the faculty member can make a determination of student responsibility and the academic misconduct sanction in the student's absence.
4. The faculty member makes a decision regarding the responsibility of the student and determines an academic misconduct sanction. Sanctions can range from a verbal or written warning, assignment of educational coursework not required of other students, partial or no credit on the assignment, adjustment of the final course grade, and/or another course-related sanction that the faculty member deems appropriate.
5. The student is provided written notification of the finding and sanction in writing from the faculty member within five business days of the decision.
6. If the student is found responsible for academic misconduct and administered a sanction of any kind, the faculty member will submit the Academic Misconduct Violation Report to the Dean of Students and Dean of the School within five business days of the decision.
7. **Note:** Even if the student drops a course in which there was an allegation of academic misconduct, a faculty member will still review the evidence, determine if the student is responsible, and submit the Academic Misconduct Violation Report to the Dean of Students for the student's academic disciplinary history.
8. Students can appeal the decision or sanction administered by the faculty member within 10 business days of the written decision to the Student Academic Appeals Committee. The student will be required to provide a written statement as to the reason for the appeal and provide any documentation to support the appeal.
9. The Student Academic Appeals Committee will request the faculty member to supply the Academic Misconduct Violation Report and additional documentation supporting the findings. The Committee also reserves the right to ask for in-person (or video conference meeting) with the student or faculty member as needed to make an informed decision.
10. Within 45 calendar days, the Student Academic Appeals Committee will provide a written decision of the findings and share the decision with the student in writing.
11. The Committee's appeal decision will be reported to the Dean of Students and Dean of the School within five business days of the decision.
12. Within 10 business days of the Student Academic Appeals Committee, a student may appeal in writing to the Provost on the grounds that due process was not followed in the review and decision-making of the student's case. Appeals other than due process will not be considered by the Provost.

### Conduct Sanctions for Academic Misconduct

The Dean of Students maintains the academic disciplinary history. Academic Misconduct Violation Reports and the findings from any appeals will be forwarded to the Dean of Students for the student disciplinary record. Students could be subject to one or more conduct sanctions for multiple accounts of academic dishonesty and other violations of

student conduct as outlined in the Code of Student's Rights, Responsibilities, and Conduct. Refer to the [Policy 7.001 Code of Student Rights and Responsibilities, and Conduct](#) for more information related to the policies and procedures.

### **Disruptive Behavior in an Instructional Setting**

Students are expected to engage with the instructor and other students in this class in a respectful and civil manner at all times to promote a classroom environment that is conducive to teaching and learning. Students who engage in disruptive behavior will be directed to leave the classroom. A student who is directed to leave class due to disruptive behavior is not permitted to return to class until the student meets with a representative from the Dean of Students Office. It is the student's responsibility to meet with the Dean of Students before class meets again and to provide the instructor confirmation of the meeting. A student who is directed to leave class will be assigned an unexcused absent for that class period and any other classes the student misses as a result of not meeting with the Dean of Students. The student is responsible for material missed during all absences and the instructor is not responsible for providing missed material. In addition, the student will be assigned a failing grade for assignments, quizzes or examinations missed and will not be allowed to make up the work.

The Code of Student's Rights, Responsibilities, and Conduct ([Policy 7.001](#)) describes disruption as the obstructing or interfering with university functions or activity, including any behavior that interferes with students, faculty, or staff access to an appropriate educational environment. Examples of disruptive behavior that may result in a student being directed to leave the classroom include but are not limited to: failure to comply with reasonable directive of University officials, action or combination of actions that unreasonably interfere with, hinder, obstruct, or prevents the right of others to freely participate, threatening, assaulting, or causing harm to oneself or to another, uttering any words or performing any acts that cause physical injury, or threaten any individual, or interfere with any individual's rightful actions, and harassment. You are encouraged to read the Code of Student's Rights, Responsibilities, and Conduct for more information related to behaviors that could be considered disruptive.

### **Definition of Terms**

**Academic Disciplinary History.** The Academic Disciplinary History is the record of the student's violations, including academic dishonesty, which is maintained in the Dean of Students' Office.

**Academic Misconduct Sanction.** An academic misconduct sanction is the penalty assigned by the faculty member related to the course to students who have engaged in academic dishonesty while enrolled in the course.

**Academic Status.** This term is used as an indication of a student's academic standing with the university. Students must maintain a minimum cumulative grade point average (CGPA) of 2.0 to remain in good academic standing.

**Business Day.** Business day refers to the period between 8 am and 5 pm when UNTD is open for official business.

**Concentration (graduate students only).** A graduate concentration is a coherent set of courses which gives a student more breadth or depth in their major and allows a student to complete the degree with a demonstrated proficiency in an area of focus within the major. Students who select and successfully complete the requirements of an approved concentration will have this documented on their transcript. Because a concentration is intended to be within the major area of study, the hours required to fulfill the concentration should likewise apply toward completion of the degree. However that is not to say that completion of a concentration within a degree couldn't require more hours than the degree itself, in that the student is earning an additional credential. Concentrations are only available to students enrolled in the home major.

**Concurrent Enrollment.** Concurrent enrollment is enrollment for any course or courses at another institution while registered for courses at UNT Dallas. Graduate students must secure written permission for concurrent enrollment from

the Office of Graduate Admissions prior to registration, and students must not exceed the maximum enrollment limitation set by UNT Dallas.

Concurrent Programs. Concurrent programs are defined as programs (degrees, graduate academic certificates or teacher certification) that a student is pursuing simultaneously. Students in their first semester of graduate enrollment must satisfy the admission test requirement prior to submitting an application for a concurrent degree.

**Conduct Sanction.** A conduct sanction is a penalty for violating the Code of Student's Rights, Responsibilities and Conduct that may be assigned by the Dean of Students.

Continuing Students. Continuing students are those students who have been officially enrolled at UNT Dallas at least once during the 12 consecutive months **prior** to the term/semester of planned enrollment and/or have not received a degree during the same period. Students who receive a degree and reapply to the university are considered new graduate students.

Inactive Continuing Students (Undergraduate students only). Inactive students are undergraduates who have not been officially enrolled at UNT Dallas in the last 12 consecutive months and who have not received a degree during the same period.

Inactive students are required to complete the following requirements to re-enroll:

1. complete the Texas Common Application for returning students;
2. submit transcripts from all colleges attended, if any, since leaving UNT Dallas;
3. if previous UNT Dallas enrollment was as a transient, dual credit, summer visiting student or special student, all academic credentials are required prior to re-enrollment.

#### Course Numbering System

- 1000-1999 - Freshmen courses
- 2000-2999 - Sophomore courses
- 3000-3999 - Junior courses
- 4000-4999 - Senior courses
- 5000-5999 - Graduate courses
- 7000-7999 - Law Courses

**Note:** Courses 2900, 2910, 4900 and 4910, **Special Problems**, are used upon approval of the program coordinator or dean for individual instruction in any department to cover course content in special circumstances.

**Experimental Courses.** 1980, 2980 and 4980, are new courses offered on a trial basis for 1-4 hours credit each. Registration is permitted only upon approval of the program coordinator.

**Advanced Courses.** Numbered 3000 to 4999, are open to students who have 12 semester hours of credit in a given subject or who have the indicated prerequisites, and to those without the prerequisites who have the consent of the program coordinator. In some instances, school requirements may vary. Students should consult individual areas prior to enrolling in advanced courses.

Cumulative Grade Point Average. The cumulative grade point average (CGPA) upon which academic standards are based is calculated by dividing the total number of grade points earned in residence at UNT Dallas by the total number of semester credit hours (SCH) attempted in residence at UNT Dallas.

Not included in the definition of student classification for academic standards are hours granted by this university for extension courses, service experience, advanced placement, credit by examination, CLEP or transfer hours attempted but not passed.

Excluded from the calculation of the CGPA are all courses in which the student received grades of I, NP, P, or W.

**Degree Plan.** The degree plan is an official document prepared and approved in the student's major department that lists courses completed, courses to be completed, proficiency examinations and all other requirements for a particular degree program. The degree plan is subject to the requirements of the catalog in effect for the academic catalog upon entry to UNT Dallas.

**Disruptive Behavior.** Disorderly conduct taking place in an instructional setting that materially and substantially diminishes, impedes, or obstructs an instructor's ability to teach or a student's right to learn. Disruptive behavior includes conduct that distracts, disturbs, intimidates, or threatens others in a manner that unduly interferes with the educational process.

**Grade Point Average.** The overall grade point average is used to determine student class loads, eligibility for admission to the university and certain programs, and eligibility for graduation. All GPA calculations are subject to post-audit and correction by the Office of the Registrar. Visit [www.untDallas.edu/academics](http://www.untDallas.edu/academics) for additional information.

The GPA is calculated by dividing the total number of grade points by the total number of semester hours attempted. The number of semester hours attempted includes all courses with grades of A, B, C, D, and F unless replaced by a later grade. Courses with grades of I, NP, P, or W are not counted as courses attempted for GPA purposes.

**Graduate Academic Certificates.** Certificate programs for graduate credit that are offered at the post-baccalaureate level in area(s) of study designed to enhance existing degrees. Graduate academic certificates normally require 9-18 hours of graduate-level course work. (5000-level courses). Since each certificate has its own admission requirements in addition to those of the Graduate School, a student should apply for admission to a graduate academic certificate separately (and/or concurrently) with application to any other degree or certification programs. All course work must be completed, and the certificate awarded, within four years of the date of the first course. Graduate academic certificates are posted to the UNT Dallas transcript. Verification forms for completion should be requested from the program coordinator in the last semester of related course work.

**Major.** At least 24 semester hours in a given subject are required for a major, including 12 hours of advanced work. The number of hours required depends on the department selected

The term "professional field" is used in the School of Business to designate the major for the Bachelor of Business Administration (BBA) and the Master of Business Administration in Strategic Management (MBA) degrees.

**Double Major.** A student seeking a double major must consult with an advisor from the second department. If approved, the requirements for the second major are incorporated into the student's degree audit.

**Minor.** A minor requires at least 18 semester hours in a given subject, including 6 hours of advanced work. Specific course sequences for a minor are determined by the department offering the minor. Not all degrees require a minor.

**Prerequisite.** A prerequisite is a course or other preparation that must be completed before enrollment in another course. All prerequisites are included in catalog course descriptions.

**Schedule Changes (Add/Drop, Withdrawal).** Students may make adjustments to their schedules by adding and/or dropping classes or by withdrawing. Specific procedures must be followed in making these changes. (See [Enrollment](#) section of this catalog for details.)

**Note:** Students dropping all of their courses must go to the Registrar's Office or send a written request to the Registrar's Office to withdraw.

**Semester Hour.** A semester hour is the unit of credit at UNT Dallas; the credit allows for one lecture hour a week for 15 weeks or the equivalent. In course listings, figures in parentheses following the course credit hours indicate the number of clock hours per week devoted to lecture and laboratory. When it appears, the third and final number in these parentheses indicates the number of recitation hours per week.

**Term/Semester/Session.** The academic year includes three terms/semesters: fall, spring and summer. During the fall and spring terms, the following sessions are offered: 16-week regular session (1) and 8-week I and II (8W1 and 8W2,

respectively). During the summer term, the following sessions are offered: 3-week I (3W1), 5-week I and II (5W1 and 5W2), 8-week I (8W1), and 10-week (10W).

**Transient Student.** A transient student is an undergraduate student who has been enrolled at another college or university and who plans to attend UNT Dallas for one long term/semester only and then to return to the college or university where previously enrolled.

**Undergraduate Academic Certificates.** UNT Dallas offers upper-division undergraduate academic certificates to meet workforce needs or to provide students with life/career skills and knowledge and to allow for specialization in academic disciplines. Undergraduate academic certificates require 12-20 hours, the majority of which must be advanced, and must be earned in conjunction with a Bachelor's degree/major program at UNT Dallas. Visit [www.untdallas.edu/academics](http://www.untdallas.edu/academics) for additional details.

# Enrollment

*The Enrollment section explains matters related to registering for classes, dropping classes, attending classes and taking final examinations.*

## **New Graduate Student Orientation**

The Graduate School coordinates a New Graduate Student Orientation each fall, spring, and summer semester that provides an overview of what to expect at UNT Dallas - including information on policies, procedures, resources and services on campus and in the community. The Graduate School recognizes the unique needs and realities of graduate students, and this event is designed to give you the tools and connections you'll need to be successful in your professional and personal lives.

Effective orientation programs play an important role in integrating graduate students into the university community; therefore, all new students are strongly encouraged to attend. All new graduate students receive orientation information following acceptance notification.

Questions regarding New Graduate Student Orientation should be directed to the Graduate School at 972-338-1746 or [GradSchool@untdallas.edu](mailto:GradSchool@untdallas.edu).

## **Change of Address**

It is the responsibility of the student to provide correct permanent and local mailing address information at all times and on all documents at the University. Students who change their mailing address must notify the Office of the Registrar immediately by submitting the change in writing or by updating their address at [my.untdallas.edu](http://my.untdallas.edu).

## **Student Load (Fall/Spring)**

### **Fall/Spring**

Graduate students may schedule a maximum of 16 total hours during any fall or spring term/semester. Graduate students may schedule a maximum of 9 hours in one eight week session (8W1 or 8W2). Any request for a course overload beyond the maximum hours listed must be approved in advance of registration by the Dean of the Graduate School. For the purpose of fulfilling the graduate residence requirement, a load of 9 graduate semester hours is considered to be a full load.

Graduate students enrolled only in undergraduate courses, for undergraduate credit, may request special consideration by the Graduate School to enroll in hours that exceed the 16 hour maximum.

### **Summer**

A full-time graduate student with a GPA of at least 3.000 may select multiple sessions for a maximum of 18 total hours.

Constraints apply to graduate courses. Graduate students may schedule a maximum of 4 hours in a three week session (3W1), a maximum of 7 hours in a five week session (5W1, 5W2), a maximum of 9 hours in a ten week session (10W), or a maximum of 9 hours in an eight week session (8W1). At no time during concurrently running summer sessions can graduate students' enrollment exceed 10 hours.

For purposes of fulfilling the graduate residence requirements, a load of 9 semester hours is considered a full load. Any request for a course overload beyond the maximum hours listed must be approved in advance of registration by the appropriate Dean.

Graduate students enrolled only in undergraduate courses, for undergraduate credit, may request special consideration by the Graduate School to enroll in hours that exceed the 10 hour maximum.

### **Overload**

A graduate student can request an overload of the maximum number of hours allowed in a term/semester through the Graduate School. All requests are reviewed and the student notified of the status of their request prior to the end of registration for a term/semester.

### **Enrollment Certification**

Enrollment verification and loan deferments are requested online through the Student Center at [my.untDallas.edu](http://my.untDallas.edu) and are based upon a student having registered and paid tuition and fees according to the below criteria. Please click [here](#) for more information on generating an enrollment certification/verification from the National Student Clearinghouse (NSC). See "Special Conditions for Financial Aid Applicants" in the [Tuition, Expenses, and Financial Aid](#) section of this catalog for loan deferment requirements.

### **Undergraduate**

- **Full Time:** fall, spring or summer terms/semesters, 12 or more hours.
- **Three-Quarter Time:** fall, spring or summer terms/semesters, 9 to 11 hours.
- **Half Time:** fall, spring or summer terms/semesters, 6 to 8 hours.

## Graduate

- **Full Time:** fall, spring or summer term/semester, 9 or more hours.
- **Three-Quarter Time:** fall, spring or summer term/semester, 6 to 8 hours.
- **Half Time:** fall, spring or summer term/semester, 5 hours.

## Registration

All registration and student-requested schedule changes are conducted via web registration at [my.untDallas.edu](http://my.untDallas.edu). Specific information and instructions as well as dates are found online at [registrar.untDallas.edu](http://registrar.untDallas.edu) and at [my.untDallas.edu](http://my.untDallas.edu).

## Late Registration

Students who are unable to enroll during the official registration periods must pay an additional fee for late registration. Refer to [registrar.untDallas.edu](http://registrar.untDallas.edu) for late registration information.

## Concurrent Registration

Graduate students must secure written permission from the Graduate School **before** registering for any course or courses at another institution while registered for any course at UNT Dallas. Failure to secure the required permission for concurrent enrollment prior to registration at the second institution may cause UNT Dallas to refuse degree credit for the work taken elsewhere. In no case may the combined total of semester hours enrolled for at the two institutions exceed the maximum load permitted to graduate students at UNT Dallas.

## Evening and Saturday Classes

A large number of classes at the graduate level are scheduled for one three-hour meeting per week during the spring and fall terms/semesters, usually on Saturday morning or on a weekday evening. Consult the online schedule of classes at [my.untDallas.edu](http://my.untDallas.edu), available prior to spring and fall registration, for schedule details.

A few of these classes also are available during summer terms/sessions. Consult the online schedule of classes at [my.untDallas.edu](http://my.untDallas.edu).

## Schedule Changes

For information concerning adding or dropping courses, consult the online Academic Calendars at [registrar.untDallas.edu](http://registrar.untDallas.edu).

## Registration Changes for Lacking the Prerequisite

A prerequisite is a course or other preparation that must be completed before beginning a course to ensure that students can successfully complete the course. All prerequisites are included in catalog course descriptions.

Students will be allowed to enroll in the next course of the sequence for the following term if they are currently enrolled in the prerequisite course at UNT Dallas. However, students will be dropped from that course prior to the beginning of the next term if they do not meet the prerequisite specified in the catalog. Students should meet with an academic advisor to develop a plan for successful completion of the prerequisite course.

Concurrent prerequisite enrollment is not permitted; however, in rare instances, exceptions may be approved by the department via the Academic Exception Form.

## **Student Attendance**

The University of North Texas at Dallas ("UNTD" or "the University") recognizes that student success is promoted by the expectation of regular attendance and participation in class ([Policy 7.005](#)).

### Class Attendance:

1. Responsibility for class attendance rests with students. Regular and punctual attendance at all scheduled classes is expected.
2. Faculty members will clearly state their policy regarding class absence and the impact of absences on course grades on their course syllabi. Absences may lower a student's grade where class attendance and class participation are deemed essential by the faculty member.
3. Faculty members will be expected to report accurately attendance for class roll audits, early alerts, and last day of participation for financial aid purposes.

### Excused Absences:

1. An absence may be excused for the following reasons:
  - a. Religious holy day, including travel for that purpose;
  - b. active military service;
  - c. participation in an official university function; or
  - d. illness or other extenuating circumstances.
2. A student is responsible for requesting an excused absence in writing, providing satisfactory evidence to the faculty member to substantiate the excused absence and delivering the request personally to the faculty member assigned to each course.
3. When the absence is excused, the faculty member will provide a reasonable time after the absence for the student to complete the assignment or examination.

### Student Absence Due to Religious Holy Day:

A student may be excused from attending classes or other activities, including examinations, for observance of a religious holy day, including travel for that purpose.

1. A student should notify a faculty member of anticipated absence to observe religious holy days as early in semester as possible.
2. An excused student may not be penalized for the absence and must be allowed to take an examination or complete an assignment from which the student is excused within a reasonable period after the absence. The faculty member may take appropriate action if a student fails to satisfactorily complete an assignment or examination.

3. If a student and faculty member disagree about the nature of the absence being for the observance of a religious holy day or about whether the student has been given reasonable time to complete any missed assignments or examinations, either the student or the faculty member may appeal to the Student Academic Appeals Committee (SAAC). The student and faculty member will abide by the decision of the SAAC.

#### Student Absence Due to Military Service:

A student will be excused from attending classes or other activities upon providing notice of participation in active military service.

1. A student called to active military service must provide a copy of the student's military order to each faculty member instructing a course in which the student is enrolled.
2. An excused student will not be penalized for an absence due to military service and will be allowed to take an examination or complete an assignment from which the student is excused within a reasonable period after the absence.
3. The course syllabus or instructional plan for a course in which a student was enrolled when called to active military service will be retained so that the student may complete the course without prejudice and pursuant to the course requirements that were in effect when the student enrolled in the course upon the student's return from active military service. All course work completed by the student prior to being called to active military service will be retained until the student returns.
4. A student who returns from active military service who will not be able to satisfactorily complete any outstanding assignments or examinations within a reasonable period of time must contact the Office of the Provost to develop a written plan and timeframe for completing all outstanding assignments or to make any other arrangements as may be appropriate under the circumstances.
5. The maximum period for which a student may be excused will be no more than 25% (twenty-five percent) of the total number of class meetings or the contract hour equivalent (not including the final examination period) for the specific course or courses in which the student is currently enrolled at the beginning of the period of active military service.
6. A student returning from active military service who believes that they have not been given full and fair treatment in accordance with this policy, or all other relevant state or federal laws relating to return from active military service, may seek review by the Student Academic Appeals Committee (SAAC). The SAAC will review the complaint asserted by the student, meet with all university officials who may have knowledge of the circumstances, and attempted to resolve the dispute amicably in accordance with UNTD policy and state and federal law.

#### Student Absence for Official University Functions:

Student absences due to participation in a university function or activity must be approved in advance within a reasonable time by the faculty member. Students should be prepared to provide appropriate documentation of participation in the official function.

#### Student Absence Due to Illness and Extenuating Circumstances:

In cases of brief illness or extenuating circumstances in which a student can return to class participation in a reasonable timeframe, the student should inform his or her faculty of currently enrolled courses with the reason for absence and make arrangements to make up work immediately upon return. Documentation may be requested by the faculty member to verify illness. In case of an absence in which the student is not able to communicate effectively with faculty, the student should notify the Assistant Provost for notification of the faculty.

#### **Course Drop/Withdrawal**

1. A student may drop a course prior to the census date in the Office of the Registrar. Courses dropped prior to the census date will not appear on the student's transcript and will not be included in the limitation of dropped courses as set forth below.
2. If a course is withdrawn from prior to the end of the 12th week of classes for the fall or spring semester or equivalent date for shorter sessions, a grade of W will be assigned.
3. No student may drop any course after the date designated by the Office of the Registrar during the twelfth (12th) week of the fall or spring semester, or the equivalent date of the shorter sessions.
4. No student may withdraw from more than six (6) courses during their academic program except as set forth below. The Registrar may refuse to allow a student to drop a course if the student has dropped six (6) courses previously.
5. Students applying for financial aid must contact the Office of Student Financial Aid prior to removing any class from their schedule in order to understand the potential impact of the drop/withdrawal of the course on student financial aid eligibility.

**All relevant course drop dates will be published annually by the Registrar and will be made available on the UNTD online academic calendar. All drop procedures must be completed by 5:00 p.m. on the deadline dates specified on the UNTD academic calendar.**

#### **Limitations on Course Withdrawals**

Undergraduate students who enrolled in higher education for the first time after fall 2007 will not be permitted to drop a total of more than six (6) courses, including any course a transfer student dropped at another institution unless the student shows good cause for dropping more than six (6) courses, including but not limited to a showing that:

1. A severe illness or debilitating condition affects the student's ability to satisfactorily complete a course;
2. The student's responsibility for the care of a sick, injured or needy person if the provision of that care affects the student's ability to satisfactorily complete the course;
3. The death of a person who is considered to be a member of the student's family or who is otherwise considered to have a sufficiently close relationship to the student that the person's death is considered to be a showing of good cause;
4. The active duty service as a member of the Texas national guard or the armed forces of the United States of either the student or a person who is considered to be a member of the student's family or who is otherwise considered to have a sufficiently close relationship to the student that the person's active military service is considered to be a showing of good cause;
5. The change of the student's work schedule that is beyond the control of the student and affects the student's ability to satisfactorily complete the course; or,
6. Other good cause as determined by the Student Academic Appeals Committee. Courses dropped for complete withdrawal from UNTD are not calculated for the purpose of the course drop limitation.

#### **Administrative Withdrawal from Courses**

At the beginning of each session, faculty report students who do not participate in any classes or coursework prior to the official census date for the term. Students, who are enrolled for courses but fail to attend or participate in all enrolled courses before census, will be administratively dropped from courses for the current term and any future terms. Students who do not attend for one, full academic year are discontinued from the University and required to reapply for admission.

#### **Withdrawal from UNT Dallas**

A student may withdraw from all courses from UNTD any time prior to for the end of the 13th week of classes the fall or spring semester or the equivalent dates for summer session.

The Registrar will record a W for each course in which a student was enrolled for withdrawals processed prior to the 12th week of classes for the fall or spring semester or the equivalent for summer sessions.

### **Pre-Finals Week**

So that students can more adequately prepare for their final examinations, special rules apply to the seven calendar days preceding the final week of each fall and spring term/semester. During pre-finals week, student organizations do not meet; and activities requiring student participation such as field trips or performances by dance, drama or music ensembles are not scheduled.

### **Final Examinations**

Faculty members are expected to administer final examinations at the designated times during the exam week of each long semester and during the last class meeting day of each summer term. Any deviation from the published schedule of final examinations must be approved in advance by the appropriate academic dean.

Students who have as many as three final examinations scheduled on one day may appeal to their academic dean to reschedule one of those examinations on another day during the final examination period.

### **Graduation and Commencement**

Graduation is the process that verifies that all degree requirements have been met, and the degree awarded (i.e., conferred). Students must apply for graduation in their final term to complete coursework. Diplomas are mailed to candidates approximately eight weeks after the end of the semester in which the student has applied for graduation, and the coursework and other degree requirements have been verified.

### **Application for Graduation**

Applications for graduation are available in online at the student center at [my.untDallas.edu](http://my.untDallas.edu). (Visit [registrar.untDallas.edu](http://registrar.untDallas.edu) for degree application deadlines.)

Applications for admission to candidacy for a graduate degree must have a 3.00 or above average on all courses that receive graduate credit, whether or not the courses are to be applied toward a graduate degree. No student whose academic or personal record is unsatisfactory will be admitted to candidacy for the master's degree. The candidate must also earn 30 or more hours of graduate credit, depending upon the requirements for the degree sought. Courses in which the grade is D cannot be used toward completion of graduate degree requirements. Please see General Degree Requirements for more details.

Students otherwise eligible for graduation who complete their final course or courses elsewhere will not graduate at the end of the term/semester or summer session/term in which the work is completed, because of the time required for obtaining transcripts. Such students will have their degrees conferred at the close of a subsequent UNT Dallas term/semester.

Applicants who wish to apply after the graduation deadline (see the Academic Calendar) may not have their names listed in the commencement program because of publication deadlines. A late application may also delay degree conferral and final transcript.

Students who would like to apply after the degree conferral deadline will not graduate at the end of the term/semester. Their degree conferral will be processed at the close of the following eligible term/semester.

### **Commencement Exercises**

Commencement is the public ceremony to recognize and celebrate students' achievements. Commencement exercises are held in May and December.

Students can only participate in one commencement exercise for an academic career (i.e. undergraduate and graduate levels). Students completing degree requirements at the end of the summer term traditionally attend the December commencement exercises. However, students that are within two courses (6-8 credits) of degree completion and in good academic standing can appeal to participate in earlier exercises.

All communications with students related to graduation and commencement activities will be conducted through the UNT Dallas student email accounts.

For more information on graduation and the commencement ceremony, click [here](#) to be directed to the Graduation and Commencement page located on the Registrar's Office website.

### **Definition of Terms**

Active Military Service. "Active Military Service" includes active military service performed by a member of the Texas National Guard of the Texas State Guard.

Census Date. "Census date" means the 12th class day of the fall or spring semester or the equivalent dates in a summer session. The census date will vary based on the length of the course and are established and available from the Office of the Registrar.

Class Participation. "Class participation" is determined by the faculty member and may include activities such as attendance in class, submitting homework assignments or discussion board posts, and communication with the faculty member of record.

**Commencement.** The public ceremony to recognize and celebrate students who have applied for graduation.

**Course Drop.** "Course drop" means a course credit not completed by the student that was removed from his/her schedule prior to the session census date and is removed from the transcript.

**Course Withdrawal.** "Course withdrawal" means a credit course not completed by the student who was enrolled in the course on the session census date for which the student will receive a non-punitive grade of W on his/her transcript.

**Discontinuation.** Students who are "discontinued" at UNTD are those who have not been enrolled for at least 12 months at UNTD and must reapply to the institution to reenroll.

**Grade.** "Grade" means an indicator assigned upon completion of a course (usually A,B,C,D or F). A grade indicates that the student has earned and will be awarded

credit if the course was completed successfully or that the student remained in the course until completion but failed to make satisfactory performance to be awarded credit. "Grade" does not include "incomplete."

**Graduation.** The process to verify that all degree requirements have been met and the degree is awarded (sometimes, also referred to as conferred). The conferred degree is noted on the official transcript, and diplomas are mailed to candidates approximately eight weeks after the end of the final term.

**Member of a student's family.** "Member of a student's family" includes the student's spouse, child, grandchild, father, mother, brother, sister, grandmother, grandfather, aunt, uncle, niece, nephew, first-cousin, step-parent, step-child or stepsibling.

**Person who is otherwise considered to have a sufficiently close relationship to the student.** "Person who is otherwise considered to have a sufficiently close relationship to the student" includes any relative within the third degree of consanguinity, plus close friends, including but not limited to roommates, housemates, classmates or other persons identified by the student as determined by the Assistant Provost for Academic Affairs on a case-by-case basis.

Reasonable Time. "Reasonable Time" means no fewer than 10 days.

Religious Holy Days. "Religious Holy Days" means a holy day observed by a religion whose place of worship is exempt from state property tax.

Student. "Student" includes students enrolled in distance education, self-paced and other asynchronous courses.

## General Course Information

- [Course Numbering System](#)
- [Course Information](#)
- [Texas Common Course Numbering System](#)
- [Course Descriptions](#)

### Course Numbering System

- 1000-1999 - Freshman courses
- 2000-2999 - Sophomore courses
- 3000-3999 - Junior courses
- 4000-4999 - Senior courses
- 5000-5999 - Graduate courses
- 7000-7999 - Law courses

The graduate student enrolled in a 5000-level course that meets with a senior-level undergraduate course will be expected to complete additional requirements beyond those expected of undergraduates in the same course.

**Note:** Courses 2900, 2910, 4900 and 4910, **Special Problems**, are used upon approval of the department chair or dean for individual instruction in any department to cover course content in special circumstances. Courses 5900, 5910, 5920 and 5930 are used in any department that offers graduate work.

Students should not repeat Special Problem courses with the same content (syllabus, course material, etc.) given it will not count toward meeting degree requirements. The duplicate course(s) will be excluded from the student's degree program.

Experimental Courses: 1980, 2980 and 4980, are new courses offered on a trial basis for 1-4 hours credit each. Registration is permitted only upon approval of the department chair.

Advanced Courses: numbered 3000 to 4999, are open to students who have 12 semester hours of credit in a given subject or who have the indicated prerequisites, and to those without the prerequisites who have the consent of the department chair. In some instances, school requirements may vary. Students should consult individual areas prior to enrolling in advanced courses.

### **Course Information**

Individual courses of instruction are subject to change or withdrawal at any time and may not be offered each term/semester or every year. Any course may be withdrawn from current offerings if the number of registrants is too small to justify conducting the course. Students interested in a particular course during a particular period should inquire in advance and/or consult the applicable online Schedule of Classes at [myUNTDallas](#).

Figures in parentheses following the course credit hours indicate the number of clock hours per week devoted to lecture and laboratory. When it appears, the third and final number in these parentheses indicates the number of recitation hours per week. Specific information regarding courses within a particular department is located immediately before the course listings.

### **Prerequisite**

A prerequisite is a course or other preparation that must be completed before beginning a course to ensure that students can successfully complete the course. All prerequisites are included in catalog course descriptions.

Students will be allowed to enroll in the next course of the sequence for the following term if they are currently enrolled in the prerequisite course at UNT Dallas. However, students will be dropped from that course prior to the beginning of the next term if they do not meet the prerequisite specified in the catalog. Students should meet with an academic advisor to develop a plan for successful completion of the prerequisite course.

Concurrent prerequisite enrollment is not permitted; however, in rare instances, exceptions may be approved by the department via the Academic Exception Form.

### **Corequisite**

A corequisite is a course that must be completed at the same time as another course. For instance, often times, science classes will offer a laboratory course that must be taken at the same time as the lecture course. All corequisites are included in catalog course descriptions.

### **Semester Hour**

A semester hour is the unit of credit at UNT Dallas; the credit allows for 1 lecture hour a week for 15 weeks or the equivalent.

## Texas Common Course Numbering System

The Texas Common Course Numbering System (TCCNS) has been designed for the purpose of aiding students in the transfer of general academic courses between colleges and universities throughout Texas. Common courses are freshman and sophomore academic credit courses that have been identified as common by institutions that are members of the common course numbering system. The system ensures that if the student takes a course the receiving institution designates as common, then the course will be accepted in transfer and the credit will be treated as equivalent to the course offered by the receiving institution.

The following table lists the courses that have been identified as common and their TCCNS equivalents. Students wishing to transfer a course that is not listed should obtain approval from the department of their intended major prior to taking the course. The student's academic dean determines applicability of the credit to a degree program. Before using this table, students should be sure that the institution they attend employs the TCCNS.

Common course numbers shown on this list as equating to 3000-level (upper-division) courses at UNT Dallas will transfer as equivalent courses, but will not be counted as upper-division credit.

Information provided is subject to change without notice and does not constitute a contract between UNT Dallas and a student or applicant for admission. Transfer credit is subject to audit during a student's academic career at UNT Dallas. Total hours accepted may be increased or decreased to reflect correction of prior evaluation or consideration of additional transfer work to ensure compliance with UNT Dallas academic policies.

Prospective transfer students should contact the department of their intended major for course work guidelines prior to enrollment. The most current version of the common course numbering system course equivalents for UNT Dallas is available from the Office of Admissions.

The TCCNS numbers, when applicable, are indicated in parentheses immediately following the UNT Dallas course number in the course description except when two UNT Dallas courses are required to meet a TCCNS equivalent. See "How to Read Course Descriptions" in this section for an example. Grade points earned at other institutions are excluded in the computations of the UNT Dallas cumulative grade point average, but transfer hours accepted are included in determining the classification and minimum required level of performance. Additional information concerning academic status is available from the offices of the academic deans. Additional courses may be equivalent but are not listed as being a part of TCCNS, contact the academic dean of your major at UNT Dallas for advising.

Students enrolled at UNT Dallas must secure their dean's approval to enroll concurrently in another college or university. Failure to obtain advance approval may result in the refusal of the university to accept such work in transfer.

For academic advising at UNT Dallas, contact the Academic Advising and Student Success at 972-338-1645.

UNT Dallas	TCCNS
ACCT 2010	ACCT 2301/2401
ACCT 2020	ACCT 2302/2402
ART 1300	ARTS 1301
ART 1303	ARTS 1303
ART 1304	ARTS 1304
BCIS 2610	BCIS 1305

<b>UNT Dallas</b>	<b>TCCNS</b>
BIOL 1132	BIOL 2406
BIOL 1300	BIOL 1308
BIOL 1710	BIOL 1306
BIOL 1720	BIOL 1307
BIOL 1730	BIOL 1106
BIOL 1740	BIOL 1107
BIOL 2041	BIOL 2321
BIOL 2042	BIOL 2121
BIOL 2301	BIOL 2301
BIOL 2302	BIOL 2302
BIOL 2311	BIOL 2101
BIOL 2312	BIOL 2102
CDFS 1013	PSYC 2314
CDFS 2033	TECA 1303
CHEM 1410	CHEM 1311
CHEM 1420	CHEM 1312
CHEM 1430	CHEM 1111
CHEM 1440	CHEM 1112
CHEM 2370	CHEM 2323
CHEM 2380	CHEM 2325
CJUS 2100	CRIJ 1301
CJUS 2300	CRIJ 1310
CJUS 2301	CRIJ 2313
CJUS 2302	CRIJ 2328
CJUS 3300	CRIJ 2328
CJUS 3400	CRIJ 2313

<b>UNT Dallas</b>	<b>TCCNS</b>
COMM 1010	SPCH 1311
COMM 1307	COMM 1307
COMM 2300	SPCH 1315
COMM 2324	COMM 2324
COMM 2350	COMM 2366
CSCE 1010	COSC 1301
CSCE 1030	COSC 1436
CSCE 1040	COSC 1337
CSCE 2050	COSC 2336
CSCE 2610	COSC 2325
DFST 1013	TECA 1354
DFST 2033	TECA 1303
DSCI 2305	BUSI 2305
ECON 1100	ECON 2302
ECON 1110	ECON 2301
ENGL 1313	ENGL 1301
ENGL 1323	ENGL 1302
ENGL 2100	ENGL 2307
ENGL 2210	ENGL 2332
ENGL 2220	ENGL 2333
ENGL 2321	ENGL 2321
ENGL 2326	ENGL 2326
ENGL 2341	ENGL 2341
ENGL 2342	ENGL 2342
GEOG 1170	GEOG 1302
GEOG 1200	GEOG 1303

<b>UNT Dallas</b>	<b>TCCNS</b>
GEOG 1710	GEOL 1401
GEOL 1445	GEOL 1445
GEOL 1610	GEOL 1403
HIST 1050	HIST 2321
HIST 1060	HIST 2322
HIST 2301	HIST 2301
HIST 2610	HIST 1301
HIST 2620	HIST 1302
HLTH 1100	TECA 1318
HSML 1300	SOCW 2361
MATH 1100	MATH 1314
MATH 1190	MATH 1325
MATH 1350	MATH 1350
MATH 1351	MATH 1351
MATH 1580	MATH 1332
MATH 1581	MATH 1332
MATH 1600	MATH 1316
MATH 1650	MATH 2412
MATH 1680	MATH 1342
MATH 1681	MATH 1342
MATH 1710	MATH 2413
MATH 1720	MATH 2314
MATH 2000	MATH 2305
MATH 2700	MATH 2318
MATH 2730	MATH 2315
MUED 1130	MUSI 1304

<b>UNT Dallas</b>	<b>TCCNS</b>
MUSI 1310	MUSI 1310
PHYS 1052	PHYS 1404
PHYS 1062	PHYS 1403
PHYS 1210	PHYS 1415
PHYS 1410	PHYS 1301
PHYS 1420	PHYS 1302
PHYS 1430	PHYS 1101
PHYS 1440	PHYS 1102
PHYS 1710	PHYS 2325
PHYS 1730	PHYS 2125
PHYS 2220	PHYS 2326
PHYS 2240	PHYS 2126
PSCI 1040	GOVT 2301
PSCI 1050	GOVT 2302
PSCI 2306	PSCI 2306
PSYC 1100	PSYC 2301
PSYC 2480	PSYC 2315
SOCI 1510	SOCI 1301
SOCI 1520	SOCI 1306
SOCI 2010	SOCI 2319
SOCI 2070	SOCI 2319
SOCI 2100	CRIJ 1301
SPAN 1010	SPAN 1411
SPAN 1020	SPAN 1412
SPAN 2040	SPAN 2311
SPAN 2050	SPAN 2312

UNT Dallas	TCCNS
SPAN 2313	SPAN 2313
TECM 2300	COMM 2311
TECM 2700	ENGL 2311

## Course Descriptions

### How to Read Course Descriptions

All courses on the course description page are listed alphabetically. If more than one area of instruction exists within a unit, courses are listed alphabetically within that unit. Additionally, the courses appear in the straight alphabetical listing with a reference back to the unit.

**Use the Course and Subject Guide located before the Course Descriptions to find courses quickly.** Select prefix under Prefix/Subject Guide column and find the page number in the last column. If the Prefix/Subject Guide is unknown, examine the Courses of Instruction column for interest area and page number.

**Note:** A sample has been compiled to identify different components of the course description and does not accurately reflect an existing course. Explanations are given below the example. Not all course descriptions include every component shown in the following example.

**Example from Catalog:** MATH 3000. Real Analysis I.

**MATH 3000. Real Analysis I.** 4 hours. (3;0;1\*). Introduction to mathematical proofs through real analysis. Topics include sets, relations, types of proofs, continuity and topology of the real line. May only be attempted 2 times for credit. Prerequisite(s): Students must complete MATH 3320 (formerly 2000) or its equivalent w/ grade C or better. \*This hour is a problem-solving session.

### Explanation of Example:

In this example, the first paragraph gives specific information regarding courses within a particular department.

- **Mathematics** is the area of study.
- **MATH** represents the course prefix.
- **3000** is the course number.
- **Real Analysis I** is the title of the course.
- **4 hours** represents the number of semester credit hours earned.
- **(3;0;1)** shows that 3 hours will be spent in lecture, 0 hours will be spent in laboratory, and 1 hour will be spent in recitation.
- **Introduction to mathematical proofs through real analysis. Topics include sets, relations, types of proofs, continuity and topology of the real line. May only be attempted 2 times for credit** is the content description regarding the course.
- **Prerequisite(s): Students must complete MATH 3320 (formerly 2000) or its equivalent w/ grade C or better** explains that MATH 3320 (formerly 2000) must be completed prior to enrolling in MATH 3000.

- **\*This hour is a problem-solving session** indicates any special comments or instructions regarding registering for the course or the course itself.

# Course Descriptions

## Accounting - Undergraduate

### ACCT 2010 - Accounting Principles I (Financial Accounting)

3-3 **TCCNS Number:** ACCT 2301 or ACCT 2401

2010 (2301 or 2401). 3 hours. External uses of accounting information; interpretation of accounting data; analysis of financial statements; income and cash flow analysis; nature of assets and liabilities; understanding accounting reporting process. Prerequisite(s): MATH 1680 (or higher level). May not be taken more than twice at UNT Dallas. Students may not retake this course once they have completed (with a C or better) a course for which this is a prerequisite.

### ACCT 2020 - Accounting Principles II (Managerial Accounting)

3-3 **TCCNS Number:** ACCT 2302 or ACCT 2402)

2020 (2302 or 2402). 3 hours. A study of the use of accounting information for business decision making. Topics include: cost behavior analysis, cost-volume-profit relationships, and the identification of costs relevant to the decision making process. Students are introduced to various cost system designs, standard costs, variable costing, operational budgeting, and decision making in decentralized businesses. Prerequisite(s): ACCT 2010 with a grade of C or better; MATH 1680 (or higher level). This course may not be taken more than twice at UNT Dallas. Students may not retake this course once they have completed (with a C or better) a course for which this is a prerequisite.

## Accounting - Graduate

### ACCT 5110 - Fundamentals of Accounting Research

3-3 3 hours (3;0;0). Application of accounting theory to recognize accounting problems, isolate relevant issues, and conduct accounting research using appropriate databases and resources. Topics include critical thinking, accounting research, use of databases, effective communications, and the role of research in fraud investigations. Prerequisite(s): ACCT 3120, ACCT 3380, and Admission to Accounting MBA Concentration (or consent of department). Course Typically Offered: Spring.

### ACCT 5130 - Accounting for Management

3-3 3 hours (3;0;0). Designed to provide an understanding of managerial accounting data in making business decisions. Cases, readings and projects are used to examine a wide variety of managerial topics. Prerequisite(s): ACCT 2010 and 2020 (or equivalent). For students not seeking an MBA with an accounting concentration. Course Typically Offered: Spring, Summer.

### ACCT 5150 - The Development of Accounting Theory

3-3 3 hours (3;0;0). The theory of accounting as it has developed in the economy of the United States. Particular emphasis on concepts, income measurement, valuation of assets, and valuation and measurement of equities. Application of accounting theory to contemporary problems is analyzed by cases and research papers on selected areas.

Prerequisite(s): Admission to the Accounting MBA Concentration (or consent of department). Course Typically Offered: On Demand.

### **ACCT 5200 - Professional Ethics and Corporate Governance**

3-3 3 hours (3;0;0). This course will examine professional ethics from both a philosophical and business perspective. Ethical reasoning, moral character and decision making will provide a framework for an examining of the importance of ethics in an individual's personal life and professional career. This course will also explore the concept of corporate governance and the direction business entities are taking in establishing a sound governance framework.

Prerequisite(s): Admission to the MBA program. Course Typically Offered: Fall.

### **ACCT 5301 - Advanced Federal Income Taxation**

3-3 3 hours (3;0;0). Comprehensive introduction to federal taxation of corporations, partnerships, and other business entities. Emphasizes the tax compliance, research, and planning processes. Coverage includes technical tax rules and motivations behind these rules, as well as tax planning, policy, and practice issues. Prerequisite(s): ACCT 4300 with grade of B or better. May not be taken more than twice at UNT Dallas. Course Typically Offered: Spring.

### **ACCT 5310 - Tax Research and Administrative Procedure**

3-3 3 hours (3;0;0). The objectives of this course are to develop the technical and research skills needed to address contemporary tax issues. Students will learn to identify tax issues, formulate research questions, and develop the research skills needed to address them. Upon completion of this course, students will be able to use the major tax services, evaluate the relevant authorities, and communicate their findings in a professionally written research memorandum. This course also familiarizes students with federal tax policies and procedures, and the authorities that govern tax practice by tax professionals. Prerequisite(s): ACCT 5300 and Admission to the Accounting MBA Concentration. Course Typically Offered: On Demand.

### **ACCT 5345 - IT Auditing and Analytics**

3-3 3 hours (3;0;0). Technology imposes a new environment for internal and external auditors. This course emphasizes audit technology tools, audit techniques, analytics, and controls that address today's ever-changing audit environment. Prerequisite(s): ACCT 4100 and ACCT 4400 with a grade of B or better. May not be taken more than twice at UNT Dallas. Course Typically Offered: Fall.

### **ACCT 5350 - Advanced Accounting Analysis**

3-3 3 hours (3;0;0). This course focuses on business combinations, income determination and equity accounting, consolidated statements, inter-company transactions; foreign currency and international accounting; accounting for partnerships including formation and dissolution. Prerequisite(s): ACCT 3120 with a grade of B or better. Course Typically Offered: Fall.

### **ACCT 5371 - Strategic Cost Management**

3-3 This course will explore the role and scope of the strategic cost management function within today's organization. Current cost management tools incorporated with organizational strategy improve the quality of information managers use for planning, controlling, and decision-making. Prerequisite(s): ACCT 3270 or ACCT 5130 with a grade of B or better. May not be taken more than twice at UNTD. Course Typically Offered: Summer.

### **ACCT 5380 - Forensic Accounting and Fraud Examination**

3-3 3 hours (3;0;0). Provides an overview of forensic accounting and fraud examination. Topics include fraud detection, fraud investigation, and accounting data analysis techniques. Fundamental legal concepts governing expert witness testimony and the handling and admissibility of evidence are examined. Prerequisite(s): Admission to the Accounting MBA Concentration (or consent of department). Course Typically Offered: Spring.

### **ACCT 5450 - Seminar in Internal Auditing**

3-3 5450. 3 hours. A study of the theory and practice of internal auditing. The course examines the difference between internal and external auditing, focusing on such issues as independence, audit scope, reporting and human relations. Specific internal audit topics include operational auditing, audit administration, planning and supervision, and internal audit reporting. Prerequisite(s): ACCT 4100, ACCT 4400, and Admission to the Accounting MBA Concentration (or consent of department). Course Typically Offered: On Demand.

### **ACCT 5900 - Special Problems**

1-3 1-3 hours. Course Typically Offered: On Demand.

## **Bilingual and ESL Education - Graduate**

### **EDBE 5370 - Assessing Language and Content Learning in EC-12**

3-3 3 hours. Examination of issues related to assessment of language proficiency and cognitive abilities of EC- 12 English language learners, appropriate diagnostic testing to the teaching and learning progress, review of potential cultural bias in EC-12 assessment procedures for assessing the eligibility of EC-12 students. Prerequisite(s): Accepted to graduate program. Course Typically Offered: Spring and Summer.

### **EDBE 5380 - Bilingual Content Instruction and Mentoring**

3-3 3 hours. Study of curriculum, materials and pedagogy applicable to bilingual classrooms; integrated teaching of mathematics, social studies and sciences in bilingual classrooms, emphasizing research-based methods that use the learner's first language for content instruction, while mentoring novice teachers. Instructed in Spanish. Prerequisite(s): Admission to School of Education teacher graduate program. Must currently be a Texas certified classroom teacher. Successful completion of a Spanish proficiency exam. Course Typically Offered: Spring and Summer.

### **EDBE 5382 - ESL Content Instruction and Mentoring**

3-3 3 hours. Provides examination of theoretically based practice and application of content curriculum for English learners (ELs) students in ESL supported content area classes; discussions on the use of culturally relevant literature to support the academic success in the target language. Prerequisite(s): Admission to graduate program. For classroom teachers only. Course Typically Offered: Spring and Summer.

### **EDBE 5395 - Methods and Materials for Teaching Spanish EC-12**

3-3 3 hours. Overview of approaches and materials for teaching Spanish in elementary through secondary schools in self-contained or within dual language programs. Prerequisite(s): Admission to School of Education teacher graduate program. Course Typically Offered: Fall and Summer.

### **EDBE 5560 - Fundamentals of Bilingual and English as a Second Language Education in EC-12**

3-3 5560. 3 hours. Examination of historical and legal aspects of bilingual and English as a second language education in EC-12 settings, including program models for the education of English language learners; also, an overview of theories of second language learning and their implications for practice in schools. A minimum of 10 hours of observations are required. Three lecture hours a week. Prerequisite(s): Consent of department. Course Typically Offered: Fall and Summer.

### **EDBE 5570 - Assessing Language & Content Learning in EC-12 Bilingual and English as a Second Language Education**

3-3 5570. 3 hours. Examination of issues related to assessment of language proficiency and cognitive abilities of EC-12 English language learners, including the importance of appropriate diagnostic testing to the teaching and learning process; also, a review of potential cultural bias in EC-12 assessment; procedures for assessing eligibility of EC-12 students for special language programs. Prerequisite(s): EDBE 5560 or consent of department.

### **EDBE 5580 - Bilingual Content Instruction**

3-3 5580. 3 hours. Study of curriculum, materials and pedagogy applicable to bilingual classrooms. Attention is given to the integrated teaching of mathematics and the social and natural sciences in bilingual classrooms, emphasizing research-based methods that use the learner's first language for content instruction. This course is taught in Spanish. Prerequisite(s): EDBE 5560 or consent of department. Designed for bilingual, post-baccalaureate teacher certification students.

### **EDBE 5660 - English Language Acquisition by Spanish Speakers : Theories and Methods**

3-3 5660. 3 hours. Considering that many ELLs have a Spanish speaking background, this class will focus on the identification and explanation of the nature and origin of different types of errors as well as on an overview of their English second language acquisition process. Practical analysis of oral and written English samples will be given as well as an overview of methods and strategies to help error correction. During the course, students will also acquire the most common Spanish phrases and vocabulary used in the classroom setting. Prerequisite(s): Admission to graduate school. Course Typically Offered: Fall and Summer.

## **Biology - Graduate**

### **BIOL 5090 - Animal Behavior**

3-3 5090. 3 hours. Comparative study of animal behavior including its genetic basis, expression through neurophysiological mechanisms, functions in the environment and adaptive role during evolutionary history. Prerequisite(s): Permission of instructor.

### **BIOL 5170 - Evolutionary Ecology**

3-3 5170. 3 hours. Principles that determine the distribution and abundance of organisms from an evolutionary perspective, including evolutionary genetics and speciation, and the theory of natural selection in population ecology, interactions between populations, and applied biogeography. Prerequisite(s): Admission to M. Ed. program or consent of instructor.

### **BIOL 5240 - Advanced Topics in Molecular Biology**

3-3 5240. 3 hours. The concepts and techniques of molecular biology are the foundation for the studies of all aspects of modern biology. A basic understanding of molecular biology is essential for teaching current college level biology courses as well as preparation for the advanced study of a wide range of biological sciences. In this course, students will be exposed to the theoretical concepts and experimental techniques of molecular biology. Topics include genetic analysis of gene structure, regulation of gene expression and principles of molecular biology techniques (gene cloning, plasmid purification, restriction enzyme analysis, and DNA sequencing). Prerequisite(s): A minimum of 21 credits of approved biology course work, with permission of department.

### **BIOL 5315 - Teaching Secondary Biology for Dual Credit**

3-3 5315. 3 hours. This course focuses on pedagogy and practice of secondary biology teaching, including course planning and course syllabus, the preparation and mechanics of lectures, assessments and laboratories, the understanding and incorporation of current biological research and literature and a review of the undergraduate biology curriculum. Prerequisite(s): Admission to M.Ed. program or consent of instructor.

### **BIOL 5325 - Conservation Biology**

3-3 5325. 3 hours. Principles defining biological diversity at the level of genes, species, and ecosystems. Threats to biodiversity and the integration of social, economic, and political factors affecting conservation goals. Management strategies and sustainable development. Prerequisite(s): Admission to M. Ed. program or consent of instructor.

### **BIOL 5335 - Biological Basis of Disease**

3-3 5335. 3 hours. The biological mechanisms of health and disease at the molecular, cellular, individual, and societal levels. Topics include normal and abnormal anatomy, physiology and pathophysiology, basic microbiology and immunology, and public health. Prerequisite(s): Admission to M. Ed. program or consent of instructor.

## **Business Computer and Information Systems - Graduate**

### **BCIS 5900 - Special Problems**

1-3 1-3 hours. Course Typically Offered: On Demand.

## **Business Law - Undergraduate**

### **BLAW 3330 - Legal and Ethical Environment of Business**

3-3 **TCCNS Number:** BUSI 2301

(BUSI 2301). 3 hours. Historical, economic, political and ethical bases of contracts and sales, including the Uniform Commercial Code, and the impact of regulatory agencies on business enterprise. Prerequisite(s): none.

## **Business Administration - Graduate**

### **BUSI 5190 - Administrative Strategy**

3-3 3 hours (3;0;0). Capstone course providing the integration of functional areas of business administration. Requires students to determine policy at the general- or top-management level. Students address strategic organizational problems and the optimization of the total enterprise. Course includes the use of lectures, case analysis and special

topics. This course must be taken in the student's last semester of course work. Prerequisite(s): BLAW 3330 (formerly BLAW 2300) and DSCI 2305 or equivalent (formerly DSCI 2710). Pre- or corequisite(s): ACCT 5130 or 5110, ECON 5140, FINA 5170, and MKTG 5150. Course Typically Offered: Fall, Spring, Summer.

## **Counseling - Graduate**

### **COUN 5050 - Foundations of Educational Research Methodology**

3-3 5050. 3 hours. Overview of the process of conducting research, from formulating research questions to sampling, data collection, analysis, and drawing inferences. The main focus is on being able to understand, evaluate, and utilize published research, both qualitative and quantitative. Final product is a detailed critique of published research. Course Typically Offered: Fall, Spring, Summer.

### **COUN 5100 - Counseling Professional Orientation and Ethical Practice**

3-3 5100. 3 hours. Study of ethics, law, and professional issues including counseling history, philosophy, roles, self-care, supervision, professional organizations, credentialing, and trends for Professional School Counselors and Clinical Mental Health Counselors. Course Typically Offered: Fall and Spring.

### **COUN 5200 - Counseling Adolescents**

3-3 5200. 3 hours. Counseling adolescents requires unique knowledge and skill. This course will prepare counselors to work with young people ages 12-21. A focus on the nature and needs of adolescence along with effective strategies in counseling will be explored. Prerequisite(s): COUN 5680 and COUN 5710, or consent of department. Course Typically Offered: Fall.

### **COUN 5300 - Systems, Leadership, and Program Development in Clinical Mental Health Counseling**

3-3 5300. 3 hours. Principles and practices of counseling mental health settings with special attention to counselor functions, services, leadership, program development, and program evaluation. Prerequisite(s): COUN 5290, 5680, and 5710, or consent of department. Course Typically Offered: Fall and Spring.

### **COUN 5302 - Foundations of College and Career Readiness**

3-3 3 hours (3;0;0) This course is designed to enable counselors to help K-12 students assess their skills, knowledge, and self-understanding necessary to arrive at an appropriate career, postsecondary, and educational decisions that will support success throughout the lifespan. A developmental approach to career counseling and college readiness is emphasized. Prerequisite(s): Permission by Instructor. Course Typically Offered: Summer.

### **COUN 5303 - Advanced Internship in Career Counseling**

3-3 3 hours. This course will allow students to deliver career counseling and assessment services to a multicultural population, as well as provide self-help and brief staff-assisted services in a high school, junior college or university career center. Students will have time allocated each week for delivering career counseling and assessment services in the Career Center. Each student will receive individual supervision from the Internship instructor. One hour and 30 minutes per week will be allocated for group supervision. Prerequisite(s): COUN 5470 and 5302, or permission by instructor. Course Typically Offered: Fall.

### **COUN 5461 - Professional School Counseling**

3-3 5461. 3 hours. This course provides a comprehensive understanding of the PreK-12 professional school counselor role, the ASCA National Model, and the Texas Model Comprehensive Developmental Guidance Plan. In this course, students will learn how to develop and manage a comprehensive developmental guidance program. In addition, they will learn the ethical standards for school counseling as well as strategies for leadership, consultation, data based-decision making, and advocacy for students and the school counseling profession. Prerequisite(s): COUN 5680 and 5710, or consent of department. Course Typically Offered: Spring.

### **COUN 5470 - Career Development and Information Resources**

3-3 5470. 3 hours. Survey of career development and counseling with emphasis on the occupational, career and educational information service. Course Typically Offered: Spring and Summer.

### **COUN 5480 - Diagnosis and Treatment Planning in Counseling**

3-3 5480. 3 hours. Principles and culturally sensitive biopsychosocial assessment and case conceptualization leading to appropriate counseling treatment plans within a managed care framework. Diagnosis according to the most recent edition of the DSM and evidence-based treatment planning are studied. Prerequisite(s): COUN 5680 and 5710, or consent of department. Course Typically Offered: Fall and Spring.

### **COUN 5490 - Crisis Intervention Counseling**

3-3 5490. 3 hours. In-depth study of crisis theory, crisis intervention models, and practical skills for effective crisis intervention. Attention to crises related to suicide, violence, victimization, psychiatric illness, chemical dependency, individual or family-level trauma, and community-wide disasters. Emphasis on the counselor's development of crisis assessment, management, and short-term intervention skills. Prerequisite(s): COUN 5680 and 5710, or consent of department. Course Typically Offered: Summer.

### **COUN 5500 - Human Sexuality in Counseling**

3-3 5500. 3 hours. Counseling students develop in-depth understanding of human sexuality as well as assessment and treatment of sexual issues. Course Typically Offered: Spring and Summer.

### **COUN 5580 - Family Counseling**

3-3 5580. 3 hours. The application of family systems theory to the study of family dynamics, family development and the resolution of family conflicts. Prerequisite(s): COUN 5680 and 5710, or consent of department. Course Typically Offered: Fall and Spring.

### **COUN 5590 - Couple Counseling**

3-3 5590. 3 hours. The application of relationship counseling theory to the study of individual development, interpersonal relationships, marital systems and conflict resolution. Prerequisite(s): COUN 5680 and 5710, or consent of department. Course Typically Offered: Fall and Summer.

### **COUN 5610 - Addiction Counseling**

3-3 5610. 3 hours. Etiology and principles of addiction as well as counseling practices relevant to substance abuse and addiction counseling. Prerequisite(s): COUN 5680 and 5710, or consent of department. Course Typically Offered: Fall and Summer.

### **COUN 5640 - Group Play Therapy**

3-3 5640. 3 hours. Philosophy and rationale for groupwork with children and preadolescents. The focus will be the goals of group play/activity therapy, the role of the play therapist, screening and selection of group members, the use of expressive arts, play, activities at various developmental stages and planning and structuring of sessions. Prerequisite(s): COUN 5700. Course Typically Offered: Spring.

### **COUN 5660 - Advanced Counseling Skills**

3-3 5660. 3 hours. A competency-based course with experiential emphasis. The student is required to demonstrate proficiency in counseling concepts and techniques before proceeding to COUN 5690. Prerequisite(s): COUN 5680 and 5710; 12 additional hours in counseling; or consent of department. Course Typically Offered: Fall, Spring, Summer.

### **COUN 5670 - Developmental Processes and Strategies**

3-3 5670. 3 hours. Principles and practices of human development as they relate to counseling processes and strategies. Opportunity for practical application of strategies is provided. Prerequisite(s): COUN 5680 and 5710, or consent of department. Course Typically Offered: Spring and Summer.

### **COUN 5680 - Basic Counseling Skills.**

3-3 5680. 3 hours. A study of selected basic techniques of counseling. Course should be taken concurrently with COUN 5710. Course Typically Offered: Fall, Spring, Summer.

### **COUN 5690 - Practicum in Counseling**

3-3 5690. 3 hours. Provides actual counseling experience with a variety of clients and problems. Requires a minimum of 100 total hours in counseling-related activities including a minimum of 40 direct client contact hours. Prerequisite(s): All required courses in counseling program, except COUN 5720, COUN 5721, and second specialty track course (COUN 5300, COUN 5600, COUN 5780, COUN 5770). COUN 5740 may be taken concurrently. Students may take an elective (except COUN 5700) concurrently. Course Typically Offered: Fall, Spring, Summer.

### **COUN 5700 - Introduction to Play Therapy**

3-3 5700. 3 hours. Enhancing the counseling relationship with children by utilizing play media to facilitate expression, self-understanding, and personal growth and development. Observation of and supervised experience in play therapy with children are an integral part of the course. Prerequisite(s): COUN 5670. Course Typically Offered: Fall.

### **COUN 5710 - Counseling Theories**

3-3 5710. 3 hours. Required upon first resident registration in program for master's degree. The course focuses on professional orientation, selected theories of counseling as they apply to normal and abnormal behavior and self-awareness through individual and group counseling. Degree plans are developed. Course should be taken concurrently with COUN 5680. Course Typically Offered: Fall, Spring, Summer.

### **COUN 5720 - Internship in Counseling I**

3-5 5720. 3-5 hours. Supervised experience in counseling in schools, colleges or agencies. Requires a minimum of 300 total hours in counseling-related activities including a minimum of 120 direct client contact hours. This experience is designed to meet practicum requirements for Texas LPC and School Counselor Certification. Prerequisite(s): COUN 5690 and 5740. Course Typically Offered: Fall, Spring, Summer.

### **COUN 5721 - Internship in Counseling II**

3-5 5721. 3-5 hours. Supervised experience in counseling in schools, colleges or agencies. Requires a minimum of 300 total hours in counseling-related activities including a minimum of 120 direct client contact hours. This experience is designed to meet practicum requirements for Texas LPC and School Counselor Certification. Prerequisite(s): COUN 5720. Course Typically Offered: Fall, Spring, Summer.

### **COUN 5740 - Group Counseling Theories and Procedures**

3-3 5740. 3 hours. Group dynamics and major approaches to group counseling with emphasis on how to start a group counseling program, how to counsel effectively with groups and how to evaluate results. Development of skills of group membership, leadership and working with groups are stressed. Prerequisite(s): COUN 5660 (may take concurrently), or consent of department. Course Typically Offered: Fall, Spring, Summer.

### **COUN 5765 - Appraisal in Counseling**

3-3 5765. 3 hours. Study of counseling appraisal concepts and various instruments, procedures, methods and techniques used to assess psychological, behavioral, and learning patterns adults, adolescents, and children. Prerequisite(s): COUN 5100 and COUN 5670.

### **COUN 5790 - Counseling Culturally Diverse Clients**

3-3 5790. 3 hours. Development of counseling skills and strategies based upon the special needs and characteristics of culturally and ethnically diverse clients. Prerequisite(s): COUN 5680 and 5710, or consent of department. Course Typically Offered: Fall and Spring.

### **COUN 5900 - Special Problems**

1-3 5900. 1-3 hours each. Open to graduate students who are capable of developing a problem independently. Problems chosen by the student and approved in advance by the instructor and department chair. Course Typically Offered: Fall, Spring, Summer.

## **Criminal Justice - Graduate**

### **CJUS 5300 - Criminological Theory**

3-3 3 hours (3;0;0). An examination of the major theoretical explanations of criminality, the distribution of crime, and the behavior of justice agencies. Course Typically Offered: Fall.

### **CJUS 5301 - Criminal Justice Policy**

3-3 3 hours (3;0;0). Methods of policy formulation, implementation and analysis in the criminal justice setting. Selected topics developed for practical research and evaluation. Course Typically Offered: Fall.

### **CJUS 5302 - Criminal Justice Administration**

3-3 3 hours (3;0;0). Critical application of selected analytical tools in administering justice agencies; studies of the application of human and financial resources, productivity, measurement and enhancement, and organization design, culture and change in the context of criminal justice agencies. Course Typically Offered: Spring.

### **CJUS 5303 - Research Methods**

3-3 3 hours (3;0;0). Quantitative and qualitative methods of gathering and analyzing data on crime and the justice system, with special attention devoted to evaluation methods. Course Typically Offered: Spring.

### **CJUS 5304 - Data Analysis**

3-3 3 hours (3;0;0). Explores the theory, practice and application of statistical analysis to the field of criminology and criminal justice. The student learns how to conduct independent statistical testing, understand the applications of statistics to research methods and the use of statistics in criminal justice. Prepares the student to conduct independent statistical analysis for criminal justice agencies or research purposes and to be able to use computer programs in statistical analysis and research. Course Typically Offered: Spring.

### **CJUS 5305 - Contemporary Policing**

3-3 3 hours (3;0;0). Survey of classical and recent literature in policing. Studies of the trends, issues and reform movements currently prominent in the field of policing. Course Typically Offered: Spring (Odd Years).

### **CJUS 5306 - Legal Aspects of the Criminal Justice System**

3-3 3 hours (3;0;0). An examination of the legal process and procedures of the criminal justice system, including investigation, arrest, prosecution and sentencing. Course Typically Offered: Fall (Even Years).

### **CJUS 5307 - Correctional Practices and Programs**

3-3 3 hours (3;0;0). Examines the history of corrections; correctional theory; and legal, ethical, and programmatic issues related to the adult and juvenile correctional field. Course Typically Offered: Spring (Even Years).

### **CJUS 5308 - Administrative Law and Justice**

3-3 3 hours (3;0;0). Discussion of the legal principles and doctrines applicable to the state and federal criminal justice agencies, including information policy, ethical and liability issues. Course Typically Offered: Spring (Odd Years).

### **CJUS 5309 - Victimology**

3-3 3 hours (3;0;0). The role of the victim in various types of crime, predators and treatment of trauma, and the treatment of victims by criminal justice agencies. Political impact of the victims' movement on the justice systems and the distribution of victims across demographic and behavioral groups. (Same as SOCI 5620.) Course Typically Offered: Fall (Even Years).

### **CJUS 5310 - Punishment and Social Policy**

3-3 3 hours (3;0;0). Theoretical and practical bases of correctional goals and strategies focusing on offenders, the justice system and the public. The impact of various policies on the justice process and society is stressed. Course Typically Offered: Fall (Odd Years).

### **CJUS 5311 - Addiction and Criminal Behavior**

3-3 3 hours (3;0;0). Investigation, analysis and discussion of the relationships between substance abuse and criminal and juvenile offenders. Course Typically Offered: Spring (Odd Years).

### **CJUS 5312 - Information Warfare, Security and Risk Analysis**

3-3 3 hours (3;0;0). An in-depth examination of information warfare, the management of information security and the analysis of risk within organizational contexts. Course Typically Offered: Fall (Even Years).

### **CJUS 5313 - Cybercrime and Digital Forensics**

3-3 3 hours (3;0;0). An examination of crimes using computers and the internet as their primary medium, with practical analyses of evidence of these crimes. Course Typically Offered: On Demand.

### **CJUS 5314 - Information Policy, Law and Justice**

3-3 3 hours (3;0;0). Critical consideration of some of the public policy, legal and societal justice implications of new information technology such as the Internet. Course Typically Offered: Spring (Even Years).

### **CJUS 5315 - Criminal Evidence**

3-3 3 hours (3;0;0). Examines the problems of proof in the criminal justice process, including the admission and exclusion of evidence, the examination of witnesses, substitutes for evidence and procedural considerations. Both the theory and application of the evidentiary principles will be explored. Course Typically Offered: Fall (Odd Years).

### **CJUS 5316 - Juvenile Delinquency**

3-3 3 hours (3;0;0). Problems of definition and measurement, etiological theories, processing of delinquents, and treatment and prevention. Course Typically Offered: Fall (Even Years).

### **CJUS 5317 - Law & Behavioral Science**

3-3 3 hours (3;0;0). This course explores the intersection between law and behavioral sciences. Readings and discussions may include, but not limit to criminal sanctions and diminished responsibility, civil commitment, victimology, psychology in the courtroom, gun control, and the justice system reacts to violent offenders. Prerequisite(s): none. Course Typically Offered: Summer (Odd Years).

### **CJUS 5318 - Green Criminology & Environmental Policy**

3-3 3 hours (3;0;0). This course is devoted to the investigation, analysis and discussion of green criminology and environmental policy. Students will discuss the relationship between political-economical influences and ecological harm and destruction. Prerequisite(s): none. Course Typically Offered: Summer (Even Years).

### **CJUS 5319 - Class, Race, Gender, and Crime**

3-3 3 hours (3;0;0). Students will critically examine the impact of class, race-ethnicity, and gender on criminal offending, victimization, and the administration of justice. Prerequisite(s): none. Course Typically Offered: Spring (Odd Years).

### **CJUS 5320 - Terrorism and the War on Terror**

3-3 3 hours (3;0;0). This course will provide an overview of terrorism and the war on terror. We will critically examine definitions of terrorism and criteria used to determine whether particular acts of violence constitute terrorism. We will also study the causes, goals, and consequences of terrorism as well as counter-terror measures used to fight terrorism. Prerequisite(s): none. Course Typically Offered: Spring (Even Years).

### **CJUS 5321 - Sex Offenses and Offenders**

3-3 3 hours (3;0;0). This course will provide a broad overview of the nature and extent of sexual offending, including the examination of various theoretical perspectives and empirical analyses. The course will also explore current practices in the assessment, treatment, and management of sex offenders. Prerequisite(s): none. Course Typically Offered: Fall (Even Years).

### **CJUS 5322 - Mental Health and Criminal Justice**

3-3 3 hours (3;0;0). This course examines the various and complex ways mental health and criminal justice system are intertwined. Students will explore the criminalization of mental health, mental health care in the correctional system, and community mental health care as it connects with the criminal justice system. Civil and criminal law addressing competency and mental illness will also be explored. Prerequisite(s): none. Course Typically Offered: Fall (Odd Years).

### **CJUS 5323 - Sex, Sexuality, and Criminal Justice**

3-3 3 hours (3;0;0). This course examines the accepted boundaries of human sexual behavior and opposing perspectives regarding the roles of criminal justice actors and institutions in regulating sex and sexuality, with special attention paid to sex-related crimes, offenders, and victims. Prerequisite(s): none. Course Typically Offered: Summer (Even Years).

### **CJUS 5350 - Capstone Seminar**

3-3 3 hours (3;0;0). The Capstone Seminar is designed to be a culminating experience for MSCJ students. Students will use the knowledge obtained from prior coursework in the program to demonstrate their understanding of relevant criminological theories, administrative decision-making, policy analysis, and evaluation of research. Specifically, students will be expected to critically assess a current challenge in the criminal justice field and recommend reforms or policy changes to address the challenge. Prerequisite(s): CJUS 5300, CJUS 5301, CJUS 5302, CJUS 5303.

### **CJUS 5397 - Special Problems**

1-6 5900. 1-6 hours each. Special Problems are used upon approval of the department chair or dean for individual instruction to cover course content in special circumstances. Course Typically Offered: On Demand.

### **CJUS 5398 - Topics in Criminal Justice**

3-3 3 hours (3;0;0). Content varies as course covers specific issues of current interest and concern in criminal justice and criminology. May be repeated for credit as topics vary. Course Typically Offered: On Demand.

### **CJUS 5399 - Directed Studies**

3-3 3 hours (3;0;0). Individual research and writing on selected topics under faculty supervision. Course Typically Offered: On Demand.

### **CJUS 5601 - Master's Thesis**

6-6 5950. 6 hours (6;0;0). To be scheduled only with consent of department. No credit assigned until thesis has been completed and filed with the dean. Continuous enrollment required once work on thesis has begun. Prerequisite(s): CJUS 5750. Course Typically Offered: On Demand.

## **Curriculum and Instruction - Graduate**

### **EDCI 5011 - Introduction to Classroom Research**

3-3 5011. 3 hours. This course is designed to allow students to explore methods and procedures in educational research in and for classrooms and schools. Prerequisite(s): Accepted in graduate school. Course Typically Offered: Spring.

### **EDCI 5012 - Capstone Research Project**

3-3 5012. 3 hours. This course is designed to allow students to use methods and procedures in educational research to address problems in classrooms and schools. Prerequisite(s): Student must complete EDCI 5011. Course Typically Offered: Fall.

### **EDCI 5013 - Instructional Technology**

3-3 3 hours. This course is designed to allow students to explore strategies and models of effective technology integration in 21st century curriculum and classroom instruction. Prerequisite(s): Accepted to graduate school. Course Typically Offered: Spring.

### **EDCI 5014 - Instructional and Behavioral Management in Classrooms**

3-3 5014. 3 hours. This course provides a comprehensive knowledge base concerning instructional and behavior management. Areas of emphasis include structuring the classroom for success, planning for instruction, managing materials and equipment, and assessing and managing student and group behavior. Prerequisite(s): Accepted to graduate school. Course Typically Offered: Fall and Summer.

### **EDCI 5015 - Research Analyses for Multicultural Ed. and Multilingual Perspective**

3-3 3 hours. This course is designed to allow students to explore methods and procedures related to multiculturalism and multilingual perspectives through case study and cross-case analysis viable in classrooms and schools. Prerequisite(s): Accepted to graduate school. Course Typically Offered: Summer.

### **EDCI 5016 - Literacy Across the Curriculum**

3-3 3 hours. This course promotes the integration of literacy strategies in all content areas to promote thinking and learning. The major emphasis will be on practical application of the course content to the classroom setting. Prerequisite(s): Accepted to graduate school. Course Typically Offered: Spring.

### **EDCI 5017 - Human Development for Educators**

3-3 5017. 3 hours. Theories, indicators, and analysis of typical human development across the life spans to prepare the educational professional to facilitate healthy development. Prerequisite(s): Accepted to graduate school. Course Typically Offered: Fall and Summer.

### **EDCI 5190 - Clinical Teaching**

6-6 5190. 6 hours. Teaching under supervision in pre-kindergarten through high school. Prerequisite(s): Completion of all program courses. Course Typically Offered: Fall and Spring.

### **EDCI 5301 - Historical and Philosophical Foundations of Education**

3-3 3 hours. Examines the historical, philosophical, technological, legal, and sociological foundations of education as they relate to public and private schools, with emphasis on multicultural and community schools. Students will develop an understanding of the multi-faceted relationship between society and education. School-based field experience required. Course Typically Offered: Spring.

### **EDCI 5312 - Special Populations: Applying Theory to Practice**

3-3 3 hours. Cognitive, social, physical, and moral development research is presented and practical examples applied to teaching practice are demonstrated. Prerequisite(s): EDCI 5014; EDCI 5017. Course Typically Offered: Spring.

### **EDCI 5320 - Curriculum Development**

3.0 - 3.0 \*\* Transfer course offered by NT752 \*\* 5320. Curriculum Development. 3 hours. Identification and understanding of historical, contemporary, and emerging curriculum issues and trends, processes of curriculum development, and critical curriculum perspectives. Examines theoretical and societal foundations of curriculum, including philosophy, history, major terms and concepts, and decision-making. Prerequisite(s): EDCI 5710.

### **EDCI 5321 - Principles of Professional Teaching**

3-3 3 hours. This course offers an overview and analysis of curriculum planning, national and Texas state standards of teaching and learning for grades EC-12 in public schools, teaching in the age of accountability, and professional requirements for teacher evaluations. Prerequisite(s): Admission to Curriculum and Instruction Grad. Program. Course Typically Offered: Summer and Fall.

### **EDCI 5322 - Curriculum Development**

3-3 5322. 3 hours. Identification, understanding, and analysis of historical, contemporary, and emerging curriculum issues and trends, processes of curriculum development, and critical curriculum perspectives. Examines theoretical and societal foundations of curriculum, including philosophy, history, major terms and concepts, and decision-making. Prerequisite(s): Admission to C&I Master's Program. Course Typically Offered: Fall.

### **EDCI 5385 - Internship I**

3-3 3 hours (1;2;0). Semester 1 of the graduate certification year-long internship. Students will be working in a district and completing online modules covering the dimensions of the T-TESS Evaluation System . Prerequisite(s): Completion of all certification courses: EDCI 5014, EDCI 5016, EDCI 5017, EDCI 5301, EDCI 5321, EDCI 5312. Course Typically Offered: Fall and Spring.

## **EDCI 5386 - Internship II**

3-3 3 hours (1;2;0). Semester 2 of the graduate certification year-long internship. Students will be working in a district and completing on line modules covering the dimensions of the T-TESS Evaluation System. Prerequisite(s): Pass EDCI 5385 with B or higher. Course Typically Offered: Fall and Spring.

## **EDCI 5900 - Special Problems**

1-3 5900. 1-3 hours each. Open to graduate students who are capable of developing a problem independently. Course Typically Offered: On Demand.

## **Decision Sciences - Undergraduate**

### **DSCI 2305 - Business Statistics I**

3.0 - 3.0 Descriptive and inferential statistics for business decision making. Topics include: description and analysis summary of data, probability and random variables, common distributions, hypothesis testing, estimation and confidence intervals, linear regression, correlation analysis, and computer software approaches. Prerequisite(s): MATH 1324 Business Math I.

## **Economics - Undergraduate**

### **ECON 1100 - Principles of Microeconomics**

3.0-3.0 **TCCNS Number:** ECON 2302

1100 (2302). 3 hours. Business organization and market economy; theory of the firm; techniques of economic analysis in current economic problems; comparative economic systems. Satisfies the Social and Behavioral Sciences requirement of the University Core Curriculum.

### **ECON 1110 - Principles of Macroeconomics**

3.0-3.0 **TCCNS Number:** ECON 2301

1110 (2301). 3 hours. Principles of economic organization and growth in modern, industrial society; money and banking, monetary and fiscal policy; determinants of national income and business fluctuations.

## **Economics - Graduate**

### **ECON 5140 - Managerial Economics**

3-3 5140. 3 hours. Integrates microeconomic theory with accounting, finance, marketing and production management. Incremental reasoning to decision making under uncertainty. Offered in Fall only. Prerequisite(s): ECON 1100 and 1110 (or equivalent). Admission to the MBA program. Course Typically Offered: Fall and Spring.

### **ECON 5900 - Special Problems**

1-3 5900. 1-3 hours. Course Typically Offered: On Demand.

## **Emergency Services Administration - Graduate**

### **EMSA 5300 - Emergency Preparedness and Planning**

3-3 3 hours (3;0;0). Planning and training for hazards and disaster management at the organizational level; review of public education and preparedness efforts at community level, review of applicable research on disaster planning will be explored. Course Typically Offered: Fall.

### **EMSA 5310 - Emergency Preparedness and Geographic Information Systems**

3-3 3 hours (3;0;0). Planning and training for hazards and disaster management at the organizational level; review of public education and preparedness efforts at community level, review of applicable research on disaster planning will be explored. Course Typically Offered: Fall.

## **Finance - Undergraduate**

### **FINA 3770 - Finance**

3.0-3.0 3770. 3 hours. Overview of money and the banking system; interest and present value calculations; financial information; analysis and financial decision making; security markets. Prerequisite(s): Completion of pre-business requirements, including ACCT 2010 and 2020 or equivalent with grades of C or better.

## **Finance - Graduate**

### **FINA 5170 - Financial Management**

3-3 5170. 3 hours. Tools and techniques used and proposed in corporate financial management. Analysis of the investment and financing decisions and the environment in which such decisions are made are covered in readings, case problems and class discussion. Offered in Spring only. Prerequisite(s): FINA 3770 (or equivalent) and admission to MBA program. Course Typically Offered: Fall, Spring, and Summer.

## **Hospitality Management - Graduate**

### **HMGD 5301 - Advanced Lodging and Revenue Management**

3-3 5301. 3 hours. Research, revenue management, and strategic management in the lodging industry. Prerequisite(s): Admission to the MBA program. Course Typically Offered: On Demand.

## **Law - Law**

### **LAW 7V30 - Special Topics in Legal Education**

1.0 - 9.0 7v30. 1-9 hours. Focused study in an identified area of law. Content will vary and course may be repeated if the material is not duplicated.

### **LAW 7V91 - Practicum**

2.0 - 3.0 7v91. 2-3 hours. Course designed primarily around one or more problems or cases that involve advanced understanding in one or more doctrinal areas. Students will engage in activities and experiences similar to those engaged in by lawyers faced with such problems or cases. Topics vary by semester but examples include: health law, general counseling, lawyering, environmental law, juvenile advocacy, elder law, urban and regional development, real estate transactions, and business disputes.

### **LAW 7V93 - Clinic**

1.0 - 6.0 7v93. 1-6 hours. Representation of clients under the supervision of a faculty member. Clinics include classroom sessions, assignments on cases, and meetings with faculty member. Prerequisite(s): 1L classes and other courses as specified in the particular clinic listing.

### **LAW 7V12 - International Law Topics**

1.0-2.0 7v12. 1-2 hours. Provides additional study in international law.

### **LAW 7V98 - Independent Study**

1.0 - 12.0 7v98. 1-12 hours. Concentrated study under supervision of faculty member, on a topic representing advanced work that builds on existing coursework and that is not covered in another course. Enrollment is by approval only and will result in the development of a major paper.

### **LAW 7099 - Louis a. Bedford Jr. Mentorship Program**

0.0 - 0.0 7099. 0 hours. The Louis a. Bedford Jr. Mentorship program provides students with opportunities to interact with practicing attorneys, begin to develop their professional networks, and gain insight into the Dallas legal market. Required.

### **LAW 7100 - Introduction to Legal Studies**

1.0 - 1.0 7100. 1 hour. Introduces students to the UNT Dallas College of Law and its curriculum, and introduces concepts and skills that will be important throughout the study of law, including introduction to law as a profession, introduction to the court systems in Dallas, anatomy of a trial and anatomy of a deal, methods of effective studying and learning in law school, and interactions and interviews with lawyers relating to legal education and the practice of law. This course cannot be repeated. Prerequisite(s): Consent of department. Required.

### **LAW 7101 - Principles of Accounting and Finance for Lawyers**

1.0 - 1.0 7101. 1 hour. Focuses on the core accounting and finance principles that lawyers encounter across many areas of practice. Core goals are being able to read, interpret, and use basic financial statements, and understanding and applying basic principles of valuation. Prerequisite(s): For both full-time and part-time students, completion of all courses taken in their first year.

### **LAW 7104 - Legal Methods**

1.0 - 1.0 7104. 1 hour. This course focuses on the skills fundamental to success in law school, including the process of identifying legal issues posed by a problem, identifying and articulating relevant rules of law applicable to a problem, applying rules of law to a problem, and reaching evaluative conclusions about the problem in light of the legal analysis. Prerequisite(s): Consent of department. Required.

## **LAW 7106 - Legal Skills and Analysis**

1.0-1.0 7106. 1 hour. The purpose of this course is to reinforce and continue to develop core knowledge and fundamental skills for academic success in law school. Required.

## **LAW 7108 - Advanced Legal Research**

1.0 - 1.0 1 hour. The purpose of this course is to build upon the knowledge acquired in the first year Legal Writing and Research. Students have the opportunity to gain greater depth in their working knowledge of legal research methods, keeping cost effectiveness at the forefront. The course will review primary and secondary sources and will explore, among other sources, subject-specific secondary sources, practice materials, legislative history, historical resources, and more administrative materials. Students will be introduced in greater depth to alternative resources. Upon completion of this course, students should be able to evaluate research options and make choices that best suit a particular legal research situation. Prerequisite(s): Contracts or Contracts II.

## **LAW 7109 - Academic Success Asst Pgm**

1.0 - 1.0 7109. 1 hour. Upper-level students enrolled in the Academic Success Assistant Program will support the Legal Methods course for 1L students by providing supplementary workshops that focus on legal analysis and study skills. ASAP fellows teach weekly workshops to 10-20 1L students that expand on the content presented in Legal Methods and provide 1L students additional opportunities to practice and apply skills presented in Legal Methods and doctrinal courses.

## **LAW 7110 - Criminal Law Topics**

1.0 - 1.0 7110. 1 hour. Course designed to provide advanced coverage by focusing on a narrow topic within a broader area. This course may be repeated if the covered topic has changed. Examples of topics that may be covered in this course include white collar crimes, juvenile law, and post-conviction litigation.

## **LAW 7111 - Dispute Resolution Topics**

1.0 - 1.0 7111. 1 hour. Course designed to provide advanced coverage by focusing on a narrow topic within a broader area. This course may be repeated if the covered topic has changed. Examples of topics that may be covered in this course include mediation, negotiation techniques, and arbitration.

## **LAW 7112 - Public Law Topics**

1.0 - 1.0 7112. 1 hour. Course designed to provide advanced coverage by focusing on a narrow topic within a broader area. This course may be repeated if the covered topic has changed. Examples of topics that may be covered in this course include poverty law, non-profit law, and education law.

## **LAW 7114 - Legal Research I**

1.0 - 1.0 7114. 1 hour. Focusing on bibliographic instruction and application of research skills. Students will learn the various legal resources available to them and will develop the skills necessary to find, evaluate, and use those sources to assist clients. Prerequisite(s): Consent of department.

## **LAW 7115 - Family Law Topics**

1.0 - 1.0 7115. 1 hour. Course designed to provide advanced coverage by focusing on a narrow topic within a broader area. This course may be repeated if the covered topic has changed. Examples of topics that may be covered in this course include marital property, child support proceedings, and custody hearings.

### **LAW 7116 - Health Care Law Topics**

1.0-1.0 7116. 1 hour. Course designed to provide advanced coverage by focusing on a narrow topic within a broader area. This course may be repeated if the covered topic has changed. Examples of topics that may be covered in this course include bioethics, practitioner liability, and access to health care.

### **LAW 7117 - Legal Research II**

1.0 - 1.0 7117. 1 hour. Focusing on bibliographic instruction and application of research skills. Students will learn the various legal resources available to them and will develop the skills necessary to find, evaluate, and use those sources to assist clients. Prerequisite(s): Consent of department.

### **LAW 7119 - Advocacy Skills Development**

1.0 - 1.0 7119. 1 hour. Covers procedure, practice, and strategy. Emphasizes participating and developing advocacy skills and obtaining a working knowledge of procedural rules governing the trial process. A skills course that focuses on the practical application of the civil rules, decision-making, and judgment

### **LAW 7120 - The Trial Process**

1.0 - 1.0 7120. 1 hour. An introductory course that will examine the importance of jury trials to the development of law, the role of the attorney in the trial presentation, the role of a jury in a trial, and the stages of a trial.

### **LAW 7121 - Transactional and Business Topics**

1.0 - 1.0 7121. 1 hour. Course designed to provide advanced coverage by focusing on a narrow topic within a broader area. This course may be repeated if the covered topic has changed. Examples of topics that may be covered in this course include international business transactions, corporate and partnership taxation, and real estate law.

### **LAW 7122 - Trial Advocacy Topics**

1.0 - 1.0 7122. 1 hour. Course designed to provide advanced coverage by focusing on a narrow topic within a broader area. This course may be repeated if the covered topic has changed. Examples of topics that may be covered in this course include expert witnesses, exhibits, and cross examination. For example, Trial Advocacy: Expert Witness teaches and assesses students on the rules regarding expert witnesses, from discovery rules to the evidentiary rules governing their testimony. The course focuses on students reviewing a real case file, real discovery documents, and independent research in order to draft a motion to exclude expert testimony. In Trial Advocacy: Jury Selection, this hands-on class teaches the legal, practical, and ethical issues that attorneys face during jury selection. After learning the law underlying jury selection and discussing psychological techniques to predict juror favorability, the class culminates in a live mock voir dire, where each student questions a panel, exercises challenges and strikes, and picks a jury.

### **LAW 7124 - 4TH Amendment Electronic Surveillance**

1.0 - 1.0 7124. 1 hour. This course explores the evolving impact and role that electronic surveillance has on an individual's Fourth Amendment rights in a seminar style setting. Recommended: Federal Criminal Procedure

## **LAW 7127 - Law Practice Technology**

1.0 - 1.0 7127. 1 hour. This course exposes students to the varied uses of computer technologies in the practice of law. Familiarizes students with various innovative software platforms that are being adopted in law practice to enhance access to justice, capture legal expertise, interface with clients, manage litigation and transactional processes, and increase the efficiency and quality of legal services.

## **LAW 7202 - Oil and Gas**

2.0-2.0 7202. 2 hours. The course includes a study of the various types of property interests in oil and gas, the oil and gas lease, the rights and duties of the lessee and lessor, and conveyances and assignments of oil and gas estates and interests. This course will include the (1) review and drafting of specific types of contracts used for exploration, production, and development; (2) drafting of litigation pleadings based on an active Texas oil and gas litigation case; and (3) the research and drafting of an environmental memorandum for an oil and gas fact pattern. This course will also examine and provide practical insight into how administrative law, environmental law, property, and tort affect oil and gas practice. The contract, litigation, and environmental drafting assignments are in lieu of a midterm and final exam.

## **LAW 7203 - Civil Procedure II**

2.0 - 2.0 7203. 2 hours. Continues study of the fundamental procedural doctrines and rules governing civil lawsuits, with an emphasis on the federal rules of civil procedure. Focuses on pleadings, motions, and processes relating to pre-trial, trial, post-trial, appeal, joinder of parties, and class actions. Prerequisite(s): Civil Procedure I. Required.

## **LAW 7205 - Texas Civil Procedure**

2.0-2.0 7205. 2 hours. Study of the Texas rules of civil procedure focusing on pretrial and trial practice and the differences between federal and state procedures. Prerequisites: Civil Procedure I and Civil Procedure II.

## **LAW 7206 - Texas Criminal Procedure**

2.0-2.0 7206. 2 hours. Study of how the Texas code of criminal procedure is implemented in Texas criminal prosecutions from arrest through trial proceedings. Prerequisite(s): Criminal Law.

## **LAW 7207 - Texas Family Law**

2.0 - 2.0 7207. 2 hours. Provides foundation for knowledge and understanding of Texas family law. Core goals include understanding and applying the following: definition of the family; community property; rights and responsibilities among family members; marriage; dissolution of marriage and issues arising as a result (custody, child support); legal status of unmarried individuals; federal law relating to family issues. The emphasis will be on Texas law, but will address key national issues and trends. Property or Property I.

## **LAW 7208 - Advanced Federal Criminal Procedure**

2.0 - 2.0 7208. 2 hours. This course will explore the rules of federal criminal procedure along with key Supreme Court decisions addressing constitutional issues that a criminal defendant faces from being charged and facing bail determination to sentencing and post-convictions along with various issues in between for the criminal defendant. Recommended: Federal Criminal Procedure

## **LAW 7211 - Legal Research**

2.0 - 2.0 7211. 2 hours. Focusing on bibliographic instruction and application of research skills. Students will learn the various legal resources available to them and will develop the skills necessary to find, evaluate, and use those sources to assist clients. Prerequisite(s): Consent of department.

### **LAW 7212 - Immigration Law**

2.0 - 2.0 7212. 2 hours. This course is designed to help students learn and understand general immigration law concepts. Students will gain a foundational knowledge of immigration law and its application in the real world. Prerequisite(s): Constitutional Law or Constitutional Law I.

### **LAW 7213 - Property I**

2.0 - 2.0 7213. 2 hours. Part one of a two course sequence. Introduction to the fundamental principles and doctrines relating to the law of property, including defining rights in property, interests in real property and personal property, transfer of property interests, private and public limitations on the use of real property, and the landlord-tenant relationship. Prerequisite(s): Consent of department. Required.

### **LAW 7214 - Property II**

2.0 - 2.0 7214. 2 hours. Part two of a two course sequence. Introduction to the fundamental principles and doctrines relating to the law of property, including defining rights in property, interests in real property and personal property, transfer of property interests, private and public limitations on the use of real property, and the landlord-tenant relationship. Prerequisite(s): Consent of department. Required.

### **LAW 7215 - Income Tax**

2.0 - 2.0 7215. 2 hours. The course is intended to provide a basic understanding of federal tax concepts, preparing students to spot issues, do basic tax planning, and know when to consult with a specialist. The course will use basic arithmetic, for which a calculator may be used, but will not require higher math skills.

### **LAW 7216 - Torts I**

2.0 - 2.0 7216. 2 hours. First part of a two course sequence. Study of civil liability for wrongfully inflicted harm to persons and property, with an emphasis on intentional torts and negligence. Core goals include understanding and applying the history, policies, and practice implications of tort law; intentional tort doctrines including battery, assault, and false imprisonment, as well as defenses to these; negligence; damages; and comparative fault in multi-theory and multi-party actions. Required.

### **LAW 7217 - Torts II**

2.0 - 2.0 7217. 2 hours. Second part of a two course sequence. Study of civil liability for wrongfully inflicted harm to persons and property, with an emphasis on intentional torts and negligence. Core goals include understanding and applying the history, policies, and practice implications of tort law; intentional tort doctrines including battery, assault, and false imprisonment, as well as defenses to these; negligence; damages; and comparative fault in multi-theory and multi-party actions. Required.

### **LAW 7218 - First Amendment**

2.0 - 2.0 7218. 2 hours. This course surveys the law, principles, and policy underlying the First Amendment guarantees of freedom of speech, freedom of the press, and religious liberty. Topics covered include content based regulations of

speech, commercial speech, government interference with the media and the press, freedom of association, the free exercise of religion, and the prohibition on laws respecting establishment of religion.

### **LAW 7219 - Civil Rights**

2.0 - 2.0 7219. 2 hours. A study of statutory and judicial protections for civil rights. Coverage includes the post-Civil War civil rights statutes, which have been the basis of much recent civil rights litigation, and more recent civil rights legislation.

### **LAW 7220 - Courtroom Advocacy Skills**

2.0 - 2.0 7220. 2 hours. This is a performance course designed to introduce students to the skills used in courtroom presentations, focusing on the conduct of a jury trial. Prerequisite(s): Completion or concurrent enrollment in The Trial Process.

### **LAW 7221 - Effective Oral Communication**

2.0 - 2.0 7221. 2 hours. Focuses on understanding and gaining proficiency in effective oral communication in the range of situations in which lawyers must communicate verbally. Includes extensive performance and simulation. The course empowers students with rhetorical techniques to enable them to give cohesive, persuasive and structured talks. Students learn through lecture and readings how to de-construct communication and an emphasis on extemporaneous talks and elevator talks." Students study the different types of communication styles, how to identify the communication style of others, and engage in exercises on how best to communicate with the preferred style of others.

### **LAW 7222 - Contracts I**

2.0 - 2.0 7222. 2 hours. First part of a two course sequence. Study of the fundamental legal principles and doctrines relating to contract law, including the formation of contracts, the enforceability of contracts, the interpretation of contracts, and remedies for breach of contract. Prerequisite(s): Consent of department. Required.

### **LAW 7223 - Advanced Strategies in Legal Analysis**

2.0-2.0 7223. 2 hours. This course focuses on teaching many of the skills that are critical for success on the Uniform Bar Exam. This is a learn-by-doing class, so the student will write several MPT answers throughout the course and will complete a number of exercises designed to enhance test-taking strategies. The majority of the course will be spent on the MPT but will also spend several classes reviewing strategies for the MEE/MBE portion of the bar exam, and will complete several drills for those parts of the exam. Although this is a skills-focused class, there will be some substantive review.

### **LAW 7224 - Contracts II**

2.0 - 2.0 7224. 2 hours. Second part of a two course sequence. Study of the fundamental legal principles and doctrines relating to contract law, including the formation of contracts, the enforceability of contracts, the interpretation of contracts, and remedies for breach of contract. Prerequisite(s): Consent of department. Required.

### **LAW 7226 - Environmental Law**

2.0 - 2.0 7226. 2 hours. This course is an overview of the key environmental statutes and theoretical foundations for environmental regulation. It considers the Clean Air Act, the Clean Water Act, hazardous waste laws, and natural

resource conservation laws. It also addresses mechanisms used by legislatures and agencies to protect the environment, as well as the relationships between states, industries, environmental groups, federal agencies, Congress, and the courts.

### **LAW 7227 - Health Care Law**

2.0 - 2.0 7227. 2 hours. Health Care Law is a survey course that covers the laws and regulations relating to health care patients, professionals, and institutions, including those that govern the professional-patient relationship, the liability of health care professionals and institutions, life and death decision-making, public and private insurance, the structure of health care enterprises, and fraud, waste, and abuse. The course involves reading cases, statutes, and regulations, and is taught from a problem-based and practice-based perspective, so that students will have an opportunity in class to tackle health care law issues and hone legal skills such as problem solving and advising clients.

### **LAW 7229 - Consumer Law**

2.0 - 2.0 7229. 2 hours. This course is designed to provide an introduction to consumer rights against creditors, including rights granted under the Texas Debt Collection Act and the Fair Debt Collection Practices Act.

### **LAW 7235 - Insurance Law**

2.0 - 2.0 7235. 2 hours. Covering the principles of insurance law, including indemnity, recovery, and government regulation.

### **LAW 7284 - Death Penalty Law**

2.0 - 2.0 This course will cover the basics of Death Penalty Law. The reading assignments will come from the required text. Students will be assigned to read some material that is not in the book.

### **LAW 7285 - Sentencing**

2.0 - 2.0 7285. 2 hours. This course will broadly examine the principles and practices of sentencing. While federal sentencing law has received the most attention in recent years, particularly since the creation of the Federal Sentencing Guidelines, it is impossible to understand the current dynamics or the likely future trends of federal sentencing without also looking more broadly. As such, along with federal sentencing, this course will examine state sentencing systems and alternatives to sentencing in both the federal and state systems. Furthermore, as incarceration is the central tenet of American sentencing law, this course will introduce students to the U.S. prison system.

### **LAW 7286 - Conflicts of Law**

2.0 - 2.0 Conflicts of Law addresses issues that may arise when a dispute or transaction has connections with more than one state or country. This course covers traditional and modern approaches to choosing the applicable state law in a civil lawsuit, federal constitutional limits on such choices, choice of law in federal court proceedings, choice of law and forum selection clauses, recognition of judgments from other jurisdictions, and application of federal law in the international context. This course will include a research segment.

### **LAW 7287 - Remedies**

2.0 - 2.0 7287. 2 hours. This course is an introduction to the law of Remedies. This course examines the question of what courts do to remedy problems litigants bring to their attention and primarily examines how courts work to achieve goals of corrective justice while also emphasizing the instrumental impact of remedies; that is, how remedies can create incentives for future actors (and potential litigants). We look at both private remedies (tort, contract, etc.) as well as

public remedies such as civil rights actions in which plaintiffs seek broad injunctive relief. Topics include: compensatory damages, injunctions, declaratory judgments, punitive damages, restitution, statutory remedies, enforcement of orders and judgments and bars to relief. This course will include a research segment.

### **LAW 7301 - Legal Writing I**

3.0 - 3.0 7301. 3 hours. Focuses on understanding and practicing effective legal writing, through frequent writing exercises and for a range of audiences. Core goals include understanding and applying the following: sources and hierarchies of legal authority; reading and interpreting cases and statutes (also emphasized in other first-year courses); the process of legal analysis (also emphasized in other first-year courses); synthesizing rules from cases, statutes, or both; distinctive features of effective legal writing. Prerequisite(s): Consent of department. Required.

### **LAW 7302 - Civil Procedure I**

3.0-3.0 7302. 3 hours. Study of the fundamental procedural doctrines and rules governing civil lawsuits, with an emphasis on the federal rules of civil procedure. Focuses on the right to bring claims, personal jurisdiction, subject matter jurisdiction, and venue. Prerequisite(s): Consent of department. Required.

### **LAW 7303 - Legal Writing II**

3.0 - 3.0 7303. 3 hours. Building on Legal Writing I, continues to focus on understanding and practicing effective legal writing. As with the first semester, the course will include multiple writings, and also will include preparation of a brief in connection with a summary judgment motion. Prerequisite(s): Legal Writing I. Required.

### **LAW 7304 - Federal Criminal Procedure (ASP)**

3.0 - 3.0 This is a semi-skills, semi-doctrinal course. Substantively, this course will cover the Fourth, Fifth and Sixth Amendments of the United States Constitution. Topics include arrest, search and seizure, investigative detentions, warrant requirements, confessions and the right to counsel. This course will use both essay questions and multiple choice questions as vehicles to learn the law. This course is designed to reinforce basic law school skills (reading comprehension, rule synthesis, analysis) while using the Fourth, Fifth and Sixth Amendments as a backdrop. This course will include a writing segment.

### **LAW 7305 - Texas Civil Procedure**

3.0 - 3.0 7305. 3 hours. Study of the Texas rules of civil procedure focusing on pretrial and trial practice and the differences between federal and state procedures. Prerequisites: Civil Procedure I and II.

### **LAW 7307 - Texas Criminal Procedure**

3.0 - 3.0 7307. 3 hours. Study of how the Texas code of criminal procedure is implemented in Texas criminal prosecutions from arrest through trial proceedings. Prerequisite(s): Criminal Law.

### **LAW 7310 - Criminal Law**

3.0 - 3.0 7310. 3 hours. Study of the fundamental legal principles, doctrines, and processes relating to criminal law, including the state's authority to define crimes, standards for criminal liability, defenses, and processes for enforcement. Prerequisite(s): Consent of department. Required.

### **LAW 7312 - Practice Foundation I: Interviewing and Counseling**

3.0 - 3.0 7312. 3 hours. Provides foundation for the essential lawyering skills of interviewing and counseling, including principles and concepts relating to these essential skills, but emphasizing simulation and practice exercises. Both litigation and transactional contexts and scenarios will be included. Prerequisite(s): Consent of department. Required.

### **LAW 7313 - Practice Foundation II: Negotiation and Conflict Resolution**

3.0 - 3.0 7313. 3 hours. Provides foundation for understanding and effectively engaging in essential lawyering skills of negotiation and conflict management, including principles and concepts relating to these essential skills, but emphasizing simulation and practice exercises. Both litigation and transactional contexts and scenarios will be included. Required.

### **LAW 7315 - UBE Family Law**

3.0 - 3.0 7315. 3 hours. This course examines the intersection of law and family. In particular it examines how the law creates (and limits) family relationships, regulates their dissolution, and defines the rights and responsibilities of family members. The course focuses on marriage and dissolution of marriage, including who may marry, family privacy, allocation of rights and duties within marriage, and issues incident to dissolution of marriage (property division, spousal and child support, adoption, assisted reproduction, and child custody). The course will also include discussion of jurisdiction, legal status of unmarried parents and their children, the role of the divorce lawyer, and divorce mediation. This includes a research segment. Prerequisite: Property or Property I.

### **LAW 7317 - Professional Responsibility**

3.0 - 3.0 7317. 3 hours. Survey of the ethics and law of lawyering, including the Model Rules of the American Bar Association and state regulation. Core goals include understanding and applying the following: how and why the profession is regulated; the duties of lawyers, including duty of competence, confidentiality, and loyalty; duties to court; ethical issues in applied settings such as corporate counsel; lawyer discipline. Emphasis will include topics relevant to the Multistate Professional Responsibility Exam. This course will include a research segment. Required.

### **LAW 7318 - Evidence**

3.0 - 3.0 7318. 3 hours. A study of the rules of proof in civil and criminal contexts, emphasizing the most critical issues and doctrines, with regular attention to the Federal Rules of Evidence and the Texas rules. Core goals include understanding and being able to apply rules of admissibility, reliability, hearsay, relevance, expert evidence, examination and impeachment of witnesses, privileges, presumptions, and burdens of proof. Prerequisite(s): Criminal Law and Civil Procedure II. This course will include a skills segment. Required.

### **LAW 7321 - Business Associations**

3.0 - 3.0 7321. 3 hours. Introduction to the law relating to business associations. Core goals include understanding and being able to apply the following principles and concepts: choice of business entity (partnership, corporation, limited liability partnership, and unincorporated entities); agency principles relating to persons involved in the entity and those with whom they or the entity relate; financing structure; fiduciary responsibilities; and responsibilities and liability principles relating to partners, directors, officers. This course will include a skills segment. Prerequisite(s): Contracts or Contracts II. Required.

### **LAW 7322 - Commercial Law**

3.0 - 3.0 7322. 3 hours. Introduction to commercial law as governed by the Uniform Commercial Code (U.C.C.), with a focus on secured sales transactions under Article 9. Course may also address aspects of sale of goods under Article 2 of the U.C.C. Topics under secured transactions include types of personal property secured transactions, creation of

security interest, default and secured party remedies, the perfecting of security interests, and priorities among creditors. This course will include a skills segment. Prerequisite(s): Contracts or Contracts II. Required.

### **LAW 7323 - Federal Criminal Procedure**

3.0 - 3.0 7323. 3 hours. This course is designed to provide an overview of federal criminal procedure, focusing on the Fourth, Fifth, and Sixth Amendments to the Constitution. Topics covered may include search and seizure, arrest, due process, and trial procedure.

### **LAW 7324 - Bankruptcy**

3.0 - 3.0 7324. 3 hours. The rights, duties, and remedies of debtors, creditors and trustees under the U. S. Bankruptcy Code are examined. The course also covers enforcement of money judgments, insolvency proceedings and the use of alternative dispute resolution in bankruptcy. Federal bankruptcy law is emphasized. Prerequisite or Co-requisite: Commercial Law.

### **LAW 7325 - UBE Wills, Trusts, & Estates**

3.0 - 3.0 7325. 3 hours. includes selected provisions of the Uniform Probate Code, Uniform Trust Code and other statutes governing will and will substitutes, intestate succession, trusts and other donative transfers, as well as estate planning and the administration of decedent's estates. The course is designed to provide students with a general foundation of laws, concepts, processes, and terminology relating to these topics as covered by the Uniform Bar Examination. This course will include a research segment.

### **LAW 7326 - Administrative Law**

3.0-3.0 7326. 3 hours. Study of the law relating to administrative agencies, including federal agencies and state agencies (coverage of state administrative law will focus on Texas administrative agencies). Core goals are understanding the scope and role of administrative agencies; their statutory authority and constitutional boundaries; the promulgation of regulations (including legal authority and legally required methods of promulgation); core regulatory interpretive principles; and key practice issues. Required.

### **LAW 7327 - Employment Law: Employment Discrimination**

3.0 - 3.0 7327. 3 hours. This course is designed to provide advanced study in the laws governing the employer-employee relationship and may discuss topics such as at-will employment, whistleblowing, labor unions, and discrimination.

### **LAW 7331 - Employment Law General Principles**

3.0 - 3.0 7331. 3 hours. This course is designed to provide a broad overview of the rights and limitations relating to the employer-employee relationship. This course also provides advanced study in the laws governing the employer-employee relationship and may discuss topics such as at-will employment, whistleblowing, labor unions, and discrimination.

### **LAW 7334 - Employment Law Practicum**

3.0 - 3.0 7334. 3 hours. Course designed primarily around one or more problems or cases that involve advanced understanding in one or more doctrinal areas. Students will engage in activities and experiences similar to those

engaged in by lawyers faced with such problems or cases. The problems and cases in this course will focus on various aspects of employment law, such as employment discrimination, labor unions, and ERISA.

### **LAW 7335 - Law Practice Management**

3.0 - 3.0 7335. 3 hours. Studies the business, organizational, and technological aspects of law practice management for the 21st century. Core goals include understanding and applying: essential elements of law practice management; types of law practices and organizational variations among them; risk management; planning tools relating to legal practice; technology and the delivery of legal services; and changes in the legal market.

### **LAW 7339 - Intellectual Property Law**

3.0 - 3.0 7339. 3 hours. Provides a comprehensive introduction to intellectual property, including an overview of patent, trademark, trade secret, and copyright law.

### **LAW 7351 - Legal Writing III: From Bar to Practice Readiness**

3.0 - 3.0 7351. 3 hours. Students will research and write drafts of various writings using the methods taught to all students in Legal Writing I and II. The various writings will include emails to a fictitious partner in a firm regarding a client's inquiring into a lawsuit, a memorandum to the same partner regarding the predicted outcome of any such lawsuit, and a motion for summary judgment predicated on the same legal fact pattern. This course serves as a major writing requirement.

### **LAW 7352 - Legal Writing III: Appellate Drafting**

3.0 - 3.0 7352. 3 hours. This course will focus on oral and written appellate advocacy with an emphasis on appellate matters in federal court, especially the U.S. Supreme Court. Students will learn techniques of written and oral persuasion, how to structure legal arguments, how to research and cite effectively, how to use proper grammar, and how to comply with ethical responsibilities in appellate advocacy. The course will begin with general principles of argumentation and legal reasoning. Students will then learn how to perform an excellent oral argument and learn the proper structure and method for drafting an outstanding appellate brief. This course serves as a major writing requirement.

### **LAW 7353 - Legal Writing III: Civil Motions**

3.0 - 3.0 7353. 3 hours. This course will explore different types of motions used in a civil litigation practice, including their purpose and effectiveness. Materials will be provided, including other pleadings and materials such as discovery responses for use in preparing the motions that will be drafted. The course will discuss policies, consider ethical implications, and understand why different motions are used as different situations present themselves during the course of civil litigation. Additionally, this course serves as a major writing requirement. Specifically, students will be writing a motion to compel, a motion to transfer venue, and a response to a motion to dismiss pursuant to Texas Rule of Civil Procedure 91a. Instead of one large writing assignment, there will be three smaller writing assignments. Students will build on what was learned in first year legal writing with the goal of becoming outstanding legal writers through practice. This class will also have a research segment as students will conduct comprehensive legal research for the three motions.

### **LAW 7354 - Legal Writing III: Criminal Motions**

3.0 - 3.0 7354. 3 hours. Legal Writing III is an advanced writing course that combines the teaching of doctrine with the teaching of advanced writing skills. This course is designed to introduce students to persuasive pretrial advocacy in a criminal case. The bulk of criminal litigation is handled pretrial through pleadings, discovery, witness interviews, and

pretrial motions. The course will prepare students for practice in criminal law by focusing on the application and expansion of their legal writing skills in a criminal law context. Through written assignments and class discussions, students will engage in various pretrial activities found in criminal practice, which may include motions and briefs for trial. This course serves as a major writing requirement.

### **LAW 7355 - Legal Writing III: Discovery**

3.0 - 3.0 7355. 3 hours. Students will study the rules governing civil discovery and draft discovery requests using the various written discovery mechanisms, such as requests for disclosure, requests for production, requests for admission, interrogatories, and subpoenas. Students will also research and draft a longer written assignment related to a discovery dispute. In addition to the core curriculum, students will study certain discrete discovery topics, such as discovery in criminal cases, discovery in arbitrations, e-discovery, and cross-border discovery issues. This course serves as a major writing requirement.

### **LAW 7356 - Legal Writing III: Judicial Writing**

3.0 - 3.0 7356. 3 hours. Students will research and write drafts of court orders as if they were law clerks to federal district court judges. The various writings will include summary orders, memorandum opinions, and full-dress orders. This course serves as a major writing requirement.

### **LAW 7357 - Legal Writing III: Teaching Fellows**

3.0 - 3.0 7357. 3 hours. Based on their performance in Legal Writing I and II, students are invited to apply to this advanced writing course, which focuses on refining predictive and persuasive skills, as well as preparing students to serve as Teaching Fellows in the first-year legal writing program. Through a series of written and oral assignments and regular feedback, students not only elevate their own writing skills but also learn how to edit and offer feedback on the works of others. This course serves as a major writing requirement.

### **LAW 7358 - Legal Writing III: Transactional Writing**

3.0 - 3.0 7358. 3 hours. This upper level writing course will teach principles of contemporary commercial contract drafting and give students an introduction to issues that arise in negotiating, drafting, and litigating over contracts. The skills and issues covered will be applicable to a transactional practice and will also be useful to litigators. Through a review of case law, real world examples, and in-class exercises, students will learn the business purpose of each contract concept, how to translate a proposed business deal into an effective and enforceable contract, how to draft contracts clearly and unambiguously, how to work through the drafting process, and how communicate with a client about a contract and its terms. This course will also address practical issues that you will encounter in a transactional legal practice, including effective non-legal communication and ethics. This course serves as a major writing requirement.

### **LAW 7386 - Bar Exam Skills and Strategies I**

3.0 - 3.0 This course is designed to improve your readiness for the Uniform Bar Exam by focusing on skill development. This course will focus on the skills necessary to perform well on all 3 components of the Uniform Bar Examination - Multistate Bar Examination, Multistate Essay Exam and the Multistate Performance Test. Specifically, students will receive in-depth skill instruction on reading comprehension, issue identification, rule mastery, critical thinking, legal analysis and recognition of distractors. Moreover, students will also gain a strong conceptual understanding and knowledge of highly tested doctrines and will be taught how to develop, use and apply a flexible but strong analytical framework to solve bar exam questions.

### **LAW 7387 - Bar Exam and Strategies II**

3.0 - 3.0

7387. 3 hours. This course is intended to improve readiness for the bar exam by using drills and other skills exercises to reinforce the bar exam preparation and execution skills learned in Bar Exam Skills and Strategies I. Several highly tested rules from three subjects mentioned will serve as the springboard for skills development work. The focus is on all three sections of the Uniform Bar Exam, but the bulk of the time on the MBE.

Students complete several drills that deepen their understanding of selected rules with and will have many opportunities to deepen reading comprehension, issue identification, rule mastery, critical thinking and legal analysis skills and abilities. Students will gain a strong conceptual grasp of several highly tested rules. Furthermore, students will continue to refine the strong flexible analytical framework they have been using to answer MBE, MPT, as well as essay questions. Time and attention is devoted to the finer points of effective bar exam preparation such as how to personalize and manage your commercial bar exam schedule with emphasis on how to tweak the commercial bar schedule to maximize success. There will be discussions how to prepare for the simulated exams, how to run their own simulations, how to effectively assess essay and MPT answers and how to manage time to avoid burnout. This course will include a writing segment.

### **LAW 7388 - Externship Seminar**

3.0 - 3.0 7388. 3 hours. This seminar is a three credit course that is required for students in the first semester of an externship placement. The course will focus on optimizing the educational and instructional opportunities in a field placement. The seminar engages students in structured lessons focused on learning by doing, learning from supervision, skill development, ethical issues in practice, and other related topics. In order to take this course via distance, students must have reached 28 credit hours prior to enrolling in the course.

### **LAW 7401 - Torts**

4.0 - 4.0 7401. 4 hours. Study of civil liability for wrongfully inflicted harm to persons and property, with an emphasis on intentional torts and negligence. Core goals include understanding and applying the history, policies, and practice implications of tort law; intentional tort doctrines including battery, assault, and false imprisonment, as well as defenses to these; negligence; damages; and comparative fault in multi-theory and multi-party actions. Prerequisite(s): Consent of department. Required.

### **LAW 7407 - Contracts**

4.0 - 4.0 7407. 4 hours. Study of the fundamental legal principles and doctrines relating to contract law, including the formation of contracts, the enforceability of contracts, the interpretation of contracts, and remedies for breach of contract. Prerequisite(s): Consent of department. Required.

### **LAW 7411 - Property**

4.0 - 4.0 7411. 4 hours. Study of the fundamental principles and doctrines relating to the law of property, including defining rights in property, interests in real property and personal property, transfer of property interests, private and public limitations on the use of real property, and the landlord-tenant relationship. Required.

### **LAW 7414 - Constitutional Law**

4.0 - 4.0 7414. 4 hours. Introduction to the structure, provisions, history, and interpretation of the United States constitution. Core goals include understanding and applying the following: structure of government and allocation of authority in the three branches of government; role of federal courts and principles for judicial review of decisions of the executive branch or congress; and extent of and limits on powers of the federal government and powers of the states. The course also includes introductory study of the bill of rights, in particular the 14th amendments due process

and equal protection provisions. Throughout, the course will consider historical and theoretical dimensions of constitutional law. This course will include a research segment. Required.

### **LAW 7418 - Evidence Practicum**

4.0 - 4.0 7418. 4 hours. This course will present students with the opportunity to study the history and application of the Federal Rules of Evidence. Students can expect to engage not only in traditional classroom interactions, but they will also be conducting short trials and arguing motions before a mock trial judge. In addition, students will be expected to draft trial documents, such as motions and supporting memoranda. The course will include a skills segment.

## **Management - Undergraduate**

### **MGMT 3830 - Operations Management**

3.0-3.0 3830. 3 hours. Management of production emphasizing industrial enterprises; production objectives; design and improvement of processes, work methods, and physical facilities; use of measurements and standards; production planning and control; quality control; budgetary and cost control; materials management. Prerequisite(s): DSCI 2710.

## **Management - Graduate**

### **MGMT 5120 - Managing Organizational Design and Change**

3-3 5120. 3 hours. Examination of the development of organizational competencies and capabilities through the study of the theory and tools related to organizational design and change. Emphasis is placed on the use of horizontal and vertical linkage mechanisms that provide the organization with the flexibility to adapt to a rapidly changing competitive environment. Definition of management roles and the use of teams are emphasized in the change management process. Course Typically Offered: Spring.

### **MGMT 5140 - Organizational Behavior and Analysis**

3-3 5140. 3 hours. Research emphasis in organizational behavior stressing organization-people linkages and interrelationships, including selection, orientation and training; job design and reward systems; supervision; formal participation schemes; appraisals and development, organizational structure and design, communications, control and conflict resolution. Examination of behavioral science methodologies and strategies. Applications to tangential areas of organization theory, development, planning and implications for management and employee relations. Course Typically Offered: Fall.

### **MGMT 5210 - Human Resource Management Seminar**

3-3 5210. 3 hours. A study of the creation and implementation of human resource policies in public and private organizations. Topics include employment, placement and personnel planning; compensation and benefits; employee and labor relations; training and development; health, safety and security. Designed for non-business graduate students and business graduate students with limited or no background in personnel management. Course Typically Offered: Summer.

### **MGMT 5240 - Project Management**

3-3 5240. 3 hours. Analysis and application of project management techniques and processes to large scale, complex and unique projects. Topics include project selection; planning and organization; negotiation and conflict resolution;

budgeting and cost estimation; scheduling; resource allocation; monitoring and control; project auditing; and termination. Course Typically Offered: Summer.

### **MGMT 5300 - Entrepreneurship and Venture Management**

3-3 5300. 3 hours. The creation of new business enterprises and the expansion of current enterprises through the venture. Topics include assessment of entrepreneurial characteristics, the entrepreneurial team, generation and screening of venture ideas, market analysis and technical analysis. Course Typically Offered: Spring.

### **MGMT 5310 - Employment, Placement and Personnel Planning**

3-3 5310. 3 hours. Basic elements of employee performance; analysis of the factors involved in employment, placement and personnel planning. Blends theory and practice so the student understands policies and procedures required for recruitment selection and personnel planning. Course Typically Offered: Fall.

### **MGMT 5320 - Compensation and Motivation Theory**

3-3 5320. 3 hours. Overview of theories that will provide knowledge, skills and abilities to develop and implement compensation programs in order to attract, retain and reward diverse, high-performing employees in a global environment. Topics will vary with evolving compensation practices. Course Typically Offered: Spring.

### **MGMT 5350 - The Consumer and Service Experience**

3-3 3 hours. Examination of the intricacies of the consumer's purchasing and product consumption experience and options to capitalize on that experience. Prerequisite(s): None. Course Typically Offered: Fall.

### **MGMT 5351 - Organizational Behavior and Leadership**

3-3 3 hours. Applied emphasis In organizational behavior stressing organization-people linkages and Interrelationships, including: supervision, formal participation schemes, appraisals and development, organizational structure, communications, control and conflict resolution. Prerequisite(s): None. Course Typically Offered: Fall.

### **MGMT 5352 - Collaboration and Project Management**

3-3 3 hours. Development and selection of tools for management, oversight, and collaboration in and between teams. Exploration of remote, flex, and in-person employment environments. Prerequisite(s): None. Course Typically Offered: Spring.

### **MGMT 5353 - Budget and Finance**

3-3 3 hours. Overview of companies' structures, financial statements and status, and assessing costs and company value. Issues regarding the budget development and management. Prerequisite(s): None. Course Typically Offered: Spring.

### **MGMT 5354 - Social Responsibility**

3-3 3 hours. An applied approach to ethics, social responsibility, and legal issues in the modern business environment. Prerequisite(s): None. Course Typically Offered: Fall.

### **MGMT 5355 - Professional Writing and Speaking**

3-3 3 hours. Theory and practice of the professional workplace, including developing and appropriate environment, creating compelling documents and presentations, and leading meetings. Prerequisite(s): None. Course Typically Offered: Fall.

### **MGMT 5356 - Operations and Supply Chain Management**

3-3 3 hours. Analysis and evaluation of operational and logistics processes In various Industries. Prerequisite(s): None. Course Typically Offered: Spring.

### **MGMT 5357 - Management of Human Resources**

3-3 3 hours. Projects and applications relating to how organization's compete, develop competitive advantages, and align their businesses with goals to increase market share. Prerequisite(s): None. Course Typically Offered: Spring.

### **MGMT 5358 - Brand Management**

3-3 3 hours. Issues related to brand management and Its Integration within the organization, management of portfolio of brands/products, environmental scanning, identification and creation of value to offer to consumers, budgeting, planning, and control Issues. Prerequisite(s): None. Course Typically Offered: Summer.

### **MGMT 5359 - Strategic Management**

3-3 3 hours. Determining organizations competing environments and evaluating strategic options to gain competitive advantages. This course must be taken In the last semester of coursework. Prerequisite(s): None. Course Typically Offered: Summer.

### **MGMT 5660 - International Management**

3-3 5660. 3 hours. Designed to expose the student to the international aspects of management. Cultural differences in management applications, management of multinational corporations and integration of domestic business functions and international operations. Course Typically Offered: Fall.

### **MGMT 5800 - Internship**

1-3 5800. 3 hours. A supervised, productive and educationally meaningful work experience in a job related to the student's career objective. Prerequisite(s): Student must meet employer's requirements and have consent of department. May not be used to meet professional field requirements. Pass/no pass only. Course Typically Offered: On demand.

### **MGMT 5870 - Leadership Research and Development**

3-3 3 hours. Theories and current research on leadership with emphasis placed on leadership development and specific applications within the organizational setting. Prerequisite(s): Admission to the MBA program. Course Typically Offered: Fall, Spring, and Summer.

### **MGMT 5900 - Special Problems**

1-3 5900. 1-3 hours each. Open to graduate students who are capable of developing a problem independently. Problem chosen by the student and developed through conferences and activities under the direction of the instructor. Prerequisite(s): Consent of department. Course Typically Offered: On Demand.

## **Marketing - Graduate**

### **MKTG 5150 - Marketing Management**

3-3 5150. 3 hours. Application of concepts, tools and procedures employed by practicing marketing managers. Specific attention is given to product development and management, promotion development and management, channel selection and management, physical distribution management, and price setting and management. Students acquire skills in the essentials of case analysis and written as well as oral presentation of their analysis. Oral presentations may be made using electronic media. Groups may be required for case work. Offered in Fall only. Prerequisite(s): Admission to the MBA program. Course Typically Offered: Fall and Spring.

## **Mathematics - Graduate**

### **MATH 5001 - Teaching Dual Credit Mathematics**

3-3 5001. 3 hours (3;0;0). Course planning and course syllabus, the preparation and mechanics of lectures and problem solving sessions, models of instruction, the preparation, administration and grading of examinations, the mathematical foundations of secondary and dual credit curricula; review of the undergraduate mathematics curriculum. Prerequisite(s): Admission to M.Ed. program or consent of instructor. Course Typically Offered: On demand.

### **MATH 5011 - Mathematical Models for Educators**

3-3 5011. 3 hours (3;0;0). Algebraic, geometrical and numerical techniques of math modelling. Models formulated for problems arising in applications of mathematics that can be utilized by educators to motivate learning and appreciation of mathematics. Topics may include applications of math in coding theory, graph theory, game theory, difference equations and stochastic difference equations. Prerequisite(s): Admission to M.Ed. program or consent of instructor. Course Typically Offered: On demand.

### **MATH 5090 - Topics in Math Content and Pedagogy**

3-3 5090. 3 hours (3;0;0). This course considers topics in Math content and pedagogy that are not covered in other courses. Potential topics may include advanced mathematical thinking, use of technology in mathematics instruction, research-based practices in teaching undergraduate mathematics; historical development of various mathematical topics, mathematical literacy and proficiency, instructional strategies. Math content topics that promote student learning and appreciation of mathematics and are of interest to math educators. Prerequisite(s): Admission to M.Ed. program or consent of instructor. Course Typically Offered: On demand.

### **MATH 5611 - Introduction to Mathematical Analysis I**

3-3 5611. 3 hours (3;0;0). This is the first part of a two semester course in Introduction to Mathematical Analysis. Topics include: real number system; sequences and series; limit and differentiation, the Riemann integral, sequences of functions, elementary metric space theory including compactness, connectedness and completeness, complex analytic functions, Cauchy's theorem, the Taylor and Laurent series, residues, and Contour integrals. Prerequisite(s): Admission to M.Ed. program or consent of instructor. Course Typically Offered: On demand.

## **MATH 5621 - Introduction to Mathematical Analysis II**

3-3 5621. 3 hours (3;0;0). This is the second part of a two semester course in Introduction to Mathematical Analysis. Topics include: real number system; sequences and series; limit and differentiation, the Riemann integral, sequences of functions, elementary metric space theory including compactness, connectedness and completeness, complex analytic functions, Cauchy's theorem, the Taylor and Laurent series, residues, and Contour integrals. Prerequisite(s): Admission to M.Ed. program or consent of instructor. Course Typically Offered: On demand.

## **MATH 5680 - Introduction to Probability and Statistics**

3-3 5680. 3 hours (3;0;0). Foundation for elementary statistics ; combinatorial analysis, probability, conditional probability, independence, random variables, expectation, generating functions and limit theorems, sampling distributions, point estimation, interval estimation, hypothesis testing, goodness of fit tests, regression and correlation, analysis of variance, and non-parametric methods. Prerequisite(s): Admission to M.Ed. program or consent of instructor. Course Typically Offered: On demand.

## **Public Administration - Graduate**

### **PADM 5020 - Leading and Managing Public Organizations**

3-3 5020. 3 hours (3;0;0). Survey of contemporary theories and applications of managing high performance public organizations. Focus on leadership approaches, strategy, decision making, change management, networks and collaboration, privatization, and groups and teams. Prerequisite(s): Must be admitted to the MS Public Leadership program. Course Typically Offered: Spring.

### **PADM 5030 - Managing Human Resources**

3-3 5030. 3 hours (3;0;0). The theory and application of managing human behavior in public organizations. Topics include motivation, supervision, conflict management, workplace diversity, and the functions of public personnel systems including job design, analysis, and classification; recruitment and selection; compensation; development, training, and evaluation; promotion and discipline; and employee law. Prerequisite(s): Must be admitted to the MS Public Leadership program. Course Typically Offered: Fall and Spring.

### **PADM 5390 - Professional Practice for Public Managers**

3-3 5390. 3 hours (3;0;0). Workshop teaches current and future public managers how to operate a government agency on a day-to-day basis. Managerial practices include the meaning of public service, communication in the public sector, making effective presentations, facilitating effective meetings, executive-legislative relations, citizen relations, media relations, and ethics. To be taken during the last semester of course work. Prerequisite(s): Must have completed PLDR 5320, PADM 5030, PADM 5400, PLDR 5300, PLDR 5310, PLDR 5330, PLDR 5370, PADM 5020; an additional 12 hours of PADM or PLDR courses; and consent of the MSPL program coordinator. Course Typically Offered: Fall and Spring.

### **PADM 5400 - Managing Financial Resources**

3-3 5400. 3 hours (3;0;0). Principles of the budgetary process and innovations in budget preparation with emphasis on the role of the budget as a tool for financial control, improving program performance, and policy making. Topics include budget innovation, accounting, and financial reporting. Prerequisite(s): Must be admitted to the MS Public Leadership program. Course Typically Offered: Fall and Spring.

## **PADM 5550 - Seminar in Program Evaluation**

3-3 5550. 3 hours (3;0;0). Advanced course in evaluation, performance measurement, and monitoring in the management of government programs. Uses methods of social science to evaluate the effectiveness of government services. Prerequisite(s): PLDR 5320. Course Typically Offered: Fall.

## **Public Leadership - Graduate**

### **PLDR 5300 - Data Analytics and Research Methods I**

3-3 5300. 3 hours (3;0;0). Key computational and data competencies needed by administrators to fulfill the informational needs of decision making at all levels of an organization. Using and applying analytical and statistical tools understand the impact of quantitative data and decision making. Prerequisite(s): Admission to the MSPL program. Course Typically Offered: Fall and Spring.

### **PLDR 5310 - Data Analytics and Research Methods II**

3-3 5310. 3 hours (3;0;0). The fundamental concepts and techniques in managing and presenting data for effective data-driven decision making. Topics include data design as well as practical applications of appropriate research methodologies to assess the effectiveness and efficiency of public and nonprofit sector programs and policies. Topics include: developing an evaluation plan; designing various types of evaluations such as process, impact, cost-benefit, and cost-effectiveness evaluations; and managing evaluation projects. Data visualization includes understanding the best practices for usable, consumable, and actionable data/results presentations. Prerequisite(s): PLDR 5300. Course Typically Offered: Spring.

### **PLDR 5320 - Public Service and Society**

3-3 5320. 3 hours (3;0;0). An examination of the political, institutional, organizational, ethical, social, legal and economic environments in which public servants and community leaders operate. Prerequisite(s): Must be admitted to the MS Public Leadership program. Course Typically Offered: Fall and Spring.

### **PLDR 5325 - PLDR Fundraising Principles & Grant Writing**

3-3 5325. 3 hours (3;0;0). Provides a practical understanding of advanced concepts, techniques and theories of fundraising for nonprofit and community leaders, including the preparation of an effective grant application. Prerequisite(s): Must have completed PLDR 5320. Course Typically Offered: Spring.

### **PLDR 5330 - Organization Theory and Managing Change in Public Service**

3-3 5330. 3 hours (3;0;0). Survey of historical and contemporary theories of organizations, human behavior within the organizational setting, and managing change in the public service context Prerequisite(s): Admission to the MSPL program. Course Typically Offered: Fall.

### **PLDR 5335 - PLDR Nonprofit Management**

3-3 5335. 3 hours (3;0;0). A practical course on managing nonprofit organizations which addresses key aspects such as public trust, board development, strategic planning, volunteer management, financial management, financial, accountability and transparency. Prerequisite(s): Must have completed PLDR 5320. Course Typically Offered: Spring.

## **PLDR 5340 - Intergovernmental Relations and Management**

3-3 5340. 3 hours (3;0;0). The nature and role of public leaders in the American federal system of government, including all levels of government: federal, state, county, municipal, and special districts. Prerequisite(s): PLDR 5320. Course Typically Offered: Fall.

## **PLDR 5350 - PLDR Performance Measurement and Management**

3-3 5350. 3 hours (3;0;0). An overview and application of the operations and performance management in the public and nonprofit sectors with a focus on impact assessment and efficient service delivery to create public value. Prerequisite(s): PLDR 5320. Course Typically Offered: Spring.

## **PLDR 5353 - Leadership In A Complex World**

3-3 3 hours (3;0;0). Survey and fundamentals of leadership theories, models, frameworks, dynamics and best practices relative to addressing complex public problems in an uncertain yet interconnected world. Focus on policy and organizational settings, decision making, innovation, navigating complexities and taking advantage of opportunities. Prerequisite(s): Admission to the MS in Public Leadership program. Course Typically Offered: Fall and Spring.

## **PLDR 5354 - Public Private Partnerships**

3-3 3 hours (3;0;0). Public Private Partnerships (P3s) are used increasingly to achieve public policy goals and solve social problems. Learn how governments are partnering with for-profit and non-profit organizations; shaping public policy; and addressing the effectiveness/efficiency of various partnership strategies. Prerequisite(s): PLDR 5320. Course Typically Offered: Spring.

## **PLDR 5360 - Public Health Leadership**

3-3 5360. 3 hours (3;0;0). The course will survey theories of leadership and their application to current public health issues. Course focuses on leadership in transitioning public health findings into action, identifying and assessing leadership approaches, and developing skills to mobilize communities and promote health. Prerequisite(s): PLDR 5320. Course Typically Offered: Fall.

## **PLDR 5365 - Healthcare Administration**

3-3 5365. 3 hours (3;0;0). The course will provide an overview of competencies fundamental to healthcare administration. Course will highlight the core knowledge areas for healthcare leaders and managers, including healthcare finance, governance and organizational structure, laws, and regulations, and quality and performance improvement. Prerequisite(s): PLDR 5320. Course Typically Offered: Spring.

## **PLDR 5370 - Strategic Planning in Public & Nonprofit Organizations**

3-3 3 hours (3;0;0). This course provides an overview and applications of strategic planning theories, methods, and group processes in different organizational environments. Prerequisite(s): Admission to the MS in Public Leadership program. Course Typically Offered: Fall and Spring.

## **PLDR 5375 - Citizen Engagement, Advocacy, & Community Leadership**

3-3 3 hours (3;0;0). This course focuses on effective methods of citizen engagement in a democracy, community building, and the role of advocacy practiced by community leaders, nonprofit and public organizations to bring about social change. Prerequisite(s): PLDR 5320. Course Typically Offered: Fall.

## **Reading - Graduate**

### **EDRE 5070 - Literacy Development for English Language Learners**

3-3 3 hours (0;0;3). A detailed analysis of reading and writing instruction for English language learners. Includes theoretical models, recognition of current issues related to integrated literacy instruction, and delineates best practices for English literacy development in educational settings. Course Typically Offered: Summer and Either Fall or Spring

### **EDRE 5180 - Advanced Assessment and Evaluation in Reading**

3-3 3 hours (3;0;0). An exploration of current techniques for assessment and evaluation in reading. Merging assessment and instruction in classrooms is emphasized. Prerequisite(s): EDRE 5370 or equivalent. Course Typically Offered: To Be Determined.

### **EDRE 5190 - Reading Assessment and Instruction for Special Populations**

3-3 3 hours (3;0;0). Development, implementation and evaluation of assessment and instructional procedures in reading for special populations. Supervised instruction in a clinic setting is required. Prerequisite(s): EDRE 5180 or equivalent. May be repeated once for credit. Course Typically Offered: To Be Determined.

### **EDRE 5200 - Development and Supervision of Reading Programs**

3-3 5200. 3 hours. Analysis of the total reading program, emphasizing specific strategies for improvement of programs. Prerequisite(s): EDRE 5370 or equivalent. Course Typically Offered: Spring.

### **EDRE 5370 - Advanced Reading Theory/Practice**

3-3 3 hours (3;0;0). A program designed to provide understanding of the many facets of the reading act, to provide opportunities for evaluation of approaches to teaching reading and to acquaint students with basic research in reading. Prerequisite(s): EDRE 4820 or equivalent. Course Typically Offered: To Be Determined.

### **EDRE 5550 - Literacy Instruction in Our Culturally Diverse Society**

3-3 5550. 3 hours. Establishes an awareness of the significance of culturally responsive literacy instruction and an understanding of the various components and characteristics of a learning context that support a diverse population. Emphasis on instruction, multicultural children's literature, issues surrounding literacy instruction and assessment of such. Course Typically Offered: Fall.

### **EDRE 5900 - Special Problems**

1-3 5900. 1-3 hours each. Open to graduate students who are capable of developing a problem independently. Problems chosen by the student and approved in advance by the instructor. Open only to resident students. Course Typically Offered: On Demand.

## **Spanish - Graduate**

## **SPAN 5345 - Advanced Spanish for Legal Professionals**

3-3 3 hours (3;0;0). Prepares law students and graduate students to communicate successfully by using cultural knowledge to enhance professional work in the Hispanic community. Client-practitioner simulations, case scenarios, document interpretation, legal research, and authentic community engagement are essential components of the course. Prerequisite(s): Permission of Department or Instructor. Course Typically Offered: Fall.

## **SPAN 5900 - Special Problems**

3-3 3 hours (3;0;0). Special Problems. Prerequisite(s): Permission of Department or Instructor. Course Typically Offered: On Demand.

## **Educational Leadership - Graduate**

### **EDLE 5300 - Introduction to Educational Leadership**

3-3 5300. 3 hours (3;0;0). Focuses on instructional leadership development and serves as the introductory course for degrees and certification in educational administration. Includes a study of campus-level leadership and accountability and concomitant roles and responsibilities; as well as interrelationships among administrators, teachers, students, parents and community groups. Degree plans are developed and the major professor/adviser is assigned. Course Typically Offered: Fall, Spring, Summer.

### **EDLE 5310 - Research in Educational Leadership**

3-3 3 hours (3;0;0). This course is designed to allow students to use methods and procedures in educational research to address problems in classrooms and schools from the perspective of a campus leader and change agent. Prerequisite(s): EDLE 5300 and EDLE 5330. Course Typically Offered: Fall, Spring, Summer.

### **EDLE 5330 - The Principalship**

3-3 5330. 3 hours (3;0;0). Study of instructional leadership as it relates to the improvement of instruction, effective schools and ongoing effective program delivery by personnel. Areas to be explored and discussed include significant and recent research and best practices of instructional leadership, learning theory, the change process, school climate and culture, effective teaching methods and the relationship of instruction to curriculum. Course Typically Offered: Fall, Spring, Summer.

### **EDLE 5360 - Leadership for Social Justice**

3-3 5360. 3 hours (3;0;0). The situation of PK-12 schooling for school-dependent children in the United States points to various inequities (Connell, 1993; Hodgkinson, 1995; Jackson, 2011; Land & Legters, 2002; Larson & Muradha, 2002). In addition to disadvantaging poor and/or school-dependent children, females, special needs children, racial and ethnic minority children, second language learners, and children of recent immigrant parents are often disadvantaged. These circumstances call for responsible, socially-just leadership that seeks to redress institutional injustice and to saturate culturally-and socially-responsive teaching and learning throughout the educational institution. Course Typically Offered: Fall, Spring, Summer.

### **EDLE 5370 - Leadership of Assessment, Accountability, and Evaluation**

3-3 5370. 3 hours (3;0;0). Key standards, concepts, and skills related to student assessment, data analysis, campus and district evaluation, and various teacher evaluation systems. Aspects of the Texas school accountability system and how key standards and evaluation apply to accountability and school ratings. Course Typically Offered: Fall, Spring, Summer.

### **EDLE 5380 - Leadership Externship**

3-3 3 hours (3;0;0). Leadership Externship for on-the-job experience and professional study in STEM education. The course provides field experience with community and university partners to exposure students to job opportunities and make school competency connections in STEM fields. Prerequisite(s): EDLE 5330, EDLE 5650, EDLE 5300, EDLE 5500. Course Typically Offered: Summer.

### **EDLE 5400 - Management of School Resources**

3-3 5400. 3 hours (3;0;0). Study and analysis of school resources including financial, budgetary and capital resources with particular application to school building-level administrators. The course focuses on theory as well as management. Course Typically Offered: Fall, Spring, Summer.

### **EDLE 5500 - Practicum in Educational Leadership**

3-3 5500. 3 hours (3;0;0). Provision for on-the-job experience and professional study in administration and supervision as directed by the student's major adviser. Required for Texas professional certificate for educational leadership. Not applicable to other degree programs. The practicum requires 160 hours of on-site experience at either an elementary or secondary school. Prerequisites: 6 hours; EDLE 5300, EDLE 5330. Course Typically Offered: Fall and Spring.

### **EDLE 5550 - Leadership in Educational Technology**

3-3 3 hours (3;0;0). The course is designed to help school leaders develop an understanding of supporting technological change at the campus level. Topics include a study of the tools needed for planning, decision-making, and creating and supporting a culture for learning and change. Candidates will learn the essential educational technology skills for 21st century skills success in today's schools. The course will focus on critical thinking, problem solving, communication, creativity and collaboration, and strategies for leading the school into the ongoing process of technology integration. Course Typically Offered: Fall, Spring, Summer.

### **EDLE 5610 - Leadership of the School Community**

3-3 5610. 3 hours (3;0;0). Every administrator in an educational organization has a responsibility to engage in public relations on a daily basis. The primary objective of this course is to examine school-based public relations with the context of life in an information age, practice in schools shared decision-making, and sustained demands for school improvement. Students study three critical dimensions of school public relations: informing the public; modifying attitudes and opinions; integrating the actions and attitudes of an organization with those of its public. Course Typically Offered: Fall, Spring, Summer.

### **EDLE 5620 - Leadership for Student Educational Services**

3-3 5620. 3 hours (3;0;0). Designed to investigate the values, theoretical bases, best practices and challenges for leaders who administer student educational services at the school or district levels. Provides a review of federal laws, rules, regulations and expectations for students placed at risk in educational settings by circumstances and situations beyond their control. Emphasis on students who are educationally disadvantaged because of poverty, language differences, disabilities, interests and academic performance or lack thereof. Course Typically Offered: Fall, Spring, Summer.

### **EDLE 5630 - Organizational Change and School Improvement**

3-3 5630. 3 hours (3;0;0). School change and improvement from the perspectives of classical/rational organizational theory, open systems theory, contingency theory and social systems theories. Content includes research on school change and school improvement, strategic planning, effects of major reform initiatives in the 1980s and 1990s, and the development of the literature review in a research study. Course Typically Offered: Fall, Spring, Summer.

### **EDLE 5640 - Leadership for School Law and Finance**

3-3 5640. 3 hours (3;0;0). A study of philosophical foundations and principals of school law, the roles, responsibilities, systems and procedures in school business matters. Includes budgeting, taxation, and statutory programs for school support, fiscal management, business operations, legal framework for school programming, government structures, and federal, state, and local regulations. Course Typically Offered: Fall, Spring, Summer.

### **EDLE 5650 - Professional Development and Supervision**

3-3 5650. 3 hours (3;0;0). Provides students with the knowledge, interpersonal skills and technical skills to accomplish the supervisory tasks of direct assistance to teachers and professional development. Students learn how to implement models of professional development, especially job-embedded professional development, and how to apply the basic processes of developmental supervision, clinical supervision and coaching. In addition, the course addresses the relationship of effective supervisory behaviors to appraisal processes. Course Typically Offered: Fall, Spring, Summer.

### **EDLE 5680 - Administration of the K-12 Curriculum**

3-3 5680. 3 hours (3;0;0). Examines the interaction among curriculum, instruction and assessment at site, district and national levels. Theoretical knowledge as well as site and district based curricular projects are included. The student develops an understanding of the critical importance of research based yet practical curriculum alignment and coordinated planning in school reform and improvement. Course Typically Offered: Fall, Spring, Summer.

### **EDLE 5700 - Leadership Portfolio**

3-3 5700. 3 hours (3;0;0). A comprehensive view of educational leadership with an emphasis on action research methods. Prerequisite(s): EDLE 5300, EDLE 5330. Corequisite(s): EDLE 5500. Course Typically Offered: Fall, Spring, Summer.

### **EDLE 6031 - Internship Under Practicing School Administrator**

3-3 3 hours (3;0;0). Provision for on-the-job experience or professional study in administration or supervision as directed by student's major adviser. Limited to 6 hours in doctoral degree program. Required for Texas professional certificate for school administration. Not applicable to degree programs. Course Typically Offered: Fall, Spring, Summer.

### **EDLE 6032 - Practicum, or Field Problem**

3-3 3 hours (3;0;0). Provision for on-the-job experience or professional study in administration or supervision as directed by student's major adviser. Limited to 6 hours in doctoral degree program. An elective for doctoral candidates in administrative leadership. Course Typically Offered: Fall, Spring, Summer.

### **EDLE 6033 - Internship Under School Superintendent**

3-3 3 hours (3;0;0). Provision for on-the-job experience or professional study in administration or supervision as directed by student's major adviser. Limited to 6 hours in doctoral degree program. Required for Texas professional certificate for superintendent. Not applicable to degree programs. Course Typically Offered: Fall, Spring, Summer.

### **EDLE 6110 - Advanced Theory and Research in Administration**

3-3 3 hours (3;0;0). Contemporary inquiry in educational administration. The course examines the impact of positivism, subjectivism and functionalism and its critics on recent research on school organization and administration. Course Typically Offered: Fall, Spring, Summer.

### **EDLE 6510 - Seminar in Advanced Education Law**

3-3 3 hours (3;0;0). Builds on the content of the prerequisite course by focusing on legal and policy issues of particular concern to top-level educational policymakers and administrators. Topics include such complex issues as the role of the state in education, parental rights, school choice and vouchers, privatization, religion on campus, school desegregation and integration, and legal liability for constitutional wrongs. Topics vary, depending upon the current school reform agenda. Underlying concerns that drive the development of legal mandates in schooling are explored. Prerequisite(s): EDLE 5390 or equivalent. Course Typically Offered: Fall, Spring, Summer.

### **EDLE 6530 - Educational Facilities**

3-3 3 hours (3;0;0). The planning, design, construction, maintenance and evaluation of educational facilities. Develops awareness and skills related to population projections, needs assessment, educational specifications, site selection, rehabilitation of buildings, maintenance and operation of educational facilities, and building evaluation surveys. Course Typically Offered: Fall, Spring, Summer.

### **EDLE 6570 - Seminar in Advanced Educational Finance**

3-3 3 hours (3;0;0). Problems and issues involved in financing the public schools. The context and methodology of the course are suitable for educators working at all levels in the public schools and are directly relevant to their current problems and needs. Prerequisite(s): EDLE 5520 or consent of instructor. Course Typically Offered: Fall, Spring, Summer.

### **EDLE 6590 - The Superintendency**

3-3 3 hours (3;0;0). An advanced course dealing with the basic functions of the superintendency planning, programming, communicating and evaluating and the current issues and problems confronting the practicing educational administrator. Prerequisite(s): EDAD 5330 and 5450, or consent of instructor. Course Typically Offered: Fall, Spring, Summer.

## **Tuition, Expenses, and Financial Aid**

- Tuition and Mandatory Fees
  - Undergraduate Tuition Rates
  - Graduate Tuition Rates
  - Explanation of Fees
  - Freshman Application Fee Waiver Options
- Financial Aid
  - Application Period and Deadlines
  - UNT Dallas' Priority Dates
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- [Transfer Application Fee Waiver Options](#)
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### **Tuition and Mandatory Fees**

**Tuition, fees, room and board are subject to increase or decrease without notice by action of the Texas Legislature and/or the UNT System Board of Regents.** *Students are responsible for any additional amounts due UNT Dallas resulting from post audits and corrections, including all fees and waivers, i.e., registration assessing errors, changing from off-campus to on-campus classes, invalid employment waivers, etc.*

*For current information on tuition and fees, visit the Student Business Services web site ([accounts.untDallas.edu/cost](http://accounts.untDallas.edu/cost)). Student Business Services is open from 8:00 a.m. to 5:00 p.m. Monday through Friday.*

### **Undergraduate tuition rates**

**Note: Tuition rates are subject to change**

Visit the Student Business Services web site ([accounts.untDallas.edu/cost](http://accounts.untDallas.edu/cost)) for the most current tuition and fee rates.

### **Graduate tuition rates**

**Note: Tuition rates are subject to change**

Visit the Student Business Services web site ([accounts.untDallas.edu/cost](http://accounts.untDallas.edu/cost)) for the most current tuition and fee rates.

### **Explanation of fees**

**Note: Fees are subject to change**

Visit the Student Business Services website: [accounts.untDallas.edu](http://accounts.untDallas.edu) for current fees.

### **Mandatory - Incidental fees**

**Student service fee**

Student service fees are assessed in proportion to the number of semester credit hours for which a student registers to cover the cost of student services that directly involve or benefit students.

**Medical services fee**

The medical services fee is used solely to provide medical services to students enrolled at the university.

**Intercollegiate athletics fee**

This fee applies only to undergraduate and graduate students enrolled at UNT Dallas. The Intercollegiate Athletics fee is assessed in proportion to the number of credit hours to cover the cost of UNTD athletics programs, capped at 12 hours.

**Undergraduate advising fee**

The undergraduate advising fee supports the advising function for undergraduate courses.

**Technology fee**

This fee applies only to undergraduate and graduate students enrolled at UNT Dallas. The Technology fee is assessed in proportion to the number of credit hours for which a student registers to defray costs associated with the equipment in the open computer labs.

**Library fee**

This fee applies only to undergraduate and graduate students enrolled at UNT Dallas. The Library fee is assessed in proportion to the number of credit hours for which a student registers to cover the expenses associated with electronic resources, library books, and software.

**Graduation orientation fee**

This fee applies only to graduate students enrolled at UNT Dallas for the first time. The fee is assessed as a one-time charge.

**Undergraduate matriculation fee**

This fee applies only to undergraduate students enrolled at UNT Dallas for the first time. The fee is assessed as a one-time charge. The fee covers the cost of new student admission, online application services, document processing, credit evaluation, and other services associated with the processing and support of new students up to enrollment at UNT Dallas.

#### **Other fees**

##### **Distance learning fee**

A distance education fee is assessed in proportion to the number of credit hours for which a student is enrolled in an online or hybrid course.

##### **Science laboratory fee**

A science laboratory fee is assessed to all students enrolled in a science laboratory section. Laboratory fees are collected to cover the cost of materials and supplies used by students in the laboratory.

##### **Universities Center at Dallas Fee**

Students enrolling for upper-division undergraduate courses or graduate courses offered by the partner universities of the Universities Center at Dallas, may enroll at their home institution for courses offered by the other UCD universities. UCD is located in downtown Dallas.

##### **Orientation fees - New Student**

Freshman Students: \$140.00; Transfer Students: \$80.00; Graduate Students: \$100.00.

##### **Replacement ID card**

Students receive the first ID card at no cost. Replacement cost for ID cards is \$5.00.

##### **Late registration fee**

A flat fee of \$50.00 will be charged to students registering during the designated late registration period.

##### **Parking fees**

Please refer to Parking Services at [police.untdallas.edu/parking-office](http://police.untdallas.edu/parking-office).

**Graduate Admissions Application Fee**

A \$50.00 non-refundable application fee for graduate students.

**Placement Testing Fee**

\$30.00

**Credit by Exam Fee**

UNT Dallas awards undergraduate college credit on the basis of local and national examinations, subject to general limitations. Examinations are offered by several UNT Dallas departments. A \$53.00 fee is collected from those students who take credit by examination at UNT Dallas.

**Option to pay tuition by installment**

The Texas Legislature has the authority to modify or eliminate installment payment of tuition at each regular or called legislative session.

UNT Dallas provides for the payment of tuition and fees during the fall and spring terms/semesters through the following alternatives:

1. Full payment of tuition and fees upon registration or by the payment deadline for early registration; or
2. Selection of the installment plan. By selecting the installment plan, the student understands that it is a contractual agreement and agrees to make the installment payments by the due dates indicated.

Tuition and fees must be paid in full for each summer term upon registration or by the payment deadline for early registration. Tuition payment by installment is not offered during the summer.

**Non-refundable fee for tuition by installment**

Handling fee: \$20.00

**Note:** A \$20.00 non-refundable handling fee will be charged to the student's account each semester the installment plan is selected. Students who choose the installment plan option recognize they are in a contractual relationship and accept the terms of the installment plan contract.

A student who fails to make payment of tuition and fees (including any incidental fees) by the due date may be prohibited from registering for classes until full payment is made. A student who fails to make payment prior to the end of the term/semester may be denied credit for the work done that term/semester.

See [accounts.untDallas.edu/payment-plans](https://accounts.untDallas.edu/payment-plans) for procedures and policies concerning installment payment of tuition.

### **Tuition and fees payments**

Credit card payments (MasterCard, Visa, American Express and Discover) and echeck payments may be made through self-service at [MyDallas.unt.edu](https://MyDallas.unt.edu). Credit and debit card payments are assessed an additional 2.7% service fee to cover the processing cost for the payment. Electronic checks (echeck) are accepted with no additional fee.

Tuition and fee payments also may be made by personal check, money order, cashier's check, or cash at Student Business Services at the Student Center. Student Business Services requires the student identification number to be recorded on all check and money order payments made in person.

eBills are provided for registration. Account balances and schedule information may be obtained through self-service at [MyDallas.unt.edu](https://MyDallas.unt.edu).

### **Cash Payments**

Cash payments are accepted only at Student Business Services at the Student Center. Please do not mail cash payments.

### **Tuition and fee policies**

Tuition covers undergraduate and graduate work. Students must purchase their own textbooks and supplies.

Fees charged for late registration and miscellaneous items are noted in the Explanation of Fees section.

### **Full-time tuition rate information**

#### **(Timely graduation tuition program)**

At UNT Dallas, **full-time undergraduate** students **pay the same amount** for university tuition and fees in a fall or spring semester regardless of how many hours they take. Students are considered full-time once they register for 12 hours or more. More information is available at [accounts.untDallas.edu](https://accounts.untDallas.edu).

### **Student financial obligation agreement**

Students are required to accept the Student Financial Obligation Agreement, prior to initial registration for the first term of enrollment.

### **Tuition charged for excess and repeated credit hours**

Undergraduate students who attempt 30 or more semester credit hours beyond the minimum number of hours required for completion of their degree program will be charged additional tuition amounts. Hours attempted by students who enrolled initially in the 1999 Fall Semesters are exempt.

Undergraduate students who enroll in certain courses more than twice will be charged additional tuition amounts. Please refer to [registrar.untDallas.edu/excessive-hours](http://registrar.untDallas.edu/excessive-hours) for specific information.

### **Residency Regulations for Tuition Purposes**

A student's state of residency is determined prior to first enrollment in accordance with rules and regulations established by the Texas Higher Education Coordinating Board. Detailed information on residency is available at the state website [www.collegeforalltexas.com](http://www.collegeforalltexas.com). New students may contact the Office of Admissions for detailed residency information. Current UNT Dallas students should contact the Registrar's Office. Students who are not legal residents of Texas must pay nonresident tuition, including the statutory tuition charges and standard university fees approved by the Board of Regents. Admission requirements for nonresidents are the same as for resident students.

Certain residency exceptions do not affect actual residency status but do allow for a nonresident tuition exemption. Refer to "[Tuition and Fee Waivers](#)" in this section for further information.

### **Responsibility of the student**

Students are notified of their residency classification upon admission and are responsible for registering under the proper status. Any questions concerning residence must be discussed with residency determination officials in the Office of Admissions and/or the Office of the Registrar prior to registration.

Any student erroneously classified as a resident will be reclassified and required to pay all out-of-state tuition due. Attempts to evade nonresident fees may subject the student to the statute penalty and possible disciplinary action.

### **Change of status nonresident to resident**

A student who is at any time classified as a nonresident retains nonresident status until reclassification as a resident is applied for and officially approved by the Registrar.

### **Change of status from resident to nonresident**

Students who are classified as residents but become nonresidents by virtue of any change of domicile must notify the Registrar of such change immediately. Students who believe they have been erroneously classified have the opportunity for appeal. The appeal is to be made to the authority by whom the original classification was assigned, either in the Office of Admissions or Office of the Registrar.

### **Tuition and fee waivers/exemptions**

Several exemptions and waivers are available to qualifying students who meet the specific state requirements for each individual waiver or exemption. Brief descriptions of these are listed below. Waiver/exemptions refunds must be

requested during the term/semester application is made. Such requests must be made prior to the 12th class day in long terms/semesters, the 4th class day in the summer sessions (except 3W1), 2nd class day in 3W1. Requests for retroactive refunds are not honored. Information regarding waivers and exemptions is available at Student Business Services or at [accounts.untDallas.edu/waivers-and-exemptions](https://accounts.untDallas.edu/waivers-and-exemptions). Posted waivers are subject to post audit and correction.

### **Exemptions**

For a complete list, please see: [accounts.untDallas.edu/waivers-and-exemptions](https://accounts.untDallas.edu/waivers-and-exemptions).

### **Tuition and fee refunds**

A student who drops a course or withdraws from the university within certain time periods may be entitled to a partial refund of tuition and fees. These refunds are calculated according to the category and time schedule listed at [accounts.untDallas.edu/refunds](https://accounts.untDallas.edu/refunds). Refund periods and rates are subject to change by the state legislature. Delinquent payment fees, late registration charges, and installment handling fees are non-refundable. Any financial obligation to UNT Dallas must be resolved before any refunds will be made.

### **Class drop refunds**

Refunds are made for any course dropped through the 12th class day for the long semester. Corresponding dates are set for 8 week and summer terms/sessions. See the Academic Calendar at [registrar.untDallas.edu/academic-calendars](https://registrar.untDallas.edu/academic-calendars) for specific dates. The semester's first class day is always the first official university day of classes and not the first day of an individual's class.

**Note:** If all classes for the semester are dropped, see "Schedule of Withdrawal Refunds" in this section.

Students applying for financial aid are required to notify Student Financial Aid and Scholarships before dropping any class to learn how it will affect current or future financial aid eligibility.

### **Withdrawal from the university**

Withdrawal refunds are determined by the number of enrolled semester credit hours at the time of withdrawal. Withdrawal percentages are applied to the total amount of tuition and fees as prescribed by state law, not the amount paid. The withdrawal schedule and percentages of refund shown below pertain to total withdrawal from the term/semester and are mandated by the state legislature. The term/semester's first class day is always the first official university day of classes and not the first day the individual attends class. A withdrawal refund is based on the day of withdrawal, regardless of the date the class first meets.

Additional information may be found at [accounts.untDallas.edu](https://accounts.untDallas.edu) or by contacting Student Business Services.

The withdrawal schedule and percentage of a pro-rata refund pertain to total withdrawal from the term/semester and are mandated by federal law. Please contact Student Financial Aid and Scholarships regarding pro-rata refund schedules and percentages.

## **Schedule withdrawal refunds, 2021-2022**

Please see: [accounts.untdallas.edu/important-dates](https://accounts.untdallas.edu/important-dates)

**\*Note: Some fees are non-refundable.**

Delinquent payment fees, late registration charges, publication fees and installment handling fee are non-refundable.

## **Tuition rebates for certain undergraduates**

Section 54.0065 of the Texas Education Code provides up to a \$1,000 tuition rebate to resident undergraduate students. To be eligible for a rebate under this program, a student must:

1. Have enrolled for the first time in an institution of higher education in the Fall 1997 semester or later;
2. Request a rebate for course work related to a first baccalaureate degree received from a general academic teaching institution;
3. Have been a resident of Texas and have been entitled to pay resident tuition at all times while pursuing the degree;
4. If enrolled for the first time in Fall 2005 or later, graduate within four calendar years for a four-year degree or within five calendar years for a five-year degree if the degree is in a program determined by the Texas Higher Education Coordinating Board to require more than four years to complete; and
5. Have attempted no more than 3 hours in excess of the minimum number of semester credit hours required to complete the degree under the catalog under which the student will graduate.

Hours attempted include transfer credits, course credit earned exclusively by examination (except that, for the purpose of this program, only the number of semester credit hours earned exclusively by examination in excess of 9 semester credit hours is treated as hours attempted), courses dropped after the official census date, for-credit developmental courses, optional internship and cooperative education courses and repeated courses. Courses dropped for reasons that are determined by the institution to be totally beyond the control of the student shall not be counted.

For students concurrently earning a baccalaureate degree and a Texas teaching certificate, required teacher education courses shall not be counted to the extent that they are over and above the free electives allowed in the baccalaureate degree program.

Effective for students who enroll for the first time in Fall 2005 or later, an otherwise eligible student may be eligible for a tuition rebate without satisfying the requirements of item 4 above if the student is awarded a baccalaureate degree and the institution determines that the student's failure to comply was caused by a demonstrated hardship condition.

For additional information concerning tuition rebates, contact the Office of the Registrar or your academic advisor.

## **General financial policies**

UNT Dallas is a state-assisted institution subject to state laws. Extension of credit is prohibited and all financial obligations to the university must be paid when due. Tuition, fees, and room and board are subject to change by action of the Texas Legislature or the Board of Regents of UNT.

## **Correction of errors**

Students are responsible for any additional amounts due UNT Dallas resulting from auditing and correction of records after registration fees have been paid including all registration assessment errors, change from off-campus to on-campus classes, invalid employment waivers, etc.

### **Payments by Third Party**

Checks issued by a third party in payment of a student's tuition, fees or other charges made by UNT Dallas should be made payable to UNT Dallas. The student's name and/or student ID number should be included on the payment.

### **Returned Checks**

A returned check is defined as any check, similar sight order or electronic bank draft returned to the university unpaid due to no fault of the bank or the university.

Upon receipt of a returned check, notification is mailed to the issuing party or the individual in whose behalf the check was issued. The address on the check and/or the address in the official university records is used. The check is payable on or before 10 working days from the date of the notice. Only cash, cashier's check or money order is accepted for payment of the returned check and service charge (\$25 per check).

A student may be withdrawn immediately from the university if payment is not made within the stated time period. DO NOT stop attending classes unless you receive official notification of your withdrawal. Notification of withdrawal is made to the address on the check and/or the address in the official university records.

Check-issuing privileges are suspended while any returned check and/or service charge are outstanding.

If the university receives three or more returned checks during an academic year, the check-issuing privileges of the individual are revoked.

If all attempts to collect a returned check have failed, civil or criminal legal action may be taken in accordance with Texas state law (Sections [31.06](#) and [32.41](#) of the Texas Penal Code).

### **Stop-payment on tuition checks**

A student who has not already done so, will be withdrawn from UNT Dallas on the date the returned stop-payment check is received by UNT Dallas. A returned check service charge (\$25 per check) will be assessed. Tuition refund charges are based on normal refund policy.

If a student wishes to be withdrawn, the Office of the Registrar should always be contacted as soon as possible.

### **Financial Aid**

*UNT Dallas provides several methods of assisting students in financing their education. Financial assistance (financial aid) awarded through UNT Dallas may include a combination of federal grants, scholarships, state aid programs,*

*loans, and/or part-time work-study opportunities for those who qualify. The different types of financial aid available to UNT Dallas students are explained later in this section.*

*Applications and complete descriptions of all programs, requirements, and qualifications are available at Student Financial Aid & Scholarships, Student Center. You may also call 972-780-3662 or visit our website at <http://finaid.untDallas.edu>.*

### **Application Period and Deadlines**

The application period begins October 1 of each year for the following academic year (fall, spring, summer). The Free Application for Federal Student Aid (FAFSA) or Renewal Application is available each October for the upcoming academic year and should be completed as early as possible. Students are encouraged to apply online at [studentaid.gov](http://studentaid.gov). Students whose application files are completed by the priority dates are ensured first consideration for awards. Application data is received electronically from the Central Processing System (Federal Student Aid Programs) through which applications are processed. It includes the data from the FAFSA or Renewal Application. The application data must reach our office before a file can be processed. To ensure that your FAFSA or Renewal Application reaches UNT Dallas, include our school code, 042421, on your application.

### **UNT Dallas' Priority Dates**

- Fall/spring term/semester: January 15
- Spring term/semester only: August 15
- Summer term: March 1

A separate UNT Dallas summer application must be completed for summer financial aid. This application is available online ([my.untDallas.edu](http://my.untDallas.edu)) in March for the following summer term. The FAFSA for the year preceding the summer is also required.

### **General Eligibility Requirements**

Before any assistance is granted (Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Work-Study, or loans from the Federal Direct Stafford Loan Program), general eligibility and program requirements must be met. To be eligible for financial aid you must:

1. establish eligibility by completing and filing the Free Application for Federal Student Aid (FAFSA) or Renewal Application;
2. not be in default on any Title IV loan (Federal Perkins or Federal Stafford), or owe a refund or repayment on educational funds received at any institution;
3. be a U.S. citizen or eligible noncitizen;
4. be registered with the Selective Service if you are a male at least 18 years old born after December 31, 1959 (most males between the ages of 18 and 25, including permanent residents and other eligible noncitizens, are required to register with Selective Service);
5. enroll in and maintain at least a half-time class load for most programs;
6. use all funds received through financial aid for educational purposes;
7. be accepted for admission by the university and enrolled in a degree program;
8. be making satisfactory academic progress;
9. have a valid Social Security Number; and
10. have a high school diploma or a GED (general equivalency diploma) and
11. not have a conviction for the possession or sale of illegal drugs for an offense that occurred while you were receiving federal student aid (such as grants, work-study, or loans).

**Note:** *Transient and visiting students are not eligible for financial aid.*

### **Special Conditions for Financial Aid Applicants**

1. Students who withdraw from all classes must first go to the UNT Dallas Office of the Registrar, and then proceed to Student Financial Aid and Scholarships for official clearance before leaving the University.
2. Refunds and Repayments. If you officially withdraw, cease attendance, or are administratively withdrawn from UNT Dallas, any refund of tuition and fees and other university charges will be assessed for return to programs from which you (or your parents if they received a Federal Parent Loan) were originally paid and you may be subject to the Return to Title IV calculation. For more information regarding the Return to Title IV process, please visit the SFAS website at [findaid.untdallas.edu](http://findaid.untdallas.edu).
3. Federal and state regulations require that each student must maintain satisfactory academic progress (SAP) to be eligible for financial aid programs. Minimum standards must be achieved by the end of any given enrollment period at UNT Dallas. Satisfactory academic progress (SAP) is defined in both quantitative and qualitative measures.
4. Official transcripts are not issued to any student who has an unpaid account or owes a defaulted federal student loan received from any university.

### **Satisfactory Academic Progress**

**Note:** This policy is subject to change at any time, and without prior notice.

### **Policy Statement**

Federal regulations require the University of North Texas at Dallas to monitor student academic progress to ensure students establish and remain eligible to receive Federal Title IV sources of student aid. The office of Student Financial Aid and Scholarships ("SFAS") monitors the academic progress of each recipient and potential recipient of Title IV funds to evaluate academic progress and to determine continued eligibility for Title IV student aid.

### **Application of Policy**

All undergraduate, graduate, and Law students who are applying for and/or receiving financial assistance.

#### Definitions.

**Academic Progress:** "Academic Progress" means the qualitative and pace of progression measures of a student's progress towards completing requirements for a degree.

**Academic Term:** "Academic Term" means a period of student enrollment. The university academic calendar includes three (3) terms including fall, spring and summer semesters.

**Financial Aid Warning:** "Financial Aid Warning" is a financial aid status assigned to a student following an academic term in which the student did not make satisfactory academic progress. The student may still be eligible to receive Title IV program funds.

**Financial Aid Probation:** "Financial Aid Probation" is a financial aid status assigned to a student following an academic term in which the student was on Financial Aid Warning and did not make satisfactory progress and went to *Not Meeting*, but the student successfully appealed the determination of lack of satisfactory progress and the SFAS

determined that the student should be able to meet satisfactory academic progress standards by the end of the academic term while on financial aid probation. The student may still be eligible to receive Title IV program funds.

Academic Plan Status: "Academic Plan Status" is a financial aid status assigned to a student who will be monitored in accordance with the terms of an approved academic plan. This status is assigned when a student's appeal is approved following a term on financial aid probation, and SFAS determines that the students will meet satisfactory academic progress standards by the end of the academic plan. The student may still be eligible to receive Title IV program funds.

Financial Aid Not Meeting: "Financial Aid Not Meeting" is a financial aid status assigned to a student during an academic term in which a student was not meeting Satisfactory Academic Progress ("SAP") requirements. Students are not eligible to receive Title IV program funds while at a Not Meeting status.

Grade Point Average ("GPA"): "Grade Point Average ("GPA")" is calculated by dividing the total number of grade points by the total number of semester hours attempted in residence at the University of North Texas at Dallas which includes all courses with grades of A, B, C, D, and F. Courses with grades of P, NP, I, or W are not counted in the GPA however, they are counted as courses attempted. For SAP purposes, SFAS uses the Cumulative Grade Point Average as defined by UNTD Academic Policy.

Office of Student Financial Aid and Scholarships ("SFAS"): "Office of Student Financial Aid and Scholarships ("SFAS")" means the University of North Texas at Dallas office with specific responsibility for evaluating student academic progress to determine initial and continued eligibility for Title IV student aid.

### **Procedures and Responsibilities**

1. Evaluation of Satisfactory Academic Progress ("SAP") - SFAS monitors the academic progress of each recipient and potential recipient of Title IV student aid. Student academic progress is evaluated at the end of every academic term following the posting of final grades to determine continued eligibility for Title IV student aid. Evaluations of SAP by SFAS are conducted exclusively to consider eligibility for Title IV student aid and neither replace nor override other University of North Texas at Dallas academic policies related to evaluation of a student's academic status. The standards of SAP are either the same as or stricter than the University of North Texas at Dallas academic standards for students who are not receiving Title IV student assistance.

2. Satisfactory Academic Progress - Every graduate, undergraduate, and law student who applies for and receives Title IV student aid must maintain SAP to remain eligible for such aid, regardless of whether the student is a first-time applicant or has received aid in the past, and regardless of whether the student attends University of North Texas at Dallas full-time or part-time. To achieve SAP, students must meet both qualitative and pace of progression standards at the end of each academic term as defined below:

A. Qualitative Requirement for SAP - To meet the standard for SAP, students must meet or exceed the following grade point average at the end of the academic term. Grades from transfer coursework at an institution other than University of North Texas at Dallas will not be factored into the calculation of a student's cumulative GPA.

- i. Undergraduate students - 2.0 cumulative GPA for all terms.
- ii. Graduate students - 3.0 cumulative GPA for all terms.
- iii. Law students - 2.0 cumulative GPA for all terms.

B. Pace of Progression Requirements for SAP - An ongoing measure that ensures a student is on track to complete their program in the maximum timeframe. Pace of Progression is determined by dividing the cumulative number of hours a student has successfully completed by the cumulative number of hours a student has attempted. All attempts at a course, including repeated courses, are included in the calculation of total hours attempted and pace of progression. Students must successfully complete at least 67% of all credit hours attempted. Attempted hours include repeated, failed, incomplete, withdrawn from, and transfer credit hours.

C. Incomplete Classes - Incomplete classes will be considered the same as an "F" when evaluating SAP. Once an Incomplete class has had a final grade assigned, in accordance with UNTD Academic Policy, SAP will be recalculated for the most current term.

D. Withdrawn Classes - Withdrawn Classes will be considered as an unsuccessful course attempt when calculating pace of progression and maximum time frame.

E. Repeated Courses - Repeated Courses are included in the calculations for pace of progression as well as maximum time frame as both attempted hours and completed hours, if attempt was successful. Repeated Courses are included in the cumulative GPA as defined by UNTD Academic Policy.

F. Transfer Courses - Transfer Courses are applied in two different ways for SAP purposes.

i. Pace of Progression - All courses accepted by UNTD in transfer will be counted as hours attempted and hours completed in the pace of progression calculation.

ii. Maximum Time Frame - Only those transfer courses accepted toward a student's current academic program of student will be counted in the maximum time frame calculation.

G. Remedial Courses - Remedial Courses, as defined by UNTD Academic Policy, are included in the pace of progression calculations however, remedial courses are excluded from the maximum time frame calculation.

H. Pass/No Pass Grades - Courses with a grade of "Pass" are counted as hours attempted and hours completed for the pace of progress and maximum time frame calculations. Courses with a grade of "No Pass" are counted as an unsuccessful course attempt in the pace of progression and maximum time frame calculations. Pass/No Pass Grades are defined by UNTD Academic Policy.

3. Financial Aid Warning - Students failing to meet SAP will be placed on financial aid warning. Students on financial aid warning remain eligible to receive Title IV program aid for the academic term following the academic term during which the student did not meet SAP standards. Students will not be placed on financial aid warning for consecutive academic terms. If a student is not meeting SAP requirements at the conclusion of an academic term which s/he is on financial aid warning, the student will not be eligible for financial aid in any future academic terms until all SAP requirements are met or the student successfully appeals as set forth below.

4. Financial Aid Notices - Loss of Eligibility - SFAS will provide notice of the loss of eligibility for Title IV student aid to a student not meeting SAP including specific details regarding the process for re-establishing eligibility and the process for appeal of the determination.

5. Appeal of Eligibility - Failure to Meet SAP - A student may appeal a loss of Title IV eligibility by submitting a written notice to SFAS no later than the prescribed deadline of the academic term for which a student is appealing that identifies circumstances to be considered in mitigation of the failure to make SAP. The notice of appeal must include a description of mitigating circumstances that may be considered by SFAS with an explanation of how the mitigating circumstances affected the student and how the student will be able to make SAP in the subsequent academic term. Mitigating circumstances that may be considered by SFAS include:

Serious injury to the student, or a member of the student's immediate family, or

A. Serious injury to the student, or a member of the student's immediate family, or

B. Serious extended illness of the student, a member of the student's immediate family, or

C. Death of a student's relative, or

D. Learning disability as documented in the Office of Disability Accommodation, or

E. Military service, or

F. Working towards a special degree, maximum credit hours, or

G. Other special circumstances.

Appeal Approved: After a successful appeal, a student may be placed on financial aid probation as set forth in paragraph 6 below. Title IV aid may be disbursed during these periods.

Appeal Denied: If a student appeal of financial aid eligibility is denied, the student is responsible for paying educational costs until the student improves his/her academic records to meet SAP. Students who are denied due to maximum time frame are responsible for paying educational costs for the remainder of their degree plan.

6. Financial Aid Probation - If an appeal of financial aid eligibility is approved, the student will be placed on Financial Aid Probation for one academic term and Title IV aid may be disbursed during the period of probation. If a student is not meeting SAP at the end of the financial aid probationary period, SFAS will notify the student that financial aid eligibility is denied until such time as the student is able to demonstrate SAP. Notice of loss of eligibility status following a period of financial aid probation may be appealed in accordance with the procedures set forth in paragraph 5 of this policy.

7. Maximum Time Frame for Degree Completion - To remain eligible for Title IV student aid, undergraduate, graduate, and law students must complete degree program requirements within 150% of the published length of their degree.

## **Scholarships**

The University offers a variety of competitive academic scholarships to entering freshmen, transfer, and graduate students. Information in this catalog is correct at the time of printing, but is subject to change without prior notification. Visit the UNT Dallas Office of Financial Aid and Scholarships web site for additional scholarship details at [finaid.untDallas.edu](http://finaid.untDallas.edu).

### **Scholarships Available to Entering Freshmen Students**

For Freshmen Students entering the University in the fall 2021 semester, the following scholarships are available. For Freshmen Students entering the University in the spring 2022 semester, limited scholarships could be available based on funding.

#### **Presidential Scholarship**

Our most prestigious, merit-based freshman scholarship. Value of up to \$66,800 (\$16,700 per year, over four years of undergraduate study). [Presidentialscholars@untDallas.edu](mailto:Presidentialscholars@untDallas.edu) (email for specific application process).

#### **Excellence Scholarship**

This scholarship has a value of up to \$20,000 (\$5,000 per year; \$2,500 per fall & spring term) only through four years of undergraduate study only. To qualify, a student must have a minimum high school grade point average of 3.75. The scholarship is renewable if the student maintains a 3.00 cumulative GPA in all UNTD coursework, earns 30 hours of credit in the academic year (must be enrolled at least full-time (12 hours) each term), meets Satisfactory Academic Progress (SAP). This scholarship may not be combined with any other UNTD New Freshmen Scholarship.

#### **Blazer Scholarship**

This scholarship has a value of up to \$16,000 (\$4,000 per year; \$2,000 per fall & spring term) only through four years of undergraduate study only. To qualify, a student must have a minimum high school grade point average of 3.6 up to 3.749. The scholarship is renewable if the student maintains a 3.00 cumulative GPA in all UNTD coursework, earns 30

hours of credit in the academic year (must be enrolled at least full-time (12 hours) each term), meets Satisfactory Academic Progress (SAP). This scholarship may not be combined with any other UNTD New Freshmen Scholarship.

### **Blue and Green Scholarship**

This scholarship has a value of up to \$12,000 (\$3,000 per year; \$1,500 per fall & spring term) only through four years of undergraduate study only. To qualify, a student must have a minimum high school grade point average of 3.4 up to 3.599. The scholarship is renewable if the student maintains a 3.00 cumulative GPA in all UNTD coursework, earns 30 hours of credit in the academic year (must be enrolled at least full-time (12 hours) each term), meets Satisfactory Academic Progress (SAP). This scholarship may not be combined with any other UNTD New Freshmen Scholarship.

### **Elevate Scholarship**

This scholarship has a value of up to \$8,000 (\$2,000 per year; \$1,000 per fall & spring term) only through four years of undergraduate study only. To qualify, a student must have a minimum high school grade point average of 3.1 up to 3.399. The scholarship is renewable if the student maintains a 3.00 cumulative GPA in all UNTD coursework, earns 30 hours of credit in the academic year (must be enrolled at least full-time (12 hours) each term), meets Satisfactory Academic Progress (SAP). This scholarship may not be combined with any other UNTD New Freshmen Scholarship.

### **Aspire Scholarship**

This scholarship has a value of up to \$6,000 (\$1,500 per year; \$750 per fall & spring term) only through four years of undergraduate study only. To qualify, a student must have a minimum 2.75 up to 3.099. The scholarship is renewable if the student maintains a 2.75 cumulative GPA in all UNTD coursework, earns 30 hours of credit in the academic year (must be enrolled at least full-time (12 hours) each term), meets Satisfactory Academic Progress (SAP). This scholarship may not be combined with any other UNTD New Freshmen Scholarship.

## **Scholarships Available to Entering Transfer Students**

For Transfer Students entering the University in the fall 2021 semester, the following scholarships are available. For Transfer Students entering the University in the spring 2022 semester, limited scholarships could be available based on funding.

### **Phi Theta Kappa Scholarship**

This scholarship has an annual value of up to either \$4,000 or \$3,500 for two years of undergraduate study only. To qualify for the \$4,000 (\$2,000 per fall & spring terms) level a student must have an overall cumulative transfer GPA of at least 3.5. To qualify for the \$3,500 (\$1,750 per fall & spring terms) level a student must have an overall cumulative transfer GPA of at least 3.00. The Scholarship is renewable if the student maintains a 3.00 cumulative GPA in all UNTD coursework, earns 24 hours of credit in the academic year, meets Satisfactory Academic Progress (SAP). This scholarship is limited to members of Phi Theta Kappa and confirmation of membership (PTK certificate or membership card) must be submitted to the Office of Financial Aid and Scholarships or the Office of Undergraduate Admissions. This scholarship cannot be combined with any other scholarships for entering transfer students.

### **Achieve the Dream Scholarship**

This scholarship has an annual value of up to \$3,000 (\$1,500 per fall & spring terms) for two years of undergraduate study only. To qualify, a student must have an overall cumulative transfer GPA of at least 3.00 and a minimum of 30 transferable hours. The scholarship is renewable if the student maintains a 3.00 cumulative GPA in all UNTD coursework, earns 24 hours of credit in the academic year, meets Satisfactory Academic Progress (SAP). This scholarship cannot be combined with any other scholarships for entering transfers students.

### Transfer Trailblazer Scholarship

This scholarship has an annual value of up to \$2,000 (\$1,000 per fall & spring terms) for two years of undergraduate study only. To qualify, a student must have an overall cumulative transfer GPA of at least 2.75 and a minimum of 30 transferable hours. The scholarship is renewable if the student maintains a 2.75 cumulative GPA in all UNTD coursework, earns 24 hours of credit in the academic year, meets Satisfactory Academic Progress (SAP). This scholarship cannot be combined with any other scholarships for entering transfer students.

### General Spring Transfer Scholarship

This scholarship has a life time value of up to \$4,000 (\$1,000 per fall & spring terms) for up to four semesters of undergraduate study only. To qualify, a student must have an overall cumulative transfer GPA of at least 2.75 and a minimum of 30 transferable hours. **This scholarship is not guaranteed to be awarded every spring term, only if funding is available.** The scholarship is renewable if the student maintains a 2.75 cumulative GPA in all UNTD coursework, earns 24 hours of credit their first year, and meets Satisfactory Academic Progress (SAP). This scholarship cannot be combined with any other scholarships for entering transfer students.

## **Graduate Scholarships**

### Graduate School Academic Achievement Scholarship (application required)

The University of North Texas at Dallas Graduate School Scholarship Committee will administer the application and selection process for the Graduate School Academic Achievement Scholarship. Students are eligible to receive the UNT Dallas Graduate School Academic Achievement Scholarship for a maximum of three academic years (nine semesters) depending on the program of study. Master's degree students completing degrees requiring 30-48 credit hours may receive the scholarship for up to two (2) years or 6 semesters. Master's degree students completing degrees requiring 60 credits hours may receive the scholarship for up to three (3) years or 9 semesters. The standard scholarship allotment per student at UNT Dallas is currently a minimum of \$500 or maximum of \$1,000 per semester or \$1,500 or a maximum of \$3,000 per academic standard year. Students who were previously awarded a scholarship and have exhausted the semester limit for that program prior to graduation may not apply for another scholarship should they decide to enroll in extra courses to pursue an additional certification or master's degree program.

Eligibility requirements for New Students: Applicants must have been admitted to a UNT Dallas master's degree program or have a completed application file. Applicants who will be first-time graduate students should, at a minimum, have a 2.80 or higher overall GPA or a 3.00 or higher GPA on the last 60 hours of coursework leading to the bachelor's degree.

Eligibility requirements for Current Graduate Students: Applicants who have completed UNT Dallas graduate-level coursework must have a 3.50 GPA on a minimum of 6 credit hours of prior graduate-level work.

Applicants who have already earned a master's degree or higher are ineligible for this scholarship.

Application Requirements: Submit a professional resume (should include any community service, volunteering, etc.) and an essay (minimum of 500 words).

## **Grant Programs**

### **Federal Pell Grant**

Actual eligibility levels are determined by federal standards through the Central Processing System (Federal Student Aid Programs). To receive funds after eligibility is determined, a student must maintain satisfactory academic progress

(SAP) standards as defined by Office of Financial Aid and Scholarships and be classified as an undergraduate. Pell grant awards are based on the student's actual enrollment.

### **Federal Supplemental Educational Opportunity Grant (FSEOG)**

This is a need-based grant for undergraduate students only and is awarded to students with the lowest EFC. Half-time enrollment and meeting satisfactory academic progress (SAP) is required. The award about is \$1,000.

### **Texas Public Education Grant (TPEG)**

TPEG is awarded on a first-come first-severed basis based upon availability of funds, established financial need, at least half-time enrollment, and maintaining satisfactory academic progress (SAP) standards as defined by the Office of Student Financial Aid and Scholarships.

### **Tuition Grant (TG)**

TG is awarded on a first-come first-severed basis based upon availability of funds, established financial need, at least half-time enrollment, and maintaining satisfactory academic progress (SAP) standards as defined by Office of Student Financial Aid and Scholarships.

### **Iraq and Afghanistan Service Grant**

IASG is award is equal to the amount of a maximum Federal Pell Grant for the *award year* but cannot exceed your cost of attendance for that award year. For more information about the Iraq and Afghanistan Service Grant please go to [finaid.untDallas.edu](http://finaid.untDallas.edu).

### **IASG Eligibility**

You may be eligible to receive the Iraq and Afghanistan Service Grant if:

- you are not eligible for a Federal Pell Grant on the basis of your Expected Family Contribution but
- meet the remaining Federal Pell Grant eligibility requirements, and
- your parent or guardian was a member of the U.S. armed forces and died as a result of military service performed in Iraq or Afghanistan after the events of 9/11, and
- you were under 24 years old or enrolled in college at least part-time at the time of your parent's or guardian's death.

### **Teacher Assistance for College and Higher Education (TEACH) Grant Program**

This program provides grants up to \$4,000 per year to students who intend to teach in a public or private elementary or secondary school that serves students from low-income families.

TEACH Grant recipients must agree to teach for at least four academic years within eight calendar years of completing the program of study for which a TEACH Grant was received.

**IMPORTANT:** If you receive the grant and fail to graduate or complete this service obligation, all amounts of TEACH Grants received will be converted to a Federal Direct Unsubsidized Stafford Loan. Please note that loan interest will be retroactive and calculated with an effective date from the original award disbursement. You must then repay this loan to the U.S. Department of Education, with interest charged from the date the grant(s) was disbursed.

### **Texas Grant Program**

This is a state grant program for undergraduate Texas residents. Eligibility is based on full time enrollment; established financial need; graduation from a public or accredited private high school in Texas; completion of the recommended, advanced, or distinguished high school curriculum; no felony conviction or crime involving a controlled substance; and the availability of funds. The student must enroll in an eligible institution within 16 months of high school graduation, or within 12 months of receiving an associate's degree (associate's degree must have been conferred after May 1, 2001).

## **Benefits for Veterans**

Students who have served in the military or who are currently serving or dependents/spouses of our veterans may be eligible to receive benefits from the federal Department of Veteran Affairs (VA). For information on benefit eligibility, how to apply and current pay rates please visit <https://benefits.va.gov/gibill/>.

*GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.*

## **Current Educational Programs:**

- Selected Reserves (Chapter 1606)
- Reserve Educational Assistance Program (Chapter 1607)
- Montgomery GI Bill® (Chapter 30)
- Post 9/11 GI Bill® (Chapter 33)
- Survivors and Dependents Assistance Program (Chapter 35)
- Vocational Rehabilitation and Employment (Chapter 31)

Responsibilities for students under chapter 31, Vocational Rehabilitation and Employment and chapter 33, Post-9/11 GI Bill® benefits (*amended September 24, 2019*):

1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education.
2. Submit a written request to use such entitlement.
3. Provide additional information necessary to the proper certification of enrollment by the educational institution.
4. The university may also require additional payment or impose a fee for the amount that is the difference between the amount of the student's financial obligation and the amount of the VA education benefit disbursement.

## **Hazlewood Act for Texas Veterans**

Qualifying Texas veterans, and their qualifying dependent spouses and children, may be eligible to receive the Hazlewood Act. The Hazlewood Act is a State of Texas program that exempts tuition and most fees for eligible Texas Veterans and their eligible dependents, at Texas, public post-secondary institutions. Application forms and information on tuition exemptions for qualified veterans, and their dependents, are available online at <https://www.tvc.texas.gov/education/hazlewood/> or our Student Business Services' webpage. For additional information please contact [Hazlewood@untdallas.edu](mailto:Hazlewood@untdallas.edu).

Additional information concerning veteran benefits can be found in the Veterans Success Center. The Veteran Success Center (VSC) is located in the Student Center and can be contacted at [VA@untdallas.edu](mailto:VA@untdallas.edu).

## **Employment**

### **Federal Work-Study Program**

Eligibility for the Federal Work-Study Program is determined by established financial need and availability of funds to make awards, at least half-time enrollment and maintaining satisfactory academic progress (SAP) standards as defined by the Office of Student Financial Aid and Scholarships. Students awarded the Federal Work-Study Program are eligible to earn the financial aid amount awarded through a work-study job. Most positions require 15-20 hours of work per week. Students apply directly to the department with the open position listed on the web site. The employing department will select students for interviews based on availability of funds, student work skills, educational background and interest. Eligibility must be determined each term/semester to continue in the Federal Work-Study Program.

### **Career Services**

Career Services provides a variety of employment opportunities- full-time and part-time and internships off campus to currently enrolled students and alumni. For information, call 972-338-1782.

### **Loan Programs**

#### **Direct Loan Program**

All Direct Loans (subsidized, unsubsidized, Parent Loan for Undergraduate Students [PLUS]) are awarded based upon established financial need, at least half-time enrollment and maintaining satisfactory academic progress (SAP) standards as defined by the Office of Student Financial Aid and Scholarships. The Free Application for Federal Student Aid (FAFSA) must be submitted before an award will be determined. Maximum and aggregate limits are imposed based upon classification status. Repayment criteria vary depending upon the time the funds are borrowed.

## **Policies**

- [General](#)
- [Police and Parking](#)
- [Student Affairs](#)
- [Technology](#)

### **General**

- [Copyright/Intellectual Property](#)
- [Equity and Diversity](#)
- [The Family Educational Rights and Privacy Act \(FERPA\)](#)
- [Severe Weather Dismissals](#)
- [Smoke-Free Buildings and Facilities](#)

### **Police and Parking**

- [Annual Campus Security Report](#)
- [Campus Carry \(SB-11\)](#)
- [Failure to Respond to a Reasonable Directive of University Official](#)
- [Liability for Personal Loss](#)
- [Motor Vehicle Regulations](#)
- [Supervision of Minors](#)

- [Vehicle Emissions](#)

#### **Student Affairs**

- [Code of Student Rights and Responsibilities, and Conduct](#)
- [Sexual Violence Prevention and Education](#)
- [Drug-Free Schools and Communities Act](#)
- [Hazing Education](#)
- [HIV Infection/Aids Education](#)
- [Free Speech and Public Assembly](#)
- [Student Travel](#)

#### **Technology**

- [Misuse of Computers](#)
- [Student E-Mail Account](#)

## **UNT Dallas Contacts**

- |   |   |
|---|---|
| • <a href="#"><u>Academic Advising and Student Success</u></a>  | • <a href="#"><u>Office of Strategic Analysis and Reporting</u></a> |
| • <a href="#"><u>Campus Visitor and Tour Information</u></a>    | • <a href="#"><u>Office of Undergraduate Admissions</u></a>         |
| • <a href="#"><u>Career Services</u></a>                        | • <a href="#"><u>Office of University Advancement</u></a>           |
| • <a href="#"><u>Counseling and Wellness Services</u></a>       | • <a href="#"><u>Student Affairs</u></a>                            |
| • <a href="#"><u>Finance and Administration</u></a>             | • <a href="#"><u>Student Financial Aid and Scholarships</u></a>     |
| • <a href="#"><u>Human Resources</u></a>                        | • <a href="#"><u>Student Financial Services</u></a>                 |
| • <a href="#"><u>Office of Disability Services</u></a>          | • <a href="#"><u>Student Government Association</u></a>             |
| • <a href="#"><u>Office of Graduate Admissions</u></a>          | • <a href="#"><u>University Police</u></a>                          |
| • <a href="#"><u>Office of Marketing and Communications</u></a> | • <a href="#"><u>UNT Dallas Campus Parking</u></a>                  |
| • <a href="#"><u>Office of the President</u></a>                | • <a href="#"><u>UNT Dallas Library</u></a>                         |
| • <a href="#"><u>Office of the Provost</u></a>                  | • <a href="#"><u>Veteran's Benefits</u></a>                         |
| • <a href="#"><u>Office of the Registrar</u></a>                |   |

*When seeking information about the University, please visit, call, or write the office most closely associated with the subject of your concern or inquiry. Letters intended for offices other than those contacted will be forwarded. Directory assistance for all university offices is available through the main switchboard at (877) 868-9857 or the main campus number at (972) 780-3600.*

#### **Academic Advising and Student Success**

**Services:** *Advising, placement, support and assessment for students enrolled in developmental education to meet Texas Success Initiative requirements. Provides general support for campus undergraduate retention efforts.*

**Location:** *Student Center, 2nd Floor, Suite 2077*

**Contact information:**

7350 University Hills Boulevard  
Dallas, TX 75241-4605  
Main campus: 972-338-1645  
Email address: [Advising@untdallas.edu](mailto:Advising@untdallas.edu)  
Website: <https://advising.untdallas.edu>

**Campus Visitor and Tour Information**

**Location:** *Student Center, Student Solutions Center, 1st Floor*

**Contact information:**

7350 University Hills Boulevard  
Dallas, TX 75241-4605  
Main campus: 972-338-1756  
Tour Hours: 9:00 a.m. and 2:00 p.m. based on availability, Tuesday-Friday  
Email address: [Visit@untdallas.edu](mailto:Visit@untdallas.edu)  
Website: [www.untdallas.edu/visit](http://www.untdallas.edu/visit)

**Career Services**

**Services:** *Career and job search resources; job announcements; online job listings; transmission of online resumes to potential employers; career and job search advising; on-campus interviews with employer representatives and career fairs.*

**Location:** *Student Center, 2nd Floor, Suite 2113*

**Contact information:**

7350 University Hills Boulevard  
Dallas, TX 75241  
Main campus: 972-338-1782  
Fax: 972-338-1789  
Email address: [CareerServices@untdallas.edu](mailto:CareerServices@untdallas.edu)  
Website: <https://sa.untdallas.edu/office-career-services>

**Counseling and Wellness Services**

**Services:** *Individual and group counseling for career, emotional and personal concerns; interest, aptitude and personality assessments.*

**Location:** *Student Center, 1st Floor, Suite 1085*

**Contact information:**

7350 University Hills Boulevard  
Dallas, TX 75241  
Main campus: 972-338-1816  
Email address: [Counseling.Wellness@untdallas.edu](mailto:Counseling.Wellness@untdallas.edu)  
Website: <https://sa.untdallas.edu/counseling-wellness>

## **Finance and Administration**

**Location:** *DAL 1, 2nd Floor*

**Contact information:**

7300 University Hills Boulevard

Dallas, TX 75241

Main campus: 972-338-1400

Website: [www.untdallas.edu/ofa](http://www.untdallas.edu/ofa)

## **Human Resources**

**Location:** *DAL 1, 1st Floor, Suite 176*

**Contact information:**

7300 University Hills Boulevard

Dallas, TX 75241

Main campus: 972-338-1410

Website: [www.untdallas.edu/hr](http://www.untdallas.edu/hr)

## **Office of Disability Services**

**Services:** *Assistance with provision of auxiliary academic aids for students who request reasonable accommodations under the Americans with Disabilities Act (ADA) and Rehabilitation Act of 1973.*

**Location:** *Student Center, 1st Floor, Suite 1104*

**Contact information:**

7350 University Hills Boulevard

Dallas, TX 75241-4605

Main campus: 972-338-1777

TTY access: 888-937-9291

Email address: [Cynthia.Suarez@untdallas.edu](mailto:Cynthia.Suarez@untdallas.edu)

Website: <https://sa.untdallas.edu/disability-services>

## **Office of Graduate Admissions**

**Services:** *Admission information, application and status for new and former graduate students (U.S. citizens and permanent residents). Information regarding graduate admission, general policies, regulations and degree requirements; GRE score recording.*

**Location:** *Founder's Hall, 3rd Floor, Suite 300*

**Contact information:**

7400 University Hills Boulevard

Dallas, TX 75241-4605

Main campus: 972-338-1743/1746

Main switchboard: 877-UNT-DALS (868-3257)

Fax: 972-780-3694

Email address: [GradSchool@untdallas.edu](mailto:GradSchool@untdallas.edu)

Website: [www.untdallas.edu/graduate](http://www.untdallas.edu/graduate)

### **Office of Marketing & Communications**

**Location:** *DAL 1, 3rd Floor, Suite 348*

**Contact information:**

7300 University Hills Boulevard

Dallas, TX 75241

Main campus: 972-338-1097

Website: <https://www.untdallas.edu/marketing>

### **Office of the President**

**Location:** *DAL 1, 3rd Floor*

**Contact information:**

7300 University Hills Boulevard

Dallas, TX 75241

Main campus: 972-780-3601

Email address: [President@untdallas.edu](mailto:President@untdallas.edu)

Website: <https://president.untdallas.edu>

### **Office of the Provost**

**Location:** *Founder's Hall, 3rd Floor, Suite 300*

**Contact information:**

7400 University Hills Boulevard

Dallas, TX 75241

Main campus: 972-338-1600

Fax: 972-338-1614

Email address: [Provost@untdallas.edu](mailto:Provost@untdallas.edu)

Website: <https://www.untdallas.edu/provost>

### **Office of the Registrar**

**Services:** *Registration, transcripts, grade reports, academic status information, residency determination for continuing and former students, military waivers, enrollment verification/certification, notary service, and graduation.*

**Location:** *Student Center, Student Solution Center, 1st Floor*

**Contact information:**

7350 University Hills Boulevard

Dallas, TX 75241-4605

Main campus: 972-780-3664

Fax: 972-338-1939

Email address: [Registrar@untdallas.edu](mailto:Registrar@untdallas.edu)

Website: <https://registrar.untdallas.edu>

## **Office of Strategic Analysis & Reporting**

**Location:** *DAL 1, 3rd Floor*

**Contact information:**

7300 University Hills Boulevard

Dallas, TX 75241-4605

Main campus: 972-338-1785

Email address: [Brody.Du@untdallas.edu](mailto:Brody.Du@untdallas.edu)

Website: [www.untdallas.edu/sar](http://www.untdallas.edu/sar)

## **Office of Undergraduate Admissions**

**Services:** *Admission information, applications and status reports for new undergraduate students (U.S. citizens and permanent resident aliens).*

**Location:** *Student Center, Student Solution Center, 1st Floor*

**Contact information:**

7350 University Hills Boulevard

Dallas, TX 75241-4605

Main campus: 972-780-3642

Main switchboard: 877-UNT-DALS (868-3257)

Fax: 972-780-3694

Email address: [Admissions@untdallas.edu](mailto:Admissions@untdallas.edu)

Website: <https://admissions.untdallas.edu>

## **Office of University Advancement**

**Location:** *DAL 1, 3rd Floor, Suite 344*

**Contact information:**

7300 University Hills Boulevard

Dallas, TX 75241-4605

Main campus: 972-338-1100

Fax: 972-780-3636

Email address: [Advancement@untdallas.edu](mailto:Advancement@untdallas.edu)

Website: <https://giving.untdallas.edu>

## **Student Affairs**

**Services:** *General information; non-academic and personal assistance; student policy interpretation; social adjustment problems; student activities; and registered organizations information.*

**Location:** *Student Center, 2nd Floor, Suite 2113*

**Contact information:**

7350 University Hills Boulevard

Dallas, TX 75241

Main campus: 972-338-1775

Email address: [StudentAffairs@untdallas.edu](mailto:StudentAffairs@untdallas.edu)

Website: <https://sa.untdallas.edu>

### **Student Financial Aid and Scholarships**

**Location:** *Student Center, Student Solutions Center, 1st Floor*

**Contact information:**

7350 University Hills Boulevard

Dallas, TX 75241-4605

Main campus: 972-780-3662

Fax: 972-780-3636

Email address: [Financialaid@untDallas.edu](mailto:Financialaid@untDallas.edu)

Website: <https://finaid.untDallas.edu/>

### **Student Financial Services**

**Services:** *Provide information and assistance regarding tuition and fee charges, waivers, installment payment of tuition and special fees; refunds; returned checks; identification cards.*

**Location:** *Student Center, 1st Floor, Suite 1117*

**Contact information:**

7350 University Hills Boulevard

Dallas, TX 75241-4605

Main campus: 972-780-3658

Fax: 972-780-3636

Email address: [StudentFinancialServices@untDallas.edu](mailto:StudentFinancialServices@untDallas.edu)

Website: <https://accounts.untDallas.edu>

Payments: [my.untDallas.edu](http://my.untDallas.edu)

### **Student Government Association**

**Location:** *Student Center, 2nd Floor*

**Contact information:**

7350 University Hills Boulevard

Dallas, TX 75241-4605

Main campus: 972-338-1781

Email address: [SGA@untDallas.edu](mailto:SGA@untDallas.edu)

### **University Police**

**Services:** *University Police officers are licensed by the State of Texas and enforce state and local laws as well as university rules and regulations. University police provide protection on a routine and emergency basis, administer the crime prevention program; campus escort service and emergency phone system, and provide motorist assistance.*

**Location:** *Founder's Hall, 1st Floor, Suite 131*

**Contact information:**

7400 University Hills Boulevard

Dallas, TX 75241

Police Department: 972-780-3009  
Emergencies: 972-780-3000 (officer dispatch) | 911  
Website: <https://police.untdallas.edu>

### **UNT Dallas Campus Parking**

**Location:** *Founder's Hall, 1st Floor, Suite 131*

**Contact information:**

7400 University Hills Boulevard  
Dallas, TX 75241

Main campus: 972-780-3009

Website: <https://police.untdallas.edu/parking-office>

### **UNT Dallas Library**

**Location:** *Student Center, 3rd Floor*

**Contact information:**

7350 University Hills Boulevard  
Dallas, TX 75241

Main campus: 972-338-1616

Email address: [Library@untdallas.edu](mailto:Library@untdallas.edu)

Website: [www.untdallas.edu/library](http://www.untdallas.edu/library)

### **Veteran's Benefits**

**Services:** *Information on VA education benefits, Tuition Assistance, and Hazlewood exemptions; filing and certification of benefits; processing changes in program, semester schedule, or student status.*

**Location:** *Student Center, 2nd Floor, Room 2096*

**Contact information:**

7350 University Hills Boulevard  
Dallas, TX 75241-4605

Main campus: 972-338-1786

Email address: [VA@untdallas.edu](mailto:VA@untdallas.edu)

Website: <https://sa.untdallas.edu/veterans-success-center>

# **Student Resources**

- [Academic Advising](#)
- [Academic Support](#)
- [The Learning Commons](#)
- [Counseling Services and Wellness Services](#)
- [Prohibition of Sexual Assault and Retaliation](#)
- [Disability Services](#)
- [Computer Services](#)
- [Student Computing Services](#)
- [Research Computing Support](#)
- [Consulting, Training and Help Desk Services](#)

- Counseling Clinic
- Library Services
- Identification Card

### **Academic Advising**

*Academic Advising is an educational process that facilitates students' understanding of the meaning and purpose of higher education and fosters their intellectual and personal development toward academic success and life-long learning. Advisors evaluate students' transcript, help students transfer credits for prior coursework, set class schedule, prepare degree plans, and track progress toward degree completion.*

### **Student Learning Outcomes:**

- Strengthen communication, decision-making, and problem-solving skills
- Maintain a clear academic plan suited to future academic and career goals
- Locate and use resources that will aid in the achievement of academic goals

### **Students will achieve the following by the end of each advising session:**

- Plan for the current and upcoming semester within the academic year
- Identify departments/offices that will assist with questions outside of the scope of academic advising
- Clear understanding of university and/or major policies and procedures that are applicable to appointment
- Support and encouragement for upcoming milestone(s) in academic career
- Email and/or printouts of documentation reviewed in appointment
- Continued support in the form of timely emails and phone calls if other questions arise.

### **Advising Services**

All students are required to schedule an appointment to meet with an academic advisor to register for their first term at the UNT Dallas. Although, additional sessions are not required, students are encouraged to visit with their advisor at least once a semester especially during their junior and senior year.

However, if a student's Cumulative GPA drops below a 2.00, they will be required to meet with an advisor for academic recovery planning every term until their Cumulative GPA is at or above 2.00.

### **Contact Information**

#### **Academic Advising and Student Success**

Phone: (972) 338-1645

Email: [Advising@UNTDallas.edu](mailto:Advising@UNTDallas.edu)

When contacting the Office of Academic Advising and Student Success remember to include the following information:

- Name (First & Last)

- Student ID#
- Brief statement of issue/concern, reason for appointment, or comments/questions
- Return phone number if a phone call is desired
- Availability if requesting an appointment

### **Scheduled Advising Appointments for Current Students**

All appointments must be scheduled at least a day in advance with the assigned advisor.

- Formats: In-person, over the phone, or via online platform
- Duration: 30 minutes  
Late Policy: Students will be marked as a "no-show" if they arrive 10 minutes or more after their scheduled appointment time and may be required to reschedule based on advising availability
- Examples of appointment reasons:
  - Registration Advising (need help choosing a class schedule)
  - Major Change (add a minor/certificate or change your primary program)
  - Graduation Check (Unofficial review of remaining degree requirements)
  - Academic Recovery (Need help raising my GPA)
  - Non-Registration Advising

### **Scheduled Advising Appointments for New Students**

All appointments must be scheduled at least a day in advance with the assigned advisor.

- Format: In-person, or via online platform for select programs
- Duration: 60 minutes  
Late Policy: Students will be marked as a "no-show" if they arrive 15 minutes or more after their scheduled appointment time and may be required to reschedule based on advising availability

### **Drop-In/Group Advising**

Continuing students are eligible for drop-in advising during drop-in hours. Hours will be posted on the academic advising website. No appointment is necessary. While the advising office endeavors to support all students in a private, one-on-one environment with a professional advisor, there may be situations when students receive assistance in a group setting, or by a student-peer advisor. Group advising sessions are conducted as needed based on student demand for advising services.

New students are eligible for drop-in advising after they have completed their new student advising session. Group advising sessions may also be held for new students based on student demand.

### **Advisor Responsibilities**

The UNT Dallas Academic Advisors are committed to providing excellent academic advising and support services and to partner with you to accomplish your educational and career goals. Academic Advising is a shared responsibility with students. Advisors work together with students in order to help make the best decisions to achieve student goals. Advisors will:

- Be supportive and respectful listeners, and refer students to appropriate support services within the university in response to individual needs
- Offer advice on course selection and assist in developing an academic understanding, effectively communicate curriculum, graduation requirements, and university policies and procedures.
- Clearly communicate the UNT Dallas major requirements (including, but not limited to prerequisites, curriculum, and graduation requirements).
- Evaluate and discuss academic performance and the implications of said performance as it relates to degree progress and university requirements.
- Clarify university policies, regulations, programs, and procedures about which a student may have questions.
- Be available to answer student questions through scheduled meetings, phone calls, or emails in a timely fashion.
- Maintain confidentiality (will not discuss issues with parents or non-university persons without the student's written permission; will respond to academic questions only via untDallas.edu email accounts).

### **Academic Support**

Academic Support Office provides services for:

- Texas Success Initiative
- Testing/Placement
- Learning Commons (labs and tutoring support)

### **Texas Success Initiative (TSI)**

The Texas Success Initiative (TSI) is a state statute requiring all undergraduate students (new students, transfer students, and international students) who enter a Texas public institution of higher education to either: (A) Demonstrate readiness for college-level reading, writing and mathematics before enrolling in college-level academic coursework by achieving the statutory threshold(s) on the state-approved readiness assessments; or (B) Meet one of the conditions for exemption from the testing requirement. Students must satisfy all TSI requirements before receiving a baccalaureate degree. Students who do not meet TSI requirements must complete developmental coursework in compliance with TSI statute and UNT Dallas policy.

All first-year and transfer students coming into the University of North Texas at Dallas must have completed TSI testing or have a documented exemption before registering for classes. Your registration will be delayed if TSI status cannot be determined before your orientation session.

For more information on TSI testing, please consult with the academic testing website.

### **Exemptions:**

Students who meet one of the following conditions are exempt or partially exempt from taking an initial assessment test. In each case, UNT Dallas must receive official proof in order to process the exemption. ACT, SAT, TSIA or STAAR scores must be part of the student's Texas State record. Official score reports must be submitted to the Office of Admissions (these scores may be submitted on your official high school transcript). Previous course work at other institutions must have been transferred to UNT Dallas.

» For a period of five (5) years from the date of testing, a student who performs at or above the following standards:

## **ACT**

A composite score of 23 with a minimum of 19 on the English test (will satisfy both reading and writing TSI requirements) and/or the mathematics test shall be exempt from those corresponding sections;

## **SAT**

» SAT Testing prior to March 1, 2016: a combined critical reading (formerly "verbal") and mathematics score of 1070 with a minimum of 500 on the critical reading test (will exempt a student from both the reading and writing TSI requirements); a combined critical reading (formerly "verbal") and mathematics score of 1070 with a minimum of 500 on the mathematics test will exempt a student from the TSI mathematics requirements.

» SAT Testing on or after March 2, 2016: a minimum score of 480 on the Evidenced-Based Reading and Writing (EBRW) will exempt a student from both the TSI reading and writing requirements; a minimum score of 530 on the mathematics test will exempt a student from the TSI mathematics requirements.

» For a period of five (5) years from the date of testing, a student performs at or above the following standards:

### **\*STAAR End of Course Exams (EOC)**

» 2000+ (Level II) on the **\*English III (3)** (will satisfy both reading and writing TSI requirement)

» 4000+ (Level II) on the **\*Algebra II (2)** (will satisfy the math TSI requirement)

\* If you think you qualify for this exemption, please check with your high school Counselor to see if you were administered the English III or the Algebra II STAAR EOC exam. A number of Texas school districts are opting NOT to offer these exams.

» A student who has graduated with an associate or baccalaureate degree.

» A student who has previously attended any institution and has been determined to have met readiness standards by that institution.

» A non-degree seeking student.

» A student who is serving on active duty as a member of the armed forces of the United States, the Texas National Guard, or as a member of a reserve component of the armed forces of the United States and has been serving for at least three years preceding enrollment.

» A student who on or after August 1, 1990, was honorably discharged, retired, or released from active duty as a member of the armed forces of the United States or the Texas National Guard or service as a member of a reserve component of the United States.

» ESOL Waiver: Students with demonstrated limited English proficiency may receive a temporary waiver appropriate to ESOL/ESL coursework and interventions.

### **If Not Exempt:**

You must take the TSI Assessment prior to meeting with an advisor and enrolling in courses. Minimum score thresholds required to demonstrate college readiness in each subject area are as follows:

## TSI Assessment

- Reading 351
- Mathematics 350
- Writing Multiple Choice 340/Essay 4 OR Essay Score of 5 or Higher

## The Learning Commons

### Contact Information

COVID (Remote Operations): (469) 630-1419

Post-COVID (In-Person Front Desk): (972) 338-1755

- Website: [Learning.UNTDallas.edu](https://learning.untDallas.edu)
- Email: [LcStem@UNTDallas.edu](mailto:LcStem@UNTDallas.edu) (STEM-related inquiries); [LcWriting@UNTDallas.edu](mailto:LcWriting@UNTDallas.edu) (writing-related inquiries)

### Mission Statement

#### Motivate. Strengthen. Support.

The UNT Dallas Learning Commons motivates students, strengthens their academic skills, and supports their intellectual and ethical development.

### What is the Learning Commons?

The Learning Commons is also known as the center for tutoring. Our mission is to **motivate** students, **strengthen** their academic skills, and **support** their intellectual and ethical development in collaborative and safe environment.

The Learning Commons is composed of various tutoring support services, including:

- Writing Center (writing support) <https://learning.untDallas.edu/writing>
- Math Lab (math support) <https://learning.untDallas.edu/math>
- Peer Tutoring (general subject tutoring, such as science, accounting, finance, and statistics) <https://learning.untDallas.edu/business> and <https://learning.untDallas.edu/science>
- Supplemental Instruction (SI) and Study Prep Leaders <https://learning.untDallas.edu/SI>

All of our tutoring services are FREE for students enrolled at UNT Dallas. Whether students need extra resources and tools or just want to extend their learning in a social environment, the Learning Commons is here to help.

Our team consists of well-trained professional and student staff who are committed to enhancing students' self-worth and confidence using non-evaluative, low-stakes relationships of trust. Our tutors use a combination of scaffolding and

personalized and directive (when needed) methods to ensure that students are reaching their full autonomous-learning potential.

The Learning Commons serves all members of the UNT Dallas community: currently enrolled undergraduate and graduate students, staff, and faculty. We assist students enrolled in face-to-face traditional courses, hybrid courses, and online courses.

### **Additional Academic Support through Smarthinking (Online Tutoring, 3<sup>rd</sup> party)**

If students need help after-hours or on the weekends when the Learning Commons is closed, students can log on to Smarthinking, an online tutoring program that is a free service offered to all registered and current UNT Dallas students. Using Smarthinking, a student can choose to ask a tutor a question in real-time, post a question to be answered within 24 hours, submit a paper for review, or schedule a virtual tutoring session. Smarthinking is accessible 24 hours/day, 7 days/week, and you can get academic support in math, science, writing, reading, Spanish, computer help, and more. For more information and to access Smarthinking, visit <https://learning.untdallas.edu/smarthinking>.

### **Counseling and Wellness Services**

The Counseling & Wellness Center maintains strict confidentiality of records and counseling relationships in accordance with FERPA and HIPPA. No information disclosed in a counseling relationship is shared with anyone inside or outside the University unless the student signs a release of information, the student is a threat to self or others, reports abusing a child or elder, or if the records are ordered to be released by a court of law.

Student Advocacy is available through the Counseling & Wellness Center from either trained professional counselors or case manager. Students may come discuss issues with the Counseling & Wellness Center staff and receive referrals to campus/community resources for a number of concerns, including: academic and other adjustment problems; test anxiety; career indecision; romantic or other relationship problems; grief related to the loss of family member or friend; stress; family conflict; major-life changes; depression; thoughts of suicide; hopelessness; anxiety; alcohol and drug problems.

For more information contact the Counseling & Wellness Center at (972) 338-1816 or Dr. Shanda Riley, Assistant Director of the Counseling & Wellness Center at (972) 338-1779.

### **Prohibition of Sexual Assault and Retaliation**

The University of North Texas at Dallas (the "University") is committed to maintaining a work and educational environment free from sexual assault and retaliation. Conduct that is inconsistent with this commitment will not be tolerated at any location, program or other activity associated with the university. Application of Policy.

This policy applies to all students, faculty, staff, and applicants for employment or admission, individuals and organizations conducting business on behalf of or for the University of North Texas at Dallas, visitors and participants at any location, program or other activity associated with the University. The University may act under this policy when prohibited conduct that occurs off-campus adversely affects or has a reasonable likelihood of adversely affecting the academic or work environment.

The policy in its entirety may be viewed by [clicking on this link](#) or by viewing <http://www.untdallas.edu/svr>. Information concerning resources for sexual assault prevention may be viewed at <http://www.untdallas.edu/svr>.

### **Counseling Clinic**

The counseling program's Counseling Clinic is an instructional facility in which master's level counselors-in-training practice counseling skills under faculty supervision. As a training lab, the counseling clinic is dedicated to preparing individuals for exemplary clinical service to individuals of all ages, couples, families and groups.

### **Library Services**

The UNTD Library is committed to providing members of the UNTD community with user privileges to library collections, services, and other learning and information resources consistent with the degrees offered by UNTD.

Students on campus, and distance learning students have access to an online library catalog with electronic databases, ebooks, journals and scholarly articles, streaming videos, and virtual librarian assistance. \*On campus, students, staff and faculty have access to the circulating print collection, special collections, the in-house media collection, reserve materials, TexShare services, quiet and collaborative study spaces, and face to face research assistance.

The Library will accommodate approximately 10 thousand print materials carefully selected to support the growing course curricula. The growing electronic database collection includes more than 8,873 academic journals, 27 million articles from peer reviewed journals and 27,000 streaming videos for immediate access to authoritative scholarly materials. For more information, visit <https://www.untdallas.edu/library>.

\*Due to COVID-19 (coronavirus) and related health restrictions, access to the physical library and study room spaces, and external inter-library loan services has been suspended until further notice. For other information please contact library staff at [Library@untdallas.edu](mailto:Library@untdallas.edu).

### **Disability Services**

UNT Dallas provides reasonable accommodations to qualified students with disabilities in accordance with state and federal laws, including the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. The Assistant Director of Disability Services assists qualified students with disabilities in determining and coordinating appropriate reasonable accommodations and/or auxiliary aids and services, to the extent necessary, for qualified prospective, newly admitted or currently enrolled students. Students with disabilities can register for services with the Office of Disability Services after being accepted to UNT Dallas and registering for classes. In order to register for services, students must contact the Office of Disability Services to set up an intake appointment.

Students must provide documentation of their disability in accordance with University policy. Students requesting a reasonable accommodation under the Americans with Disabilities Act (ADA) must provide the supporting documentation to the Office of Disability Services from their physician, educational diagnostician, licensed psychologist, psychiatrist, or other qualified professional. Documentation received will be considered in determining whether a student is disabled as defined by the ADA, and therefore entitled to reasonable accommodation. For more information, see the University's policy on disability accommodation for students (7.004) at: <http://www.untdallas.edu/hr/upol>.

Students with questions or concerns and those wishing to request an accommodation should call the Office of Disability Services at 972-338-1777 or email [untddisability@untdallas.edu](mailto:untddisability@untdallas.edu). Individuals who are deaf, hard-of-hearing, deaf-blind or speech-disabled may contact the Disability Services Office by using Relay Texas. To contact Relay TX dial 7-1-1.

## **Computer Services**

Computing services support for instruction, research and student learning are provided through the UNT Dallas Office of Information Technology department. These services include support for a wide range of computing platforms, student messaging, training, consulting and a university help desk (<https://unts.service-now.com/untdd>).

Wireless networking access (UNT and JagNet) is available in campus buildings, providing internet connectivity. Online elements of courses are offered with support from the Center for Learning, Enhancement, Assessment and Redesign using computing systems supported by the Office of Information Technology.

## **Student Computing Services**

Students have access to two general access labs on campus to study and to conduct course work. These labs are available during normal operation hours throughout the year. The University also provides two walk up stations for quick access to printing at the Student Center. Laptops are also available for checkout. Four Windows-based classroom computer labs and one MAC-base classroom computer lab serve students in particular courses. The printers on campus are multifunction with printing, copying, and scanning capabilities. Printing service is managed through secure management software that allows students to release print jobs from any printer on campus. For extra convenience, wireless printing is available for students to print from their personal devices as well.

UNT Dallas provides web-based e-mail and calendar through Office 365. Outlook for Office 365 is used as an official communication medium between the university and students. Office 365 is available to students and includes e-mail (Outlook) and online file storage (OneDrive).

## **Research Computing Support**

The UNT Dallas Office of Information Technology provides support for a variety of computer-based software applications. Licenses are maintained for Windows versions of SPSS, SAS, STATA, and Matlab, which provide statistical analysis capabilities on university owned computers.

Several statistical analysis packages, including SAS and SPSS are provided in the general access labs.

The University Libraries also maintain an extensive collection of scholarly databases, electronic research journals, and multimedia research materials that are accessible through the campus network.

## **Consulting, Training, and Help Desk Services**

Consulting and training are provided by Information and Instructional Technology to facilitate the use of research and instructional computing facilities by students.

Experienced consultants are available to assist students with technical problems.

The Office of Information Technology (OIT) operates a campus-wide help desk service to provide students with information and help on a variety of computing problems.

### **Identification Card**

The identification card is distributed during registration after all fees have been paid. The card entitles the bearer to student admission to campus programs, dances, and movies. It provides identification at the libraries for checking out materials. As the student's official university identification, the ID should be worn visible. Lanyards and card holders are provided for students by the University help desk with ID card.

Lost ID cards may be replaced for a \$5 charge. Misplaced ID cards that have been turned in are held at the police station. The card is void upon termination or interruption of enrollment. Students are asked to retain their ID cards, even though they may not be enrolled. The cards are reactivated upon subsequent enrollment.

Fraudulent use of the ID card subjects the user to a fine not to exceed \$4,000, confinement not to exceed one year, or both (Class A Misdemeanor). Anyone who uses the ID card to give false information to a police officer is subject to a fine of not more than \$500 (Class C Misdemeanor).

## **Annual Campus Security Report**

The University publishes an annual report concerning campus security and crime statistics. The report includes information on reporting of crimes and other emergencies, safety and security programs, crime reporting procedures, campus law enforcement, and alcohol and drug policies.

Copies of the report may be viewed online or obtained from the University Police Department, Human Resources, and Office of Student Access and Success. The report is also available on the University Police Department's web page: [police.untdallas.edu](http://police.untdallas.edu). For additional information about the preparation of the Annual Campus Security Report, see the UNTD Policy 7.010 at: [www.untdallas.edu/hr/upol](http://www.untdallas.edu/hr/upol).

## **Campus Carry (SB-11)**

In the 2015 session, the Texas Legislature passed and Gov. Greg Abbott signed into law legislation commonly known as "campus carry." It allows those with concealed handgun licenses to carry their guns on the campuses of public universities in Texas, beginning Aug. 1, 2016.

UNT Dallas has prepared and implemented policy in compliance with the State of Texas, Campus Carry legislation. The UNT Dallas policy is viewable at [www.untdallas.edu/sites/default/files/page\\_level2/hds0041/pdf/12\\_006\\_concealed\\_handguns\\_adopted.pdf](http://www.untdallas.edu/sites/default/files/page_level2/hds0041/pdf/12_006_concealed_handguns_adopted.pdf).

If you would like to share your thoughts or have questions, please email [UNT-DallasCampusCarry@untdallas.edu](mailto:UNT-DallasCampusCarry@untdallas.edu).

## **Code of Student Rights and Responsibilities, and Conduct**

The following section includes, in its entirety, university policy on the Code of Student's Rights, Responsibilities and Conduct. This policy is an articulation of the University's commitment to recognize and support the rights of its students and to provide a guide for defining behaviors that the University may consider a violation of such policies. It is not, however, meant to be an exhaustive list of all actions which may be considered misconduct. Information related to the Code of Academic Integrity can be found in the Academic Regulations section of this catalog.

## Code of Student's Rights, Responsibilities and Conduct

### Policy Statement:

The University of North Texas at Dallas, as a student-centered public University, has established standards of conduct to foster an educational environment conducive to learning and development. Students and University student organizations are expected to conduct themselves in a manner that demonstrates respect for the rights and property of others and upholds the integrity of the University community. The standards of conduct outlined in the Code of Student's Rights and Responsibilities and Conduct have been developed to ensure the well-being, honor and dignity of all who live, learn and work in our educational community.

### Application of Policy:

This policy applies to all individuals who apply for admission to, enroll in and matriculate or graduate from the University of North Texas at Dallas (UNT Dallas), student organizations, and to conduct that occurs on the premises of UNT Dallas, at any location, program or other activity sponsored by or associated with UNT Dallas sponsored activities. The policy also applies when conduct that occurs off-campus adversely affects or has a reasonable likelihood of adversely affecting the educational environment or UNT Dallas community and the pursuit of its objectives.

### Definitions

1. **Code of Student Rights and Responsibilities ("the Code")** - The official university policy that sets out the rights and responsibilities of UNT Dallas students and student organizations, as defined by this policy, the manner in which students and student organizations are expected to conduct themselves at all times, and the procedures established to fairly address conduct that departs from these expectations.
2. **Complainant** - Complainant means an individual who may have been the subject of conduct prohibited under the policy regardless of whether the individual reports the conduct.
3. **Conduct Record** - Documentation of a student's conduct violation(s) and sanction(s) while at UNT-Dallas.
4. **Conduct Process** - The procedures provided in the Code from the initial notice of complaint through final resolution to consider whether a student has engaged in misconduct, and whether conduct sanctions should be imposed.
5. **Conduct Sanction** - An official action assigned by the University for a violation of the Code.
6. **Consent** - Words or actions that show an active, knowing and voluntary agreement to engage in sexual activity. Consent cannot be gained by force, coercion, manipulation, threats, or by taking advantage of the incapacitation of another when the individual knows or reasonably should know of such incapacity by use of alcohol or drugs. Consent is absent when the activity in question exceeds the scope of previously given consent, or the person is unconscious or otherwise unaware that the prohibited conduct is occurring. Consent may be revoked at any time.
7. **Day** - Day means calendar days unless otherwise stated in the policy.
8. **Dating Violence** - Abuse or violence, or threat of abuse or violence, against a person with whom the actor has or has had a social relationship of a romantic or intimate nature.

9. **Dean of Students (DOS)** - The University official responsible for administering the student disciplinary conduct process in accordance with the Code, for maintaining student disciplinary conduct records, and for assisting students in resolving conflicts with one another.
10. **Domestic Violence** - A physical act perpetrated against a person's will by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant.
11. **Good Conduct Standing** - Status in which a student is fully eligible to participate in University activities and privileges.
12. **Initial Meeting** - An opportunity for a student to review alleged misconduct and provide an opportunity for the student to respond.
13. **No-Contact Order** - Administrative directive issued by a UNTDSA Representative prohibiting contact between individuals. The directive may be given as an interim measure during an investigation or as a sanction.
14. **Notice of Complaint** - The initial document in the conduct process that identifies alleged misconduct in violation of the Code, and schedules a meeting between the student and a UNTDSA Representative to discuss possible violations of the Code and sanctions.
15. **Notice of Disciplinary Sanctions** - A document in the disciplinary process that identifies conduct sanctions based on a violation of the Code.
16. **Permanent Student Conduct Record** - Documentation of a student's conduct violation(s) and sanction(s) that are permanently maintained by UNTDSA subject to the University records retention schedule. This record is separate from an academic record.
17. **Preponderance of the Evidence** - Preponderance of the evidence means the amount information necessary to establish whether an allegation is more likely than not to have occurred (i.e. more likely true than not true). Preponderance of the evidence also is referred to as the greater weight of the evidence.
18. **Respondent** - Respondent means an individual or organization identified as possibly having engaged in conduct prohibited under the policy regardless of whether a formal complaint is made.
19. **Sexual Assault**- "Sexual Assault" means the intentional or knowing penetration, no matter how slight, of the sex organ or anus with any body part or object, or oral sex, without consent of the complainant. The term sexual assault also is referred to as rape.
20. **Sexual Coercion** - The use of manipulation or threat to force someone to have sex.
21. **Sexual Exploitation** - Taking non-consensual or abusive sexual advantage of another for another's own advantage or benefit, or to benefit or advantage anyone other than the person being exploited, including, but not limited to, non-consensual video or audio-taping of sexual activity or undetected viewing of another's sexual activity.
22. **Sexual Harassment** - "Sexual harassment" means unwelcome verbal, nonverbal or physical conduct of a sexual nature (including gender-based and sex-stereotyping conduct of a sexual nature) that:
  - a. in the employment context unreasonably interferes with the person's work performance or creates an intimidating, hostile, or offensive work environment; or
  - b. in the education context is sufficiently severe, persistent or pervasive that the conduct interferes with a student's ability to participate in or benefit from the university's educational programs or activities. For purposes of this policy, conduct is sufficiently severe, persistent or pervasive in the education context if its frequency, or threatening or humiliating nature unreasonably interferes with or limits the student's ability to participate in or benefit from the university's educational program or activity, including when the conduct reasonably creates an intimidating, hostile, abusive or offensive educational environment.

Examples of unwelcomed conduct that may constitute sexual harassment under this policy (regardless of the medium or platform) include but are not limited to:

- repeated requests for dates, sexual flirtations or propositions of a sexual nature;
- subtle pressure for a sexual relationship;
- sexist remarks about a person's clothing, body or sexual activities;
- unnecessary touching, hugging or brushing against a person's body;
- direct or implied threats that submission to sexual advances will affect or be a condition of employment, work status, grades, or letter of recommendation;

- comments of a sexual nature that cause humiliation, such as use of inappropriate terms of address;
  - sexual assault; and
  - sexually explicit or sexist comments, questions or jokes.
23. **Sexual Misconduct** - Conduct including sexual harassment, sexual exploitation, sexual assault, domestic violence, stalking, and sexual violence.
  24. **Sexual Violence** - A physical sexual act perpetrated against a person's will, or when a person is so incapacitated that he or she is incapable of giving consent due to the use of drugs or alcohol, or where a person is incapable of giving consent due to an intellectual or other disability (including sexual assault). Sexual violence is a form of sexual harassment.
  25. **Stalking**- A course of conduct directed at a person that would cause a reasonable person to fear for the person's safety or to suffer substantial emotional distress.
  26. **Student** - Student means an individual who has applied for admission or readmission to the University of North Texas at Dallas, who is registered or enrolled in one or more courses for credit at the University, or who currently is not enrolled but has continuing academic relationship with the University.
  27. **Student Conduct Committee ("the Committee")** - A group convened at the request of a student or student organization for the purpose of providing an opportunity for impartial evaluation of alleged violations of misconduct and sanctions.
  28. **Title IX Coordinator** - Title IX Coordinator means a University of North Texas at Dallas employee designated by the President to implement, monitor, and enforce the University's Title IX program. In this policy, reference to the Title IX Coordinator also means their designees.
  29. **University** - The University of North Texas at Dallas
  30. **University Community** - The collective group of students, faculty, staff, and any other person employed by or contributing to the University.
  31. **University Premises** - All land, buildings, and portion of buildings owned or leased by the University or a component of the UNT System.
  32. **University Privilege** - A benefit that is granted by the University or enjoyed by students, including but not limited to, participating in social events or University sponsored activities, election to student leadership positions, and membership in student organization(s).
  33. **UNTDSA Representative** - A University official authorized by the President to investigate alleged violations of the Code and to administer the procedures and sanctions as set forth in the Code.
  34. **University Sponsored Activity** - All functions, events, and programs on the University premises or conducted under the authority of the University.
  35. **University Student Group/Student Organization ("Student Group" or "Student Organization")** - A group of students who share a common interest and who are registered as a recognized student group in accordance with student organization policies.

## Procedures and Responsibilities:

### Interim Removal

A student who presents a substantial and imminent threat to the health, safety, or welfare of the University community or its property may be temporarily removed from campus premises and prohibited from participating in all University sponsored activities pending a determination of the threat. A student temporarily removed under this provision must meet with a member of the C.A.R.E. team within two days or as soon as reasonably possible to determine whether the student may return to campus and participate in activities pending conclusion of the student conduct process. A student will be informed in writing whether the interim removal will remain in effect.

### Amnesty Policy

Any student who in good faith reports being the victim of or witness to sexual harassment, sexual assault, dating violence and stalking, will not be subject to disciplinary action for a violation of the code of conduct that occurred at or near the time of the incident, unless the student is found responsible for the offense.

*Student Rights and Responsibilities (Section I):*

I. Student Rights

The University is an academic community in which all persons share responsibility for its quality and wellbeing. As members of the University community, students can reasonably expect all the guarantees and protections afforded students of public institutions, including:

1. The right to fair and equitable process in all matters concerning the Code.
2. The right to exercise their privileges and responsibilities as student.
3. The right to be free from discrimination on the basis of race, ethnicity, gender, age, religion, creed, national origin, disability, veteran status, sexual orientation, or gender identity.
4. The right to engage in inquiry and discussion, to exchange thought and opinion, and to speak, write, and print freely on any subject in accordance with the guarantees of federal and state laws.
5. The right to engage in peaceful and orderly speech, protest, demonstration, and picketing within the public forum to the extent such activities do not disrupt the academic and administrative functions of the University. The University reserves the right, in accordance with federal and state law, to approve the time, place and manner of such activities.
6. The right to participate in the formulation of policy directly affecting students when allowed by law.
7. The right to participate in student organizations within the University.
8. The right to ready access to established University policies and procedures.

Responsible Party: Office of Community Standards

*II. Student Rights in the Conduct Process*

When a student is charged with an alleged violation of the Code that student has the right to:

1. Receive notice of the alleged violation(s), know who to contact for a meeting, and the date by which that contact must occur.
2. Present information in response to the allegations of misconduct, including an oral and written statement, witnesses, documents, and any other information that reasonably responds to the allegations.
3. Be accompanied by an advisor. Advisors may not speak or participate directly in the conduct process.
4. Choose to not participate or answer questions in a meeting.
5. Ask questions of any statements or witnesses presented.
6. Review by impartial officials and students participating in the conduct process.
7. Appeal the findings, suspension, and expulsion as allowed by the Code.

III. Student Responsibilities

1. **Witnesses of Student Conduct Violations**  
Members of the UNT Dallas community are strongly encouraged to participate in any conduct proceedings and to appear as witnesses when reasonably notified.
2. **Guests of University Students**  
Guests must adhere to all University rules, and the hosting student is responsible for all guests' actions. It is the responsibility of the host to inform the guests of these rules. The host can be held financially responsible for the actions of a guest, as well as face Code charges for any guests' behavior. In the University's sole and absolute discretion, guests may be prohibited from entering University premises.
3. **Responsible Action Protocol:**  
At UNT Dallas, the health, safety and welfare of our students and community are paramount concerns. As

such, all UNT Dallas students are expected to alert appropriate officials in the event of any health or safety emergency -specifically including those involving the abuse of alcohol or drugs.

Because the University understands that fear of possible disciplinary actions may act as a barrier to students seeking requests for emergency assistance, the University has adopted the following Responsible Action Protocol to alleviate such concerns and promote responsible action on the part of students. In a situation involving imminent threat or danger to the health or safety of any individual(s), students are expected:

1. to contact emergency officials by calling 911 to report the incident
2. to remain with the individual(s) needing emergency treatment and cooperate with emergency officials, so long as it is safe to do so, and
3. to meet with appropriate University officials after the incident and cooperate with any University investigation.

The University will consider the positive impact of taking responsible action in an emergency situation when determining the appropriate response for alleged conduct violations by the reporting student that may have occurred prior to or contemporaneously with the emergency situation. In some situations, this may mean that no University disciplinary action is taken or no disciplinary sanctions are imposed, but the incident will be documented, and educational, community, and health initiatives -as well as contact with a student's parent(s) or guardian(s) -may be required.

The protocol does not preclude or prevent action by police or other local authorities. Nor does this protocol preclude disciplinary action regarding other violations of the Code, such as causing or threatening physical harm, sexual misconduct, property damage, harassment, hazing, etc. Failure of students to take responsible actions in an emergency situation, however, may void all protections under this provision, may constitute an aggravating factor for purposes of sanctioning, and may lead to further disciplinary actions when such failure to act otherwise constitutes a violation of University rules, regulations, or policies

#### 4. **Student Organization Responsibility**

A student organization will be responsible for the actions and conduct of its members, when one or more of its members, acting in the capacity of their membership, commit a violation of the Code. Group misconduct need not be officially approved by the entire membership in order to be considered grounds for possible conduct action towards the organization. There is no minimum number of organization members who must be involved in an incident before conduct action may be taken towards the entire organization.

Any Notice of Complaint regarding alleged misconduct involving a student group will be delivered to the President as outlined in this policy. A Notice of Complaint will be sent to the attention of the president or other leader of the student organization with a copy to the on campus advisor and other advisors as appropriate along with the appropriate Student Affairs Staff member. Student organizations are responsible for responding to all Notices of Complaint and failure to respond may result in resolution of the matter in the absence of any representative of the student group.

Responsible Party: Office of Community Standards

#### 5. **Categories of Misconduct:**

- A. Trespassing, forcefully entering and/or occupying University-owned, leased, or controlled premises without authorization.
- B. Destroying or vandalizing personal and/or public property; unauthorized, mischievous and/or inappropriate use of such property.
- C. Unauthorized use or abuse of a computer system, access code[s], keys, or similar device to access controlled data, UNT Dallas's property, or a restricted area of any of the University's campuses.
- D. Theft or unauthorized use of property or services of the University, its members, or its visitors.
- E. Providing false information to a University official who is performing their official duties or engaging in other similar forms of dishonesty, including making a wrongful accusation against any member of the University community.

- F. Failing to comply with reasonable directive of University officials (i.e. faculty, staff, graduate assistants, resident assistants, student employees) or law enforcement officers who have identified themselves as such and are performing their duties; and/or failing to identify oneself to such persons when requested to do so.
- G. Falsifying or withholding required information in any form from a University official, including information on an application for admission.
- H. Committing academic misconduct:
  - 1. Using the words or ideas of another, from the Internet or any source, without proper citation of the source(s), commonly called plagiarism.
  - 2. Receiving unauthorized external assistance during an examination or any academic exercise for credit. This includes, but is not limited to:
    - a. Providing or receiving aid in connection with any academic assignment;
    - b. Use or possession of camera telephones, text messages, computer disks, audio recorders, calculators, solution materials, photocopies, materials from previous classes, commercial research services, notes or other means to copy or photograph materials used or intended for academic evaluation for use during the academic evaluation or assignment;
    - c. Communication in any manner with another student;
    - d. Working with others on graded coursework, including in-class, on-line and take-home examinations; or
    - e. Possessing, reading, buying, selling or using any materials intended for an academic evaluation or assignment in advance of its administration.
  - 3. Turning in the same work in more than one class (or when repeating a class), unless permission is received in advance from the instructor.
  - 4. Falsifying information for inclusion in an assigned paper, project or exercise; including inventing or altering data from a laboratory or field project, or creating fictional citations for a paper.
  - 5. Attempting to influence or change any academic evaluation, assignment or academic records for reasons having no relevance to academic achievement. This includes, but is not limited to, bribery, threats and making unauthorized changes to any academic record.
  - 6. Falsifying or misrepresenting attendance, hours, or activities in relationship to any class, internship, externship, field experience, clinical activity or similar activity.
  - 7. Acting or attempting to act as a substitute for another, or using or attempting to use a substitute, in any academic evaluation or assignment.
  - 8. Facilitating, permitting or tolerating any of the above-listed items.
- I. Disrupting classroom activity, University functions, and/or the operations of the University by an action or combination of actions that unreasonably interfere with, hinder, obstruct, or prevent the right of others to freely participate in an activity, program, or service of the University.
- J. Violating any institutional safety regulation, including, but not limited to:
  - 1. Falsely reporting a fire, bomb, or any other emergency by any means, including activation of an alarm;
  - 2. Engaging in the unauthorized possession, use, or alteration or tampering of any University-owned emergency or safety equipment;
  - 3. Failing to evacuate a building or other structure during an emergency or an emergency drill; and
  - 4. Taking any action that creates a substantial risk that potentially compromises the safety of an individual or the community.
- K. Operating a vehicle, including a motorized cart, in any manner that endangers any person or property.
- L. Possessing, storing, controlling, or using a functioning or nonfunctioning firearm, firework, explosive, incendiary device, or other weapon or device classified as a weapon by the State of Texas or utilizing any instrument to simulate a weapon in a manner that endangers or tends to endanger, threaten, or intimidate any person. Individuals who are licensed to carry a handgun must be in compliance with UNT Dallas Policy No. 12.0006 Carrying of Concealed Handguns on

Campus. For more information please visit

[http://www.untdallas.edu/sites/default/files/page\\_level2/hds0041/pdf/12\\_006\\_concealed\\_handguns\\_adopted.pdf](http://www.untdallas.edu/sites/default/files/page_level2/hds0041/pdf/12_006_concealed_handguns_adopted.pdf). NOTE: "Firearm" is defined as any gun, rifle, pistol, or handgun designed to fire

bullets, BBs, pellets, or shots -including paintballs -regardless of the propellant used. "Other weapon" is defined as any instrument of combat or any object not designed as an instrument of combat but carried for the purpose of inflicting or threatening bodily injury. Examples include, but are not limited to: knives with fixed blades or pocketknives with blades longer than four inches, metal knuckles, hatchets, nunchakus, or any explosive or incendiary device.

- M. Using, selling, possessing, distributing, or being under the influence of an alcoholic beverage, except as permitted by law and University policy. Members of the University community are accountable for their decisions regarding their use of alcohol, as well as their behavior which occurs as a result of those decisions.
- N. Using, possessing, distributing, selling, or being under the influence of an illegal drug or narcotic; manufacturing, growing, or synthesizing an illegal drug or narcotic; possessing drug paraphernalia; or setting up or possessing laboratory equipment or materials for the purpose of making or distributing an illegal drug or narcotic.
- O. Threatening, assaulting, or causing physical harm to oneself or to another. Uttering any words or performing any acts that cause physical injury, or threaten any individual, or interfere with any individual's rightful actions, including but not limited to the following:
  - 1. words or actions that would cause an individual to fear for his or her immediate safety.
  - 2. the use of physical force against an individual.
  - 3. repeatedly contacting another person when the contact is unwanted.
- P. Hazing (as defined in the Texas Education Code), including engaging in, soliciting, encouraging, direction, aiding or intentionally, knowingly or recklessly permitting behavior such as physical brutality, risk of harm to mental or physical health or safety, intimidation, threat or ostracism, mental stress, humiliation, or other behaviors adverse to health or human dignity in association with pledging, initiation, affiliation with, holding office in, or maintain membership in a student group; or having firsthand knowledge of the planning of hazing or of its occurrence and failing to report it to school authorities
- Q. Harassment, which is any verbal, visual, electronic, or physical conduct that is sufficiently severe, and ongoing that it adversely affects, or has the purpose or logical consequence of interfering with any student's educational program; or creates an intimidating, hostile, or offensive environment within the University community. Harassment can include, but is not limited to, the above behaviors towards any person because of race, ethnicity, religion, gender, sexual orientation, gender identity, age, creed, national origin, disability, veteran status, or on any other basis.
- R. Sexually harassing any person, by making one or more unwelcome sex-related comments or sexual overtures, engaging in other similar physical behaviors, or displaying offensive visual materials which interfere with, or are intended to interfere with another person's work or study. Even one incident, if it is sufficiently serious, may constitute sexual harassment.
- S. Engaging in sexual misconduct, including any physical act which is sexual in nature that is committed under pressure, force, threat, intimidation, or without the full and informed consent of all persons involved. For the purposes of this policy, consent must be freely and actively given through mutually understandable terms or actions. A person is deemed incapable of giving consent when that person is a minor, mentally disabled, mentally incapacitated, physically helpless, under the influence of drugs or alcohol to the point of being unable to make a rational decision, unconscious, or asleep. A person always has the right to revoke consent at any time during a sexual act.
- T. Abusing the Code of Student's Rights and Responsibilities and Conduct, including but not limited to:
  - 1. Knowingly filing a false, inaccurate, or misleading statement or accusation against another person;
  - 2. Knowingly providing false, inaccurate, or misleading information to a conduct officer or body;
  - 3. Disrupting or interfering with the orderly business of a conduct proceeding;

4. Discouraging, or attempting to discourage, an individual's participation in, or access to the student conduct process;
  5. Influencing, or attempting to influence, the impartiality of any conduct officer or member of a conduct body prior to, during, and/or after a conduct proceeding;
  6. Intimidating or harassing, or attempting to intimidate or harass, any participant of a conduct process prior to, during, and/or after a conduct proceeding;
  7. Failing to comply with sanctions imposed under the Code;
  8. Violating the terms of a conduct sanction; and
  9. Influencing, or attempting to influence, another person to commit an abuse of the Code of Student's Rights and Responsibilities and Conduct.
- U. Misusing, falsely representing, defacing, mutilating, or stealing a University document.
  - V. Assisting in or inciting others into violating any provision of the Code.
  - W. Attempting to violate any provision of the Code.
  - X. Possessing or manufacturing any false or altered form of identification, improperly using any identification card, knowingly altering or mutilating a UNT Dallas student identification card, using the identification card of another, or allowing use of one's own card by another.
  - Y. Littering and/or inappropriate disposal of refuse, including ejecting any objects from vehicles or from windows in residence halls, balconies, or other University buildings.
  - Z. Being present during any violation of the Code in such a way as to condone, support, or encourage such violation. Students who anticipate or observe a violation of University policy are expected to remove themselves from participation and are encouraged to report the violation.
  - AA. Retaliation against an individual who reports allegations of harassment or any other code violation and provides information in an investigation related to such complaint.
  - BB. Any act or conduct that obstructs or hinders the application and enforcement of the Code.
  - CC. Any violation of the UNT Dallas College of Law Honor Code.
  - DD. Any act or actions that is contrary to federal, state, or local law, or University policy.
2. **Student Records:**

Student records will be maintained in accordance with the Family Educational Rights and Privacy Act ("FERPA") of 1974 and the U.S. Department of Education's guidelines for implementation. Academic and conduct records will be maintained separately. Transcripts of academic records will contain information concerning academic status, including disqualification for academic reasons, expulsion, suspension and revocation of admission for conduct reasons. With the exception of records relating to expulsion, suspension and revocation of admission, all conduct records will be destroyed seven (7) years after the date of the incident. Records relating to expulsion, suspension and revocation of admission will be held permanently.

Responsible Party: Office of Community Standards

3. **Classroom Disruption:**

All matters pertaining to classroom disruption will be addressed in accordance with the Classroom Disruption Policy.

Responsible Party: Office of Community Standards

*Student Conduct Process and Procedure (Section 2):*

**I. Filing a Complaint**

Complaints alleging a violation of the Student Code will be filed with the Office of Community Standards. Such complaints must meet the following criteria:

1. The complaint must be submitted in writing or electronically and dated;
2. The complaint must clearly indicate the name of the respondent. If necessary, follow-up documentation may be requested before a complaint is acted upon;

3. To the extent possible; the date, time, place, name of person(s) involved, and the circumstances of the alleged violation should be specified; and
4. The name(s) of any person(s) who may have witnessed the alleged prohibited conduct should be listed.
5. The complaint must be filed no later than thirty (30) days after discovery of the incident which is the topic of the complaint. The Office of Community Standards may waive the thirty-day limitation upon demonstration of good cause.
6. All cases involving possible violations of Title IX will be referred to the Title IX Coordinator and will follow the policies and procedures for investigating a Title IX Case.

Responsible Party: Office of Community Standards

## II. Notification and Information Gathering

1. Reports of alleged violations of the Code will be reviewed by the Office of Community Standards for possible administrative action. When necessary the Office of Community Standards may appoint a designee to review the incident and assess the information provided.
2. The Office of Community Standards will notify the student(s) named in the report of the alleged violation(s), who they need to contact for a meeting, and the date by which they call to set up the appointment. The notice of complaint or call in letter, will be sent to the student's official University issued UNT Dallas email account, which will serve as official notice. In the event that the primary notice is not successful, and at the Office of Community Standard's discretion, a secondary notice may also be sent via US Mail to the student's official address on file with the University, or by hand delivery.
3. All communications sent by the Office of Community Standards are considered received when sent, provided:
  - a. If sent by electronic mail: One (1) day has elapsed from the time the official electronic mail is sent.
  - b. If by U.S. Mail: Three (3) days have elapsed from the time notice was sent off-campus by U.S. Mail.
4. The notice of complaint will describe the alleged violation and advise the student that an administrative transcript and a registration hold may be placed on the student's academic records pending investigation and resolution of the report. The notice will include the Office of Community Standards website address where the Code is posted, as well as electronic addresses where any other relevant University policies and/or procedures are posted.
5. The Office of Community Standards will gather information relevant to any report indicating that a Code violation may have occurred. The Office of Community Standards or its responsible designee for gathering that information has the authority to contact and meet with any person(s) believed to have information relevant to the report and encourage them to discuss the allegations in the report. In the absence of compelling circumstances, the information gathering process will be completed within sixty (60) days after the receipt of the complaint.
6. During the information gathering process, a "No Contact Order" may be issued by the Office of Community Standards if it is determined by the Office of Community Standards to be in the best interest of the investigation or protection of individuals involved. A "No Contact Order" prohibits a student from initiating or contributing to any verbal, physical, written, or electronic contact with a specifically identified individual(s), and such individual's immediate families or physical possessions. A "No Contact Order" may also prohibit a student from entering specific University-owned or controlled properties. Failure to comply with a "No Contact Order" may result in further conduct proceedings and may result in an emergency removal from the University.
7. Based on the information gathered, the Office of Community Standards will decide whether to: 1) dismiss the code violation 2) find the student not responsible, or 3) make a recommendation to the DOS or their designee for conduct action.
8. The Office of Community Standards may dismiss the code violation or find the student not responsible at any stage if it finds that the report is baseless or otherwise unsupported by preponderance of the evidence, or that the underlying grievance or problem is better resolved in a different manner. If the complaint is dismissed or student is found not responsible, the Office of Community Standards will notify the student either verbally at the agreed resolution meeting, or in accordance with the conditions set forth in this policy about communication from the Office of Community Standards.

9. If the charges assigned to the report are to be forwarded for conduct action, the Office of Community Standards will notify the respondent, the complainant, and any witnesses in the manner and conditions set forth in this policy; and will clearly outline the appropriate procedures to be followed.
10. If the proposed action against the student may lead, in the opinion of the Office of Community Standards, to suspension or expulsion and the respondent is under the age of eighteen (18) years, the parents or legal guardians of the respondent may be notified of the charges and of the pending meeting at least ten (10) days in advance. The notice of Complaint will be sent by certified or registered mail, return receipt requested, to the parent's or legal guardian's last known address.

Responsible Party: Office of Community Standards

### III. Agreed Resolution Meeting

In all cases, respondents have the right to a Student Conduct Committee meeting. A respondent, however, may request in writing that the Office of Community Standards resolve the report without proceeding to a Conduct Committee meeting.

1. The Office of Community Standards may resolve the report with the consent of the respondent by:
  - a. Reaching consensus with the complainant and the respondent as mediated by the Office of Community Standards.
  - b. Permitting the complainant to voluntarily drop the complaint; or
  - c. Permitting the student charged to voluntarily accept conduct sanctions.
2. In all Agreed Resolution meetings, the Office of Community Standards will conduct a resolution discussion at which the respondent may have an advisor present. The respondent has the right to be assisted by an advisor of their choice, at their own expense. The respondent is responsible for presenting their own information, and therefore, advisors are not permitted to speak or to participate directly in any agreed resolution meeting.
  - a. All information-gathering will be completed before the conclusion of the agreed resolution meeting process.
  - b. After the information gathering and agreed resolution meeting, the Office of Community Standards will provide the respondent with a letter containing a complete accounting of the proposed sanctions and violations within five (5) of the date of the agreed resolution meeting at which the sanctions were outlined. If the sanctions contained in the written report differ from what was presented at the agreed resolution meeting, the Office of Community Standards must note and explain those differences.
  - c. In addition, the letter will inform the respondent that they or it may accept or reject the sanctions. If the respondent rejects the sanctions in whole or in part, the agreed resolution meeting process ends and a Student Conduct Committee meeting will be scheduled.
  - d. The agreed resolution meeting process is final and is not appealable.
  - e. The respondent has the responsibility to notify the Office of Community Standards in writing of the student's choice to accept or reject the sanctions within five (5) days of the date the respondent received the notice of the proposed sanctions. If the respondent rejects the proposed sanctions, the Office of Community Standards will notify the respondent that the agreed resolution meeting process has ended and the Student Conduct Committee process will begin.
  - f. The respondent has the right to request a Student Conduct Committee meeting at any time during the agreed resolution meeting process. This Student Conduct Committee meeting may be based on responsibility or, when responsibility is already accepted, strictly on acceptance of sanctions.

Responsible Party: Office of Community Standards

### IV. Student Conduct Committee Meeting

- A. *Process: Student Conduct Committee Meeting procedures will be followed:*
  1. The DOS or their designee may determine that the matter should not proceed to a Student Conduct Committee Meeting. Unless new information sufficient in the opinion of the DOS or their designee to reopen the case is discovered, the conduct procedures will be closed.

2. Within five (5) days of the completion of the initial information gathering process, or the agreed resolution meeting process, the Office of Community Standards will make a determination on whether to proceed to a Student Conduct Committee Meeting.
  3. Once the Office of Community Standards determines that the matter should proceed to a Student Conduct Committee Meeting, any additional investigation by the Office of Community Standards must be concluded within five (5) days, absent compelling circumstances.
  4. Within five (5) days after the decision of the Office of Community Standards to conduct a committee meeting, the Office of Community Standards will identify which meeting type the student will receive. This decision will be made by the student. If the student does not choose after five (5) days it will be at the discretion of the Office of Community Standards to decide which of the following type of meeting will be held:
    - a. Individual Committee Member Meeting: An Individual Committee meeting will be held individually with a Committee Member who is appointed by the DOS or their designee. The Committee Members role is to be an impartial and objective party, aware of and knowledgeable about the Code and committee meeting procedures.
    - b. Committee Meeting: A committee meeting, administered by the Office of Community Standards, with members drawn from a pool of faculty, staff, and students who have completed the approved conduct committee training. The Student Conduct Committee will be composed of a chair and at least three (3) additional members, one of whom is a student. The chair will serve without a vote and direct the committee meeting. In the event of an unplanned absence, a representative from the Office of Community Standards may serve as the non-voting Chair of a Committee Meeting.
  5. A student may petition the DOS or their designee to request, or the DOS or their designee may choose, to hold a meeting before a Special Committee member or a Special Conduct Committee. The decision rests with the DOS or their designee.
    - a. Special Individual Committee Member Meeting: An Individual Committee Member Meeting held before a Committee member, appointed by the DOS or their designee, who has the professional experience in presiding a conduct proceedings and who holds no contractual relationship with UNT Dallas or any other UNT institution during the term of the appointment as a Special Committee member
    - b. Special Committee Meeting: A Student Conduct Committee, administered by a Committee member, appointed by the DOS or their designee and an elected Student Conduct Committee. The composition of the committee will be consistent with the Student Conduct Committee Meeting
  6. The student may challenge any representative or committee member(s) for cause, and may challenge a decision by the DOS or their designee to appoint a Special Committee Member or Special Committee Meeting.
- B. *Notice: Notice for all Student Conduct Committee Meeting options will follow this process:*
1. The Office of Community Standards will give a notice of the Student Conduct Committee Meeting to the student at least ten (10) days prior to any committee meeting. That notice of the Student Conduct Committee Meeting will include the following information:
    - a. Date, time, and place of the meeting;
    - b. Specific violations of the Code that the student is charged with;
    - c. Name of the complainant or University department submitting complaint;
    - d. Specification, to the extent possible, of the time, place, person(s) involved, circumstances of alleged prohibited conduct, and name(s) of possible witness(es);.
    - e. Notification that an advisor selected by the student may accompany the student to the committee meeting. The advisor will not be permitted to present information on the student's behalf;
    - f. A statement of the applicable type of Committee Meeting; and
    - g. Such other information as the Office of Community Standards may wish to include that is relevant to the case.
  2. Notices will be delivered to the respondents in the manner and according to the timelines set forth in this policy in regards to communication

3. If the student intends to have an advisor or other representative present, they must notify the Office of Community Standards at least five (5) days in advance of the Committee Meeting and specify the name and address of the advisor, and whether the advisor is an attorney in writing. If, at any time during the process, the student desires to obtain a representative or change their representative, the student may invoke such right. Under such circumstances, the proceeding may be stayed for a period of no fewer than five (5) and no more than fifteen (15) days as determined by the Office of Community Standards. The student may invoke the right to obtain or change their representative only once in any conduct process, unless the Office of Community Standards agrees to any additional requests for such changes.
4. During the Student Conduct Committee Meeting the Office of Community Standards is responsible for providing a written summary and verbal presentation of the charges, including all relevant information that resulted from the investigation process, to the committee members and the student. This role is assumed by the Office of Community Standards in all Committee Meetings, whether the complainant is present or not. The summary of charges and supporting information will provide the basis of the Student Conduct Committee Meeting proceedings.
5. Upon request, the respondent, the advisor, and the Office of Community Standards have the right to examine any supporting documentation to be presented at the meeting, at least five (5) days prior to the meeting during regular business hours. Thus, all documentation for the meeting file must be submitted by the complainant, respondent, witnesses, and the Office of Community Standards by this deadline.
6. All Student Conduct Committee Meetings are closed unless the student requests an open meeting. The DOS or their designee must approve the opening of said meeting.
7. All Student Conduct Committee Meetings conducted by a Committee, or Special Committee require a majority vote of the committee to find a student responsible for violating the Code.
8. All determinations by a Student Conduct Committee will be made on the basis of whether it is more likely than not (preponderance of the evidence) that the student violated the Code.
9. During the Student Conduct Committee Meeting the complainant and respondent are responsible for presenting their own information, and therefore, advisors are not permitted to speak or to participate directly in any committee meeting.
10. The complainant, the respondent, and Community Standards representative, Committee member, are the only individuals in a Student Conduct Committee Meeting who have the right to present information and question witnesses.
11. The student has the right to appear at a Student Conduct Committee Meeting to hear the evidence, offer explanatory and clarifying information and evidence, and question any witnesses. The student may choose not to attend the Student Conduct Committee Meeting. If the student, with notice, does not appear for a Student Conduct Committee Meeting, the information in support of the charges will still be presented and considered. In such cases, failure to respond or appear will not create a presumption of either responsibility or non-responsibility.
12. All findings of fact, recommendations, and decisions must be based solely on the information made available for use at the Student Conduct Committee Meeting. This includes, but is not limited to, all information made available to the student as part of the Student Conduct Committee Meeting file.
13. A single Student Conduct Committee Meeting may be held for more than one person charged in cases arising out of a single or multiple occurrences. The Office of Community Standards makes such determinations, subject to review by the DOS or their designee. Each student, however, retains the right to request that his/her or its case be heard individually.
14. A recording will be made of the meeting for the purpose of review by a Student Conduct Committee Appeal Meeting. The recording will be the property of UNT Dallas and will be maintained as such for a period of two (2) calendar years after the meeting. However, it will be maintained for a longer period if the matter is subject to a litigation hold and/or pending in a court of law. Upon the written request of the student, a copy of the recording will be made available to the student by the Office of Community Standard, within fifteen (15) days of the request.
15. Findings of fact and recommended sanction(s), if any, will be made in writing by the Community Standards representative, or Student Conduct /Committee/Committee Chair to the DOS or their designee within five (5) days after the close of the meeting.

16. The DOS or their designee will review the findings of fact and recommended sanctions reported by the Community Standards representative or Student Conduct /Committee/Committee Chair, and may:
  - a. Dismiss the charge or charges, in any combination;
  - b. Affirm the recommended sanctions;
  - c. Impose a greater or lesser sanction than recommended; or
  - d. Order a new meeting.
17. The DOS or their designee will submit a written decision within five (5) days after receipt of the findings and recommended sanctions. Concurrently, the DOS or their designee will provide notice and copies of the decision to the student and to the Office of Community Standards. The notice will also contain a notice of appeal rights and procedures and will be in accordance with delivery methods and conditions set forth in this policy. An additional five (5) days will be added in cases of suspension or expulsion. When a student under the age of eighteen years is suspended or expelled, the student's parent(s) or legal guardian(s) will be notified by certified mail, return receipt requested, sent to last known address on file with the University.
18. If the student does not appeal the decision of the DOS or their designee such decision will be final

Responsible Party: Office of Community Standards

#### V. Appeal Rights

1. A student found responsible for a violation of the Code has the right to appeal that decision imposed to the DOS or their designee. A request for appeal must be filed within five (5) days from the student's receipt of findings.
2. The right of appeal is the right to seek review of a Student Conduct Committee Meeting decision or other action by the DOS; it is not a right to a new meeting.
3. To prepare the appeal request, the student and the advisor have the right to review the student's conduct file, including any recording of the meeting.
4. Any sanction imposed as a result of a committee meeting will not become effective during the five (5) days during which an appeal may be filed, or until any such appeal has been decided, except that the DOS or their designee has the authority, in their absolute discretion that extenuating circumstances exist, to immediately impose the sanction.

Responsible Party: Office of Community Standards

#### VI. Appeal Procedures

1. Appeal to the DOS: A student may appeal a decision from the Office of Community Standards on at least one (1) of the following:
  - a. The conduct procedures were not followed.
  - b. New information that was not present at the time of the meeting has been made available.
  - c. Imposition of a sanction of suspension or expulsion
2. Procedures for appeals from committee meeting decisions:
  - a. All appeals will be submitted in writing within five day of receipt of the decision from the Office of Community Standards.
  - b. The appeal must identify the procedures that were not followed or any new information that was not present at the time of the decision by the Office of Community Standard. In cases of suspension or expulsion, the appeal must include the reason(s) the student believes the sanction is not supported by the information considered by the Office of Community Standards or the students conduct. The appeals also must include any information the student wants the DOS to consider.
  - c. The student may request a meeting with the DOS to discuss the appeal.
3. Student Appeal Record: In considering the appeal, the DOS will consider all information used in determining the findings and sanctions including the notice of complaint, recommendation of the committee meeting, written decision of the Office of Community Standards, and the letter of appeal.

4. Appeal Result: The DOS may find the student not responsible, modify the decision of the Office of Community Standards including greater or lesser sanctions, or affirm the decision of the Office of Community Standards. The decision of the DOS is final except for findings resulting in the sanction of expulsion.
5. The DOS will send copies of the appeal decision, within five days (5) to the student charged The Office of Community Standards.
6. Appeal to the Vice President of Student Access and Success: A student whose sanction of expulsion is upheld by the DOS may appeal to the Vice President of Student Access and Success.
  - a. The appeal must be submitted in writing within five (5) days of receipt of the decision from the DOS and state why expulsion is not supported by the record.
  - b. The Vice President of Student Access and Success will consider all information used in determining the findings and sanctions and inform the student of the result in writing. The decision usual will be made within 5 days.
  - c. The decision of the Vice President of Student Access and Success is final.

Responsible Party: Office of Community Standards

## VII. Sanctions

Depending upon the severity of the violation, and whether a repeat or multiple violations are involved, sanctions may be imposed by the Hearing Coordinator, Committee, Office of Community Standards, the DOS or their designee, or the Vice President of Student Access and Success in any order or combination.

In addition to the disciplinary, educational, community, and health initiative sanctions identified below, and in the University's sole discretion, a student may be required to perform specific restitution service, to complete counseling or other specialized treatment or support services, and/or be required to participate in an activity or program whose purpose is to redirect behavior.

Any violation of the Code that is motivated by race, ethnicity, religion, gender, sexual orientation, age, creed, national origin, disability, or veteran status may subject the student to the imposition of a sanction more severe than would be imposed in the absence of such motivation.

A sanction may have an accompanying administrative fee, in which case the student will be notified at the time the sanction is assigned. Payment of an administrative fee will be considered part of the successful completion of the sanction.

Failure to comply with any such sanction or requirements will constitute an additional violation of the Code, and may result in additional and increased sanctions in accordance with the procedures set forth in this Code.

### *Sanctions:*

- A. Warning: Notice, oral or written, that continued or repeated violations of UNT Dallas policies may be cause for further conduct action. These actions would normally be in the form of censure, loss of privileges, exclusion from activities, probation, suspension, or expulsion.
- B. Restrictions, Loss of Privileges and Exclusion from Activities: Exclusion or restriction from participation in privileges, extracurricular activities, holding office, or represent the University. Removal from a University-living environment, loss of use privileges for designated University facilities, denial of the use of a vehicle on campus, and other restrictions consistent with the violation committed.
- C. Restitution Payment or Services: The requirement to provide restoration or restitution for a loss due to violations including, but not limited to: defacement, damage, fraud, theft, and misappropriation of property. Restitution may be imposed either exclusively or in combination with other sanctions. Restitution may take the form of monetary payment or appropriate services to repair or otherwise compensate for damages.
- D. Conduct Probation: The terms of probation will be determined at the time the probation is imposed. Probation may include exclusion from participation in privileges or extracurricular activities. The student placed on

probation shall be notified in writing that the commission of prohibited acts will lead to additional and/or increased conduct sanctions.

- E. Disciplinary Conduct Suspension: This is the temporary separation of the student from the University for a specified period of time and until specific conditions, if imposed, have been met. A disciplinary suspended student shall not participate in any University-sponsored activity and shall be barred from all University campuses and properties. The student will be notified in writing of the suspension. The official transcript of the student shall be marked "Conduct Suspension Effective (date) to (date)." The parent(s) or legal guardian(s) of students under the age of eighteen (18) years shall be notified of the action. After the suspension period has elapsed, the student will be placed on conduct probation for a period of time that is equal to the amount of time that the student was suspended. At the end of the probationary period, the student will be classified as being in "good standing" provided that no further Code violations have occurred.
- F. Expulsion or Termination: Permanent separation of the student from the University. The expelled student shall not participate in any University-sponsored activity and shall be barred from all UNT campuses and properties. The official transcript of the student shall be marked "Conduct Expulsion Effective (date)." The parent(s) or legal guardian(s) of a student under the age of eighteen (18) years shall be notified of the action.
- G. Parent or Guardian Notification of Drugs and Alcohol Related Violations: UNT-Dallas may notify the parent(s) or legal guardian(s) of any student under 21 years of age who is found responsible for violating the Alcohol and/or Controlled Substance policy.
- H. Required Educational or Restitution Activities: Mandatory participation in educational activities or programs of community restitution service on campus or in the community, as approved.
- I. Administrative Conduct Hold: A status documented in the Registrar's official file that precludes the student from registering for classes and accessing official transcripts until clearance from the Office of Community Standards or the DOS or their designee.
- J. Proof of Payment or Resolution of UNT-Dallas Citations: A student may need to provide proof that a citation for parking and/or other issues have been resolved.
- K. Intake, Assessment, or Treatment Referrals: A student may be referred to UNT-Dallas Counseling & Wellness Office or a community mental health provider to complete an intake and assessment involving alcohol, controlled substance, or other identified issues arising from a violation. In the University's discretion, proof of participation or completion of treatment may be required. When appropriate, a student may be referred to an off-campus provider for such services at the student's expense.
- L. Reflection Letter of Understanding: A student will reflect on what has been learned from the experience. The length and structure of such letter will be specifically assigned to the student by the Office of Community Standards.
- M. Alcohol or Controlled Substance Education Responses: A student will complete an alcohol and controlled substance program/workshop, or attend an identified off-campus education or intervention resource.
- N. Academic Misconduct: Potential sanctions for academic misconduct include, but are not limited to, the following, either singularly or in any combination:
  - 1. Academic Sanctions
    - a. Resubmitting an assignment
    - b. Reduction of points or letter grade for the assignment
    - c. Dropping a class
    - d. Reduction of points or letter grade for class
    - e. Failing grade for assignment
    - f. Failing grade for class
  - 2. Conduct Sanctions
    - a. Reflection Letter of Understanding
    - b. Skill Remediation
    - c. Academic Integrity Seminar
    - d. Conduct Warning or Probation
    - e. Loss of Privileges
    - f. Transcript notation
    - g. Suspension or removal from program, school, or college
    - h. Suspension from the University
    - i. Expulsion

- j. Withdrawal of credit for previously accepted course or requirement
- k. Revocation of a degree or certificate
- l. Referral to the appropriate legal authority
- O. Additional Sanctions: Any other sanctions assigned by the Office of Community Standards that is meant to be educational in nature.

Responsible Party: Office of Community Standards

## Interpretation and Revision

1. **Interpretation** - Questions of interpretation or application of the Code will be referred to the DOS, or their designee, for final determination following consultation with the Office of General Counsel.
2. **Revision** -The Code will be reviewed every three (3) years under the direction of the Office of Community Standards Associate Provost for Student Success.

## Summons

The University may make an official request or summon a student to appear before a university administrator when a student's conduct or behavior is reasonably believed to be in violation of these policies or any published university policy or rule. A student who receives a summons should always consider it important and respond immediately. Failure to answer a summons can result in disciplinary action up to and including administrative withdrawal from the University.

Questions or concerns regarding these policies should be referred to the Dean of Students at (972) 338-1775.

## Copyright/Intellectual Property

Copyright infringement is the act of exercising, without permission or legal authority, one of or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work in the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be order to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at <http://copyright.gov/>.

### Copyright Infringement and Peer-to-Peer File Sharing Policies and Procedures

The following links provide information about UNT Dallas policies and Procedures related to copyright infringement and unauthorized peer-to-peer file sharing, including disciplinary action taken against students who engage in illegal downloading or unauthorized distribution of copyrighted materials using UNT Dallas information technology systems. The information also includes a notice that informs students that unauthorized distribution of copyrighted material may subject the students to civil and criminal liabilities. A summary of the penalties for violation of federal copyright laws is also provided.

- *Policy on Intellectual Property Rights*
- *Policy on Acceptable Use of Information Resources*
- *Code of Academic Integrity*

# Degree Programs

## University of North Texas at Dallas

### Master

### Master of Management, MMgt

The Master of Management prepares individuals for success in management and leadership roles by providing fundamental business knowledge in the areas of customer service, organizational behavior, leadership, project management, budget, finance, social responsibility, operations/supply chain management, hiring/compensation/benefits, brand management, professional communication, and strategic management. The Master of Management is intended for people who hold non-business undergraduate degrees or have limited professional work experience and want to advance their careers through increased business, management, and leadership knowledge.

**Program Coordinator:** *Dr. Cathy Scott, Founders Hall, Suite 315, Phone: 972-338-1357, Email: [Cathy.Scott@untdallas.edu](mailto:Cathy.Scott@untdallas.edu)*

#### Admission Procedures

Before being admitted to a master's program in the School of Business, the applicant must meet the minimum requirements for admission to graduate studies as administered by the Office of Graduate Admissions.

1. Obtain admission to the university by submitting the following to the UNT Dallas Office of Graduate Admissions:
  - Graduate School Application for Admission (apply online at [www.applytexas.org](http://www.applytexas.org))
  - Graduate School General Application Form ([https://laserfiche.untdallas.edu/Forms/Graduate\\_Application](https://laserfiche.untdallas.edu/Forms/Graduate_Application))
  - Complete official transcripts from all colleges and universities attended
  - Application Fee
2. Obtain admission to the MBA program by submitting the following additional admissions materials to the School of Business. For application packet deadlines, please visit this website: <https://gradschool.untdallas.edu/Reqs>.
  - Essay - please share with the admissions committee any unique events, life experiences, and qualifications that you feel distinguish your candidacy and will add value to the class
  - Resume (work/academic experience)

#### Admission Standards

The School of Business determines admission to the Master of Management Program. In the determination of an applicant's eligibility for admission to the Master of Management degree, the following measures are of critical importance in determining the ability to succeed in the program.

- A GPA of 3.0 or better (4.0 scale) in the final 60 hours of undergraduate coursework leading to an undergraduate degree that was completed at a regionally accredited college or university or comparable foreign degree

Other Considerations:

- Relevant professional, managerial, or military experience
- Personal Essay
- Two letters of recommendation
- A cumulative GPA of 3.4 (4.0 scale) or better on minimum of 12 graduate level courses completed at a regionally accredited college or university or the foreign equivalent.

### **Unconditional Admission**

Applicants who do not already hold an earned graduate/professional degree must satisfy at least two (2) of the measures of ability to succeed.

### **Conditional Admission**

Applicants with a bachelor's degree or comparable foreign degree who meet one (1) of the measures of ability to succeed can be granted admission under the Conditional Admission status. In addition, conditionally admitted students must complete the first 12 credit hours of Master of Management coursework earning a cumulative GPA of 3.0 or better. Students meeting the terms of the conditional admission are then granted a Full Admission status.

### **Denied Admission**

Applicants who do not meet any of the measures of ability to succeed and/or whose complete file shows that certain criteria needs improvement will likely be denied admission. All applicant data will be considered before an admission denial is made.

### **Academic Standards**

- The Master of Management Program requires that a student maintain a minimum GPA of 3.0 (B) or better.
- The School of Business Graduate Admissions Committee will recommend dismissal of a student from the master's program if the student receives two course grades below C (for purposes of this rule, the lowest grade received in a course is used).
- Master of Management students may not graduate with more than two C's in their program requirements, although a course may be repeated to raise a grade of C or less.
- Master's students whose academic performance falls below a cumulative 3.0 GPA on all graduate work attempted will be notified by the Office of Graduate Admissions that they have been placed on academic probation.
- Students will remain on probation and be allowed to re-enroll for a subsequent term/semester as long as they achieve a minimum 3.0 GPA on all graduate work attempted during the term/semester even if their overall graduate GPA remains under 3.0.
- Students on probation who fail to make a 3.0 GPA in graduate work attempted during a term/semester (fall, spring, or summer) will be notified by the Office of Graduate Admissions that they have been placed on academic suspension for one term/semester (fall, spring, or summer) during which the student may not enroll at UNT Dallas.

- Probationary students who have previously been placed on suspension will be notified by the Office of Graduate Admissions that they have been terminated from the program should they fail to make a 3.0 GPA on all graduate work attempted during an academic term/semester (fall, spring, or summer).
- Course work taken at another university by a student on suspension cannot be applied toward the degree program.

### **Major Requirements, 30 Hours**

- MGMT 5350 - The Consumer and Service Experience
- MGMT 5351 - Organizational Behavior and Leadership
- MGMT 5352 - Collaboration and Project Management
- MGMT 5353 - Budget and Finance
- MGMT 5354 - Social Responsibility
- MGMT 5355 - Professional Writing and Speaking
- MGMT 5356 - Operations and Supply Chain Management
- MGMT 5357 - Management of Human Resources
- MGMT 5358 - Brand Management
- MGMT 5359 - Strategic Management\*\*

### **Additional UNTD Degree Requirements**

- This program is for Texas resident students only. Applicants residing outside of the state of Texas will not be admitted. Students who move outside of the state of Texas during their program, will not be able to continue and will be dropped.

### **Notes**

- \*\*Must be taken final semester.
- Master of Management courses are offered in a cohort rotation throughout the year. Deviating from the cohort degree plan schedule may extend your time in the program.
- Master of Management courses are offered in an 8-week online format during the fall, spring, and summer terms.

## **School of Business**

The School of Business' undergraduate and graduate degree programs give students the knowledge and skills they need to succeed personally and professionally. Our students graduate with a keen sense of social responsibility, ready to serve the diverse needs of Texas, our nation, and the world.

At UNT Dallas, we care about our students. Our team of faculty and staff are committed to making sure each student is more than another face in a crowded class. We will work with you each step of the way to make sure you graduate prepared and confident in your ability to succeed professionally.

Students are taught by faculty who first found success doing what they now teach. Most of the School's full-time faculty are recognized in their field, and have been published in nationally and internationally recognized journals. The

School also is fortunate to retain a number of professionally experienced part-time faculty who bring a wealth of practical knowledge and professionalism to the classroom.

We invite you to visit our School and experience firsthand the care we have for our students, and the real-world experience we bring to the classroom. Best wishes in your future educational pursuits.

## Master

# Business Administration, MBA

**Program Coordinator:** *Dr. Cathy Scott, Founders Hall, Suite 315, Phone: 972-338-1357, Email: [Cathy.Scott@untdallas.edu](mailto:Cathy.Scott@untdallas.edu)*

### Admission Procedures

Before being admitted to a master's program in the School of Business, the applicant must meet the minimum requirements for admission to graduate studies as administered by the Office of Graduate Admissions.

1. Obtain admission to the university by submitting the following to the UNT Dallas Office of Graduate Admissions:
  - Graduate School Application for Admission (apply online at [www.applytexas.org](http://www.applytexas.org))
  - Graduate School General Application Form ([https://laserfiche.untdallas.edu/Forms/Graduate\\_Application](https://laserfiche.untdallas.edu/Forms/Graduate_Application))
  - Complete official transcripts from all colleges and universities attended
  - Application Fee
2. Obtain admission to the MBA program by submitting the following additional admissions materials to the School of Business. For application packet deadlines, please visit this website: <https://gradschool.untdallas.edu/Reqs>.
  - Essay - please share with the admissions committee any unique events, life experiences, and qualifications that you feel distinguish your candidacy and will add value to the class
  - Resume (work/academic experience)

### Admission Standards

The School of Business determines admission and assesses background courses that may be required. In the determination of an applicant's eligibility for admission to the MBA degree, the following measures are of critical importance in determining the ability to succeed in the program.

- A GPA of 3.0 or better (4.0 scale) in the final 60 hours of undergraduate coursework leading to an undergraduate degree that was completed at a regionally accredited college or university or comparable foreign degree.
- Prior to admission, completion of 60% or more of the background courses or their transferable equivalent at a regionally accredited college or university or comparable foreign degree with a grade of 'B' or better.
- Four (4) or more years of relevant professional, managerial, or military experience.
- A cumulative GPA of 3.4 (4.0 scale) or better on minimum of 12 graduate level courses completed at a regionally accredited college or university or comparable foreign degree.
- An earned master's, doctoral or professional degree in any discipline earned at a regionally accredited college or university or comparable foreign degree.
- An interview may be required. If so, the applicant will be notified.

### **Unconditional Admission**

Applicants who have earned a graduate/professional degree in any discipline from a regionally accredited college or university or comparable foreign equivalent and are in good academic standing with that institution are granted automatic Unconditional Admission. Applicants who do not already hold an earned graduate/professional degree must satisfy at least 3 of the measures of ability to succeed. With Unconditional Admission, students who are in good academic standing with the University are allowed to take courses in any order, assuming all prerequisites have been met.

### **Conditional Admission**

Applicants with a bachelor's degree or comparable foreign degree who meet at least two (2) of the measures of ability to succeed can be granted admission under the Conditional Admission status. Conditionally admitted students must take a minimum of 9 credit hours of core and/or elective coursework earning a cumulative GPA of 3.00 or better. Students meeting the terms of the conditional admission are then granted a Full Admission status.

### **Denied Admission**

Applicants who do not meet any of the measures of ability to succeed and whose complete file shows that certain criteria needs improvement will likely be denied admission. All applicant data will be considered before an admission denial is made.

### **Academic Standards**

- The MBA program requires that a student maintain a minimum GPA of 3.0 (B) or better.
- The School of Business Admissions Committee will recommend dismissal of a student from the master's program if the student receives two course grades below C (for purposes of this rule, the lowest grade received in a course is used).
- MBA students may not graduate with more than two C's in their program requirements, although a course may be repeated to raise a grade of C or less.
- Master's students whose academic performance falls below a cumulative 3.0 GPA on all graduate work attempted will be notified by the Office of Graduate Admissions that they have been placed on academic probation.
- Students will remain on probation and be allowed to re-enroll for a subsequent term/semester as long as they achieve a minimum 3.0 GPA on all graduate work attempted during the term/semester even if their overall graduate GPA remains under 3.0.
- Students on probation who fail to make a 3.0 GPA in graduate work attempted during a term/semester (fall, spring or summer) will be notified by the Office of Graduate Admissions that they have been placed on academic suspension for one term/semester (fall, spring or summer) during which the student may not enroll at UNT Dallas.
- Probationary students who have previously been placed on suspension will be notified by the Office of Graduate Admissions that they have been terminated from the program should they fail to make a 3.0 GPA on all graduate work attempted during an academic term/semester (fall, spring or summer).
- Course work taken at another university by a student on suspension cannot be applied toward the degree program.

The Masters of Business Administration program leads towards mastery of all aspects of Business Administration and is the standard for upper-level management function. It highlights specific business functions as well as a cross-functional view of the business enterprise.

Concentrations in Strategic Management, Human Resources and Organizational Behavior, and Accounting may lead towards certification or advanced specialization in those fields.

### **Building Blocks for the Degree**

1. Prerequisite Courses: All students are required to complete a sequence of 24 hours of background material or demonstrate the equivalence at the undergraduate level.
2. Core Courses: All students are required to take 18 hours of core coursework.
3. Concentration Courses: All students are required to take 12 hours of concentration coursework.

### **Major Requirements**

#### **Background Courses, 0 - 24, hours**

The following Background Courses are required for students who have not successfully completed the appropriate undergraduate business courses. Background Courses required as a condition of admission must be completed before the student registers for MBA Core and/or Concentrations Courses, unless approved by the MBA Advisor.

- ACCT 2010 - Accounting Principles I (Financial Accounting) (Non-Accounting concentration)
- ACCT 2020 - Accounting Principles II (Managerial Accounting) (Accounting concentration)
- BLAW 3330 - Legal and Ethical Environment of Business
- DSCI 2305 - Business Statistics I
- ECON 1100 - Principles of Microeconomics
- ECON 1110 - Principles of Macroeconomics
- FINA 3770 - Finance
- MGMT 3830 - Operations Management

#### **Business Core, 18 hours**

- ACCT 5130 - Accounting for Management (Non-Accounting concentration), or
- ACCT 5110 - Fundamentals of Accounting Research (Accounting concentration)
- ECON 5140 - Managerial Economics
- FINA 5170 - Financial Management
- MGMT 5870 - Leadership Research and Development
- MKTG 5150 - Marketing Management
- BUSI 5190 - Administrative Strategy\*\*

#### **Concentration and Elective Courses**

Concentration and elective courses vary according to the choice of concentration.

**MBA, with Accounting Concentration, 12 hours**

The two courses below are required:

- ACCT 5301 - Advanced Federal Income Taxation
- ACCT 5350 - Advanced Accounting Analysis

Select 2 of the following 4 courses:

- ACCT 5345 - IT Auditing and Analytics
- ACCT 5371 - Strategic Cost Management
- ACCT 5355 - Financial Statement Analysis
- ACCT 5380 - Forensic Accounting and Fraud Examination

**Note:** *To be eligible for the MBA Accounting Concentration, you must hold a Bachelor's degree in Accounting.*

**MBA, with General Concentration, 12 hours**

- Select any 12 hours of MBA Courses 5100 or higher. Subject to MBA Advisor Approval.

**MBA, with Human Resources and Organizational Behavior Concentration, 12 hours**

Select 4 of the following 5 courses:

- MGMT 5140 - Organizational Behavior and Analysis
- MGMT 5210 - Human Resource Management Seminar
- MGMT 5310 - Employment, Placement and Personnel Planning
- MGMT 5320 - Compensation and Motivation Theory
- MGMT 5120 - Managing Organizational Design and Change

**MBA, with Strategic Management Concentration, 12 hours**

The course below is required:

- ACCT 5200 - Professional Ethics and Corporate Governance

Select 3 of the following 4 courses:

- MGMT 5120 - Managing Organizational Design and Change
- MGMT 5240 - Project Management
- MGMT 5300 - Entrepreneurship and Venture Management
- MGMT 5660 - International Management

### **Additional UNTD Degree Requirements**

- The MBA program requires that a student maintain a minimum GPA of 3.0 (B) or better.
- The School of Business Admissions Committee will recommend dismissal of a student from the master's program if the student receives two course grades below C (for purposes of this rule, the lowest grade received in a course is used).
- Master's students may not graduate with more than two C's in their program requirements, although a course may be repeated to raise a grade of C or less.
- Master's students whose academic performance falls below a cumulative 3.0 GPA on all graduate work attempted will be notified by the Office of Graduate Admissions that they have been placed on academic probation.
- Students will remain on probation and be allowed to re-enroll for a subsequent term/semester as long as they achieve a minimum 3.0 GPA on all graduate work attempted during the term/semester even if their overall graduate GPA remains under 3.0.
- Students on probation who fail to make a 3.0 GPA in graduate work attempted during a term/semester (fall, spring or summer) will be notified by the Office of Graduate Admissions that they have been placed on academic suspension for one term/semester (fall, spring or summer) during which the student may not enroll at UNT Dallas.
- Probationary students who have previously been placed on suspension will be notified by the Office of Graduate Admissions that they have been terminated from the program should they fail to make a 3.0 GPA on all graduate work attempted during an academic term/semester (fall, spring or summer).
- Course work taken at another university by a student on suspension cannot be applied toward the degree program.

### **Notes**

- \*\* Must be taken final semester.
- MBA Core and Concentration Courses are offered in a cohort rotation throughout the year. Deviating from the cohort degree plan schedule may extend your time in the program.
- Courses are offered in an 8-week hybrid format during the fall and spring terms and in an 8-week online format during the summer. Hybrid courses meet on campus the 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup> and 7<sup>th</sup> Saturday of an 8-week term. Morning classes meet from 9:00 AM - 12:00 PM; afternoon classes meet from 1:00 PM - 4:00 PM

## **School of Education**

The School of Education prepares teachers, principals and school counselors for employment and leadership in their respective disciplines in the linguistically and culturally diverse communities of the North Texas region and beyond. Our faculty ensures that our graduates are highly qualified, actively recruited and successfully employed.

As a professional school, we offer both undergraduate and graduate degrees with specialized licensure and/or certifications.

Most full-time faculty in the School of Education have terminal degrees in their discipline and are enthusiastic and passionate about inspiring and encouraging academic excellence in each of our students.

The school is also fortunate to employ a number of highly qualified part-time practitioners who bring value-added job-related experiences to our classrooms. The mix of faculty engaged in research and current practice enhances the quality of our professional programs.

Each degree program has a unique mission and offers specialized tracks qualifying students for state certificates. Holding both a degree and a specialized certificate greatly enhances the knowledge-base and skill-sets needed for an impressive resume in today's competitive job market.

## Master

### Curriculum and Instruction with Teacher Certification, MEd

The Master of Education in Curriculum and Instruction (Generalist) is designed for certified teachers and individuals who are interested in researching, developing and implementing curriculum changes to support student achievement in K-12 Education. This program allows students to focus on curriculum methodology, pedagogy, and theoretical applications and how to apply these to the classroom. The degree program requires 36 hours of graduate coursework.

The Master of Education in Curriculum and Instruction with a focus on Bilingual Education or English as a Second Language teaching allows practicing educators to specialize in Bilingual Education or prepare for the ESL supplement. This degree is 36 credits.

The Master of Education in Curriculum & Instruction degree (Initial Teacher Certification track) is designed for post-baccalaureate students interested in earning a teaching certificate along with a Curriculum & Instruction master's degree. This program prepares future K-12 educators with a thorough background in classroom research and pedagogical content with courses that are infused with instructional technology, address real-life instructional challenges, and apply evidence-based instruction. This degree is 36 credits.

The Graduate Initial Teacher Certification Program includes 6 graduate courses and either a one semester, unpaid student teaching placement or a full year (two semesters), paid internship as teacher-of-record. This program is 24 credits total.

The Master of Education in Curriculum and Instruction with concentrations in Biology or Mathematics (36 credits) are degree programs offered to district cohorts that will allow teachers to gain advanced content knowledge or gain the credits necessary for community-college level teaching. These programs are not currently offered for individuals.

Students will gain the professional development needed to understand learner characteristics, identify materials that enhance inquiry and critical thinking, incorporate the latest technologies in teaching and learning, and design assessments using the instructional design process. The specific Student Learning Outcomes of the M.Ed. program for candidates are:

- Understand the nature of classroom inquiry, develop inquiry skills, and use inquiry processes in teaching and learning in the math and science content area subjects.
- Access scholarly databases and gain pedagogical content knowledge through reading and reviewing researched publications.
- Deepen pedagogical content knowledge of math and science through inquiry-based processes.
- Construct understanding of K-12 student learning and effective instructional practices to engage K-12 students in active learning.
- Address Texas state standards when selecting and developing high-quality teaching and learning experiences for K-12 students.
- Use technology in elementary, middle, and secondary classrooms.
- Design and implement classroom research projects to address problem areas in teaching and student learning of math and science.

**Program Coordinator:** *Dr. Mychelle Smith, Dal 1, Room 321, Phone: 972-338-1373,*

*Email: [Mychelle.Smith@untdallas.edu](mailto:Mychelle.Smith@untdallas.edu)*

## **Admission Standards**

Applicants must have at least 3.0 GPA on the last 60 undergraduate semester hours of work prior to receiving the bachelor's degree, or a 2.8 GPA on all undergraduate work, to be considered for unconditional admission to graduate studies at UNT Dallas. Applicants who have already completed a master's degree must have at least a 3.4 GPA on the master's.

(Conditional admission may be granted to students who do not meet the above criteria; however, no student with an undergraduate GPA of 2.5 or lower will be admitted.)

## **Admission Procedures**

Submit the following requirements for UNT Dallas Graduate Admissions:

- Graduate School Application for Admission online at [www.applytexas.org](http://www.applytexas.org)
- Graduate School General Application Form online at [https://laserfiche.untDallas.edu/Forms/Graduate\\_Application](https://laserfiche.untDallas.edu/Forms/Graduate_Application)
- Official transcripts from all colleges and universities attended

Submit the following requirements for program admission:

- Admission essays
- Two letters of reference

## **Degree Requirements**

To complete the master's degree, candidates would have to complete the following courses.

## **Certification Requirements**

This degree program prepares baccalaureate graduates from related fields of study with the knowledge and skills to effectively teach in PK-12 urban and rural settings. The program allows for initial certification choices among a variety of elementary, middle school and secondary concentrations: EC-6 Core Subjects, 4-8 Math, 4-8 Science, 4-8 Social Studies, 4-8 Reading/Language Arts, or Grades 7-12 in any content area. All 36 credits of the master's degree are completed at the graduate level. Students must complete the core courses for the master's degree plus one pedagogical content area. The following requirements are applicable to all students pursuing a teaching certificate:

### **Admission to the Graduate Teacher Education Program:**

- Possess a Bachelor's Degree from an accredited institution
- Have a 2.80 overall, undergraduate GPA
- Pass the Pre-Admission Content Test (PACT) if minimum content credits not met with undergraduate degree
- Have a degree plan on file
- Submit two letters of recommendation
- Submit Admission Essays

- Acknowledge Educator Code of Ethics

### **Eligibility for Teacher Certification and Endorsements:**

In order to receive recommendation for teacher certification through UNT Dallas, students must:

- Admittance to Graduate Teacher Education Program
- 45 clock hours of observation (included in course requirements)
- Apply for TEAL login and TEA number
- Submit fingerprinting application and fee to Texas Education Agency (TEA)
- Pass federal background check
- Successfully complete program including all pedagogical courses and Clinical (Student) Teaching or Internship
- Pass applicable state certification exams - content (PACT) and pedagogy (PPR)
- Submit certification application and fee to the Texas Education Agency (TEA)
- Be recommended by UNT Dallas School of Education for certification

### **Core, 18 hours**

*All courses are 3 credit hours unless otherwise noted.*

- EDCI 5301 - Historical and Philosophical Foundations of Education
- EDCI 5321 - Principles of Professional Teaching
- EDCI 5014 - Instructional and Behavioral Management in Classrooms
- EDCI 5016 - Literacy Across the Curriculum
- EDCI 5017 - Human Development for Educators
- EDCI 5312 - Special Populations: Applying Theory to Practice

### **Major, 3 hours**

*All courses are 3 credit hours unless otherwise noted.*

- EDCI 5013 - Instructional Technology
- EDRE 5070 - Literacy Development for English Language Learners
- EDBE 5395 - Methods and Materials for Teaching Spanish EC-12

### **Fieldwork, 6 hours**

- EDCI 5385 - Internship I
- EDCI 5386 - Internship II, or
- EDCI 5190 - Clinical Teaching

### **Research, 9 hours**

- EDCI 5011 - Introduction to Classroom Research

- [EDCI 5015 - Research Analyses for Multicultural Ed. and Multilingual Perspective](#)
- [EDCI 5012 - Capstone Research Project](#)

**Note:** See the UNT Dallas Teacher Certification Officer (Dallas 1, Room 201Q) for more information.

## Curriculum and Instruction, Bilingual, MEd

The Master of Education in Curriculum and Instruction (Generalist) is designed for certified teachers and individuals who are interested in researching, developing and implementing curriculum changes to support student achievement in K-12 Education. This program allows students to focus on curriculum methodology, pedagogy, and theoretical applications and how to apply these to the classroom. The degree program requires 36 hours of graduate coursework.

The Master of Education in Curriculum and Instruction with a focus on Bilingual Education or English as a Second Language teaching allows practicing educators to specialize in Bilingual Education or prepare for the ESL supplement. This degree is 36 credits.

The Master of Education in Curriculum & Instruction degree (Initial Teacher Certification track) is designed for post-baccalaureate students interested in earning a teaching certificate along with a Curriculum & Instruction master's degree. This program prepares future K-12 educators with a thorough background in classroom research and pedagogical content with courses that are infused with instructional technology, address real-life instructional challenges, and apply evidence-based instruction. This degree is 36 credits.

The Graduate Initial Teacher Certification Program includes 6 graduate courses and either a one semester, unpaid student teaching placement or a full year (two semesters), paid internship as teacher-of-record. This program is 24 credits total.

The Master of Education in Curriculum and Instruction with concentrations in Biology or Mathematics (36 credits) are degree programs offered to district cohorts that will allow teachers to gain advanced content knowledge or gain the credits necessary for community-college level teaching. These programs are not currently offered for individuals.

Students will gain the professional development needed to understand learner characteristics, identify materials that enhance inquiry and critical thinking, incorporate the latest technologies in teaching and learning, and design assessments using the instructional design process. The specific Student Learning Outcomes of the M.Ed. program for candidates are:

- Understand the nature of classroom inquiry, develop inquiry skills, and use inquiry processes in teaching and learning in the math and science content area subjects.
- Access scholarly databases and gain pedagogical content knowledge through reading and reviewing researched publications.
- Deepen pedagogical content knowledge of math and science through inquiry-based processes.
- Construct understanding of K-12 student learning and effective instructional practices to engage K-12 students in active learning.
- Address Texas state standards when selecting and developing high-quality teaching and learning experiences for K-12 students.
- Use technology in elementary, middle, and secondary classrooms.
- Design and implement classroom research projects to address problem areas in teaching and student learning of math and science.

**Program Coordinator:** *Dr. Mychelle Smith, Dal 1, Room 321, Phone: 972-338-1373,*  
*Email: [Mychelle.Smith@untdallas.edu](mailto:Mychelle.Smith@untdallas.edu)*

## **Admission Standards**

Applicants must have at least 3.0 GPA on the last 60 undergraduate semester hours of work prior to receiving the bachelor's degree, or a 2.8 GPA on all undergraduate work, to be considered for unconditional admission to graduate studies at UNT Dallas. Applicants who have already completed a master's degree must have at least a 3.4 GPA on the master's.

(Conditional admission may be granted to students who do not meet the above criteria; however, no student with an undergraduate GPA of 2.5 or lower will be admitted.)

## **Admission Procedures**

Submit the following requirements for UNT Dallas Graduate Admissions:

- Graduate School Application for Admission online at [www.applytexas.org](http://www.applytexas.org)
- Graduate School General Application Form online at [https://laserfiche.untDallas.edu/Forms/Graduate\\_Application](https://laserfiche.untDallas.edu/Forms/Graduate_Application)
- Official transcripts from all colleges and universities attended

Submit the following requirements for program admission:

- Admission essays
- Two letters of reference

## **Degree Requirements**

To complete the master's degree, candidates would have to complete the following courses.

### **Core, 15 hours**

*All courses are 3 credit hours unless otherwise noted.*

- [EDCI 5301 - Historical and Philosophical Foundations of Education](#)
- [EDCI 5321 - Principles of Professional Teaching](#)
- [EDCI 5014 - Instructional and Behavioral Management in Classrooms](#)
- [EDCI 5017 - Human Development for Educators](#)
- [EDCI 5320 - Curriculum Development](#)

### **Bilingual Pathway, 15 hours**

*All courses are 3 credit hours unless otherwise noted.*

- [EDBE 5560 - Fundamentals of Bilingual and English as a Second Language Education in EC-12](#)

- [EDBE 5570 - Assessing Language & Content Learning in EC-12 Bilingual and English as a Second Language Education](#)
- [EDBE 5660 - English Language Acquisition by Spanish Speakers : Theories and Methods](#)
- [EDBE 5580 - Bilingual Content Instruction](#)
- [EDBE 5395 - Methods and Materials for Teaching Spanish EC-12](#)

### **Research, 6 hours**

*All courses are 3 credit hours unless otherwise noted.*

- [EDCI 5011 - Introduction to Classroom Research](#)
- [EDCI 5015 - Research Analyses for Multicultural Ed. and Multilingual Perspective](#)

## **Curriculum and Instruction, Biology Concentration, MEd**

The Master of Education in Curriculum and Instruction (Generalist) is designed for certified teachers and individuals who are interested in researching, developing and implementing curriculum changes to support student achievement in K-12 Education. This program allows students to focus on curriculum methodology, pedagogy, and theoretical applications and how to apply these to the classroom. The degree program requires 36 hours of graduate coursework.

The Master of Education in Curriculum and Instruction with a focus on Bilingual Education or English as a Second Language teaching allows practicing educators to specialize in Bilingual Education or prepare for the ESL supplement. This degree is 36 credits.

The Master of Education in Curriculum & Instruction degree (Initial Teacher Certification track) is designed for post-baccalaureate students interested in earning a teaching certificate along with a Curriculum & Instruction master's degree. This program prepares future K-12 educators with a thorough background in classroom research and pedagogical content with courses that are infused with instructional technology, address real-life instructional challenges, and apply evidence-based instruction. This degree is 36 credits.

The Graduate Initial Teacher Certification Program includes 6 graduate courses and either a one semester, unpaid student teaching placement or a full year (two semesters), paid internship as teacher-of-record. This program is 24 credits total.

The Master of Education in Curriculum and Instruction with concentrations in Biology or Mathematics (36 credits) are degree programs offered to district cohorts that will allow teachers to gain advanced content knowledge or gain the credits necessary for community-college level teaching. These programs are not currently offered for individuals.

Students will gain the professional development needed to understand learner characteristics, identify materials that enhance inquiry and critical thinking, incorporate the latest technologies in teaching and learning, and design assessments using the instructional design process. The specific Student Learning Outcomes of the M.Ed. program for candidates are:

- Understand the nature of classroom inquiry, develop inquiry skills, and use inquiry processes in teaching and learning in the math and science content area subjects.
- Access scholarly databases and gain pedagogical content knowledge through reading and reviewing researched publications.
- Deepen pedagogical content knowledge of math and science through inquiry-based processes.
- Construct understanding of K-12 student learning and effective instructional practices to engage K-12 students in active learning.

- Address Texas state standards when selecting and developing high-quality teaching and learning experiences for K-12 students.
- Use technology in in elementary, middle, and secondary classrooms.
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### **Admission Standards**

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(Conditional admission may be granted to students who do not meet the above criteria; however, no student with an undergraduate GPA of 2.5 or lower will be admitted.)

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- Official transcripts from all colleges and universities attended

Submit the following requirements for program admission:

- Admission essays
- Two letters of reference

### **Degree Requirements**

To complete the master's degree, candidates would have to complete the following core courses as well as 18 credits in the biology concentration area.

### **Core, 18 hours**

*All courses are 3 credit hours unless otherwise noted.*

- [EDCI 5011 - Introduction to Classroom Research](#)
- [EDCI 5012 - Capstone Research Project](#)
- [EDCI 5013 - Instructional Technology](#)
- [EDCI 5014 - Instructional and Behavioral Management in Classrooms](#)

- [EDCI 5017 - Human Development for Educators](#)
- [EDCI 5320 - Curriculum Development](#)

### **Biology Concentration, 18 hours**

*All courses are 3 credit hours unless otherwise noted.*

- [BIOL 5090 - Animal Behavior](#)
- [BIOL 5170 - Evolutionary Ecology](#)
- [BIOL 5240 - Advanced Topics in Molecular Biology](#)
- [BIOL 5315 - Teaching Secondary Biology for Dual Credit](#)
- [BIOL 5325 - Conservation Biology](#)
- [BIOL 5335 - Biological Basis of Disease](#)

## **Curriculum and Instruction, ESL, MEd**

The Master of Education in Curriculum and Instruction (Generalist) is designed for certified teachers and individuals who are interested in researching, developing and implementing curriculum changes to support student achievement in K-12 Education. This program allows students to focus on curriculum methodology, pedagogy, and theoretical applications and how to apply these to the classroom. The degree program requires 36 hours of graduate coursework.

The Master of Education in Curriculum and Instruction with a focus on Bilingual Education or English as a Second Language teaching allows practicing educators to specialize in Bilingual Education or prepare for the ESL supplement. This degree is 36 credits.

The Master of Education in Curriculum & Instruction degree (Initial Teacher Certification track) is designed for post-baccalaureate students interested in earning a teaching certificate along with a Curriculum & Instruction master's degree. This program prepares future K-12 educators with a thorough background in classroom research and pedagogical content with courses that are infused with instructional technology, address real-life instructional challenges, and apply evidence-based instruction. This degree is 36 credits.

The Graduate Initial Teacher Certification Program includes 6 graduate courses and either a one semester, unpaid student teaching placement or a full year (two semesters), paid internship as teacher-of-record. This program is 24 credits total.

The Master of Education in Curriculum and Instruction with concentrations in Biology or Mathematics (36 credits) are degree programs offered to district cohorts that will allow teachers to gain advanced content knowledge or gain the credits necessary for community-college level teaching. These programs are not currently offered for individuals.

Students will gain the professional development needed to understand learner characteristics, identify materials that enhance inquiry and critical thinking, incorporate the latest technologies in teaching and learning, and design assessments using the instructional design process. The specific Student Learning Outcomes of the M.Ed. program for candidates are:

- Understand the nature of classroom inquiry, develop inquiry skills, and use inquiry processes in teaching and learning in the math and science content area subjects.
- Access scholarly databases and gain pedagogical content knowledge through reading and reviewing researched publications.
- Deepen pedagogical content knowledge of math and science through inquiry-based processes.
- Construct understanding of K-12 student learning and effective instructional practices to engage K-12 students in active learning.

- Address Texas state standards when selecting and developing high-quality teaching and learning experiences for K-12 students.
- Use technology in elementary, middle, and secondary classrooms.
- Design and implement classroom research projects to address problem areas in teaching and student learning of math and science.

**Program Coordinator:** *Dr. Mychelle Smith, Dal 1, Room 321, Phone: 972-338-1373,*  
*Email: [Mychelle.Smith@untdallas.edu](mailto:Mychelle.Smith@untdallas.edu)*

### **Admission Standards**

Applicants must have at least 3.0 GPA on the last 60 undergraduate semester hours of work prior to receiving the bachelor's degree, or a 2.8 GPA on all undergraduate work, to be considered for unconditional admission to graduate studies at UNT Dallas. Applicants who have already completed a master's degree must have at least a 3.4 GPA on the master's.

(Conditional admission may be granted to students who do not meet the above criteria; however, no student with an undergraduate GPA of 2.5 or lower will be admitted.)

### **Admission Procedures**

Submit the following requirements for UNT Dallas Graduate Admissions:

- Graduate School Application for Admission online at [www.applytexas.org](http://www.applytexas.org)
- Graduate School General Application Form online at [https://laserfiche.untdallas.edu/Forms/Graduate\\_Application](https://laserfiche.untdallas.edu/Forms/Graduate_Application)
- Official transcripts from all colleges and universities attended

Submit the following requirements for program admission:

- Admission essays
- Two letters of reference

### **Degree Requirements**

To complete the master's degree, candidates would have to complete the following courses.

#### **Core, 15 hours**

*All courses are 3 credit hours unless otherwise noted.*

- [EDCI 5301 - Historical and Philosophical Foundations of Education](#)
- [EDCI 5321 - Principles of Professional Teaching](#)
- [EDCI 5014 - Instructional and Behavioral Management in Classrooms](#)

- [EDCI 5017 - Human Development for Educators](#)
- [EDCI 5320 - Curriculum Development](#)

### **English as a Second Language Pathway, 15 hours**

*All courses are 3 credit hours unless otherwise noted.*

- [EDBE 5560 - Fundamentals of Bilingual and English as a Second Language Education in EC-12](#)
- [EDBE 5570 - Assessing Language & Content Learning in EC-12 Bilingual and English as a Second Language Education](#)
- [EDBE 5660 - English Language Acquisition by Spanish Speakers : Theories and Methods](#)
- [EDRE 5070 - Literacy Development for English Language Learners](#)
- [EDBE 5582 - ESL Content Instruction](#)

### **Research, 6 hours**

*All courses are 3 credit hours unless otherwise noted.*

- [EDCI 5011 - Introduction to Classroom Research](#)
- [EDCI 5015 - Research Analyses for Multicultural Ed. and Multilingual Perspective](#)

## **Curriculum and Instruction, Mathematics Concentration, MEd**

The Master of Education in Curriculum and Instruction (Generalist) is designed for certified teachers and individuals who are interested in researching, developing and implementing curriculum changes to support student achievement in K-12 Education. This program allows students to focus on curriculum methodology, pedagogy, and theoretical applications and how to apply these to the classroom. The degree program requires 36 hours of graduate coursework.

The Master of Education in Curriculum and Instruction with a focus on Bilingual Education or English as a Second Language teaching allows practicing educators to specialize in Bilingual Education or prepare for the ESL supplement. This degree is 36 credits.

The Master of Education in Curriculum & Instruction degree (Initial Teacher Certification track) is designed for post-baccalaureate students interested in earning a teaching certificate along with a Curriculum & Instruction master's degree. This program prepares future K-12 educators with a thorough background in classroom research and pedagogical content with courses that are infused with instructional technology, address real-life instructional challenges, and apply evidence-based instruction. This degree is 36 credits.

The Graduate Initial Teacher Certification Program includes 6 graduate courses and either a one semester, unpaid student teaching placement or a full year (two semesters), paid internship as teacher-of-record. This program is 24 credits total.

The Master of Education in Curriculum and Instruction with concentrations in Biology or Mathematics (36 credits) are degree programs offered to district cohorts that will allow teachers to gain advanced content knowledge or gain the credits necessary for community-college level teaching. These programs are not currently offered for individuals.

Students will gain the professional development needed to understand learner characteristics, identify materials that enhance inquiry and critical thinking, incorporate the latest technologies in teaching and learning, and design

assessments using the instructional design process. The specific Student Learning Outcomes of the M.Ed. program for candidates are:

- Understand the nature of classroom inquiry, develop inquiry skills, and use inquiry processes in teaching and learning in the math and science content area subjects.
- Access scholarly databases and gain pedagogical content knowledge through reading and reviewing researched publications.
- Deepen pedagogical content knowledge of math and science through inquiry-based processes.
- Construct understanding of K-12 student learning and effective instructional practices to engage K-12 students in active learning.
- Address Texas state standards when selecting and developing high-quality teaching and learning experiences for K-12 students.
- Use technology in elementary, middle, and secondary classrooms.
- Design and implement classroom research projects to address problem areas in teaching and student learning of math and science.

**Program Coordinator:** *Dr. Mychelle Smith, Dal 1, Room 321, Phone: 972-338-1373,*

*Email:* [Mychelle.Smith@untdallas.edu](mailto:Mychelle.Smith@untdallas.edu)

### **Admission Standards**

Applicants must have at least 3.0 GPA on the last 60 undergraduate semester hours of work prior to receiving the bachelor's degree, or a 2.8 GPA on all undergraduate work, to be considered for unconditional admission to graduate studies at UNT Dallas. Applicants who have already completed a master's degree must have at least a 3.4 GPA on the master's.

(Conditional admission may be granted to students who do not meet the above criteria; however, no student with an undergraduate GPA of 2.5 or lower will be admitted.)

### **Admission Procedures**

Submit the following requirements for UNT Dallas Graduate Admissions:

- Graduate School Application for Admission online at [www.applytexas.org](http://www.applytexas.org)
- Graduate School General Application Form online at [https://laserfiche.untdallas.edu/Forms/Graduate\\_Application](https://laserfiche.untdallas.edu/Forms/Graduate_Application)
- Official transcripts from all colleges and universities attended

Submit the following requirements for program admission:

- Admission essays
- Two letters of reference

### **Degree Requirements**

To complete the master's degree, candidates would have to complete the following core courses as well as 18 credits in the mathematics concentration area.

### **Core, 18 hours**

*All courses are 3 credit hours unless otherwise noted.*

- [EDCI 5011 - Introduction to Classroom Research](#)
- [EDCI 5012 - Capstone Research Project](#)
- [EDCI 5013 - Instructional Technology](#)
- [EDCI 5014 - Instructional and Behavioral Management in Classrooms](#)
- [EDCI 5017 - Human Development for Educators](#)
- [EDCI 5320 - Curriculum Development](#)

### **Mathematics Concentration, 18 hours**

*All courses are 3 credit hours unless otherwise noted.*

- [MATH 5001 - Teaching Dual Credit Mathematics](#)
- [MATH 5011 - Mathematical Models for Educators](#)
- [MATH 5090 - Topics in Math Content and Pedagogy](#)
- [MATH 5611 - Introduction to Mathematical Analysis I](#)
- [MATH 5621 - Introduction to Mathematical Analysis II](#)
- [MATH 5680 - Introduction to Probability and Statistics](#)

## **Curriculum and Instruction, MEd**

The Master of Education in Curriculum and Instruction (Generalist) is designed for certified teachers and individuals who are interested in researching, developing and implementing curriculum changes to support student achievement in K-12 Education. This program allows students to focus on curriculum methodology, pedagogy, and theoretical applications and how to apply these to the classroom. The degree program requires 36 hours of graduate coursework.

The Master of Education in Curriculum and Instruction with a focus on Bilingual Education or English as a Second Language teaching allows practicing educators to specialize in Bilingual Education or prepare for the ESL supplement. This degree is 36 credits.

The Master of Education in Curriculum & Instruction degree (Initial Teacher Certification track) is designed for post-baccalaureate students interested in earning a teaching certificate along with a Curriculum & Instruction master's degree. This program prepares future K-12 educators with a thorough background in classroom research and pedagogical content with courses that are infused with instructional technology, address real-life instructional challenges, and apply evidence-based instruction. This degree is 36 credits.

The Graduate Initial Teacher Certification Program includes 6 graduate courses and either a one semester, unpaid student teaching placement or a full year (two semesters), paid internship as teacher-of-record. This program is 24 credits total.

The Master of Education in Curriculum and Instruction with concentrations in Biology or Mathematics (36 credits) are degree programs offered to district cohorts that will allow teachers to gain advanced content knowledge or gain the credits necessary for community-college level teaching. These programs are not currently offered for individuals.

Students will gain the professional development needed to understand learner characteristics, identify materials that enhance inquiry and critical thinking, incorporate the latest technologies in teaching and learning, and design assessments using the instructional design process. The specific Student Learning Outcomes of the M.Ed. program for candidates are:

- Understand the nature of classroom inquiry, develop inquiry skills, and use inquiry processes in teaching and learning in the math and science content area subjects.
- Access scholarly databases and gain pedagogical content knowledge through reading and reviewing researched publications.
- Deepen pedagogical content knowledge of math and science through inquiry-based processes.
- Construct understanding of K-12 student learning and effective instructional practices to engage K-12 students in active learning.
- Address Texas state standards when selecting and developing high-quality teaching and learning experiences for K-12 students.
- Use technology in in elementary, middle, and secondary classrooms.
- Design and implement classroom research projects to address problem areas in teaching and student learning of math and science.

**Program Coordinator:** *Dr. Mychelle Smith, Dal 1, Room 321, Phone: 972-338-1373,*  
*Email: [Mychelle.Smith@untdallas.edu](mailto:Mychelle.Smith@untdallas.edu)*

### **Admission Standards**

Applicants must have at least 3.0 GPA on the last 60 undergraduate semester hours of work prior to receiving the bachelor's degree, or a 2.8 GPA on all undergraduate work, to be considered for unconditional admission to graduate studies at UNT Dallas. Applicants who have already completed a master's degree must have at least a 3.4 GPA on the master's.

(Conditional admission may be granted to students who do not meet the above criteria; however, no student with an undergraduate GPA of 2.5 or lower will be admitted.)

### **Admission Procedures**

Submit the following requirements for UNT Dallas Graduate Admissions:

- Graduate School Application for Admission online at [www.applytexas.org](http://www.applytexas.org)
- Graduate School General Application Form online at [https://laserfiche.untdallas.edu/Forms/Graduate\\_Application](https://laserfiche.untdallas.edu/Forms/Graduate_Application)
- Official transcripts from all colleges and universities attended

Submit the following requirements for program admission:

- Admission essays
- Two letters of reference

## Degree Requirements

To complete the master's degree, candidates would have to complete the following courses.

### Core, 15 hours

*All courses are 3 credit hours unless otherwise noted.*

- EDCI 5301 - Historical and Philosophical Foundations of Education
- EDCI 5321 - Principles of Professional Teaching
- EDCI 5014 - Instructional and Behavioral Management in Classrooms
- EDCI 5017 - Human Development for Educators
- EDCI 5320 - Curriculum Development

### Major, 15 hours

*All courses are 3 credit hours unless otherwise noted.*

- EDCI 5312 - Special Populations: Applying Theory to Practice
- EDCI 5013 - Instructional Technology
- EDCI 5016 - Literacy Across the Curriculum
- EDRE 5070 - Literacy Development for English Language Learners
- EDBE 5560 - Fundamentals of Bilingual and English as a Second Language Education in EC-12

### Research, 9 hours

- EDCI 5011 - Introduction to Classroom Research
- EDCI 5015 - Research Analyses for Multicultural Ed. and Multilingual Perspective
- EDCI 5012 - Capstone Research Project

## Educational Leadership, MEd

**Program Coordinator:** *Dr. Shelia Brown, Dal 1, Room 317, Phone: 972-338-1145, Email: [Shelia.Brown@untdallas.edu](mailto:Shelia.Brown@untdallas.edu)*

### Admission Procedures

1. Submit the following to Graduate Admissions:

- a. Graduate School Application for Admission (apply online at [www.applytexas.org](http://www.applytexas.org))
- b. Graduate School General Application Form ([https://laserfiche.untdallas.edu/Forms/Graduate\\_Application](https://laserfiche.untdallas.edu/Forms/Graduate_Application))

- c. Complete official transcripts from all colleges and universities attended. Submit the following admissions packet to the Education Administration Office (EDLE) program office.
2. Students seeking on-time registration need to submit the completed application packet by **August 1 for Fall semester; December 1 for Spring semester; April 1 for Summer semester.**
- a. Essay Form
  - b. Code of Ethics Agreement
  - c. Interview with the Program Coordinator

### Admission Standards

- Applicants must have at least 3.25 GPA on the last 60 undergraduate semester hours of work leading to the bachelor's degree, or a 3.00 GPA on all undergraduate work toward the bachelor's degree, to be considered for unconditional admission to graduate studies at UNT Dallas. Applicants who have already completed a master's degree must have at least at 3.4 GPA on the master's or meet the undergraduate GPA standards. (Conditional admission may be granted to students who do not meet the above criteria.)
- Applicants must hold at least a bachelor's degree.
- Applicants must hold at least a provisional teacher certificate.
- Applicants must have at least two (2) years creditable teaching experience in K-12 public or private schools.

Degree and Certification plans are prepared prior to registration. After the student has completed the four core courses, the student may qualify for Leadership Practicum (EDLE 5500). In preparing the degree plan, a student may transfer up to six (6) semester hours of course work from another institution with advisor and Graduate Admissions permission. *Students have six years to complete the degree. Work that is more than six years old at the time of your graduation cannot be counted toward the Master's degree.* Students must apply for graduation in the final semester of course work in order to receive the degree. Students completing the entire sequence of course work will be eligible to take the TExES principal exam and be recommended for certification through the Texas Education Agency/State Board of Education Certification (SBEC). The University of North Texas at Dallas is an approved principal certification program of the Texas Education Agency.

### Recommended Course Sequence for MEd in Educational Leadership, Traditional Pathway

(All courses are three credits unless otherwise noted.)

### Major Courses

- EDLE 5300 - Introduction to Educational Leadership\*
- EDLE 5310 - Research in Educational Leadership
- EDLE 5330 - The Principalship\*
- EDLE 5370 - Leadership of Assessment, Accountability, and Evaluation
- EDLE 5620 - Leadership for Student Educational Services\*
- EDLE 5640 - Leadership for School Law and Finance\*
- EDLE 5650 - Professional Development and Supervision
- EDLE 5680 - Administration of the K-12 Curriculum\*

### Practicum

The course below must be taken after core is completed.

- EDLE 5500 - Practicum in Educational Leadership\*\*

#### **Final Course**

- EDLE 5700 - Leadership Portfolio\*\*\*

#### **Recommended Course Sequence for MEd in Educational Leadership, Bilingual/ESL Pathway**

(All courses are three credits unless otherwise noted.)

#### **Principal Certification Courses**

- EDLE 5330 - The Principalship
- EDLE 5650 - Professional Development and Supervision
- EDLE 5620 - Leadership for Student Educational Services
- EDLE 5300 - Introduction to Educational Leadership

#### **Professional Courses**

- EDCI 5015 - Research Analyses for Multicultural Ed. and Multilingual Perspective
- EDBE 5370 - Assessing Language and Content Learning in EC-12
- EDLE 5310 - Research in Educational Leadership
- EDBE 5560 - Fundamentals of Bilingual and English as a Second Language Education in EC-12

#### **Practicum**

The course below must be taken after core is completed.

- EDLE 5500 - Practicum in Educational Leadership\*\*

#### **Final Course**

- EDLE 5700 - Leadership Portfolio\*\*\*

#### **Recommended Course Sequence for MEd in Educational Leadership, STEM/CTE Pathway**

(All courses are three credits unless otherwise noted.)

### **Principal Certification Courses**

- [EDLE 5330 - The Principalship](#)
- [EDLE 5650 - Professional Development and Supervision](#)
- [EDLE 5620 - Leadership for Student Educational Services](#)
- [EDLE 5300 - Introduction to Educational Leadership](#)

### **Professional Courses**

- [EDLE 5380 - Leadership Externship](#)
- [EDLE 5610 - Leadership of the School Community](#)
- [EDLE 5550 - Leadership in Educational Technology](#)
- [EDLE 5310 - Research in Educational Leadership](#)

### **Practicum**

The course below must be taken after core is completed.

- [EDLE 5500 - Practicum in Educational Leadership\\*\\*](#)

### **Final Course**

- [EDLE 5700 - Leadership Portfolio\\*\\*\\*](#)

### **Note**

- \* Courses are for Principal Certification only
- \*\*[EDLE 5500](#) must be taken fall or spring semester prior to graduation.
- \*\*\*[EDLE 5700](#) must be final course taken in the final semester. Students must apply in advance by the appropriate deadline as stated on the application. Students cannot take [EDLE 5700](#) and [EDLE 5500](#) in the same semester. The Practicum ([EDLE 5500](#)) must be taken prior to the final course ([EDLE 5700](#)) for students seeking principal certification.
- Must maintain a minimum GPA of 3.25.

## **Academic Certificate**

## **Alternative Teaching Certification Only**

The Master of Education in Curriculum and Instruction (Generalist) is designed for certified teachers and individuals who are interested in researching, developing and implementing curriculum changes to support student achievement in K-12 Education. This program allows students to focus on curriculum methodology, pedagogy, and theoretical applications and how to apply these to the classroom. The degree program requires 36 hours of graduate coursework.

The Master of Education in Curriculum and Instruction with a focus on Bilingual Education or English as a Second Language teaching allows practicing educators to specialize in Bilingual Education or prepare for the ESL supplement. This degree is 36 credits.

The Master of Education in Curriculum & Instruction degree (Initial Teacher Certification track) is designed for post-baccalaureate students interested in earning a teaching certificate along with a Curriculum & Instruction master's degree. This program prepares future K-12 educators with a thorough background in classroom research and pedagogical content with courses that are infused with instructional technology, address real-life instructional challenges, and apply evidence-based instruction. This degree is 36 credits.

The Graduate Initial Teacher Certification Program includes 6 graduate courses and either a one semester, unpaid student teaching placement or a full year (two semesters), paid internship as teacher-of-record. This program is 24 credits total.

The Master of Education in Curriculum and Instruction with concentrations in Biology or Mathematics (36 credits) are degree programs offered to district cohorts that will allow teachers to gain advanced content knowledge or gain the credits necessary for community-college level teaching. These programs are not currently offered for individuals.

Students will gain the professional development needed to understand learner characteristics, identify materials that enhance inquiry and critical thinking, incorporate the latest technologies in teaching and learning, and design assessments using the instructional design process. The specific Student Learning Outcomes of the M.Ed. program for candidates are:

- Understand the nature of classroom inquiry, develop inquiry skills, and use inquiry processes in teaching and learning in the math and science content area subjects.
- Access scholarly databases and gain pedagogical content knowledge through reading and reviewing researched publications.
- Deepen pedagogical content knowledge of math and science through inquiry-based processes.
- Construct understanding of K-12 student learning and effective instructional practices to engage K-12 students in active learning.
- Address Texas state standards when selecting and developing high-quality teaching and learning experiences for K-12 students.
- Use technology in elementary, middle, and secondary classrooms.
- Design and implement classroom research projects to address problem areas in teaching and student learning of math and science.

**Program Coordinator:** *Dr. Mychelle Smith, Dal 1, Room 321, Phone: 972-338-1373,*

*Email: [Mychelle.Smith@untdallas.edu](mailto:Mychelle.Smith@untdallas.edu)*

### **Initial Teacher Graduate Certification Program Requirements**

This certification program prepares baccalaureate graduates from related fields of study with the knowledge and skills to effectively teach in PK-12 urban and rural settings. Students can earn certification with a Masters in Curriculum in Instruction (36 credits) or as a standalone program (24 credits). The graduate teacher certification program allows for initial certification choices among a variety of elementary, middle school and secondary concentrations: EC-6 Core Subjects, 4-8 Core subjects, 4-8 Math, 4-8 Science, 4-8 Social Studies, 4-8 Reading/Language Arts, 7-12 English, or EC-12 Spanish. 7-12 math and 7-12 biology are available with district cohorts. All credits of the master's degree and certification program are completed at the graduate level. The following requirements are applicable to all students pursuing a teaching certificate:

#### **Admission to the Graduate Teacher Education Program:**

- Possess a Bachelor's Degree from an accredited institution
- Have a 2.80 overall, undergraduate GPA
- Pass the Pre-Admission Content Test (PACT) if minimum content credits not met with undergraduate degree

- Have a degree plan on file
- Submit two letters of recommendation
- Submit Admission Essays
- Acknowledge Educator Code of Ethics

**Eligibility for Teacher Certification and Endorsements:**

In order to receive recommendation for teacher certification through UNT Dallas, students must:

- Successfully complete the 24-credit certification program including Clinical Teaching (student teaching or internship).
- Pass all appropriate state certification exams which include PACT for admission, content (TExES), and PPR (Pedagogy and Professional Responsibilities). Approval for testing is required from the Certification Officer for TExES and PPR.
- Submit certification application and fee to the Texas Education Agency (TEA) and submit the request for certification approval form to the Certification Officer.
- Submit fingerprinting for Federal background check through TEA.

**Core, 18 hours**

*All courses are 3 credit hours unless otherwise noted.*

- EDCI 5301 - Historical and Philosophical Foundations of Education
- EDCI 5321 - Principles of Professional Teaching
- EDCI 5014 - Instructional and Behavioral Management in Classrooms
- EDCI 5016 - Literacy Across the Curriculum
- EDCI 5017 - Human Development for Educators
- EDCI 5312 - Special Populations: Applying Theory to Practice

**Fieldwork, 6 hours**

- EDCI 5385 - Internship I
- EDCI 5386 - Internship II, or
- EDCI 5190 - Clinical Teaching

## School of Human Services

### Master

### Clinical Mental Health Counseling, MS

The Counseling Program offers a Master of Science degree in Clinical Mental Health Counseling. This 60-hour track prepares graduates to counsel in clinical mental health settings such as mental health centers, private counseling agencies, drug abuse treatment centers, centers for counseling older adults, child counseling clinics, family counseling

centers, pastoral counseling settings, private practice, and business and industry. Students completing the entire sequence of course work will meet the educational requirements for the Texas State License in Professional Counseling. However, to obtain a License in Professional Counseling, the State of Texas stipulates additional requirements such as passing the national counseling exam and obtaining 3,000 clock hours of supervised clinical experience after the master's degree has been obtained. Consult the Texas Department of Health website for details at <http://www.dshs.state.tx.us/counselor/default.shtm>.

**Clinical Mental Health Counseling Program Coordinator:** *Dr. Samuel Bore*, Email: [Samuel.Bore@untDallas.edu](mailto:Samuel.Bore@untDallas.edu)

### **Admission Procedures**

1. Submit the following to the UNT Dallas Office of Graduate Admissions:
  - a. Graduate School Application for Admission ([www.applytexas.org](http://www.applytexas.org))
  - b. Graduate School General Application Form ([https://laserfiche.untDallas.edu/Forms/Graduate\\_Application](https://laserfiche.untDallas.edu/Forms/Graduate_Application))
  - c. Official copies of all college transcripts
  - d. Official GRE scores from the Educational Testing Service (allow three to four weeks for the test to be received by the Graduate School)
2. Submit additional admission materials for review by the Department of Counseling and Human Services.
  - a. 3 Letters of Recommendation
  - b. A **one-page**, type-written Writing Sample.
  - c. Each applicant is required to participate in an orientation and interview

All required admission materials must be filed in the program office by the deadlines stated on the Office of Graduate Admission website.

### **Admission Standards**

- Applicants must submit the official Graduate Record Examination (GRE) scores on the verbal, quantitative, and writing sections to the graduate school for admission to the program.
- Applicants must have at least a 3.0 GPA on the last 60 undergraduate semester hours of work leading to the bachelor's degree, or a 2.8 GPA on all undergraduate work toward the bachelor's degree, to be considered for admission to graduate studies at UNT Dallas. Applicants who have already completed a master's degree must have at least a 3.4 GPA on the master's degree or meet the undergraduate GPA standards.
- Applicants must hold at least a bachelor's degree.
- Applicants must attend a face-to-face interview if currently living within 100 miles of campus or an online interview if over 100 miles from the campus.
- Admissions are based on a step-wise process that considers the first level of GPA and GRE scores; the second level of recommendation letters and Writing Sample, and the third level of group leader interview ratings and peer interview ratings. If an applicant passes all three levels, then they are granted provisional admission.
- All students granted admission to the master's program are required to enroll in both [COUN 5710 Counseling Theories](#) and [COUN 5680 Basic Counseling Skills](#), during the first term/semester of enrollment in graduate

school and must receive a grade of B or higher. Students must receive a grade of B or higher in these two courses to be considered for full admission to the program.

- In addition to earning a B or higher in COUN 5710 and COUN 5680, admission to the counseling program is provisional until the student's progress is evaluated by the counseling faculty upon completion of COUN 5680. The student's progress is evaluated on the basis of the demonstration of adequate subject matter knowledge, basic counseling interpersonal skills required for counseling, and personal characteristics demonstrated in the program.
- After the progress review described above, the counseling faculty either recommends that the student continue the program or reserves the right to withdraw the student from the program.
- Following this initial evaluation, the student will be routinely evaluated on the criteria of knowledge, interpersonal skills, counseling skills, and personal characteristics to determine if progress is adequate, if remedial work is needed or if the student should be withdrawn from the program.
- This degree requires a passing score on the comprehensive examination administered during the student's internship.

### Required Courses for MS in Counseling

#### 60 hour degree in Clinical Mental Health Counseling

*\*The MS degree requires a minimum of 60 semester hours including successful completion of internship, COUN 5720/COUN 5721, and passing a comprehensive examination.*

Required	Taken In Any Order Within #	Program Course Number - Course Title
1 <sup>st</sup> semester		<u>COUN 5710 Counseling Theories</u>
1 <sup>st</sup> semester		<u>COUN 5680 Basic Counseling Skills.</u>
	#2	<u>COUN 5050 Foundations of Educational Research Methodology</u>
	#2	<u>COUN 5670 Developmental Processes and Strategies</u>
	#3	<u>COUN 5765 Appraisal in Counseling</u>
	#3	<u>COUN 5100 Counseling Professional Orientation and Ethical Practice</u>

	#4	<u>COUN 5790 Counseling Culturally Diverse Clients</u>
		<b>First Elective:</b> <u>COUN 5200 Counseling Adolescents</u> or <u>COUN 5700 Introduction to Play Therapy</u> or <u>COUN 5590 - Couple Counseling</u>
Sem. Before 5690		<u>COUN 5660 Advanced Counseling Skills;</u> Prereq. to <u>COUN 5690</u>
		<u>COUN 5470 Career Development and Information Resources</u>
		<u>COUN 5740 Group Counseling Theories and Procedures</u> <u>COUN 5480 Diagnosis and Treatment Planning in Counseling</u> <u>COUN 5610 Addiction Counseling</u> <u>COUN 5490 Crisis Intervention Counseling</u> <u>COUN 5580 Family Counseling</u>
Sem. Before 5720		<u>COUN 5690 Practicum in Counseling</u>
Sem. Before 5721		<u>COUN 5720 Internship in Counseling I</u>
		<u>COUN 5300 Systems, Leadership, and Program Development in Clinical Mental Health Counseling</u>
Last sem. of prog		<u>COUN 5721 Internship in Counseling II</u>
		<b>Second Elective:</b>

	<u>COUN 5500 Human Sexuality in Counseling</u> or <u>COUN 5640 Group Play Therapy</u> or <u>COUN 5610 Addiction Counseling</u>
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## College and Career Readiness Certificate

Career preparation for those making a successful transition into or back into the workforce is vital and the need for specialists who can help others develop a life-career plan is essential considering the volatile and ever-changing job market.

The College and Career Readiness Certificate is a 15 credit-hour program designed to prepare students to excel as specialists able to utilize cutting-edge tools to provide services to people of all ages as they navigate a world of cultural diversity, global recession, and unemployment. Additionally, it meets the needs of area schools by providing specific training to the personnel being hired or asked to work with students in the areas of college and career readiness. It also serves to help build and maintain networks between districts and industries in South Dallas.

**Program Coordinator:** *Dr. Shelly Jackson, Phone: 972-338-1378, Email: [Shelley.Jackson@untdallas.edu](mailto:Shelley.Jackson@untdallas.edu)*

### Admissions Criteria

Applicants must have a bachelor's degree and meet minimum admission requirements to the Graduate School:

- 2.80 or better overall GPA on the bachelor's degree or
- 3.00 or better GPA on the last 60 credit hours of the bachelor's degree
- 3.40 or better on a master's degree

The College and Career Readiness Certificate may be completed as a stand-alone program or as part of a related master's degree program. Up to 12 hours of the certificate program may be incorporated into a master's in counseling degree with advisor approval.

### Core Courses, 15 hours

**Required Courses:** *all courses are 3 credit hours unless otherwise noted*

- COUN 5680 - Basic Counseling Skills.
- COUN 5300 - Systems, Leadership, and Program Development in Clinical Mental Health Counseling
- COUN 5302 - Foundations of College and Career Readiness
- COUN 5470 - Career Development and Information Resources
- COUN 5303 - Advanced Internship in Career Counseling

## School Counseling, MEd

A Master of Education Degree in School Counseling will professionally develop school counselors and prepare individuals seeking certification for School Counseling in Texas. The 48-credit master's degree must be completed at the graduate level. The program allows for concentration in either Elementary School Counseling or Secondary School Counseling. The master's degree requires an internship in lieu of a thesis. The internship should be the last enrollment in the master's program. The University of North Texas at Dallas is an approved school counseling certification program of the Texas Education Agency. The program is also CACREP Accredited.

In addition to completing the course work, candidates must also have 2 years creditable teaching experience and pass the TExES School Counselor exam to become certified school counselors in Texas.

For details on requirements to become a Certified School Counselor in Texas, visit the Texas Education Agency website at [http://www.tea.state.tx.us/Guidance\\_Counseling\\_FAO.html#q4](http://www.tea.state.tx.us/Guidance_Counseling_FAO.html#q4).

**Program Coordinator:** *Dr. Shelly Jackson, Phone: 972-338-1378, Email: [Shelley.Jackson@untdallas.edu](mailto:Shelley.Jackson@untdallas.edu)*

### **TEA School Counseling Program Objectives**

Graduate coursework requirements leading to school counseling certification are established by the State Board for Education Certification and addressed in Title 19 of the Texas Administrative Code (TAC), §239.15. Thus, the specific Student Learning Outcomes are:

- Understand the professional issues such as history theories, practices of school counseling, learner developmental characteristics and needs, legal and ethical standards, and school counselor role and responsibilities
- Demonstrate skills to promote the educational, personal, social, and career development of the learner
- Understand the processes that address the development, monitoring, and evaluation of a developmental school guidance and counseling program that promotes learners' knowledge, skills, motivation, and personal growth
- Support equity and excellence in the promotion of academic success for all learners by acknowledging, respecting, and responding to diversity while building on similarities
- Communicate through the demonstration of effective professional and interpersonal exchanges in the advocacy of all students in the school
- Participate in professional development through a commitment to learn, improve the profession, and model professional ethics and personal integrity

### **Admission Procedures**

1. Submit the following to the UNT Dallas Office of Graduate Admissions:
  1. Graduate School Application for Admission ([www.applytexas.org](http://www.applytexas.org))
  2. Graduate School General Application Form ([https://laserfiche.untdallas.edu/Forms/Graduate\\_Application](https://laserfiche.untdallas.edu/Forms/Graduate_Application))
  3. Official copies of all college transcripts
  4. Official GRE scores from the Educational Testing Service (allow three to four weeks for the test to be received by the Graduate School)
2. Submit additional admission materials for review by the Department of Counseling and Human Services.
  1. 3 Letters of Recommendation
  2. A **one-page**, type-written Writing Sample.
  3. A copy of your Teaching Certificate (if applicable)
  4. A copy of your Teaching Service Record (if applicable)

5. If applicable, a signed copy of the Acknowledgement of the Requirements for School Counseling Certification in Texas (for candidates without teaching experience)

All required admission materials must be filed in the program office by the deadlines stated on the Office of Graduate Admission website.

**Note:** Each applicant is required to participate in an orientation and interview. Details will be given to applicants if they meet the Graduate School Admissions.

### **Admission Standards**

- Applicants must submit the official Graduate Record Examination (GRE) scores on the verbal, quantitative, and writing sections to the Graduate School for admission to the program.
- Applicants must have at least a 3.0 GPA on the last 60 undergraduate semester hours of work prior to receiving the bachelor's degree, or a 2.8 GPA on all undergraduate work toward the bachelor's degree, to be considered for unconditional admission to graduate studies at UNT Dallas. Applicants who have already completed a master's degree must have at least a 3.4 GPA on the master's or meet the undergraduate GPA standards.
- Applicants must hold at least a bachelor's degree.
- Applicants for the school counseling track that have at least two (2) years creditable teaching experience in K-12 public or private schools. Students must submit their teacher service record indicating two years of creditable teaching experience.
- All students granted admission to the master's program are required to enroll in COUN 5710 - Counseling Theories during the first term/semester of enrollment in graduate school and must receive a grade of B or higher. Concurrent enrollment in COUN 5680 - Basic Counseling Skills and COUN 5710 - Counseling Theories is encouraged. The student's progress is evaluated on the basis of the demonstration of adequate subject matter knowledge and the personal and interpersonal skills required for counseling.
- Throughout the program the student will be routinely evaluated on the criteria of knowledge, personal and interpersonal skills and counseling skills to determine if progress is adequate, if remedial work is needed or if the student should be withdrawn from the program.
- This degree requires a passing score on the comprehensive examination administered during the student's internship.

### **Degree Requirements**

#### **48 hour degree with concentration in either Elementary School Counseling or Secondary School Counseling**

\*The MEd degree requires a minimum of 48 semester hours, including successful completion of internship, COUN 5720 /COUN 5721, and passing a comprehensive examination.

### **Core**

*All courses are 3 credit hours unless otherwise noted.*

- COUN 5100 - Counseling Professional Orientation and Ethical Practice
- EPSY 5050 - Foundations of Educational Research Methodology

- [COUN 5470 - Career Development and Information Resources](#)
- [COUN 5660 - Advanced Counseling Skills](#)
- [COUN 5670 - Developmental Processes and Strategies](#)
- [COUN 5680 - Basic Counseling Skills](#)
- [COUN 5710 - Counseling Theories](#)
- [COUN 5740 - Group Counseling Theories and Procedures](#)
- [COUN 5765 - Appraisal in Counseling](#)
- [COUN 5790 - Counseling Culturally Diverse Clients](#)

#### **Clinical Classes**

- [COUN 5690 - Practicum in Counseling](#)
- [COUN 5720 - Internship in Counseling I](#)
- [COUN 5721 - Internship in Counseling II](#)

#### **Track Specific Classes**

##### **Elementary School Counseling**

- [COUN 5640 - Group Play Therapy](#)
- [COUN 5700 - Introduction to Play Therapy](#)
- Select a Counseling elective course.

##### **Secondary School Counseling**

- [COUN 5200 - Counseling Adolescents](#)
- [COUN 5610 - Addiction Counseling](#)
- [COUN 5580 - Family Counseling](#)

#### **Certification - School Counselor**

The program is recognized by the Texas Education Agency as an approved Educator Preparation Program for School Counselors. All 48 credits of the master's degree are completed at the graduate level. Students must complete the core courses for the master's degree plus one concentration content area.

**Eligibility for School Counseling Certification:** In order to receive recommendation for school counselor certification through UNT Dallas, students must:

- Successfully complete the 48-credit Master of Education in School Counseling degree which includes 200 hours of coursework and 160 hours of supervised school counseling experience.
- Submit certification application and fee to the Texas Education Agency (TEA).
- Submit fingerprinting for Federal background check through TEA.
- Pass all appropriate state certification exams which includes the TExES 152 School Counselor Exam
- Have 2 years of creditable teaching experience in K-12 public

## Note

- See the UNT Dallas Teacher Certification Officer (Dallas 1, Room 201Q) for more information.

# School of Liberal Arts & Science

## Master

### Criminal Justice, MS

#### 36-39 hour degree in Criminal Justice

The UNT Dallas Department of Criminal Justice offers a Master of Science in Criminal Justice (MSCJ). The 36-hour MS degree is a focused graduate degree that combines theory, application and experiential learning. Criminal Justice studies the practices and institutions of governments directed at upholding social control, deterring and mitigating crime, and sanctioning those who violate laws with criminal penalties and rehabilitation efforts. Students delve into the social and behavioral sciences, as well as the relation of law and ethics to the phenomenon of crime.

**Criminal Justice Program Coordinator:** *Dr. Julie Siddique, Phone: 972-338-1835, Email: [Julie.Siddique@untdallas.edu](mailto:Julie.Siddique@untdallas.edu)*

#### Admission Procedure

1. Submit the following to the UNT Dallas Office of Graduate Admissions:
  - a. Graduate School Application for Admission (apply online at [www.applytexas.org](http://www.applytexas.org))
  - b. Graduate School General Application Form ([https://laserfiche.untdallas.edu/Forms/Graduate\\_Application](https://laserfiche.untdallas.edu/Forms/Graduate_Application))
  - c. Official copies of all college transcripts
2. Submit additional admission materials to the Department of Criminal Justice.
  - a. 2 letters of recommendation from professional or academic references
  - b. A personal statement (minimum 500 words) describing the applicant's reasons for applying to the program and the applicant's future career goals.

#### Admission Standards

- Applicants seeking admission into the MSCJ program must have obtained a bachelor's degree in Criminal Justice, or a closely related discipline, from a four-year accredited institution.
- Applicants must have attained at least a 3.00 cumulative GPA or a 3.00 GPA on the last 60 hours of undergraduate coursework to be considered for unconditional admission.
- Applicants who have already completed a master's degree must have attained at least a 3.40 cumulative GPA to be considered for unconditional admission.
- Conditional admission may be granted to applicants who do not meet the above criteria, depending on the strengths of the other admission materials.
- Letters of recommendation should be submitted by professional or academic references and should attest to the applicant's work experience or academic performance and potential.

- The applicant's personal statement should clearly address the prompt and will be evaluated as an example of the applicant's written communication skills.

### **Required Courses**

- CJUS 5300 - Criminological Theory
- CJUS 5301 - Criminal Justice Policy
- CJUS 5302 - Criminal Justice Administration
- CJUS 5303 - Research Methods
- CJUS 5350 - Capstone Seminar (Non-thesis only)

### **Option 1 (Non-thesis)**

Select 24 Criminal Justice elective hours.

- CJUS 5305 - Contemporary Policing
- CJUS 5306 - Legal Aspects of the Criminal Justice System
- CJUS 5307 - Correctional Practices and Programs
- CJUS 5308 - Administrative Law and Justice
- CJUS 5309 - Victimology
- CJUS 5310 - Punishment and Social Policy
- CJUS 5311 - Addiction and Criminal Behavior
- CJUS 5312 - Information Warfare, Security and Risk Analysis
- CJUS 5313 - Cybercrime and Digital Forensics
- CJUS 5314 - Information Policy, Law and Justice
- CJUS 5315 - Criminal Evidence
- CJUS 5316 - Juvenile Delinquency
- CJUS 5317 - Law & Behavioral Science
- CJUS 5318 - Green Criminology & Environmental Policy
- CJUS 5319 - Class, Race, Gender, and Crime
- CJUS 5320 - Terrorism and the War on Terror
- CJUS 5321 - Sex Offenses and Offenders
- CJUS 5397 - Special Problems
- CJUS 5398 - Topics in Criminal Justice
- CJUS 5399 - Directed Studies

### **Option 2 (Thesis)**

Choose 15 Criminal Justice elective hours in addition to the following 9 hours.

- CJUS 5304 - Data Analysis
- CJUS 5601 - Master's Thesis

## **Public Leadership, MS**

**Program Coordinator:** *Dr. Janiece Upshaw*, Phone: 972-338-1538, Email: [Janiece.Upshaw@untdallas.edu](mailto:Janiece.Upshaw@untdallas.edu)

### **Admission Procedures**

Before being admitted to a master's program in the School of Liberal Arts & Sciences, the applicant must meet the minimum requirements for admission to graduate studies as administered by the Office of Graduate Admissions.

1. Submit the following to the UNT Dallas Office of Graduate Admissions:
  - a. Graduate School Application for Admission (apply online at [www.applytexas.org](http://www.applytexas.org))
  - b. Graduate School General Application Form ([https://laserfiche.untdallas.edu/Forms/Graduate\\_Application](https://laserfiche.untdallas.edu/Forms/Graduate_Application))
  - c. Official copies of all college transcripts
2. Submit additional admission materials for review by the Public Leadership Program. (Application deadlines available on the Graduate School website.)
  - a. 2 letters of recommendation
  - b. Essay - a minimum of 500 words - The MS in Public Leadership is a professional degree aimed at preparing public servants and other community-minded individuals to lead their organizations in solving 21st century governance issues. Given your academic and professional experience, what leadership and management skills are you looking to enhance over the course of your time in the program, and how will these help you in fulfilling your desire to serve your community better?

### **Admission Standards**

- Applicants must hold at least a bachelor's degree.
- Applicants must have at least 3.00 GPA on the last 60 hours of undergraduate coursework leading to the bachelor's degree, or a 2.80 GPA on all undergraduate work, to be considered for unconditional admission. Applicants who have already completed a master's degree must have at least a 3.40 GPA on the master's. (Conditional admission may be granted to students who do not meet the above criteria but on the basis of the strength of all of the other admission factors.)
- The MSPL program requires that a student maintain a minimum GPA of 3.00 (B) or better.
- The MSPL Admissions Committee will recommend dismissal of a student from the master's program if the student receives more than two course grades below C (for purposes of this rule, the lowest grade received in a course is used).
- Master's students may not graduate with more than two C's in their program requirements, although a course may be repeated to raise a grade of C or less.
- Master's students whose academic performance falls below a cumulative 3.00 GPA on all graduate work attempted will be notified by the Office of Graduate Admissions that they have been placed on academic probation.
- Students will remain on probation and be allowed to re-enroll for a subsequent term/semester as long as they achieve a minimum 3.00 GPA on all graduate work attempted during the term/semester even if their overall graduate GPA remains under 3.00.
- Students on probation who fail to make a 3.00 GPA in graduate work attempted during a term/semester (fall, spring or summer) will be notified by the Office of Graduate Admissions that they have been placed on academic suspension for one term/semester (fall, spring or summer) during which the student may not enroll at UNT Dallas.
- Probationary students who have previously been placed on suspension will be notified by the Office of Graduate Admissions that they have been terminated from the program should they fail to make a 3.00 GPA on all graduate work attempted during an academic term/semester (fall, spring or summer).

- Course work taken at another university by a student on suspension cannot be applied toward the degree program.
- Each graduate student must receive advising from the departmental graduate advisor prior to registration each term/semester.

### **Core Courses, 21 hours**

Students are required to take PLDR 5320 and PLDR 5300 at the start of the program and may not take any elective courses until they have successfully passed both courses.

- PADM 5030 - Managing Human Resources
- PADM 5400 - Managing Financial Resources
- PLDR 5320 - Public Service and Society
- PLDR 5330 - Organization Theory and Managing Change in Public Service
- PLDR 5300 - Data Analytics and Research Methods I
- PLDR 5353 - Leadership In A Complex World
- PLDR 5370 - Strategic Planning in Public & Nonprofit Organizations

### **Capstone, 3 hours**

Capstone is taken after the student has completed all 21 hours of required courses and 9 hours of elective courses.

- PADM 5390 - Professional Practice for Public Managers

### **Concentration and Elective Courses, 12 Hours**

Students may select any 4 of the following courses from any concentration to complete their elective requirements for the MSPL degree. If students elect to concentrate in a specific area, they may select 4 courses within the concentration. Please note that most courses in the rotation are offered once per year.

#### **MSPL with Administrative Leadership Concentration**

- PLDR 5340 - Intergovernmental Relations and Management
- PLDR 5354 - Public Private Partnerships
- PADM 5020 - Leading and Managing Public Organizations
- PADM 5550 - Seminar in Program Evaluation
- PLDR 5350 - PLDR Performance Measurement and Management

#### **MSPL with Nonprofit and Community Leadership Concentration**

- PLDR 5325 - PLDR Fundraising Principles & Grant Writing
- PLDR 5335 - PLDR Nonprofit Management
- PLDR 5350 - PLDR Performance Measurement and Management
- PLDR 5375 - Citizen Engagement, Advocacy, & Community Leadership

- [PADM 5550 - Seminar in Program Evaluation](#)

#### **MSPL with Public Health Leadership Concentration**

- [PLDR 5350 - PLDR Performance Measurement and Management](#)
- [PLDR 5360 - Public Health Leadership](#)
- [PLDR 5365 - Healthcare Administration](#)
- [PADM 5550 - Seminar in Program Evaluation](#)

#### **MSPL with Emergency Services Administration Leadership concentration**

- [EMSA 5300 - Emergency Preparedness and Planning](#)
- [EMSA 5310 - Emergency Preparedness and Geographic Information Systems](#)
- [PLDR 5350 - PLDR Performance Measurement and Management](#)
- [PADM 5550 - Seminar in Program Evaluation](#)

#### **Note**

- Beginning in the Fall of 2020, MSPL courses will add online courses in addition to its face to face and hybrid format. Courses are offered in a 16 week or 8-week period during the fall and spring terms and in a 5-week hybrid or online format during the summer.
- All face to face 16 week classes are offered once per week during the evening from 6:00 - 9:00 p.m. or 7:00 - 10:00 p.m. All 8 week hybrid courses (a mix of online and face to face) meet two to four Saturdays out of the 8 weeks from 9:00 a.m. - 3:00 p.m.

## **UNT Dallas College of Law**

### **Other Programs**

### **Juris Doctor, JD**

## **Disability Services**

UNT Dallas provides reasonable accommodations to qualified students with disabilities in accordance with state and federal laws, including the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. The Disability Services Office assists qualified students with disabilities in determining and coordinating appropriate reasonable accommodations and/or auxiliary aids and services, to the extent necessary, for qualified prospective, newly admitted or currently enrolled students. Students with disabilities can register for services with the Disability Services

Office after being accepted to UNT Dallas and registering for classes. In order to register for services, students must contact the Assistant Director of Disability Services to set up an intake appointment.

Students requesting a reasonable accommodation under the Americans with Disabilities Act (ADA) must provide current supporting documentation from their physician, educational diagnostician, licensed psychologist, psychiatrist, or other qualified professional to the Disability Services Office. Submitted documentation will be reviewed to determine whether the student meets the criteria for disabled as defined by the ADA, and therefore is entitled to reasonable accommodation. For more information, see the University's policy on disability accommodation for students (7.004) at: [www.untDallas.edu/hr/upol](http://www.untDallas.edu/hr/upol).

Students with questions or concerns and those wishing to request an accommodation should call the Disability Services Office at 972-338-1777. Individuals who are deaf, hard-of-hearing, deaf-blind or speech-disabled may contact the Disability Services Office by using Relay Texas. To contact Relay TX dial 7-1-1.

# Drug-Free Schools and Communities Act

As required by the Drug Free Schools and Communities Act of 1989, annually the University will provide a written statement to students covering: a) standards of conduct concerning drugs and alcohol; b) federal, state and local legal sanctions governing the unlawful possession or distribution of illicit drugs or alcohol; c) health risks associated with the use of illicit drugs and the abuse of alcohol; d) a description of counseling and treatment programs available for alcohol and drug abuse; e) University disciplinary sanctions imposed for unlawful possession, use or distribution of illicit drugs and alcohol.

## Standards of Conduct

UNT Dallas students are expected to comply with laws and University policies relating to the use of drugs and alcohol. Through its *Code of Conduct*, the University prohibits the illicit use, sale, attempted sale, conveyance, distribution, manufacture, cultivation, dispensation, purchase, attempted purchase and possession of illegal drugs, intoxicants or controlled substances on University property at any time and in any amount or in any manner. Substances prohibited under this policy shall include, but are not limited to: marijuana, hashish, amphetamines, barbiturates, cocaine, heroin, lysergic acid (LSD), methaqualone, morphine, pentazocine, peyote, phencyclidine, and anabolic steroids.

Using, possessing, or distributing alcoholic beverages is not allowed except as expressly permitted by law and University policy. For more information, see the University's policy on drugs and alcohol use (7.011) at: <http://www.untDallas.edu/hr/upol>.

## Description of Drug and Alcohol Prevention Program

The following includes a description of drug and alcohol programs available to students and employees:

Student Affairs provides support, distributes literature, and makes appropriate referrals for on and off-campus resources. Information on the health effects associated with drugs and alcohol is included in the section below.

A biennial review of this program is done to determine its effectiveness, to implement changes to the program if they are needed and to ensure that the University's disciplinary sanctions described are consistently enforced.

For more information, contact Student Affairs at (972) 338-1775 or [StudentAffairs@unt.edu](mailto:StudentAffairs@unt.edu). You may also refer to the University's policy on the alcohol and substance abuse program (7.011) at: <http://www.untDallas.edu/hr/upol>.

## University Discipline

UNT Dallas may impose disciplinary sanctions for violation of the standards of conduct relating to the unlawful possession, use or distribution of illicit drugs and alcohol on UNT Dallas property or during UNT Dallas activities up to and including expulsion for students and termination of employment for employees and referral for prosecution.

## Legal Sanctions

Local, state and federal laws also prohibit the unlawful possession, use, distribution and sale of alcohol and illicit drugs. Criminal penalties for violation of such laws range from fines up to \$20,000 to imprisonment for terms up to and including life.

## Health Risks Associated with the Use of Drugs and Alcohol

Specific serious health risks are associated with the use of alcohol and illicit drugs. Some of the major risks are listed below. For more information contact Student Affairs at (972) 338-1775 or [StudentAffairs@unt.edu](mailto:StudentAffairs@unt.edu).

- **Alcohol and other depressants (barbiturates, sedatives, and tranquilizers)** - addiction, accidents as a result of impaired ability and judgment, alcohol poisoning, overdose when used with other depressants, damage to a developing fetus, heart and liver damage.
- **Marijuana** - impairs short-term memory, thinking, and physical coordination. Can cause panic reaction and increase the risk of lung cancer and emphysema. Can interfere with judgment, attention span, concentration, and overall intellectual performance. Impairs driving ability. May cause psychological dependence and compromise the immune system.
- **Cocaine** - addiction, cardiovascular system damage including heart attack, brain damage, seizures, lung damage, severe depression, paranoia, psychosis. Similar risks are associated with other stimulants, such as speed and uppers.
- **Nicotine** - tobacco smoke contains thousands of chemical compounds, many of which are known to cause cancer. Nicotine, which is a central nervous system stimulant, produces an increase in heart and respiration rates, blood pressure, adrenaline production and metabolism. People can rapidly become physically and psychologically dependent on tobacco. Nicotine compromises the immune system.
- **Inhalants** - inhalants are a diverse group of chemicals that easily evaporate and can cause intoxication when their vapors are inhaled. Most inhalants are central nervous system depressants. Use of these drugs slows down many body functions. High doses can cause severe breathing failure and sudden death. Chronic abuse of some of these chemicals can lead to irreversible liver damage and other health problems.
- **Prescription drug abuse** - adverse reactions, dependency, withdrawal, and overdose.
- **Resources** - A variety of resources exist for alcohol and other drug prevention education, counseling and referral. For detailed information concerning these resources available from the University, students may contact Student Affairs at (972) 338-1775, Faculty and staff members may contact the Employee Assistance Program at 800-343-3822 or Human Resources at 972-780-3037.

## Equity and Diversity

### UNT System Equal Opportunity Statement

The University of North Texas at Dallas does not discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, genetic information, or veteran status in its application

and admission processes, educational programs and activities, university facilities, or employment policies, procedures, and processes.

## Harassment

UNT Dallas does not tolerate the harassment of students, employees, candidates for positions at the University, and visitors. Harassment is defined as an unwelcome action directed at a person or group of persons because of race, color, religion, sex, age, national origin, disability, veteran status, or sexual orientation that adversely affects a term, condition, or privilege of the work or educational environment. Such behavior is prohibited by University policy and may be considered a violation of the Code of Conduct. For more information, see the University's policy prohibiting harassment (5.001) at: [www.untdallas.edu/hr/upol](http://www.untdallas.edu/hr/upol).

## Disability Services

UNT Dallas provides reasonable accommodations to qualified students with disabilities in accordance with state and federal laws, including the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. The Disability Services Office assists qualified students with disabilities in determining and coordinating appropriate reasonable accommodations and/or auxiliary aids and services, to the extent necessary, for qualified prospective, newly admitted or currently enrolled students. Students with disabilities can register for services with the Disability Services Office after being accepted to UNT Dallas and registering for classes. In order to register for services, students must contact the Assistant Director of Disability Services to set up an intake appointment.

Students requesting a reasonable accommodation under the Americans with Disabilities Act (ADA) must provide current supporting documentation from their physician, educational diagnostician, licensed psychologist, psychiatrist, or other qualified professional to the Disability Services Office. Submitted documentation will be reviewed to determine whether the student meets the criteria for disabled as defined by the ADA, and therefore is entitled to reasonable accommodation. For more information, see the University's policy on disability accommodation for students (7.004) at: [www.untdallas.edu/hr/upol](http://www.untdallas.edu/hr/upol).

Students with questions or concerns and those wishing to request an accommodation should call the Disability Services Office at 972-338-1777. Individuals who are deaf, hard-of-hearing, deaf-blind or speech-disabled may contact the Disability Services Office by using Relay Texas. To contact Relay TX dial 7-1-1.

## Failure to Respond to a Reasonable Directive of University Official

All students are expected to comply with a reasonable directive of a UNTD official, including campus police, the Dean of Students, and any UNTD instructor, administrator or employee acting in the performance of their official duties. Refusal of any person while on institutional property to comply with an order from authorized officials to leave such premises or cease behavior that violates the Code is prohibited.

It is the responsibility of each student to answer promptly all written notices from UNTD faculty and staff. Failure to respond in a timely manner will be construed as a waiver of the student's right to respond and, in appropriate circumstances, may result in disciplinary action on the part of the institution.

## Free Speech and Public Assembly

The University of North Texas at Dallas recognizes that the freedom to exchange ideas and to publicly assemble is an essential component of the educational process. Such activities promote debate and the sharing of ideas that substantially contribute to the marketplace of ideas and are a foundation of educational institutions.

The responsibility of UNT Dallas to operate and maintain an effective and efficient institution of higher education requires regulation of the time, place and manner of assembly, speech and other expressive activity on UNT Dallas grounds. In keeping with this responsibility, students, faculty and staff are free to exercise their rights to assemble and to engage in expressive activity at UNT Dallas in a constitutionally protected manner subject only to the content-neutral regulations necessary to fulfill the mission and obligations of UNT Dallas, preserve the rights of others, coordinate multiple uses of limited space and assure preservation of the campus facilities and grounds.

This policy applies to all UNT Dallas students, student organizations, employees and sponsored guests. This policy does not apply to official UNT Dallas academic and administrative activities and functions.

## Definitions

The following definitions apply for the purposes of this policy only:

1. Amplified sound. "Amplified sound" means sound that is increased or enhanced by any electric, electronic or mechanical means, including hand-held devices such as megaphones and sound trucks. Other sound, specifically individual shouting or group chanting/singing is subject to general regulations concerning disruption of official University functions.
2. Campus grounds. "Campus grounds" mean all outdoor areas owner, leased or controlled by UNT Dallas that are common and accessible to all students and employees such as sidewalks and courtyards and grassy areas.
3. Designated areas. "Designated areas" mean outdoor areas of property owned, leased or controlled by UNT Dallas that may be reserved by students and employees for expressive activity and used by sponsored guests for this purpose.
4. Employee. "Employee" means a person currently employed by UNT Dallas on a full-time, part-time or hourly basis.
5. Expressive activity. "Expressive activity" means the verbal or symbolic expression of an idea, thought or opinion that may include speeches, assembly, marches, parades, rallies, picketing, distribution of literature, graphic or pictorial displays and other similar activities intended to communicate an idea or an opinion. Expressive activity does not include speech that is likely to incite or produce imminent lawless action, expression that consists of fighting words or threats of physical harm or expression that is defamatory, obscene or commercial in nature.
6. Literature. "Literature" means any printed material that is produced in multiple copies for distribution or publication to an audience, including but not limited to flyers, handbills, leaflets, placards, bulletins, newspapers, and magazines, but does not include any UNT Dallas sanctioned student newspaper or official UNT Dallas materials.
7. Official University function. "Official University function" means all activities, events and programs sponsored by an academic or administrative unit of UNT Dallas and all activities and on-campus programs sponsored by student or employee organizations.
8. Sponsored activity. "Sponsored activity" means any expressive activity that is presented by a sponsored guest under this policy.
9. Sponsored guest. "Sponsored guest" means any person or organization invited to engage in expressive activity on campus grounds by a sponsoring organization in accordance with this policy.
10. Student. "Student" means any person who is currently enrolled and attending UNT Dallas.
11. Sponsoring organization. "Sponsoring organization" means a registered student organization or a group comprised of UNT Dallas students or employees who officially represent UNT Dallas at activities sanctioned by UNT Dallas.
12. University. "University" means the University of North Texas at Dallas.

## Use of Campus Grounds

The facilities and campus grounds at UNT Dallas are intended to be used first for UNT Dallas instructional and research programs and administrative activities and secondarily for programs sponsored and conducted by UNT Dallas academic and administrative departments or organizations affiliated with those departments, including student organizations.

Students and employees may engage in expressive activity on campus grounds without the need for prior reservation except as set out in this and other applicable UNT Dallas policies. Expressive activity may not create a vehicular or other safety hazard or constitute disruptive activity, defamation, riotous conduct or obscenity as those terms are defined by federal or state law and may not impede access to other expressive activity, such as blocking the audience's view or preventing the audience from hearing a speaker. Displaying a sign, gesturing, wearing symbolic clothing or otherwise protesting silently is permissible anywhere on University grounds unless such activity is disruptive as defined by federal or state law.

Students, employees and sponsoring organizations that wish to organize parades, marches or rallies in areas that cross streets or would stop or slow traffic must register with Student Affairs at least eight (8) business days in advance of the activity in order to ensure that the proposed route does not substantially interrupt the safe and orderly movement of traffic or create a safety hazard.

University facilities and campus grounds may not be used by individuals or organizations not directly connected with UNT Dallas except as permitted by UNT Dallas policy. Campus grounds generally are open to students, employees and sponsoring organizations for expressive activity.

## **Areas Designated for Expressive Activity Anticipated to Draw a Crowd**

Individuals and organizations are encouraged to reserve areas on campus that are designated for expressive activity when the activity may reasonably be anticipated to draw a crowd of twenty-five (25) or more people. Designated areas may be reserved on a first-come, first-serve basis and are subject to the reservation procedures published by Student Affairs and set out in this policy. Only the individuals or sponsoring organizations that reserve a designated space may use the area for expressive activity during the reserved period.

## **Appeal of Decisions Related to Expressive Activity**

Students, employees and organizations whose requests for use of campus grounds for expressive activity are denied may appeal the decision to the Vice Provost no later than two (2) business days after the challenged decision was issued.

The appeal must be in writing and state the specific reason(s) the individual or organization disagrees with the decision. The appeal should include all information the individual or organization believes will assist the Vice Provost in deciding the matter.

The Vice Provost will issue a decision on the appeal within three business days of receipt. The decision is final.

## **Relocation of Expressive Activity**

Individuals and organizations engaged in expressive activity on campus may be required to relocate to other areas by the Associate Provost for Student Success, the Office of Student Affairs, or when immediate action is necessary, the University Police, under the following circumstances:

1. the noise generated by the activity disrupts an official UNT Dallas function or substantially interferes with official UNT Dallas activities (e.g., the activity is too close to an academic building);
2. the location does not safely accommodate the number or participants;

3. the number of individuals participating in or attending the activity creates unsafe conditions for vehicular or pedestrian traffic, parking or blocks the ingress or egress to buildings or official UNT Dallas activities;
4. the space has been reserved for an official UNT Dallas function, has been reserved in accordance with this policy, or a reserved location is needed for an official UNT Dallas function; or,
5. the activity creates a health or welfare hazard, such as interfering with fire, police or emergency services.

## **Use of Amplified Sound**

Advance registration is required before amplified sound may be used on campus grounds. Students, employees, organizations and sponsored guests may use amplified sound on campus grounds only at the locations and times published by Student Affairs. Amplified sound areas maybe reserved on a first-come, first-serve basis and are subject to the reservation procedures published by Student Affairs. Amplification in the designated areas cannot exceed 92 decibels on the "A" scale at fifty feet from the source of amplification.

## **Sponsored Guests**

Sponsoring organizations are required to reserve a designated area for expressive activity by a sponsored guest. Only sponsoring organizations may invite sponsored guests to use campus grounds for expressive activity. A request to reserve space for use by a sponsored guest must be made no fewer than eight (8) business days in advance of a sponsored activity.

In order to allow reasonable access to designated areas, students, employees and sponsoring organizations may reserve these locations a total of fifteen days and no more than five (5) consecutive days in a semester.

Student Affairs is responsible for administration of this policy, including:

- identifying locations and establishing times for use as designated areas and identifying locations and establishing times for use of amplified sound.
- managing requests for reservation of campus grounds under this policy.
- relocating expressive activity as permitted under this policy.
- developing procedures for reserving areas for expressive activity and use of amplified sound and for registering parades, rallies and marches.
- creating forms for use in reserving designated areas for expressive activity, using amplified sound and registering parades, rallies and marches; and,
- publishing the locations, times, procedures and forms required under this policy at the beginning of each academic year.

## **Actions on Reservation Requests**

Student Affairs will act on a request to reserve designated areas and to register a parade, rally or march no later than two (2) business days after a properly submitted request is received. If a request is denied, the Director of the Student Affairs will, where feasible, propose measures to address any defects in the request. When the basis for denial is receipt of an earlier request for the same location and time, Student Affairs will inform the individual or organization whose request is denied of other dates, times and locations that are available for reservation.

## **Actions Regarding a Request for a Reservation or Permit**

Requests to reserve a designated area, to use amplified sound, or to register a route for a parade, march or rally may not be denied based on the content of the proposed expressive activity.

Requests may only be denied for the following reasons:

1. an earlier request to reserve the same location has been made;
2. the designated area or an adjacent area has been reserved for an official UNT Dallas function or the designated area is no longer suitable for use due to a conflict with a nearby official UNT Dallas function;
3. the reservation or registration form is incomplete;
4. the request exceeds more than fifteen days in a semester or is for more than five consecutive days;
5. the proposed route of a parade, march or rally will cross space that has been reserved for an official UNT Dallas function or space that otherwise has been reserved in accordance with this policy or the proposed route will substantially interrupt the safe and orderly movement of traffic or create a safety hazard; or
6. the request was submitted by an individual or an organization that is not permitted to reserve space on campus under this policy.

## **Distribution of Literature**

Students, employees and sponsoring organizations may distribute literature on campus grounds.

Sponsored guests may distribute literature only in the designated area reserved for their use.

Individuals and groups should be considerate about collecting any litter that may be generated as a consequence of their activities and are expected to collect all extra literature and any literature that has been discarded on the ground.

Literature distributed by a sponsoring organization that includes the name UNT Dallas or University of North Texas at Dallas in its name, or that contains any reference to an affiliation with UNT Dallas, must include a statement that the literature is not official UNT Dallas literature and does not represent the views or official position of UNT Dallas.

## **Signs and Banners**

Students and employees and members of student and employee organizations may display signs by holding them or otherwise attaching them to their persons. Otherwise, all displays of signs and banners, including displays on outdoor bulletin boards and displays by sponsored guests, must comply with UNT Dallas Policy.

## **Outdoor Exhibits**

Stationary exhibits. Stationary exhibits and structures may be placed only on designated areas, except that individuals may place displays on easel-type supports on campus grounds that are open and accessible for expressive activity. Stationary exhibits and structures may not exceed twenty-five (25) feet in length or width of fifteen (15) feet in height and may not extend into or onto any sidewalks or walkways in such a way as to interfere with pedestrian or vehicular traffic or otherwise present an unreasonable threat to public safety. Student Affairs may grant exceptions to the dimension requirements upon a showing that an exhibit will not present a safety hazard and will not interfere with pedestrian or vehicular traffic. Proof that a requesting individual or organization has insurance to cover injury or damage to persons or property is not grounds for exception to the dimensions regulation. Requests for exceptions must be made at least seven (7) business days in advance of the desired display date.

Sponsored guests. Sponsored guests may set up exhibits only in accordance with this policy and UNT Dallas Policy.

## **Solicitation**

Engaging in unauthorized canvassing or solicitation is not allowed.

## Commercial Solicitation and Advertising

Individuals and organizations may engage in commercial solicitation and advertising only as allowed under UNT Dallas policy.

## Responsibilities of Individuals, Sponsoring Organizations and Sponsored Guests

Sponsoring organizations are responsible for ensuring that sponsored guests read and understand all obligations set out in this and all other applicable UNT Dallas policies. Members of the University community may be held individually responsible and sponsoring organizations may be held collectively accountable for any violations of UNT Dallas policies, including the Code of Student Conduct and personnel policies as applicable.

Sponsored guests who do not comply with this or other applicable UNT Dallas policies will automatically forfeit their reservations and must immediately vacate UNT Dallas property.

## Harassment

UNT Dallas does not tolerate the harassment of students, employees, candidates for positions at the University, and visitors. Harassment is defined as an unwelcome action directed at a person or group of persons because of race, color, religion, sex, age, national origin, disability, veteran status, or sexual orientation that adversely affects a term, condition, or privilege of the work or educational environment. Such behavior is prohibited by University policy and may be considered a violation of the *Code of Conduct*. For more information, see the University's policy prohibiting harassment (5.001) at: <http://www.untDallas.edu/hr/upol>.

## Hazing Education

Below is an abbreviated summary, in question and answer form, of the contents of the Texas Education Code, section 51.936 & 37.151-157 regarding hazing, and the applicability and implications for students, faculty and staff at UNT Dallas. **This is only a summary.**

### **The definitions of hazing:**

"Hazing means any intentional, knowing, or reckless act, occurring on or off the campus of UNT Dallas, by one person alone or acting with others, directed against a student that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are students at UNT Dallas.

### **The term includes but is not limited to:**

1. Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of harmful substances on the body, or similar activity;
2. Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk or harm or that adversely affects the mental or physical health or safety of the student;
3. Any activity involving consumption of a food, liquor, alcoholic beverage, liquor, drug, or other substance which subjects the student to an unreasonable risk of harm or which adversely effects the mental or physical health or safety of the student;

4. Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or that adversely effects the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subsection;
5. Any activity that induces, causes, or requires the student to perform a duty or task which involves violation of the Penal Code. Sec. 4.52.

**A person commits an offense if the person:**

1. Engages in hazing;
2. Solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing;
3. Intentionally, knowingly, or recklessly permits hazing to occur; or,
4. Has firsthand knowledge of the planning of a specific hazing incident involving a student of UNT Dallas, or firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report said knowledge in writing to the appropriate University official.

**Does it matter if I did not intend to hurt anyone?**

Regardless of the intent, the University policies state that if one of the above occurs, it is hazing.

**Does it matter if the person being hazed agrees to the activity?**

Consent is not a defense. The law and University policy states that if one of the above occurs, it is hazing, regardless of the consent or cooperation of the recipient.

**What is the penalty if I'm found guilty of hazing?**

1. Failing to report hazing: fine up to \$1,000 and/or up to 180 days in jail.
2. Hazing not resulting in serious bodily injury: fine of \$500-\$1,000 and/or 90-180 days in jail.
3. Hazing resulting in serious bodily injury: fine \$1,000-\$5,000 and/or 180 days-one year in jail.
4. Hazing resulting in death: fine of \$5,000-\$10,000 and/or 1-2 years in jail.
5. Except where the hazing results in death, the student may be required to perform community service in lieu of confinement to jail.
6. The student may also be subject to University disciplinary action, up to and including removal from the University, in addition or regardless of any penalty imposed by the state.

**Can an organization be found guilty of hazing?**

Yes. An organization commits an offense if the organization condones or encourages hazing or if an officer or any combination of members, pledges, or alumni of the organization commits or assists in the commission of hazing. Organizations which are covered under this law include a fraternity, sorority, association, corporation, order, society, chorus, cooperative, club, or service, social, or similar group whose members are primarily students at an educational institution.

**Can I get into trouble for reporting hazing?**

No. Any person who reports a specific hazing incident involving a student to an appropriate University official is protected from civil or criminal liability. However, a person who reports in bad faith or with malice is not protected by this section. The University hazing policy can be found in the UNT Dallas Policy Manual (7.013) at <http://www.untDallas.edu/hr/upol>.

Please report all potential hazing incidents to Student Affairs at (972) 338-1775 or [StudentAffairs@untDallas.edu](mailto:StudentAffairs@untDallas.edu).

## **HIV Infection/AIDS Education**

HIV Infection and AIDS education is coordinated through programming offered by Student Affairs. For more information, contact Student Affairs at (972) 338-1775.

# Liability for Personal Loss

The University is not responsible for and does not assume any liability for loss of or damage to personal property, including vehicles. Students are encouraged to obtain personal insurance coverage for loss or damage to possessions on campus, including possessions in vehicles.

# Misuse of Computers

Students are subject to all policies regarding the use of University information resources. Violations of these ethical standards and unauthorized or inappropriate use of computers is prohibited. Such use includes but is not limited to:

- Unauthorized entry into a file, to use, read, or change the contents or for any other purpose.
- Unauthorized transfer of a file.
- Unauthorized use of another's identification and password.
- Use of computing facilities to interfere with the work of another student, faculty member or University official.
- Use of computing facilities to send obscene, abusive, or threatening messages.
- Use of computing facilities to interfere with normal operations of the University computing system.
- Unauthorized entry into or use of University facilities or property, entry or occupation at any unauthorized time, or any unauthorized or improper use of any University property, equipment or facilities.
- Damaging or altering records or programs.
- Furnishing false information.

For more information, see the University's policies on information technology (chapter 14) at:<http://www.untDallas.edu/hr/upol>.

# Motor Vehicle Regulations

Persons who operate motor vehicles and bicycles on the campus of UNT Dallas must comply with the Texas Transportation Code and published University regulations regarding vehicle and bicycle use, parking, display of decals and penalties for violation. The regulations are available online at the UNT Dallas Parking Services website at [www.untDallas.edu/parking](http://www.untDallas.edu/parking).

# Police, Facilities, and Parking

## Failure to Respond to a Reasonable Directive of University Official

All students are expected to comply with a reasonable directive of a UNTD official, including campus police, the Dean of Students, and any UNTD instructor, administrator or employee acting in the performance of their official duties. Refusal of any person while on institutional property to comply with an order from authorized officials to leave such premises or cease behavior that violates the Code is prohibited.

It is the responsibility of each student to answer promptly all written notices from UNTD faculty and staff. Failure to respond in a timely manner will be construed as a waiver of the student's right to respond and, in appropriate circumstances, may result in disciplinary action on the part of the institution.

### **Campus Carry (SB-11)**

In the 2015 session, the Texas Legislature passed and Gov. Greg Abbott signed into law legislation commonly known as "campus carry." It allows those with concealed handgun licenses to carry their guns on the campuses of public universities in Texas, beginning Aug. 1, 2016.

UNT Dallas has prepared and implemented policy in compliance with the State of Texas, Campus Carry legislation. The UNT Dallas policy is viewable at [www.untdallas.edu/sites/default/files/page\\_level2/hds0041/pdf/12\\_006\\_concealed\\_handguns\\_adopted.pdf](http://www.untdallas.edu/sites/default/files/page_level2/hds0041/pdf/12_006_concealed_handguns_adopted.pdf).

If you would like to share your thoughts or have questions, please email [UNT-DallasCampusCarry@untdallas.edu](mailto:UNT-DallasCampusCarry@untdallas.edu).

### **Supervision of Minors**

UNT Dallas is a learner centered institution of higher education. To ensure that all student learners receive quality academic instruction, only registered students should be in the classroom. Children, friends, family members, and others who do not appear on the class roster should not be in the classroom. Because UNT Dallas does not provide onsite child care, parents or adult guardians are responsible for supervising and monitoring all activities of their children and children under their care while they are on campus.

The following applies for students who bring children/minors to the UNT Dallas campus:

- Parents or adult guardians are responsible for any damage caused by children in their care (e.g., cutting, tearing or destroying books, periodicals, equipment or furniture, or otherwise defacing campus property).
- Children 17 years of age or under must not be left unattended anywhere on the UNT Dallas campus, including the parking lot, computer labs, hallways, library, sport complex or the residence hall.
- An occurrence of an unattended child or children will be reported to University Police.
- Children under the age of 18 should be accompanied by a parent or adult guardian at all times while on the UNT Dallas campus.
- The parent(s) or adult guardian(s) of a child who disrupts campus operations and/or activities may be required to remove the child from the premises.
- Students required to leave class to attend to a disruptive child may be considered absent from class.

## **Liability for Personal Loss**

The University is not responsible for and does not assume any liability for loss of or damage to personal property, including vehicles. Students are encouraged to obtain personal insurance coverage for loss or damage to possessions on campus, including possessions in vehicles.

## **Severe Weather Dismissals**

Weather conditions may temporarily disrupt University operations. The University policy regarding severe weather disruption pertains to all University classes unless exceptions are noted specifically in news media and web site announcements. For more information, see the policy on the closing of campuses due to extreme weather conditions at: [www.untdallas.edu/hr/upol](http://www.untdallas.edu/hr/upol).

Courses taught online via Blackboard are unaffected by severe weather closings unless instructors inform students otherwise. Those students should continue course work as regularly scheduled.

Closings due to severe weather are posted on the UNT Dallas web site ([www.untdallas.edu](http://www.untdallas.edu)), are released to the Dallas-Fort Worth news media, and are sent to registered students, faculty and staff via the Jag Alert system when appropriate.

## **Smoke-Free Buildings and Facilities**

In the interest of promoting the health, well-being and safety of students, faculty, staff, campus visitors, and campus community the University of North Texas at Dallas prohibits smoking anywhere on university property and prohibits the use of smokeless tobacco products and electronic cigarettes (including the use of vaporizers) anywhere on university property. For more information, see the University's smoking policy (11.002) at [www.untdallas.edu/hr/upol](http://www.untdallas.edu/hr/upol).

## **Motor Vehicle Regulations**

Persons who operate motor vehicles and bicycles on the campus of UNT Dallas must comply with the Texas Transportation Code and published University regulations regarding vehicle and bicycle use, parking, display of decals and penalties for violation. The regulations are available online at the UNT Dallas Parking Services website at [www.untdallas.edu/parking](http://www.untdallas.edu/parking).

## **Vehicle Emissions**

UNT Dallas is prohibited from issuing parking permits to faculty, staff, and students driving motor vehicles with expired registration or registered out of state unless the vehicle has satisfied the state requirements for vehicle emission inspections and proper registration. Failure to register the vehicle in Texas and failure to display a current and appropriate Texas Registration Certificate may result in a citation being issued to the vehicle operator.

## **Severe Weather Dismissals**

Weather conditions may temporarily disrupt University operations. The University policy regarding severe weather disruption pertains to all University classes unless exceptions are noted specifically in news media and web site announcements. For more information, see the policy on the closing of campuses due to extreme weather conditions at: [www.untdallas.edu/hr/upol](http://www.untdallas.edu/hr/upol).

Courses taught online via Canvas are unaffected by severe weather closings unless instructors inform students otherwise. Those students should continue course work as regularly scheduled.

Closings due to severe weather are posted on the UNT Dallas web site ([www.untdallas.edu](http://www.untdallas.edu)), are released to the Dallas-Fort Worth news media, and are sent to registered students, faculty and staff via the Jag Alert system when appropriate.

## **Sexual Violence Prevention and Education**

Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual may be unable to give consent due to an intellectual disability or other disability such as being under the influence of drugs or alcohol.

Sexual violence can occur between friends, classmates, spouses, romantic interests, short acquaintances, or strangers. Examples of sexual violence include rape, sexual assault, sexual battery, and sexual coercion. Dating violence and stalking are also serious offenses.

Report and incident:

Regardless of whether you are being harassed, are a victim or a witness, it is important that you report any incident of sexual violence. You may contact any or all of the people below:

**Title IX Coordinator**

972-338-1104 | DAL 1, Suite 356

You may also contact the UNT Dallas Title IX Coordinator. The Title IX Coordinator will also begin an investigation upon request and will aid in ensuring the survivor's access to their educational program will go uninterrupted.

**UNT Dallas Police Department**

972-338-3000 | Founders Hall #131

You may file a police report with campus police for sexual assaults occurring on-campus or with local police for sexual assaults occurring off-campus. When making a report to police, you may choose to report using a pseudonym so that your name will not appear in public files.

The Prohibition of Sexual Assault and Retaliation Policy can be found using the following link:

[http://www.untDallas.edu/sites/default/files/page\\_level2/hds0041/pdf/5.038\\_untD\\_sexual\\_assault\\_policy\\_5\\_038\\_-\\_legally\\_sufficient\\_4\\_8\\_16\\_00163436\\_0.pdf](http://www.untDallas.edu/sites/default/files/page_level2/hds0041/pdf/5.038_untD_sexual_assault_policy_5_038_-_legally_sufficient_4_8_16_00163436_0.pdf).

Additional resources regarding sexual violence prevention and education can be found using the following link: <https://www.untDallas.edu/svr>.

## Smoke-Free Buildings and Facilities

In the interest of promoting the health, well-being and safety of students, faculty, staff, campus visitors, and campus community the University of North Texas at Dallas prohibits smoking anywhere on university property and prohibits the use of smokeless tobacco products and electronic cigarettes (including the use of vaporizers) anywhere on university property. For more information, see the University's smoking policy (11.002) at [www.untDallas.edu/hr/upol](http://www.untDallas.edu/hr/upol).

## Student E-Mail Account

UNT Dallas e-mail serves as the official UNT Dallas method for communicating with students. The UNT Dallas e-mail account will be used as a method for notifying students of dangerous or emergency situations occurring on campus, academic or financial responsibilities, or any other University matter.

It is the responsibility of the student to regularly check his or her UNT Dallas e-mail.

## Student Travel

The University of North Texas at Dallas encourages students to travel safely to and from UNT Dallas sponsored activities or events.

This policy applies to the travel of enrolled students to attend UNT Dallas organized or sponsored events that occur more than 25 miles from the UNT Dallas campus and the travel is either required by a registered student organization or requires the use of a vehicle that is owned or leased by UNT Dallas.

Sponsored activities or events may include but are not limited to course-related field trips, recreational sports club trips, the activities of registered student organizations and meetings of academic organizations where a student is officially representing UNT Dallas.

This policy does not apply to individual student travel to engage in student teaching, internships, practicum, observations or research, unless the research is organized by a member of the UNT Dallas faculty.

### **Definitions**

Appropriate administrator. "Appropriate administrator" means a dean, department chair or their designee in regard to travel for academic programs or the designated official within Student Affairs for travel related to registered student organizations.

Enrolled student. "Enrolled student" means a student who has been admitted to and is attending classes at UNT Dallas.

Organized event. "Organized event" means an event that is initiated, planned and arranged by a member of the UNT Dallas faculty or staff, or by the members of a registered student organization, and is approved by an appropriate administrator.

Sponsored event. "Sponsored event" means an activity or event that UNT Dallas endorses by supporting it financially or by sending students to participate as official representatives of UNT Dallas.

### **Procedures and Responsibilities**

1. Travel Authorization. Travel undertaken in accordance with this policy must be authorized in advance by the appropriate administrator and is subject to additional requirements as established in guidelines developed by the Student Affairs. A request for authorization to travel must be accompanied by:
  1. A list of all student travelers including their names, local addresses, phone numbers and phone number of persons to contact in the case of an emergency.
  2. The name and phone number of the responsible UNT Dallas employee(s) who will be available to assist the student travelers at all times during travel.
  3. Copies of valid driver's licenses for any student who will operate the vehicle.
  4. Health insurance information on any student that has health insurance.
2. Guidelines for Safe Travel. Student Affairs will work with appropriate risk management professionals to develop guidelines to protect the safety of enrolled students when traveling to and from University sponsored and/or organized events. At a minimum the guidelines must include provisions addressing:

Use of Seat Belts and Other Safety Devices. Students must use seat belts and all other vehicle safety devices at all times when traveling in a vehicle that is owned or leased by UNT Dallas.

Passenger Capacity. Travel in vans with a capacity to hold 15 or more passengers must be approved in advance by Student Affairs. Actual passenger capacity in a 15 passenger van is restricted to 10 or fewer passengers, including the driver.

Driver Training and Qualification. All students who operate vehicles that are owned or leased by UNT Dallas must be at least 18 years of age, possess a valid driver's license, have current automobile liability insurance, and have a good motor vehicle driver history. Additionally, student drivers must satisfy all other qualifications and training requirements established by Student Affairs.

Fatigue and Time of Travel. Students traveling to and from University sponsored events and/or activities should have a minimum of six (6) hours of sleep before traveling and drive no more than 500 miles in a 24-hour period. Students may not drive between the hours of 10:00 p.m. and 6:00 a.m. unless authorized by the organization advisor or Student Affairs.

Privately Owned Vehicles. Students who travel in a privately owned vehicle or any vehicle other than those owned or leased by UNT Dallas when traveling to and/or from a sponsored event or activity must follow the guidelines established by Student Affairs and all applicable state law.

Travel by Air and Other Modes of Commercial Transportation. Students traveling by air or other modes of commercial transportation must comply with all federal laws regulating the specific mode of travel and rules of the specific common carrier, including laws and rules regarding carry-on baggage and baggage weight restrictions.

International Travel. Students must comply with UNT Dallas policies and procedures related to international travel. Students engaged in international travel are responsible for satisfying all international travel requirements, including obtaining a valid passport, obtaining appropriate health and other insurance, establishing safe points of contact in the host country, and following travel advisories issued by the United States Department of State, the host country or other recognized international organization.

Alcohol, Illegal Drugs and Weapons Prohibited. All students traveling to and from sponsored activities and/or events are prohibited from consuming or possessing alcohol or illegal drugs and transporting weapons in vehicles owned or leased by UNT Dallas.

Travel Authorization. Registered student organizations that require students to travel to sponsored events or activities must obtain advance written approval for such travel from Student Affairs. When transportation is provided by UNT Dallas, students traveling to events on the UNT Dallas provided transportation must return in the UNT Dallas provided transportation unless authorized in advance by the Office of Student Life to do otherwise. Students under the age of eighteen (18) will not be authorized to return in a vehicle other than the vehicle provided by UNT Dallas.

Travel to Areas Declared a Natural Disaster. All registered student organizations wishing to travel to areas that have been declared a natural disaster or have been placed under a travel warning must seek advance written approval from Student Affairs. If travel is approved, students must assure that all emergency contact information is updated in the Office of the Registrar and must confirm approval of the absence in accordance with UNT Dallas attendance policies.

Compliance and Enforcement. UNT Dallas departments that encourage or require travel to sponsored events or activities must verify that students are familiar with the requirements of this policy and the guidelines issued by Student Affairs. Any violation of this policy must be reported to Student Affairs.

University employees who authorize students to drive leased vehicles to any sponsored event or activity must verify that the student meets the requirements of state law and Student Affairs for the operation of a leased vehicle.

Students and student organizations that violate this policy or the guidelines established by Student Affairs may be subject to disciplinary action in accordance with the Code of Student Conduct.

## Supervision of Minors

UNT Dallas is a learner centered institution of higher education. To ensure that all student learners receive quality academic instruction, only registered students should be in the classroom. Children, friends, family members, and others who do not appear on the class roster should not be in the classroom. Because UNT Dallas does not provide onsite child care, parents or adult guardians are responsible for supervising and monitoring all activities of their children and children under their care while they are on campus.

The following applies for students who bring children/minors to the UNT Dallas campus:

- Parents or adult guardians are responsible for any damage caused by children in their care (e.g., cutting, tearing or destroying books, periodicals, equipment or furniture, or otherwise defacing campus property).
- Children 17 years of age or under must not be left unattended anywhere on the UNT Dallas campus, including the parking lot, computer labs, hallways, library, sport complex or the residence hall. Children under the age of 18 should be accompanied by a parent or adult guardian at all times while on the UNT Dallas campus.
- An occurrence of an unattended child or children will be reported to University Police.
- The parent(s) or adult guardian(s) of a child who disrupts campus operations and/or activities may be required to remove the child from the premises.
- Students required to leave class to attend to a disruptive child may be considered absent from class.

## The Family Educational Rights and Privacy Act (FERPA)

The Family Education Rights and Privacy Act (FERPA) (20 USC § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education, including UNT Dallas.

### Directory Information

In accordance with FERPA and the policies of UNT Dallas, the following "directory information" may be made public without the consent of the student, unless the student submits a request to withhold any or all of this directory information:

- Name
- Address
- University assigned e-mail address
- University assigned EUID
- Date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Enrollment status
- Degrees, awards and honors received
- Expected graduation date
- Most recent previous school attended
- Photograph

Currently enrolled students wishing to withhold any or all directory information may do so by submitting a written request in the Office of the Registrar prior to the 12th class day in the fall and spring terms or equivalent dates during the summer sessions. A request to withhold directory information may be submitted after the stated deadline for a term or session, but information may be released between the deadline and receipt of the request. Directory information of a student who has requested withholding of directory information will remain excluded until the student submits a subsequent written request to release directory information.

### Student Right to Inspect and Review Records

With limited exception, a student has the right to inspect and review their own education records, to receive explanation and interpretation of the records, and to obtain copies of the records when needed to allow the student to effectively exercise the right of inspection and review. Students seeking to inspect and/or review their education records should contact the appropriate custodian according to the categories of records described below:

<b>Record</b>	<b>Office</b>	<b>Responsible Official</b>
Permanent	Office of the Registrar	Registrar
Academic transcript	Office of the Registrar	Registrar
Disciplinary record	Office of Student Affairs	Dean of Students
Academic disciplinary record	Office of Student Affairs	Dean of Students
Financial Aid	Office of Financial Aid & Scholarships	Director of Financial Aid & Scholarships
Financial Accounts	Office of Student Financial Services	Manager of Student Financial Services
Placement	Office of Student Affairs	Dean of Students
Graduate	Office of the Registrar	Registrar
Police	University Police	Chief of Police

If the records are not maintained by the University official to whom the request was submitted, that official will advise the student of the correct official to whom the request should be addressed.

The University will comply with all student requests to review and inspect records within 45 days of the date that the request is submitted to the appropriate records custodian. Students requesting access to their education records may be asked to verify their identity prior to inspection with a government issued photo identification. Students seeking access either electronically or by telephone will be asked to verify their identity by providing information of specific individual relevance - not including a social security number.

Students enrolled at UNT Dallas are deemed to be the owners of their own education records. The University may, but is not required to, grant a parent/guardian access to a student's education record if the student is identified as a dependent on the parent/guardian's federal income tax return. Under no circumstances will a student's education record be released to a parent/guardian without verification of the student's dependent status on the appropriate federal tax forms.

## **Student Right to Request Amendment of Education Records**

UNT Dallas students have the right to correct their own education records when the records are inaccurate, misleading or otherwise in violation of the student's privacy rights. Students may request amendment of their education record by submitting a request to the appropriate records custodian. The University will issue a decision within a reasonable period of time after receiving the student's request.

Students may challenge a University decision regarding the amendment of an education record by filing a request for a hearing with Student Affairs. The request must identify the contested record and specify the reason that the record is believed to be inaccurate, misleading or a violation of the privacy rights of the student. At the requested hearing the

student will be given a full and fair opportunity to present evidence and may, at their own expense, be assisted or represented by one or more other individuals, including an attorney. If the University determines that the education record is not inaccurate, misleading or a violation of the student's privacy, the student may place a statement in his/her education record commenting on the contested content and/or stating the basis for disagreement with the University's decision. The University will amend any education record that is determined to be inaccurate, misleading or a violation of the student's privacy rights.

The right to amend or correct an education record does not apply to routine grade appeals. Contact Student Affairs at (972) 338-1775 for additional details regarding the process for amendment of education records or review the UNT Dallas Student Records Policy (7.003) at <http://www.untDallas.edu/hr/upol>.

## **Student's Right to Consent to Disclosure of Education Records**

Except in limited circumstances, UNT Dallas will not release personally identifiable information from a student's education record without signed, dated, and written consent from the student. A student's consent to disclose an education record to a third party must specifically identify the education record for which consent is granted, the purpose for the disclosure, and the identity of the person or entity to which the education record is to be disclosed.

## **Disclosure of Education Records as Permitted without a Student's Consent**

FERPA permits the disclosure of education records without a student's consent under very limited circumstances. For a full description of the circumstances under which education records may be released without student consent, please consult UNT Dallas Policy 7.003 at <http://www.untDallas.edu/hr/upol>. The primary circumstances under which disclosure without student consent may occur are as follows:

- Disclosure to school officials with legitimate education interests.  
UNT Dallas may release a student's education record to school officials with a legitimate educational interest without a student's consent. A "school official" includes any administrator, faculty, staff (including law enforcement personnel), member of the Board of Regents, committee member (whether faculty, staff or student) or student employee who performs a function or task on behalf of or at the request of the University, its faculty, colleges, departments or divisions. A "school official" may also include contractors, consultants, volunteers or other individuals or entities to whom the University has outsourced a University function (such as an attorney, auditor or collection agent). A "legitimate educational interest" means the interest of UNT Dallas officials who have demonstrated a legitimate need to review the education record to fulfill their official professional responsibilities. Disclosure to a "school official" having a legitimate educational interest does not constitute University authorization to transmit, share, or disclose any or all information received to third parties unless such disclosure is permitted or required by law.
- Disclosure to parents.  
UNT Dallas may release a student's education record to a student's parent/guardian when: (1) the student is a dependent for tax purposes as evidenced by appropriate documentation, including the parent's most recent federal income tax return of a student's application for student financial aid; (2) when a health or safety emergency necessitates disclosure to protect the health or safety of the student or another individual; (3) when the student is under the age of 21 and has violated a Federal, State or local law or UNT Dallas policy governing the use or possession of alcohol or a controlled substance which results in a violation of the Code of Conduct.
- Disclosure to appropriate parties in connection with a health or safety emergency.
- Disclosure to another school to which a student seeks or intends to enroll.

- Disclosure in connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms or conditions of the aid.
- Disclosure pursuant to compliance with a judicial order or lawfully issued subpoena.
- Certain officials of the U.S. Department of Education, the U.S. Attorney General, the Comptroller General, state and local education authorities, and certain state or federally supported education programs.
- Disclosure to organizations conducting certain studies for or on behalf of the University.
- Disclosure to accrediting organizations to carry out their functions.
- Disclosure to an alleged victim of a crime of violence or non-forcible sex offense. The disclosure may only include the final results of any University disciplinary proceeding with respect to the alleged crime or offense, regardless of whether the University concluded a violation occurred.
- Disclosure to the general public if the University determines as a results of a disciplinary hearing that the student committed a crime of violence or non-forcible sex offense in violation of University rules or policy or state or federal law.
- Disclosure if allowed to be reported or disclosed pursuant to state law adopted before November 19, 1974.
- Disclosure to the student.

## **Student's Right to Report Violations of FERPA**

A student who believes that UNT Dallas has failed to comply with its obligations under FERPA may file a complaint with:

The United States Department of Education  
 Family Policy Compliance Office  
 400 Maryland Avenue S.W.  
 Washington, D.C. 20202-4605

## **UNT System Equal Opportunity Statement**

The University of North Texas System is firmly committed to equal opportunity and does not permit - and takes actions to prevent - discrimination, harassment (including sexual violence), and retaliation on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, family status, genetic information, citizenship or veteran status in its application and admission processes, educational programs and activities, facilities, and employment practices. The University of North Texas System immediately investigates and takes remedial action when appropriate.

The University of North Texas System also takes actions to prevent retaliation against individuals who oppose a discriminatory practice, file a charge, or testify, assist or participate in an investigative proceeding or hearing.

## **Vehicle Emissions**

UNT Dallas is prohibited from issuing parking permits to faculty, staff, and students driving motor vehicles with expired registration or registered out of state unless the vehicle has satisfied the state requirements for vehicle emission inspections and proper registration. Failure to register the vehicle in Texas and failure to display a current and appropriate Texas Registration Certificate may result in a citation being issued to the vehicle operator.

# Student Life

- [Student Involvement and Organizations](#)
- [Career Fairs and Services](#)

## **Student Affairs**

*The following section includes some of the many services provided to students from Student Affairs. For more information, call (972) 338-1775 or e-mail: [StudentAffairs@untdallas.edu](mailto:StudentAffairs@untdallas.edu).*

## **Student Involvement and Organizations**

### **Mission**

The Office of Student Involvement & Organizations exists to provide students with a quality involvement experience through student organizations, service, and overall involvement on campus. It provides programming and services that empower students to create their legacy, encourage community service and civic engagement, and promote academic success. This office also encourages the development of lifelong friendships and professional networks, and gives students an opportunity for growth, development, and cultivation on a variety of skills that will help with leadership and decision making upon graduation and in the job search.

### **Our Office**

The Office of Student Involvement & Organizations encompasses Fraternity & Sorority Life, Student Organizations, and #UNTDServes. We are home to more than 30 Student Organizations and are influenced by a variety of student interests, from academic to recreational.

### **Goals**

#### **Service**

Engage students in service projects and promote altruism.  
Become engaged in the larger world and create partnerships with community organizations.

#### **Professionalism**

Prepare students leaders to thrive in and navigate professional spaces.  
Provide resources to support, challenge, & engage students in their college experience.

**Academic Success**

Promote academic excellence through support, programming, and resources.

**Community**

Support & sustain healthy membership in student organizations.

Support diversity and inclusion initiatives

**Getting Involved**

For a list of current student organizations, upcoming events, and to track your involvement, visit <https://untdallas.presence.io/>.

**Career Fairs**

Organizations from various industries come to UNT Dallas to find qualified and motivated employees for all types of employment opportunities each semester coordinated by Career Services.

**Career Services**

Whether you are undecided for your major/career or know where you want to end up, Career Services is a great place to start. We offer a variety of services to help you explore your options and gain real world experiences through workshops, career assessments, networking events, company tours, and more. Career Services also assists students with using social media for the job search and how to create academic and career portfolios. Finally, Career Services provides a variety of full-time and part-time employment opportunities to currently enrolled students and alumni. For information, call 972-338-1775 or email [career@untdallas.edu](mailto:career@untdallas.edu).

# College of Law

University of North Texas at Dallas College of Law General Catalog\*

**Catalog goes into effect at the beginning of the Fall 2021 semester.**

*Program requirements are subject to necessary corrections.*

*\*Subject to change*

**About the Catalog**

This catalog is an official bulletin of the UNT Dallas College of Law. It includes policies, regulations, procedures, and information in effect at the time of release.

The provisions of this catalog are intended to provide general information and do not constitute a contract, express or implied, between UNT Dallas College of Law and a student, an applicant for admission, or other individual. Although the catalog contains policies, regulations, procedures, and fees in effect at the time of publishing, information provided in this catalog is subject to change. The College of Law reserves the right to change any provision of this catalog at any time and without notice. Changes will become effective whenever determined by the appropriate College of Law official and may apply to both prospective students and those currently enrolled. Every effort will be made to keep students advised of any such changes. Information on such changes will be available in the Office of the Registrar. It is the responsibility of each student to be aware of College of Law rules, regulations, policies, and current graduation requirements for particular degree programs.

The online version of The University of North Texas at Dallas College of Law Catalog is the official version. The online catalog will be updated periodically and will contain all major policy changes that occur during the 2022-2023 catalog cycle. Although this catalog was prepared on the basis of the best information available at the time, and the information is updated regularly, users are cautioned about the following:

- Editorial, clerical, and programming errors may have occurred in the publication of this website, and The University of North Texas at Dallas College of Law assumes no responsibility for such errors.
- There is a lag time between approved changes and their publication on this website.

Students are held individually responsible for complying with all requirements of the rules and regulations of the University and the Board of Regents of The University of North Texas System. Failure to read and comply with policies, regulations, and procedures will not exempt a student from whatever penalties the student may incur.

Students are urged to read this catalog carefully. This catalog does not include all of the College of Law rules, regulations, and policies for which a student is responsible. Students also should consult other publications, such as the Student Handbook, the Honor Code, the Code of Student Conduct, and other specific policies or contracts. This catalog becomes effective on the first day of the fall term/semester, 2021.

The Policies of the UNT Dallas College of Law supersede any inconsistent information published in this catalog or any other College of Law publication. These are available on the College of Law's website as well as on the UNT Dallas website.

If you have questions about catalog content or how to use the catalog, please contact the Office of the Registrar at the University of North Texas at Dallas College of Law.

## **Accreditation**

### **American Bar Association**

UNT Dallas College of Law is provisionally approved by the American Bar Association's Council of the Section of Legal Education and Admissions to the Bar. Provisional accreditation is effective June 3, 2017. Graduates of a provisionally approved law school are considered by the ABA to be graduates of an ABA-approved law school and are eligible to sit for most state bar exams, including in the State of Texas.

### **The Accreditation Process**

The national accrediting body for U.S. legal education is the Council of the American Bar Association's Section of Legal Education and Admissions to the Bar. The standards and process for accreditation are set out in the ABA Standards and Rules of Procedure for Approval of Law Schools. These standards and procedures, as administered by the Council, are aimed at ensuring the quality and professionalism of law schools.

The ABA requires a new law school to successfully complete its first academic year operating a full-time program of legal education before applying for provisional accreditation. The College of Law began its first academic year in fall 2014 and filed its application for provisional accreditation in fall 2015. Graduates of a provisionally approved law school are considered by the ABA to be graduates of an ABA-approved law school and are eligible to sit for most state bar exams, including in the State of Texas.

Once a school gains provisional approval, it remains on provisional status for at least three years during which time it is monitored closely by the Council. Under the ABA Standards, a provisionally approved law school may apply for full approval no earlier than two years after receiving provisional approval and must obtain full approval within five years after receiving provisional approval.

Having received provisional approval, the College of Law will work hard to establish that it is in full compliance with the ABA Rules and Standards in order to become fully approved by the ABA. Of course, we cannot guarantee that the College of Law will achieve full approval by a particular date.

### **Our Commitment**

The UNT Dallas College of Law will seek full approval according to the timeline and requirements of the ABA. Under the ABA Standards, a provisionally approved law school cannot apply for full approval for two years after it receives provisional approval and must obtain full approval prior to expiration of the five-year provisional approval status. This means the UNT Dallas College of Law may apply for full approval on or before March, 2021. The Dean and administration of the UNT Dallas College of Law are committed to devoting the necessary resources, and in other respects, taking all appropriate steps to provide a program of legal education that will qualify for full approval by the ABA. The College of Law does not make any representation to any applicant that it will be fully approved by the ABA before the graduation of any matriculating student.

Questions concerning ABA accreditation may be directed to the Section of Legal Education and Admissions to the Bar, American Bar Association, 321 N. Clark Street, Chicago, IL 60654 or call (312) 988-6738.

### **Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)**

The UNT Dallas College of Law initially was a professional school of the UNT System. In July 2013, UNT Dallas received separate regional accreditation from the SACSCOC. In 2015, UNT Dallas College of Law and UNT Dallas gained SACSCOC approval to modify the scope of UNT Dallas to include the College of Law. September 1, 2015 is the effective date of the merger between UNT Dallas and the UNT Dallas College of Law. After the merger, UNT Dallas College of Law falls within the scope of the SACSCOC accreditation of UNT Dallas. Hence, UNT Dallas is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award baccalaureate, masters, and doctoral degrees. Contact SACSCOC at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of The University of North Texas at Dallas.

### **Diversity and Equal Opportunity**

The UNT Dallas College of Law seeks to create an atmosphere of openness and tolerance and to maintain work and education environments that offer equal opportunity. Individuals within the College of Law community are unified by the purposes of learning and professional development and by values of respect for human worth and dignity. The College of Law encourages and supports open discussion, rational resolution of conflict, and discussion and examination of values and ethics.

Discrimination and harassment based on individual differences such as race, color, religion, sex, age, national origin, disability, veteran status, or sexual orientation in its educational programs, activities, admission, or employment practices is inconsistent with the College of Law's mission and educational goals. Harassment is defined as an unwelcome action directed at a person or group of persons because of race, color, religion, sex, age, national origin, disability, veteran status, or sexual orientation that adversely affects a term, condition, or privilege of the work or educational environment. Individuals who work, study, live, and teach within this community are expected to refrain from behavior that threatens the freedom, safety, and respect deserved by every community member and to comply with federal and state equal opportunity laws and regulations. Such compliance is required by College of Law policy, and is a baseline from which our community works to assure fairness and equity to all who pursue their educational and professional goals here.

For further detail, please consult UNT Dallas Policy 5.002.

## **About UNT Dallas College of Law**

### **History and Location**

The UNT Dallas College of Law is a public law school authorized by the State Legislature of Texas through legislation passed in 2009. The College of Law enrolled its first class in fall 2014. Initially, the College of Law was a professional school within the UNT System. On September 1, 2015, the College of Law became a professional school within UNT Dallas. The College of Law offers the Juris Doctor (J.D.) degree. The student body includes a day program of approximately 70-90 students, and an evening program of approximately 30-40 students.

The UNT Dallas College of Law's downtown campus includes its primary location at the UNT Dallas Law Center - the historic Old City Hall at 106 S. Harwood Street - as well as the Lee F. Jackson Building, just a half-block away at 1901 Main Street. A unique partnership has transformed the historic Old City Hall into the new home of the UNT Dallas College of Law, while maintaining significant historic elements dating back to the building's inception in 1914, as well as the events of President John F. Kennedy's assassination in 1963. The neighboring Lee F. Jackson Building, also a historic renovation, houses the law library.

### **Mission**

The mission of the UNT Dallas College of Law is to promote justice and advance human potential through the enterprise of legal education. Supporting this mission are six goals: (1) to broaden access to an affordable legal education; (2) to graduate students who have the full range of practice-related competencies necessary to be effective lawyers worthy of client and public trust; (3) to provide the best possible educational environment for learning the law and developing professional identity; (4) to advance the career and professional goals of our students; (5) to improve access to justice for underserved legal needs; (6) and to be a valuable partner in civic engagement with the City of Dallas and the North Texas region.

**UNT Dallas College of Law**

**Professor and Dean**

A. Felecia Epps

**Associate Dean for Academic Affairs and Professor of Law**

Cynthia Fontaine

**Assistant Dean, Office of Career and Professional Development**

Courteney Harris

**Lecturer in Law and Assistant Dean for Law Library**

Edward T. Hart

**Assistant Dean, Admissions and Scholarships**

Nicole M. Gibbs

**Assistant Dean for Academic and Financial Services and Law Registrar**

Karen M. Jarrell

**Director of Integrated Marketing and Communications**

Victor McGlothlin

**Professor of Practice and Director of Legal Education Technology**

Korin Munsterman

**Assistant Dean of Student Affairs**

Kevin W. Robinowich

**Professor of Practice and Director Academic Success and Bar Readiness**

Preyal Shah

**Assistant Professor and Director of Legal Writing**

Christine Tamer

**Professor and Director of Experiential Education**

Cheryl B. Wattley

**Faculty Roster**

**UNT Dallas College of Law 2021-2022 Faculty**

*Information subject to change after May 1, 2021 posting date*

**A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z**

**C**

**Conway, Shannon**

*Professor of Practice and Assistant Director of Academic Success and Bar Readiness*

- JD, Catholic University of America - Columbus School of Law

**Crockett, Matt**

*Assistant Professor of Law*

- BS, University of New Orleans
- JD, California Western School of Law

**D**

**Downes, Angela**

*Professor of Practice and Assistant Director of Experiential Education*

- UG, Mercer University
- JD Texas Wesleyan School of Law

**E**

**Epps, A. Felecia**

*Dean and Professor*

- BA, Cornell College
- JD, Creighton University School of Law

**F**

**Fontaine, Cynthia**

*Associate Dean for Academic Affairs and Professor of Law*

- BS, Indiana University Bloomington
- JD, University of Southern California Gould School of Law

**Frase, Laura**

*Assistant Professor*

- BA, Rhodes College
- MA, Southern Methodist University
- JD, St. Mary's University School of Law

**Furgeson, Honorable Royal**

*Dean Emeritus and Founding Dean of the College of Law*

- BA, Texas Tech University
- JD, The University of Texas School of Law

**H**

**Hackard, Gretchen**

Assistant Professor of Law

- JD, University of Houston School of Law

**Hart, Edward**

*Lecturer in Law and Assistant Dean for Law Library*

- BA, Valdosta State University
- MS, Simmons College
- JD, New England School of Law

**Heck, Harold**

*Professor of Practice*

- BA, Washington State University
- MBA, Boise State University
- JD, Mercer University's Walter F. George School of Law

**J**

**Jacobson, Loren**

*Assistant Professor of Law*

- BA, Yale University
- M.Phil, Cambridge University
- JD, Columbia Law School

**K**

**Kolenc, Tony**

*Associate Professor of Law*

- BA, Excelsior College
- JD, University of Florida Levin College of Law

**M**

**Maslanka, Michael**

*Assistant Professor of Law*

- BS, Cornell University
- JD, Tulane Law School

**Masso, Christina**

*Legal Writing Advisor*

- BJ, The University of Texas
- JD, The University of Texas School of Law

**Moore, Wes**

*Professor of Practice*

- BA, Texas Tech University
- LLM, McGill University
- JD, Baylor Law School

**Munsterman, Korin**

*Professor of Practice and Director of Legal Education Technology*

- BA, University of Central Florida
- MLS, Florida State University
- JD, American University Washington College of Law

**O**

**Owsley, Brian**

*Assistant Professor of Law*

- BA, University of Notre Dame
- JD, Columbia University of Law

**P**

**Perkins, Thomas**

*Assistant Professor of Law*

- BA, Harvard University
- JD, Loyola University School of Law

**Porterfield, Eric**

*Assistant Professor of Law*

- BA, The University of Texas
- JD, Baylor University Law School

**Pryor, Ellen**

*Professor of Law*

- BA, Rice University
- JD, The University of Texas School of Law

**S**

**Shah, Preyal**

*Professor of Practice and Director of Academic Success and Bar Readiness*

- BA, Austin College
- M.Ed., The University of Texas
- JD, St. Mary's University School of Law

**Sotelo, Gabriela**

*Professor of Practice*

- BJ, The University of Texas
- JD, Texas Southern University Thurgood Marshall School of Law

**T**

**Tamer, Christine**

*Assistant Professor of Law*

- BA, Baylor University
- JD, The University of Texas School of Law

**W**

**Wattley, Cheryl Brown**

*Professor of Law*

- AB, Smith College
- JD, Boston University School of Law

### **Westenskow, Meijken**

*Professor of Practice and Assistant Director of Academic Success and Bar Readiness*

- BA, Brigham Young University
- JD, Georgetown University Law Center

### **Contact Information**

#### **UNT Dallas College of Law Campus Contacts**

#### **Admissions**

**Mailing address:**

106 S. Harwood Street  
Dallas, TX 75201

**Phone:** 214-752-5981

#### **Career and Professional Development**

**Mailing address:**

106 S. Harwood Street  
Dallas, TX 75201

**Phone:** 214-243-1785

#### **Community Lawyering Center - Downtown at CityWalk**

**Mailing address:**

511 North Akard Street  
Dallas, TX 75201

**Phone:** 214-855-7892

#### **Community Lawyering Center - Frazier**

**Mailing Address:**

4716 Elsie Faye Heggins Street  
Dallas, TX 75210

**Phone:** 469-351-0024

### **Community Outreach**

**Mailing Address:**

106 S. Harwood Street  
Dallas, TX 75201

**Phone:** 214-243-1773

### **Financial Aid**

**Mailing address:**

106 S. Harwood Street  
Dallas, TX 75201

**Phone:** 214-752-5711

### **Law Library**

**Mailing Address:**

1901 Main Street  
Dallas, TX 75201

**Phone:** 214-243-1775

### **Main Office**

**Mailing address:**

106 S. Harwood Street  
Dallas, TX 75201

**Phone:** 214-752-5959

### **Registrar**

**Mailing address:**

106 S. Harwood Street  
Dallas, TX 75201

**Phone:** 214-752-5973

### **Student Life and Student Affairs**

**Mailing Address:**

106 S. Harwood Street  
Dallas, TX 75201

**Phone:** 214-243-1788

## **Tuition, Expenses, and Financial Aid**

### **Mailing address:**

106 S. Harwood Street

Dallas, TX 75201

**Phone:** 214-752-5973

## **Law Library**

The Law Library occupies the full sixth floor of the UNT System's Lee Jackson Building, covering more than 20,000 square feet. Completely redesigned and renovated, the facility emphasizes collaborative work and study rooms, effective access to and use of digital and print information, and individual study and research rooms.

The Law Library's services include workshops, one-on-one research guidance, online teaching modules, multiple research guides, and teaching sessions for courses in the first year and beyond.

Bound volumes in the core federal collection include the United States Code, United States at Large, Code of Federal Regulations, and United States Reports.

Bound volumes in the core Texas collection include Vernon's Texas Statutes and Code Annotated, Texas Cases, Texas Administrative Code, Texas Jurisprudence 2d, the Texas Practice Series, and other significant secondary sources on Texas law.

The library also has online subscriptions for students and faculty to WestlawNext, Lexis Advance, Bloomberg Law, Hein Online, Bloomberg BNA, Fastcase, and LLMC, as well as other electronic sources.

## **Admissions**

### **General Information**

The College of Law admits first-year law students, beginning with the first semester of law school in the fall semester. The Law School will accept applications beginning on or around September 1st of each year. The deadline to accept applications will be April 30th. Students will be admitted on a rolling basis. The College of Law also admits transfer and visiting students.

The College of Law seeks students with the desire and ability to become excellent legal professionals. The College of Law also seeks to enroll a diverse student body with a variety of perspectives, experiences, and viewpoints that will enhance the education of all its students.

### **Requirements and Application Process**

All applicants are required to take the Law School Admission Test (LSAT) and register with the Credential Assembly Service (CAS). A four-year degree from a regionally, accredited undergraduate school is required of every applicant prior to matriculation at the College of Law. The application deadline is April 30th, but applicants are strongly encouraged to submit all required documents by January 15th. Admission offers are made on a rolling basis.

The Admissions Committee acts only on complete applications containing all required components. Applicants typically receive a decision within 6 to 8 weeks from the date the application is complete.

Completed applications must contain the following:

- Completed and signed online application. (Note: There is no application fee.)
- Personal statement. The personal statement should provide the Admissions Committee with insight into the applicant's abilities, motivation, and experiences, and why he or she wishes to obtain a law degree at the UNT Dallas College of Law. The personal statement should be double-spaced, no more than three pages, with a font size no smaller than 12 point.
  - Resume. The resume should provide detail about any significant vocational, extracurricular, or community activities; graduate work or degree; honors and awards; any service in the Armed Forces; job descriptions and major areas of responsibility, along with location (city and state) and dates of employment; publications; and other information that the applicant believes the Admissions Committee should consider in evaluating the applicant. The resume should not exceed three typewritten pages and 12 point font size.
- Addendums. Any addendums necessary in response to answers on the application.
- CAS Report. A complete CAS report includes:
  - LSAT score. All applicants are required to take the Law School Admissions Test and submit a reportable score that is not more than three years old, based on the entry date of admission to the UNT Dallas College of Law. The highest LSAT is considered for admission.
  - Transcripts. A copy of transcripts from all post-secondary institutions (including graduate credits, professional credits, transferred credits, and internationally earned credits).
  - Letters of Recommendation. A minimum of two letters of recommendation (in addition to the evaluations noted above). No more than 3 letters will be accepted. Letters must be submitted using the LSAC Letter of Recommendation Service.

## **Review of Applicants**

Offers to applicants in the admission pool will be made with the goal in mind of enrolling a class that is both academically qualified and broadly diverse. Through its holistic review, the Admissions Committee will assess an applicant's demonstrated ability to complete our legal program. The personal statement, resume, addendums, letters of recommendation, LSAT score, and UGPA provide the Admissions Committee with information to make such an informed assessment. The College of Law values inclusion and is committed to enrolling a diverse student body.

## **Costs, Financial Aid, Billing, and Payment**

A core goal of the UNT Dallas College of Law is keeping tuition and student debt low for all students, to an extent consistent with meeting its educational goals. The organized bar and legal educators agree that the cost of legal education poses concerns for the profession and for legal education. High costs and debt loads reduce access to legal education, are often spread unevenly in relation to financial need, and shrink the horizon of opportunity.

## **Tuition and Fees for Academic Year 2021-2022**

Tuition and fees for UNT College of Law in 2020-2021 are listed below for day and evening students. Rates for each vary by resident and non-resident students.

### **Day Program Resident Students Matriculating in 2021**

- Annual tuition (fall and spring semesters): \$19,306.13.
- Day resident students can expect required class hours of 15 per semester; expected tuition thus will be \$19,306.13.
- Includes Incidental Fees of: \$718.00 in the fall semester and \$659.00 in the spring semester.

### **Evening Program Resident Students Matriculating in 2021**

- Annual tuition (fall and spring semesters): \$13,603.83.
- Evening resident students can expect required class hours of 12 per semester; expected tuition thus will be \$13,603.83.
- Includes Incidental Fees of: \$718.00 in the fall semester and \$659.00 in the spring semester.

### **Day Program Non-Resident Students Matriculating in 2021**

- Annual tuition (fall and spring semesters): \$32,275.60.
- Day non-resident students can expect required class hours of 15 per semester; expected tuition thus will be \$32,275.60.
- Includes Incidental Fees of: \$718.00 in the fall semester and \$659.00 in the spring semester.

### **Evening Program Non-Resident Students Matriculating in 2021**

- Annual tuition (fall and spring semesters): \$22,389.60
- Evening non-resident students can expect required class hours of 12 per semester; expected tuition thus will be \$25,535.40
- Includes Incidental Fees of: \$718.00 in the fall semester and \$659.00 in the spring semester.

### **Incidental Fees Include:**

- Lawyering Fundamentals Course Fee (Fall only)
- Library Fee
- Medical Services Fee
- Bar Prep Fee

### **Lawyering Fundamentals Course Fee Includes:**

- Meyers -Briggs Testing/Report Materials  
(For Entering 1Ls First Semester Only)

**Library/Technology Fee Includes:**

- Subscriptions to:
  - Lynda (Online Learning Platform)
  - West Academic (Online Study Aide)
  - Canvas (Learning Management System)
  - ExamSoft (Exam Management System)
- Technology Equipment (Student Use)
- iClicker (First Semester Purchase)

**Student Service Fees Include:**

- Mandatory Fees are assessed for university-related services available to currently enrolled students.
- Student Service Fees are charged at \$10.00 per credit hour, with a maximum charge of \$250/semester.
- Student service fees are assessed in proportion to the number of semester credit hours for which a student registers.
- Student service fees cover the cost of student services that directly involve or benefit students, including but not limited to:
  - Cultural Entertainment Events
  - Health and Medical Services
  - Recreational Activities
  - Student Government

**Transcript Service:**

A transcript is an official document of the permanent academic record maintained by the College of Law Registrar's Office. The permanent academic record includes all UNT Dallas College of Law courses attempted, all grades assigned, and degrees received. Official transcripts and certifications of student academic records are issued by the College of Law Registrar's Office for all students.

Transcripts are \$5.00 per copy. No incomplete or partial transcripts, including only certain courses or grades, are issued.

Transcripts cannot be released unless the student has satisfied all financial and other obligations to the University. A student may request his or her official transcript online at <https://lawschool.untDallas.edu/office-registrar> ("Order Transcripts" link). The College of Law Registrar's Office does not issue unofficial transcripts. Unofficial transcripts can be obtained in the myLAW student portal. Telephone and email requests are not accepted.

**Cost of Attendance**

For any given student, his or her total cost of attending law school includes the tuition and fees that the student pays, plus the student's expenses (living and education-related expenses). All law schools provide a statement of "Cost of Attendance (COA). This statement is the school's estimate of the total cost of attendance (tuition, fees, and living expenses) for the period of enrollment. Schools provide a statement of COA for two reasons. First, even if a student is not receiving any financial assistance such as loans, a student can make use of the COA in estimating and budgeting costs for law school. Second, governmental and private loans are based on, among other things, the COA. The current statement of the COA for the College of Law appears on the College of Law website.

## **Scholarships**

### **Institutional Scholarships - Entering Students**

UNT Dallas College of Law automatically considers all admitted applicants for a one-time, non-renewable entering student scholarship applied to tuition and fees for a student's first year of enrollment. No awards are made for summer enrollment. Scholarship amounts are based on available funds in a given admissions cycle. Admitted applicants will be notified by the Office of Admissions if selected to receive an entering student scholarship along with instructions on how to accept the award. For additional questions, contact the Office of Admissions at 214.752.5981.

The following criteria will be considered:

- An applicant's academic record, including previous undergraduate and graduate institutions
- The socioeconomic background of the applicant while the applicant was an undergraduate student, including any change in that background
- Whether an applicant would be the first generation of the applicant's family to attend or graduate from a law school, and
- The applicant's involvement in community activities and public service.

### **Institutional Scholarships - Continuing Students**

Institutional Scholarships are offered and administered by the UNT Dallas College of Law. Scholarship opportunities may be posted during the fall or spring semesters, or during both semesters.

### **External Scholarships**

External Scholarships are offered and administered outside of the UNT Dallas College of Law. We publish external scholarship opportunities as scholarship providers contact the law school. Many other external scholarship opportunities may be found through other resources and online searches.

### **No Conditional Scholarships**

In accordance with PJ3A standard 509(b)(3) disclosure requirements, UNT Dallas Collage of Law does not offer conditional scholarships. "Conditional Scholarship" means any financial aid award, the retention of which is dependent upon the student maintaining a minimum grade point average or class standing, other than that ordinarily required to remain in good academic standing.

### **Tuition and Fee Payment**

Credit card payments (MasterCard, Visa, American Express and Discover) and check payments may be made through self-service at the *myLaw* student portal. Tuition and fee payments also may be made by personal check, money order,

or cashier's check. The student identification number must be recorded on all check and money order payments made in person.

Bills are not mailed for registration. Account balances and schedule information may be obtained through self-service at the *myLaw* student portal.

### **Cash Payments**

Cash payments are not accepted. Please do not mail cash payments.

### **Installment Payment Plan**

The Texas Legislature has the authority to modify or eliminate installment payment of tuition at each regular or called legislative session.

The UNT Dallas College of Law provides for the payment of tuition and fees during the fall and spring terms/semesters through the following alternatives:

- Full payment of tuition and fees upon registration or by the payment deadline for early registration;  
or
- Selection of the installment plan. By selecting the installment plan, the student understands that the installment plan is a contractual agreement and he or she agrees to make the installment payments by the due dates indicated.

Tuition and fees must be paid in full for each registration period or by the payment deadline for early registration. Tuition payment by installment is not offered during the summer.

### **Non-Refundable Fees for Tuition by Installment**

Handling fee: \$20

*Note:* A \$20 non-refundable handling fee will be charged to the student's account each semester the installment plan is selected.

A student who fails to make payment of tuition and fees (including any incidental fees) by the due date may be prohibited from registering for classes until full payment is made. A student who fails to make payment prior to the end of the semester/session may be denied credit for the work done that semester/session. Financial Aid funds will not cover the handling fee.

See the academic calendar for each semester for installment payment deadlines.

### **Student Financial Obligation Agreement**

Each semester, prior to registering for classes, students are required to accept the Student Financial Obligation Agreement. For additional information, each student should check his or her online student portal.

## **Tuition and Fees Refund Policy**

### **Fee Adjustments for Courses Dropped and Added**

A student may drop courses during the first 12 class days of a fall or spring semester (first four class days of a summer session). However, between the 6th and 12th class days, students may only drop classes with permission of the Associate Dean. A student may add courses during the first 7 class days of a fall or spring semester. Full refunds will be given for courses dropped during these periods, provided the student remains enrolled in at least one class. Refunds will not be issued for withdrawn classes after the 12th class day (Census Day). Any credit balance on a student account as a result of dropping courses will not be refunded until after the Census Day. As of the first day of the semester, students may not use the drop/add process to drop all of their courses, but instead must go to the College of Law Associate Dean for Academic Affairs to initiate withdrawal or leave of absence.

### **Withdrawal from the College of Law**

Once the College of Law has accepted payment for tuition and fees, a student is considered officially enrolled unless otherwise restricted from enrolling.

Stopping payment on a check for tuition and fees or allowing the check to be returned unpaid by the bank for any reason does not constitute official withdrawal. The withdrawal process is done through the office of the College of Law Associate Dean for Academic Affairs. A withdrawal form will be issued by the Registrar, explaining the process to withdraw from the College of Law. Failure to follow procedures for withdrawing from the College of Law may result in financial penalties and delays with future enrollment. Once a student registers, he or she is responsible for the total fees assessed regardless of whether the installment option is used. Refund percentages are applied to total fees assessed and not the amount paid. This means that students who withdraw before paying all installments may, in the event of withdrawal, still owe the College of Law.

Calculation of tuition and fee refunds due to withdrawal are based on all charges the College of Law has assessed the student. Any credit balance on a student account as a result of officially withdrawing from the College of Law may be held for 30 days after the official withdrawal date. The reason for the delay is so that all charges may be totaled from various departments and applied to the refund.

### **Tuition and Fee Adjustments**

Tuition and fee adjustments shall be made to students officially withdrawing from the University for charges listed below according to the following refund schedule:

#### **Fall and Spring Semester**

**Time Period**

**Refund**

By 5 p.m. on the last business day before the first day of class	100 percent
During the first five class days of the semester	80 percent
During the second five class days of the semester	70 percent
During the third five class days of the semester	50 percent
During the fourth five class days of the semester	25 percent
After the 20th class day of the semester	None

**Summer Session of more than five weeks but less than 10 weeks**

<b>Time Period</b>	<b>Refund</b>
By 5 p.m. on the last business day before the first day of class	100 percent
During the first three class days of the summer session	80 percent
During the second three days of the summer session	50 percent
After the seventh day of class for the summer session	None

**Satisfactory Academic Progress**

In institutions of higher education, students must maintain "satisfactory academic progress" (SAP) to remain eligible for financial aid from federal, state, institutional, and some private sources. In addition, the UNT Dallas College of Law expects students to make satisfactory academic progress toward the J.D. degree. The requirements of SAP supplement and do not supercede other academic policies, such as policies relating to probation and dismissal.

**Timing and Requirements**

Students will be evaluated with respect to SAP at the end of each semester. To maintain satisfactory academic progress at the College of Law, students must meet the following requirements. These requirements apply to all day and evening students, whether or not the student is receiving financial aid:

- Minimum Cumulative GPA students must maintain a minimum cumulative GPA of 2.3 or higher.
- Complete greater than two-thirds of cumulative attempted credits. Students must successfully complete greater than 66 percent of their cumulative attempted credits.
- Maximum time for completion of program. Students must complete their law degree requirements within 150 percent of the normal time to completion.

**Failure to Meet SAP; Appeal Process**

A student who fails to meet satisfactory academic progress is placed on financial aid suspension. A student on financial aid suspension is not eligible to receive financial aid unless the student successfully appeals the financial aid suspension.

A student may appeal his or her financial aid suspension on any of the following grounds: personal illness or injury; death of a relative; or other circumstances that affected the student's ability to meet the requirements of satisfactory academic progress. To appeal the financial aid suspension, a student should obtain and complete the appeal form and materials, and submit them before June 1 (for summer term) or before August 1 (for fall term). The appeal form will be available on the website.

An appeal might be denied, granted, or granted upon the condition that the student will follow a specified academic plan. If the appeal is granted or granted with an academic plan condition, the student will receive a probationary term.

## **Academic Calendars, Policies, and Procedures**

### **Academic Calendars**

The Registrar's Office is committed to providing information for a seamless law school experience. Vital information such as the academic calendar, the registration and enrollment policies and information, and the class schedule come directly from the Registrar's office.

### **Academic Standing**

For students matriculating in 2014 or 2015: If a student who is on academic probation does not reach a cumulative GPA of 2.000 by the end of the next regular semester, the student will be academically dismissed.

For students matriculating in 2016 or after: If a student who is on academic probation does not reach a cumulative GPA of 2.300 by the end of the next regular semester, the student will be academically dismissed. (This does not apply to students who are academically dismissed under the provision for Academic Dismissal After First Semester.)

### **Dismissal after First Semester**

After the first semester of the first-year of studies at the College of Law, any student (whether day or evening) whose grade point average is less than 1.700 will be academically dismissed. This dismissal is final. There is no appeal of the dismissal, and the dismissal is not subject to any petition for an additional semester on probation.

### **Academic Probation**

At the end of any semester in which the student is not in good academic standing as set out under the subsection on Academic Standing, the student will be placed on academic probation. (This does not apply to students who are academically dismissed under the provision for Academic Dismissal After First Semester.) Any student who is on academic probation will meet with the Assistant Dean of Student Affairs or his or her designee. (Another member or members of the faculty, administration, or staff might also attend the meeting as appropriate.) The purpose of the meeting will be to develop an academic success plan to maximize the student's chances of avoiding academic dismissal and improving academic success beyond that level.

## **Academic Dismissal**

If a student who is on academic probation does not reach good academic standing by the end of the next regular semester, the student will be academically dismissed. (This does not apply to students who are academically dismissed under the provision for Academic Dismissal After First Semester.) A student who is academically dismissed is not eligible to be enrolled in the College of Law.

Once a student has been academically dismissed, the Registrar will notify the Associate Dean of Academic Affairs. The Associate Dean will then notify the student of his or her status by written communication that will become a part of the student's academic record. The written communication shall include:

1. Whether the student is eligible to petition to continue on probation or to petition for readmission
2. The time limit, if any, on such petitions
3. That any such petition must be submitted to the Associate Dean of Academic Affairs
4. An enclosure or attachment of applicable College of Law policy

If a student is enrolled in one or more courses when dismissed, the Registrar shall withdraw the student from the course(s). The Associate Dean's notification to the student of an academic dismissal shall also provide notice that a student enrolled in any course will be immediately withdrawn from the course and if the student is withdrawn prior to Census Day, will be entitled to a full refund, and if after Census Day, pursuant to UNT Dallas's refund policy.

A student who has been academically dismissed after probation and has a grade point average above a 1.7 may petition for eligibility to continue on probation, petition for readmission, or may petition for both. A petition for eligibility to continue on probation requests that the academically dismissed law student be allowed to continue his or her law school education while on academic probation for another semester. A petition for re-admission requests that the academically dismissed law student be allowed to begin his or her law school education again as a 1L.

## **Petition for Eligibility to Continue on Probation**

A student who has received notice of academic dismissal may submit, to the Associate Dean of Academic Affairs, a Petition for Eligibility to Continue on Probation. Such a petition must be filed within thirty (30) calendar days after the student has received notice from the Associate Dean of Academic Affairs of academic dismissal.

Students should not assume or expect that the petition will be granted. This is not for punitive reasons, but because it is not fair or appropriate to allow students to continue a course of study in which they are not likely to be successful. A petition may be granted only if the student establishes the following: (1) that the student's inability to remain academically eligible resulted from exceptional circumstances; (2) that the circumstances resulting in the student's academic suspension have been remedied and will not prevent the student from attaining academic good standing; (3) that the student is capable of attaining good academic standing; and (4) that the student complied with the requirements of the academic success plan developed after probation. The Committee may set conditions for the student's continued enrollment on probation, including but not limited to reduction in course work and specific academic success programming.

A student's petition must include any and all supporting documentation that the student would like the Academic Standards Committee to consider and that would support the Committee finding that the student has established all four factors required to have the petition granted. For this reason, the petition should include any Academic Success Plan documents the student can obtain. The Academic Standards Committee will likely review some or all of the petitioner's Academic Success Plan documents, including in particular any documents showing whether the student complied with any Academic Success Plan. The petition should include the number of hours worked during each semester in attendance at the UNT Dallas College of Law. This listing of documents and information in support of a student's petition is not exclusive. The student bears the burden to supply the Academic Standards Committee with documents and information sufficient to demonstrate the student meets the criteria to continue or resume his or her studies at the UNT Dallas College of Law.

A successful petition may result in one of the following:

1. The student continues his or her studies on academic probation for an additional semester or for a period of time determined by the Committee. In such a case, the student will be required to retake all required courses in which the student received a grade of F.
2. The student retakes all courses, including courses in which the student did not receive a grade of F.

In addition, the Academic Standards Committee may set conditions for the student's continued enrollment, including reduction in course work and specific academic success programming. The decision to continue a student on academic probation must be approved by a simple majority of the voting members of the Committee.

### **Petition for Re-Admission to the College Of Law**

If a student has been academically dismissed from the College of Law and seeks readmission to the College of Law, the student may not seek admission through the regular Admissions process. Rather, such a student may return to studies at the College of Law only by filing, with the Academic Standards Committee, a Petition for Re-Admission. Students should not assume or expect that the petition will be granted. This is not for punitive reasons, but because it is not fair or appropriate to allow students to take a course of study in which they are not likely to be successful. A petition may be granted only if the student establishes the following: (1) that the student's academic dismissal resulted from exceptional circumstances; (2) that the circumstances resulting in the student's academic dismissal have been remedied and will not prevent the student from maintaining academic good standing; (3) that the student is capable of maintaining good academic standing; and (4) that the student complied with the requirements of the academic success plan during the time they were in law school.

A student's petition must include any and all supporting documentation that the student would like the Academic Standards Committee to consider and that would support the Committee finding that the student has established all four factors required to have the petition granted. For this reason, the petition should include any Academic Success Plan documents the student can obtain. The Academic Standards Committee will likely review some or all of the petitioner's Academic Success Plan documents, including in particular any documents showing whether the student complied with any Academic Success Plan. The petition should include the number of hours worked during each semester in attendance at the UNT Dallas College of Law. This listing of documents and information in support of a student's petition is not exclusive. The student bears the burden to supply the Academic Standards Committee with documents and information sufficient to demonstrate the student will succeed at the UNT Dallas College of Law. If the petition is granted, the Committee may set conditions for the student's enrollment, including limits on course hours and specific academic success programming. Before re-admission, however, the Committee must determine that the applicant has satisfied the then-current admission requirements for applicants who previously attended law school in addition to the requirements identified above. The Committee's decision to readmit a student must be unanimous.

### **Procedures**

1. Once a student has submitted to the Associate Dean of Academic Affairs a Petition for Eligibility to Remain on Probation or a Petition for Re-Admission, the Associate Dean shall forward the petition to the Registrar and shall notify the Chair of the Academic Standards Committee that a petition has been submitted.
2. As soon as reasonably possible, the Chair of the Academic Standards Committee shall schedule a meeting of the Academic Standards Committee to consider any petition or petitions that have been submitted. Once the meeting has been scheduled, the Chair shall notify the Associate Dean of Academic Affairs and the Registrar of the date and time of the meeting.
3. The Registrar shall then assemble a package of materials for each student who has submitted a petition, including the petition with supporting documentation; the student's law school transcript; and the student's LSAC report. The Registrar shall provide this package of materials to the members of the Academic Standards Committee at least 3 business days before the Committee meets to consider the petition. Upon receiving the package of materials, the Committee may request additional information from the Registrar and/or the student.

4. No later than five business days prior to the meeting to consider a dismissed student's petition, the Chair of the Academic Standards Committee, with assistance from the Registrar, shall contact all of the student's professors for the courses the student took during the semester after which the student was academically dismissed in order to offer them an opportunity to provide input as to the student's academic performance and ability to meet the criteria for the grant of the petition.
5. When the Committee meets it shall consider the student's petition and all supporting documentation provided by the student, the materials provided by the Registrar, and any input provided by the student's professors from the previous semester. Because the process may be anxiety-provoking for students and in order to maintain the efficiency and objectivity of the Committee, the Committee will make its decision without the personal appearance of the petitioner. The Committee thus encourages petitioners to provide fulsome information and thorough documentation to support a petition. The decision of the Committee is final and there is no reconsideration or appeal of its decision.

Under College of Law policy and consistent with ABA Standards, the College of Law requires regular and punctual class attendance. Attendance will be taken in all classes.

### **Minimum Attendance Threshold**

Under College of law policy, in all courses, students must attend at least 80% of class sessions. However, in counting absences for purposes of this minimum attendance rule, absences based upon observance of a religious holy day or on a call for active military service will not be counted.

"Attendance" refers to attending the entire class session. A faculty member may treat a tardy, or an early departure, or leaving and returning to class, as equivalent to an absence or a fractional part of an absence, provided that notice of the practice is provided to students during the first week of class.

If a student accumulates greater than the allowed number of absences, the student will be withdrawn from the course.

### **Excused Absences**

If an absence qualifies as an "excused absence" and the reason for the absence prevents timely completion of assignments or work, the instructor will provide a reasonable time after the absence for the student to complete the work or assignment or an alternative assignment. Note: An excused absence will still count towards the minimum attendance rule, unless the absence fits in Category 1 or 2 and is addressed in accordance with UNT Dallas College of Law Policy on student attendance.

The categories of excused absences are the following:

1. To observe a religious holy day, including travel for that purpose;
2. To respond to a call for active military service;
3. To participate in an official COL function (including competitions such as mock trial or negotiation competitions, and court appearances required for clinic); or
4. Illness or other extenuating circumstances, such as death in the family requiring travel or absence.
5. A student's absence for pregnancy or childbirth as long as the student's doctor deems the absences medically necessary. (For more detail on pregnancy or childbirth, see section below).

Please note that work-related travel is not the basis for an excused absence.

To obtain an excused absence, a student must complete the Excused Absence Request Form and email it to the professor. Students also will need to provide appropriate documentation of the basis for the absence. Because students ordinarily will know in advance about the need for absences in the first three categories, they should submit an excused absence form in advance of such absences. In cases of illness or extenuating circumstances, when it is not possible to submit an excused absence form in advance, students still need to complete an excused absence form and email it to the professor as soon as practical.

### **Pregnancy and Childbirth**

An absence is excused when it is due to pregnancy or related conditions, including recovery from childbirth, for as long as the student's doctor deems the absences to be medically necessary. When the student returns to school, she will be reinstated to the status she held when the leave began, which includes giving her the opportunity to make up any work missed. The College of Law may offer the student alternatives to making up missed work, such as retaking a semester, or allowing the student additional time in a program to continue at the same pace and finish at a later date, especially after longer periods of leave. The student should be allowed to choose from the alternatives presented by the professor as to how to make up the work.

The policies and practices of individual professors may not discriminate against pregnant students. For example, a professor may not refuse to allow a student to submit work after a deadline that she missed because of absences due to pregnancy or childbirth. Additionally, if the professor's grading is based in part on class attendance or participation, the student should be allowed to earn the credits she missed so that she can be reinstated to the status she had before the leave.

### **Exception**

Students may seek an exception to or waiver of the minimum attendance threshold by submitting a request in writing to the Associate Dean of Academic Affairs. The Associate Dean may allow a waiver only after consultation with the course instructor and only for compelling and unusual circumstances.

### **Assignments Submitted Late**

Assignments, whether graded or not, have deadlines. Deadlines have consequences. Lawyers must constantly anticipate, manage, and meet deadlines. If a lawyer misses a deadline, both the client and the lawyer may suffer serious consequences. Professors have the discretion to set the expectations and consequences flowing from missed deadlines.

### **Submission Requirements**

Many assignments at the College of Law are required to be uploaded through Canvas by a certain time. Sometimes, students submit the "wrong" file or submit a file in the specified format. It is important to require submission of files in the correct format. First, the file submission requirements have a purpose; usually, the required format(s) are ones that are readable in the course management system. Second, requiring submission of files in the correct format is consistent with the habits necessary for law practice. Electronic filing is now the law of the courts in Texas, and courts and various agencies require electronic filings in specific formats.

Therefore, at the College of Law, each student is responsible for ascertaining that his or her files have been uploaded in the specified file format(s) by the deadline, and that the file can be opened. Files that cannot be opened may be

penalized as late unless a working copy is provided, with a screenshot evidencing that the file has not been modified since the original upload.

### **Taking Classes Outside the Enrolled Division**

After completion of the required course work in the first two full academic semesters, students enrolled in the evening division may register for "daytime" classes (that is, courses offered before 5 p.m.) after priority registration ends or if the Associate Dean for Academic Affairs approves the student's registration in the course. Likewise, after completion of the required course work in the first two full academic semesters, students enrolled in the day division may register for an "evening" course after priority registration ends or if the Associate Dean for Academic Affairs approves the student's registration in the course.

Notwithstanding this section, students must still take all lockstep required courses with their entering division.

### **Transferring Between the Day and Evening Division**

When students enroll at the College of Law, they enter in either the day division or the evening division. This is the student's "entering division." After completion of the required course work in the first two academic semesters, students may apply to transfer from the evening division to the day division or vice versa. In order to transfer, the student must complete the Divisional Transfer Form, with all necessary signatures, no less than two weeks prior to the end of the preceding term.

A student may transfer for three reasons:

1. Elective: The student chooses to transfer divisions. A student may only use the Elective Transfer option once in his or her law school career.
2. Major Life Event: A recent major life event has affected the student's ability to continue in the student's entering division. This must be supported by the Descriptive Statement attached to the Divisional Transfer Form.
3. Administrative: If a student does not adhere to the requirements of the student's division, the student may be transferred by administrative decision of the Associate Dean for Academic Affairs, with or without the student's consent.

A student who transfers divisions must take all lockstep required courses in the same order as the student's originally enrolled division, following the policy on prerequisites. The student must take each lockstep required course within one semester of when the student would have taken the course had he or she not transferred divisions. Lockstep required courses include the following courses:

- Lawyering Fundamentals
- Contracts (or Contracts I & II)
- Torts (or Torts I & II)
- Civil Procedure I & II
- Criminal Law
- Property I and II
- Legal Writing I, II, and III
- Legal Research (or Legal Research I & II)
- Legal Methods
- Practice Foundations I: Interviewing and Counseling
- Practice Foundations II: Negotiation and Conflict Management
- Constitutional Law I and II

- Bar Skills and Strategies I and II

### **Disability Accommodation**

The UNT Dallas College of Law (COL) provides accommodation to qualified students with disabilities in accordance with state and federal laws, including the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

### **Eligibility**

Students are eligible for accommodation and/or auxiliary aids and services if they have a documented disability and the functional limitations of the disability require such accommodation and/or auxiliary aids and services.

1. Newly accepted and currently enrolled students are responsible for initiating a disability-related request for accommodation or auxiliary aids and services with the Assistant Dean of Student Affairs prior to the time when the accommodation or auxiliary aids or service will be needed.
2. Prospective students may request reasonable accommodation (for testing, campus tours, or orientation) at any time during the application process by submitting an oral or written request to the Assistant Dean of Student Affairs using the Disability Accommodation Request form.

### **Requesting Disability Accommodation and/or Auxiliary Aids and Services**

1. Students must submit a request for accommodation and/or auxiliary aids and services to the Assistant Dean of Student Affairs using the [Disability Accommodation Request form](#). In addition, students must provide relevant and complete written documentation of a disability for which accommodation is requested, including:
2. A diagnostic statement from an appropriate professional identifying the disability, date of the current diagnostic evaluation, and the date of the original diagnosis.
3. A description of the current functional impact of the disability.
4. Treatments, medications, assistive devices, or services currently prescribed.
5. The relevant credentials of the diagnosing professional(s) such as medical specialty and professional licensure.

[Guidelines](#) and [forms](#) for completing documentation are available on the College of Law website.

1. [Documentation Guidelines](#)
2. [Disability Accommodation Request form](#)
3. [Physical Disability Documentation form](#)
4. [ADD/ADHD Documentation form](#)
5. [Psychological Disability Documentation form](#)
6. [Documentation Requirements for Other Learning Disabilities](#)

### **Determination**

A determination of whether accommodations or auxiliary aids or services are appropriate will follow after an individual assessment of a student's written documentation and a personal meeting with the student. Among the factors to be considered in determining appropriate accommodations or auxiliary aids and services are:

1. The nature of the student's disability.
2. Accommodations, auxiliary aids, or services that have worked for the student in the past.

3. Whether the requested accommodation, auxiliary aids, or services will allow the student to effectively access and participate in the course or academic program.
4. Whether the requested accommodation, auxiliary aids, or services will alter the essential requirements of the course or program.

The College of Law is not required to alter or modify a course or academic program to the extent that it changes the fundamental nature of that course or program. Decisions regarding accommodations or auxiliary aids and services may require consultation with College of Law faculty or administrators to consider the fundamental nature of a course or academic program.

### **Notification**

The student will be notified in writing of the status of the request and the proposed date for a final determination.

### **Accommodations or Auxiliary Aids and Services Requiring Cooperation of Faculty**

Certain accommodations or use of auxiliary aids and services may require cooperation from a faculty member who teaches a class in which a student is enrolled.

As early as possible in a semester, a student who has been approved for accommodation or use of auxiliary aids and services should seek a confidential meeting with the faculty member to show the faculty member the written approval of the accommodation, aids, or services, and to make arrangements for implementation of the approved accommodation, auxiliary aid, or services.

The faculty member may not disclose the student's disability to any other student or faculty member without the consent of the student. Faculty members may not deny an approved accommodation without consulting the Assistant Dean of Students to consider alternate means to accommodate a student's disability.

For more detail on Disability Accommodation, see [UNT Dallas Policy 7.004](#).

### **Class Ranking**

Juris Doctor students are numerically ranked at the end of the fall and the spring semesters, after grades are posted. Individual ranks will only be provided to graduating students. Ranking will not be separated by day and evening. Ranking may be used, as necessary, for academic honors such as membership in scholarly societies, or other prizes or activities that require a certain placement within a class.

Students are placed in one of four ranking groups, based on the number of credit hours earned at the time rank is calculated. 1L Ranking Group: 0 to 30 completed hours. 2L Ranking Group: 31 to 60 completed hours. 3L Ranking Group: 61 or more completed hours. Graduate Ranking Group: completion of all program requirements. Graduating rank will not be separated by day and evening.

Ranking of the graduating class will cover the academic year, and will include fall and summer graduates. August graduates are ranked with students who graduated the preceding May. December graduates are ranked with students who will graduate the succeeding May.

UNT Dallas College of Law only provides individual class ranks to all JD students at graduation. However, at the conclusion of each fall and spring semester, GPA cut-offs for specified percentile rankings are posted on the law school

website for the 1L, 2L, and 3L ranking groups, so that students may determine their general position within the ranking group. Specifically, GPA cutoffs are posted for the top 5%, 10%, 25%, 33%, and 50%.

Class rank is determined by the transcribed cumulative GPA, which is rounded to the thousandths place. Individual ranks are based on the numerical sequence of students' transcribed cumulative GPA's, from highest to lowest. If two or more students have the same cumulative GPA, each receives the same rank. The position of those students ranked below them is unaffected. (If two students are tied for the number one rank, for example, the next student will be ranked number three, because there are two students with a higher GPA.)

Under the Family Educational Rights and Privacy Act (FERPA), the College of Law may not disclose an individual student's location within the GPA percentile bands without the student's written permission.

### **Classification of Students**

All students are enrolled in either the day division or evening division, and the number of hours for which a student is permitted to register is governed by the policies on Maximum Course Load and Minimum Course Load based on enrolled division. In addition to and distinct from enrollment division, for financial aid purposes, students are classified as full-time, half-time, or less than half-time.

For financial aid purposes, the following classifications apply:

- A student is classified as a full-time (day) student if he or she is enrolled in 13 or more credit hours in a fall or spring semester, or if he or she is enrolled in eight or more credit hours in a summer session.
- A student is classified as a part-time (evening) student if he or she is enrolled in 12 or fewer credit hours in a fall or spring semester, or if he or she is enrolled in four to seven credit hours in a summer session.
- A student is classified as less than half-time and is not eligible for financial aid if he or she is enrolled in fewer than eight hours in a fall or spring semester, or if he or she is enrolled in fewer than four hours in a summer session.
- A student is classified as a first-year student if he or she has earned 30 or fewer semester credit hours. A student is classified as a second-year student if he or she has earned between 31 and 60 credit hours.
- A student is classified as a third-year student if he or she has earned 61 or more semester credit hours.

### **Course Load**

#### **Maximum Course Load**

#### **Day Division**

A student enrolled in the day division may not register for more than sixteen credit hours in a fall or spring semester or for more than nine credit hours in a summer session without permission of the Associate Dean of Academic Affairs. In accordance with ABA Standards, all students are prohibited from registering for coursework that exceeds 20 percent of the total credit hours required for graduation.

#### **Evening Division**

A student enrolled in the evening division may not register for more than twelve credit hours in a fall or spring semester or for more than seven credit hours in a summer session without permission of the Associate Dean of Academic Affairs. Permission will not be granted for a student enrolled in the part time division to register for more than thirteen credit hours in a fall or spring semester or for more than eight credit hours in a summer session.

### **Correction of Excessive Course Loads**

A student who enrolls for more than the permissible number of hours will be withdrawn from a course or courses until his or her registration complies with the maximum load requirements. The choice of courses from which the student will be withdrawn is in the sole discretion of the Associate Dean of Academic Affairs. If the overload is not discovered until after grades have been given for the courses, the Associate Dean of Academic Affairs may withdraw the student from a sufficient number of courses in that semester or session to bring the course load into compliance.

### **Minimum Course Load**

#### **Day Division**

A student enrolled in the day division may not register for fewer than thirteen credit hours in a fall or spring semester, generally. A student enrolled in the full time division who wishes to enroll in between eight and twelve credit hours must obtain permission of the Associate Dean of Academic Affairs or his or her designee, but does not need to file a petition for the Reduction of Minimum Hours.

#### **Evening Division**

A student enrolled in the evening division may not register for fewer than eight credit hours in a fall or spring semester, generally.

### **Petition for the Reduction of Minimum Hours**

A student wishing to enroll in fewer than eight credit hours in a fall or spring semester must submit a Petition for the Reduction of Minimum Hours to the Associate Dean of Academic Affairs or his or her designee. A petition will only be granted if there is a showing of extenuating circumstances. A student may only submit such a petition twice during the student's tenure at UNT Dallas College of Law.

### **Distance Learning**

No student may be permitted to count more than 15 credit hours from distance learning courses toward the J D degree, whether through courses taken at UNT Dallas College of Law or credits transferred from another institution. No student will be permitted to enroll in a distance learning course, or receive transfer credit from a distance learning course, until

the student has accumulated at least 28 credit hours toward the JD degree. No student will be permitted to enroll in more than 6 credit hours of distance learning courses in a single term.

### **Credit for Non-Law Courses Taken Through the UNT System**

With advance approval, students may enroll in up to two graduate courses in the UNT Dallas Graduate School or UNT Toulouse Graduate School for up to six credits toward law school graduation. Approval will be granted only if the student, through the exercise of due diligence, cannot take a course containing substantially the same subject matter at the College of Law. Alternatively, with advance approval, students may enroll in up to two undergraduate courses at UNT Dallas or UNT for up to six credits toward law school graduation. Approval will be granted only if the courses are (a) part of foreign language sequence for which credit is granted toward an undergraduate degree; or (b) computer science courses which meet the technological competency requirement. A maximum of six hours of credit toward the JD degree will be awarded for any non-law school courses taken through the UNT System. Although grades received in non-law school courses will not be computed in a student's grade point average, the student must earn a "B" or higher in each course to receive credit. Students on academic probation are not eligible to take non-law school courses through the UNT System. Non-law school courses taken through the UNT System will count toward the maximum number of transfer credits allowed.

### **Transfer Credit for Visits to an ABA-Approved Law School**

Students enrolled in the College of Law may seek the transfer of credit taken at an ABA-approved law school. The maximum credit that the College of Law may allow to be transferred is 30 hours of Semester Credit Hours. Any student who is considering taking coursework from an ABA-approved school and who anticipates seeking to transfer credit for that coursework must first receive pre-approval of the course or courses from the Associate Dean for Academic Affairs of the College of Law. In determining whether credit may be transferred for the coursework, two decisions will be made. One is whether the course(s) will receive transfer credit. The second is whether the course(s) will receive transfer credit as an elective course, or as a required course within College of Law's curriculum. It is possible for a course to be approved for elective credit and yet not be approved as satisfying a particular required course.

In seeking pre-approval, students should provide, to the Associate Dean for Academic Affairs, a syllabus or detailed course description for each course for which they wish to receive credit. The syllabus or course description must contain sufficient information for the College of Law to determine content, grading basis, instructor, instructional minutes, method of instruction, and other details that the College of Law deems necessary to transfer credit for its program of study. The number of semester course hours that the College of Law will count for the course is generally based on the instructional minutes in the course.

Credit may be given for a course only if the student's grade in the course meets or exceeds the minimum grade point average needed to graduate from UNT Dallas College of Law. Credit, when given, will be recorded as pass, and will not be included in the computation of the student's College of Law grade point average. If a course for which transfer credit is sought was graded on a pass/fail basis, transfer credit may be given if that course is ordinarily taught as a pass-fail course at the school where the course was taken.

The Associate Dean for Academic Affairs will decide whether a course or courses transfer for credit, and if so whether for elective or required credit. On a regular basis, the Associate Dean shall notify the Academic standards Committee of decisions made relating to transfer credit. The Associate Dean may consult with the Academic standards Committee in relation to transfer credit decisions.

### **Credit from Study Abroad Programs**

UNT Dallas College of Law students may participate in study abroad programs that are approved by the American Bar Association. Any student who is considering taking coursework from a study abroad program and who anticipates seeking to transfer credit for that coursework must first receive pre approval of the course or courses from the Associate Dean for Academic Affairs and also be in good academic standing. In determining whether credit may be transferred for a course in a study abroad program, two decisions will be made. One is whether the course will receive transfer credit. The second is whether the course will receive transfer credit as an elective course, or as a required course within College of Law's curriculum. It is possible for a course to be approved for elective credit and yet not be approved as satisfying a particular required course. For example, a course on the "Estate System" might be approved for elective credit, yet is not likely to be counted as satisfying the required course for Wills, Trusts and Estates at the College of Law.

In seeking pre-approval, students should provide, to the Associate Dean for Academic Affairs, a syllabus or detailed course description. The syllabus or course description must contain sufficient information for the College of Law to determine content, grading basis, instructor, instructional minutes, method of instruction, and other details that the College of Law deems necessary to transfer credit for its program of study. The number of semester course hours that the College of Law will count for the course is generally based on the instructional minutes in the course.

The College of Law will accept no more than a total of 8 hours of credit from a study abroad program. Credit may be given for a course taken in a study abroad course only if the student's grade in the course meets or exceeds the minimum grade point average needed to graduate from UNT Dallas College of Law. The grade for the course in a study abroad program will be recorded as pass/fail on the UNT Dallas College of Law transcript, and will not be counted in the calculation of the student's grade point average at the College of Law.

The Associate Dean for Academic Affairs will decide whether a course or courses transfer for credit, and if so whether for elective or required credit. On a regular basis, the Associate Dean shall notify the Academic Standards Committee of decisions made relating to transfer credit. The Associate Dean may consult with the Academic Standards Committee in relation to transfer credit decisions.

## **Transfer Students**

The College of Law admits transfer and visiting students

## **Credit Hours**

The "semester credit hour" is the unit of credit at the College of Law. All credit-bearing courses or activities at the College of Law must meet the credit hour requirements set out in this policy.

Contact hour requirement. A traditionally delivered semester course should contain 15 weeks of instruction, plus a week for final examinations. For instance, a three-SCH course should contain 15 weeks of instruction (45 contact hours) plus a week for final examinations, so that such a course contains 45 to 48 contact hours depending on whether there is a final exam. A course that includes fewer contact hours or is delivered in a shortened time period must receive formal, written approval in advance from the Associate Dean for Academic Affairs.

Amount of work. A semester credit hour is an amount of work that reasonably approximates:

1. Not less than one hour of classroom or direct faculty instruction and two hours of out-of-class student work per week for 15 weeks, or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work as required in subsection (1) for other credit-bearing academic activities as established by the College of Law, including simulation, field placement, clinical, co-curricular, and other academic work leading to the award of credit hours.

For purposes of this definition, fifty minutes is sufficient to constitute one hour of classroom or direct faculty instruction, and an "hour" for out-of-class student work is sixty minutes. The College of Law may award credit hours for coursework that extends over any period of time, if the coursework entails no less than the minimum total amounts of classroom or direct faculty instruction and of-of-class student work specified in subsections (1) and (2), above. For purposes of (1) and (2), the time may include time on final examination and midterm examinations, as well as other work.

The following are examples of work that satisfies this requirement:

- Exam course: 42.5 hours per credit of time spent in class, preparing for class (reading or completing class assignments or assessments), and preparing for and taking exams.
- Paper course: 42.5 hours per credit of time spent in class, preparing for class (reading or completing class assignments or assessments), and researching and writing the required paper(s).
- Field placement or clinic: 42.5 hours per credit of time spent in class, performing field placement or clinic work, preparing for class or completing class assignments (including any reflective papers), and preparing for and taking an exam, if applicable.

In order to comply with this policy, the Registrar: (1) will schedule Summer courses over an 8 week period of time in addition to the Final Exam period and all school holidays; and (2) in Fall and Spring semesters, will schedule enough course weeks such that the semester encompasses 15 of each day of the week, in addition to the exam period and all scheduled school holidays.

The College of Law will regularly monitor adherence to this policy, through methods such as ongoing curriculum review and assessment, the course approval process, and the ongoing management of the College of Law's academic program.

### **Dean's List and Graduation Honors**

After each semester, the Registrar prepares the Dean's List, which is based on GPA for the semester. The Dean's List includes students who receive a 3.300 GPA or above for the semester. Graduating students receive "Latin honors" as follows:

- 3.400 Cum laude
- 3.700 Magna cum laude
- 3.900 Summa cum laude

### **Examinations**

Other than as stated in this policy, a student may not take a final examination or a midterm examination at a time other than the regularly scheduled time. Failure to take an examination on the regularly scheduled day, or on the day set for an exam that is rescheduled under this policy, will result in an "F" for the examination.

Rescheduling requests submitted before the start of the examination period.

A student may request to change an examination date to the next available date subsequent to the scheduled date under the following circumstances:

1. The student has an illness that is sufficiently severe to prevent the student from taking the exam at the scheduled time. Medical documentation is required for any application of this provision.
2. The student experiences an unpreventable circumstance, such as severe illness or death in the immediate family that would cause the taking of the exam at the scheduled time to be a major personal hardship for the

student. Medical or other appropriate documentation is required for any application of this provision. Work schedules, vacation plans, or travel arrangements do not qualify as a basis for rescheduling.

3. The student has 3 or more examinations scheduled on the same day. If a student has 3 or more examinations on the same day, they should contact the College of Law Registrar's Office directly to reschedule.

If a student seeks to reschedule an examination under any of these provisions, except where indicated, the student must submit his or her request to the Assistant Dean of Student Affairs by completing and submitting to an Academic Exception Request Form. The request can be submitted in hard copy or via email. If the reason for the scheduling request is conflicting exams, the request must be submitted at least two weeks before the start of the exam period. If the reason for the request is illness or hardship, the request must be submitted as soon as practicable after the student becomes aware of the problem. If the Assistant Dean of Student Affairs approves the request, he will notify the Office of the Registrar, which will work with the student on available alternatives.

If the request to take an exam at other than the scheduled time presents problems relating to delivering the same exam to the student as the other students will take, the Assistant Dean of Student Affairs will consult with the instructor who, in his or her discretion, may require the student to take a special final examination or submit a special paper. If this occurs, the instructor may, in his or her discretion, grade the examination or paper either on a credit/no credit basis or on the same numerical basis as the other exams or papers.

Rescheduling requests submitted after the start of the examination period.

A student may request to change an examination date during the examination period to the scheduled date under the following circumstances:

1. The student was ill on the examination day or on the day immediately preceding the examination, and presents medical documentation confirming the illness.
2. The student experienced an emergency (examples would be the death or severe illness of a close relative, or a car accident) on the examination day or immediately prior to the day, and presents satisfactory evidence of the emergency.

The student must submit his or her request to the Assistant Dean of Student Affairs by completing and submitting an Academic Exception Request Form. The request should not be submitted to the professor or instructor in the course. If the Assistant Dean of Student Affairs approves the request, he will notify the Office of the Registrar, which will work with the student on available alternatives.

If the request to take an exam at other than the scheduled time presents problems relating to delivering the same exam to the student as the other students will take, the Assistant Dean of Student Affairs will consult with the instructor who, in his or her discretion, may require the student to take a special final examination or submit a special paper. If this occurs, the instructor may, in his or her discretion, grade the examination or paper either on a credit/no credit basis or on the same numerical basis as the other exams or papers.

## **FERPA**

The College of Law complies with the Family Education Rights and Privacy Act (FERPA) (20 USC § 1232g; 34 CFR Part 99), which protects the privacy of student education records.

### **Consent to Disclose Education Records**

Except in limited circumstances, the College of Law will not release personally identifiable information from a student's education record without a signed and dated, written consent from the student. A student's consent to disclose

an education record to a third party must specifically identify the education record for which consent is granted, the purpose for the disclosure, and the identity of the person or entity to which the education record is to be disclosed.

### **Directory Information**

Directory Information means information contained in the education record of a student that would generally not be considered harmful or an invasion of privacy if disclosed. The following types of student information are considered "directory" for the purposes of this policy:

- Name
- Address
- Email address assigned by the College of Law
- EUID assigned by the College of Law
- Date and place of birth
- Participation in officially recognized activities
- Dates of attendance
- Enrollment status
- Degrees, awards and honors received
- Expected graduation date
- Most recent previous school attended
- Photograph

Currently enrolled students wishing to withhold any or all directory information may do so by submitting a written request to the Office of the Registrar prior to the 12th class day in the fall and spring terms or equivalent dates during the summer sessions. A request to withhold directory information may be submitted after the stated deadline for a term or session, but information may be released between the deadline and receipt of the request. Directory information of a student who has requested withholding of directory information will remain excluded until the student submits a subsequent written request to release directory information.

### **Disclosure of Education Records as Permitted without a Student's Consent**

FERPA permits the disclosure of education records without a student's consent under limited circumstances. For a full description of the circumstances under which education records may be released without student consent, please consult Policies of the UNT Dallas College of Law 7.303.

### **Student Right to Inspect and Review Records**

With limited exception, a student has the right to inspect and review his or her own education records, to receive explanation and interpretation of the records, and to obtain copies of the records when needed to allow the student to effectively exercise the right of inspection and review. Students seeking to inspect or review their education records should contact the following Responsible Administrator:

<b>Record</b>	<b>Responsible Official</b>
Permanent	Registrar

Academic transcript	Registrar
Disciplinary record	Assistant Dean of Student Affairs
Academic disciplinary record	Registrar
Financial aid	Coordinator of Student Financial Aid
Financial accounts	Assistant Director of Financial Services
Placement	Assistant Dean of Career and Professional Development

If a student submits a request for records to an administrator other than the one who maintains the record being sought, the administrator will advise the student of the correct administrator to whom the request should be addressed.

The College of Law will comply with all student requests to review and inspect records within 45 days of the date that the request is submitted to the appropriate records custodian. Students requesting access to their education records may be asked to verify their identity with a government issued photo identification, prior to inspection. Students seeking access either electronically or by telephone will be asked to verify their identity by providing information of specific individual relevance- not including a social security number.

### **Student Right to Request Amendment of Education Records**

College of Law students have the right to correct their own education records when the records are inaccurate, misleading, or otherwise in violation of the student's privacy rights. Students may request amendment of their education record by submitting a request to the appropriate records custodian. The College of Law will issue a decision within a reasonable period of time after receiving the student's request.

Students may challenge a College of Law decision regarding the amendment of an education record by filing a request for a hearing with the Assistant Dean of Student Affairs. The request must identify the contested record and specify the reason that the record is believed to be inaccurate, misleading, or a violation of the privacy rights of the student. After the hearing, if the College of Law determines that the education record is not inaccurate, misleading, or a violation of the student's privacy rights, the student may place a statement in his or her education record commenting on the contested content and the basis for disagreement with the College of Law's decision.

The College of Law will amend any education record that is determined to be inaccurate, misleading, or a violation of the student's privacy rights. The right to amend or correct an education record does not apply to routine grade appeals.

### **Graduation Requirements for Award of the J.D. Degree**

To graduate with a J.D. degree from the UNT Dallas College of Law, the following requirements must be met:

1. Credit hour requirement. Students entering in 2014, 2015 or 2016 must complete no less than 88 semester credit hours. Students entering in 2017 and beyond must complete no less than 90 hours.
2. Residency requirement. Students must complete at least 53 hours in residence.
3. Completion of required courses. The required courses are listed in the current Academic Catalog.
4. Completion of the writing requirement, the skills requirement, the research requirement, the experiential requirement, and the practice-related technology requirement.

5. Maintain satisfactory academic progress.
6. Complete all requirements in no less than 24 months and in no more than 6 years after matriculating at the College of Law or at a law school from which the student has received transfer credit. The ABA Standards address the pace at which a student may complete his or her legal studies. Standard 304(c) requires that the course of study for a J.D. degree be completed "no earlier than 24 months and no later than 84 months after a student has commenced law study at the law school or a law school from which the school has accepted transfer credit." The College of Law has adopted a maximum period of 6 years (72 months). In exceptional circumstances, the College of Law may extend this requirement but to no more than the maximum allowed by ABA Standard 304(c).

### **Grading and Withdrawal Policies**

#### **Grades and GPA Computation**

The grading scale at the UNT Dallas College of Law consists of the following letter grades, along with the numerical equivalent used for calculating grade point average (GPA).

A+	4.30
A	4.00
A-	3.70
B+	3.30
B	3.00
B-	2.70
C+	2.30
C	2.00
C-	1.70
D	1.00
F	0.00

**Note:** The lowest passing grade is a D.

In addition, the COL uses the following grades:

<b>HP</b>	High pass
<b>P</b>	Passing grade in a class graded on a pass/fail basis
<b>W</b>	Drop or withdrawal without penalty
<b>I</b>	Incomplete
<b>Credit/No Credit</b>	A grade of "no credit" will not be calculated within the grade point average; however, if a student receives a grade of no credit, he or she does not earn the credit for that course and, if the course is required, the student must repeat the course. The faculty may authorize a course to be graded on the basis of credit/no credit when, in the faculty's judgment, this method of grading is appropriate given the nature and purpose of the course.

Grade point average is calculated by dividing the total number of grade points by the total number of semester hours attempted. The grade point average is rounded to the third decimal. The number of semester hours attempted includes all courses with grades from A through F, and WF.

In general, letter grades will correspond to the following levels of achievement: A=Exemplary; B=Good; C=Fair; D=Poor; F=Failure. Because the grading scale includes "plus" and "minus" for A, B, and C, the use of plus or minus corresponds to a level of achievement deemed plus or minus the level just noted.

The College of Law has several non-credit bearing requirements; specifically the Community Engagement Requirement; the Mentorship Requirement; and the Practice-Related Technology Requirement. The faculty member or members responsible for overseeing these requirements will indicate whether or not a student has completed a requirement in a given semester, in a given year, or in its entirety, as applicable. The Office of the Registrar, through its processes and degree audit, will maintain tracking of student progress towards completing these requirements. If a student has not completed work or activities for the requirement at the end of a semester in which such work or activities must be completed, a hold will be placed on the student's registration for the next semester.

### **Incomplete**

A grade of incomplete ("I") may be granted to a student only during the last one-fourth of the session and only if the student: (1) is passing the course and (2) has a justifiable and documented reason for not completing the work on schedule that is beyond the control of the student as deemed appropriate by the instructor of record. The student has one long term to complete the work (e.g., Spring incomplete = end of fall completion; Summer incomplete = end of Fall completion date; and Fall incomplete = end of Spring completion date; or at the discretion of the instructor), unless the instructor designates an earlier deadline for completion. The grade of "I" will revert to a grade of "F" if the work is not completed by the end of the next long term.

An extension for an incomplete to stand beyond one long term may be requested with appropriate justification, documentation, and approval of the instructor. Such an extension should be requested through the Associate Dean for Academic Affairs and must also be approved by the Associate Dean for Academic Affairs. Requests for extensions must be filed prior to the end of the long term in which course work is being completed and may not be made after the grade has been changed.

It is important to note that **a student should not register for the incomplete course again**. The student must arrange with the instructor of record (or program coordinator if instructor is unavailable) to finish the work at a later date utilizing the Grade of Incomplete Documentation form. This form must be filed, no later than the last day of finals for a given session/term and can be obtained from the Office of the Registrar. The date of completion of remaining

coursework should be determined in consultation with the instructor. Upon completion of the work, the instructor will change the grade from a grade of "I" to the grade earned.

Instructors of record for a course cannot assign a grade of Incomplete without the consent of the student via the Grade of Incomplete Documentation form. Students cannot receive a grade of incomplete for a term once grades have posted officially.

### **Pass-Fail Grading**

The College of Law may designate certain courses as pass-fail. Any such courses will carry a pass-fail designation at the time of registration for the semester or other term. A credit-bearing course carrying a pass-fail designation will count for purposes of required hours or other requirements, but it will not be included in the calculation of GPA.

The College of Law has several non-credit-bearing requirements; specifically, the Community Engagement Requirement; the Mentorship Requirement; and the Practice-Related Technology Requirement. The faculty member or members responsible for overseeing these requirements will indicate whether a student has completed a requirement in a given semester, in a given year, or in its entirety, as applicable. The Office of the Registrar, through its processes and degree audit, will maintain ongoing tracking of student progress towards completing these requirements. If a student has not completed work or activities for the requirement at the end of a semester in which such work or activities must be completed, a hold will be placed on the student's registration for the next semester.

### **Grade Changes and Appeals**

Under UNT Dallas policy on grade appeals, students are encouraged to "resolve grade disputes through informal discussions with their faculty members and through a formal process only when necessary: As to formal process, only final grades may be appealed. The bases for appeal of a final grade are clerical or administrative error in calculating or assigning grade; grade not calculated in accordance with the grading criteria set out in the syllabus; or grade based on arbitrary or unlawful reason, including retaliation, harassment, or observance of religious holy days. Faculty members may not consider any request to re-evaluate the work. Under the policy, when a student wishes to appeal a final grade in a course, the student should first arrange a formal meeting with the instructor to discuss the student's concern." For more detail, see UNT Dallas Policy 7.007.

### **Segment Credit**

To receive credit for completing a segment, a student must receive a passing grade on the assignment that provides the segment credit, whether or not the student receives a passing grade in the course providing the segment credit. Thus, it is possible for a student to receive a passing grade in a course but not receive credit for the segment(s) provided by the class. Alternatively, it is possible for a student to receive a failing grade in a course but receive credit for the segments provided by the course on which the student received a passing grade. The criteria for a passing grade on a segment assignment will be determined by the faculty member providing the grade for the segment assignment.

### **Exemptions from Course Requirements**

In general, a student must receive a D or higher on all listed prerequisites prior to enrolling in a course. If a student wishes to enroll in a course in the same semester as one or more of the listed prerequisites for that course, the student must submit the Prerequisite Exemption Form. The final determination regarding the student's request will be made by

the instructor of the course requiring the prerequisite(s) and the Associate Dean of Academic Affairs. Under no circumstances will permission be granted for a student to enroll in a course in a semester prior to the semester in which the student enrolls in the listed prerequisite(s).

### **Course Repeat Policy**

#### RETAKING FAILED REQUIRED COURSES

A student who fails a course required for the J.D. degree must retake the course. Both the original failing grade and the new grade will count toward the student's cumulative GPA.

#### RETAKING FAILED ELECTIVE COURSES

A student who fails an elective course may retake the course, but only the original failing grade will count toward the student's cumulative GPA. If the student passes the course, the student will be awarded the associated credit hours, but the new grade will not count toward the student's semester or cumulative GPA.

#### RETAKING COURSES WITH A PASSING GRADE

A student may not retake any course in which the student has already received a passing grade.

### **Records, Registration and Enrollment Information**

#### **Registration Times**

Registration times for each semester and session are set and published by the College of Law Registrar. A student who fails to register during the normal registration time for a semester will lose any priority in registration.

#### **Adding Courses**

Students may add classes during the first 4 days of the semester for fall and spring courses. For summer courses, the 3rd day of class is the last day of the period to add courses.

#### **Dropping and Withdrawing from Courses**

No student who enters in the day division may drop required first-year courses or required third-semester courses. No student who enters in the evening division may drop required first-year courses or required third or fourth semester courses. Other than the required courses just noted, students may drop a course before the "census date" without academic penalty or notation on the transcript. The census date is the 12th class day of a fall or spring semester, or the equivalent day of a summer session.

A student may drop a course after the census date only with approval from the Assistant Dean of Student Affairs. If a course is dropped after the census date but before the end of the first six weeks of the fall or spring semester (or the equivalent date in summer sessions), the student receives a grade of W. If a course is dropped after the end of the first six weeks of the fall or spring semester (or the equivalent date in summer sessions), the student receives a grade of W if the student was maintaining a passing grade in the course at the time of the drop; the student receives a grade of WF if

the student was not maintaining a passing grade at the time of the drop. No student may seek to withdraw from a class after the date designated by the Registrar during the tenth week of class in the fall or spring semester (or the equivalent period in summer sessions).

The Registrar's office will publish, for each semester of the academic year and summer sessions, the census dates and drop dates.

### **Voluntary Withdrawal**

UNT Dallas Policy 7.006 covers voluntary withdrawal. Withdrawal is a formal process. If a student decides to withdraw during a semester or during a summer session, he or she must complete the formal withdrawal process in order to withdraw in academic good standing. Students considering withdrawal should consult with the Registrar to ascertain the specific steps. If a student is considering withdrawal and believes that he or she might return, the student should consider the option of a leave of absence.

### **Return after Voluntary Withdrawal**

If a student withdraws in the first semester of law school and seeks to return, he or she must go through the admissions process with the applicants for admission. If a student withdraws after the first semester and seeks to return, the Associate Dean for Academic Affairs may approve the request to return. Factors bearing on whether the request will be granted include the reasons for withdrawal and the student's level of academic success before the withdrawal.

### **Leave of Absence**

Upon a proper request, a student may be allowed to take a leave of absence for reasons of finances, health, or other personal reasons. Students considering a leave of absence should consult with the Associate Dean for Academic Affairs. To receive a leave of absence, the student must complete a leave of absence request and the Associate Dean for Academic Affairs must approve it. The Associate Dean will advise the student about the conditions and timing by which return might be available. When a student is on a leave of absence and is considering returning to the College of Law, the student should contact the Registrar at least three (3) months before the registration period for the term in which the student plans to return.

### **Working While Enrolled**

In order to ensure that all students have the opportunity to succeed in law school, students who enroll in the day division and who are working more than 20 hours per week in any semester or term must first meet with the Assistant Dean of Student Affairs at the start of any semester in which the student is working more than 20 hours per week.

### **Involuntary Medical Withdrawal**

The College of Law is committed to providing a learning environment that is conducive for students to develop to their fullest potential. On rare occasions, the College of Law may be required to activate a systematic response, including involuntary medical withdrawal, to students who may be in crisis or whose mental, emotional, or psychological health

condition may directly threaten the safety of the learning environment. Through the creation of a collaborative interdisciplinary team, the College of Law and UNT Dallas will provide a caring, confidential program of identification, intervention, and response in order to provide students with the greatest chance for success and the College of Law community with the greatest level of protection. See UNT Dallas Policy 7.008.

## **Additional Policies**

### **Prohibition of Sexual Assault and Retaliation**

The College of Law is committed to maintaining a work and educational environment that is free from sexual assault and retaliation. Conduct that is inconsistent with this commitment will not be tolerated at any location, program, or other activity associated with the College of Law or UNT Dallas. To this end, the UNT Dallas policy prohibiting sexual assault and retaliation applies to all students, faculty, staff, applicants for admission or employment, individuals and organizations conducting business on behalf of or for UNT Dallas or the College of Law, and visitors and participants at any location, program, or activity associated with the College of Law or UNT Dallas. In addition, the College of Law may act under this policy when prohibited conduct that occurs off campus adversely affects or has a reasonable likelihood of adversely affecting the academic or work environment.

The full policy can be found at UNT Dallas Policy 5.038.

### **Student Complaints and Appeals**

At the College of Law, the faculty, administration, and staff seek to provide a supportive and professional environment, with the goal of excellence in teaching and learning. The school welcomes student feedback about the educational program, services, and policies. The school also wants to ensure that students know about and have access to procedures for expressing or registering concerns, appeals, or complaints. Depending on the nature of a student's concern or complaint, UNT Dallas or College of Law policies may provide a specific process for addressing that concern. When the concern or complaint does not fall within an existing procedure, students may use the process set out below. The Law School will not retaliate in any manner against a student who files a complaint or appeal under any process, nor will it permit any faculty member, administrator, or student to do so.

Concerns or complaints about the College of Law that are outside the scope of any existing College of Law policy or procedure.

Many times, a concern can be resolved by speaking with the faculty member, administrator, or staff person involved. If informal resolution is unsuccessful or not feasible, the student should consult any policy that applies in the area. For instance, policies on financial aid, Code of Conduct, Honor Code, grades, and other areas contain details about appeals. At times, a student might seek deviation from, exception to, or appeal from the application of a policy on a matter. Further, a student might have a concern or complaint relating to a matter that is not covered under a current policy.

Students should use the following process: Prepare a petition or complaint in writing; include date, student's name, telephone number, and email address; provide as much detail as possible about the concern; and submit the complaint to the Associate Dean for Academics (if the matter is academic) or to the Assistant Dean of Student Affairs (if the matter is non-academic). The Associate or Assistant Dean or his or her designee will investigate the complaint in a timely manner, take appropriate action, and notify the student about the proposed resolution of the matter. If the student

is not satisfied with the proposed resolution, the student may appeal the decision to the Dean of the College of Law; any such appeal must be filed in writing within five business days of the notification of the proposed resolution.

Complaints or concerns regarding discrimination or harassment of any type (including sexual harassment made against a College of Law or UNT Dallas student, faculty member, staff member, or other member of the College of Law or wider UNTD community).

- Please refer to UNT Dallas Policies 5.001 and 5.001a.
- Contact: UNT Dallas College of Law Assistant Dean of Student Affairs, or, in the case of sexual harassment, Title IX Coordinator Office, UNT Dallas.
- Report concerns or complaints relating to sexual assault or retaliation: Please refer to UNT Dallas Policy 5.038.

Complaints or concerns relating to requests for disability accommodation

- Please refer to UNT Dallas Policy 7.004.
- Contact: College of Law Assistant Dean of Student Affairs.

Grade appeal

- Please refer to UNT Dallas Policy 7.007.
- Contact: Individuals described in the appeal process set out in UNT Dallas Policy 7.007.

Complaints or concerns relating to the release of student information

- Please refer to UNT Dallas Policy 7.003.
- Contact: Registrar, College of Law.

Concerns or reports regarding the Code of Conduct

- Please refer to UNT Dallas Policy 7.001.
- Contact: College of Law Assistant Dean of Student Affairs.

Concerns or reports relating to the Honor Code of the College of Law

- Please refer to College of Law Honor Code: [https://lawschool.untDallas.edu/sites/default/files/col-honor-code\\_2014.pdf](https://lawschool.untDallas.edu/sites/default/files/col-honor-code_2014.pdf).
- To report potential Honor Code violations, contact the Assistant Dean of Student Affairs or use the on-line portal.

Appeal of a decision relating to financial aid

- Please refer to: <https://lawschool.untDallas.edu/satisfactory-academic-progress>.
- Contact: Office of Financial Aid, UNT Dallas College of Law

Complaints relating to compliance with ABA Standards

ABA-accredited law schools are subject to the ABA standards for Approval of Law Schools. The UNT Dallas College of Law makes every effort to comply with ABA standards for addressing student complaints. A complaint is a communication in writing that seeks to bring to the attention of the law school a significant problem that directly implicates the school's compliance with the Standards. The ABA standards may be found at: [https://www.americanbar.org/groups/legal\\_education/resources/standards.html](https://www.americanbar.org/groups/legal_education/resources/standards.html).

**Bringing a complaint.** A student who seeks to bring a complaint that directly implicates the school's compliance with the Standards may do so by the following: (1) Complete and submit a written complaint form that sets forth with particularity the ABA standard or standards as to which the student has concerns about non-compliance; (2) Submit the form by email, in person, or by U.S. Mail to the Associate Dean for Academic Affairs.

**Process after submitting:** The Associate Dean of Academic Affairs or his or her designee shall respond to the complainant within three (3) business days to acknowledge receipt of the complaint. Acknowledgement may be made by email, U.S. mail, or by personal delivery. Within two weeks of acknowledging the complaint, the Associate Dean or designee shall meet with the complainant or provide a written response to the substance of the complaint. The complainant should receive a response to the complaint during the meeting or in writing, informing the complainant about the steps that are being taken by the law school to investigate or address the complaint. If additional investigation is necessary, the complainant shall receive a substantive response within two weeks after the investigation has been concluded.

**Appeal.** After the complainant receives a substantive response, setting forth what action the law school will take regarding the complainant has the right to appeal the decision to the Dean of the College of Law. The decision of the Dean is final.

**Maintaining a Record of the Complaint:** The Law School will maintain a written copy of the complaint and the resolution of the complaint for ten (10) years from the date of the final resolution of the complaint.

### **Acceptable Use of Computers and Information Resources**

The College of Law provides each of its students with accounts that permit use of the College of Law's information resources-including computer resources and software for which the College of Law has obtained licenses. By using these information resources, students agree to abide by the policies and procedures of UNT Dallas as well as federal, state, and local laws. These policies and procedures include but are not limited to the UNT Dallas acceptable use policy; UNT Dallas policies against harassment, plagiarism, and unethical conduct; and federal, state, and local laws pertaining to theft, copyright infringement, insertion of viruses into computer systems, and other computer-related crimes. Use of information resources must be consistent with UNT Dallas and College of Law policies regarding plagiarism, unethical conduct, and harassment. Laws relating to the protection of intellectual property extend to the electronic environment. Unless specifically stated otherwise, users should assume that works communicated through the computer network are subject to all federal laws, state laws, and UNT Dallas policies relating to copyright, trademark, and intellectual property.

Use of the College of Law's information resources and content transmitted through these resources may be subject to:

- Review or disclosure in accordance with the Texas Public Information Act and other laws;

- Administrative review of information resource usage for a security purpose or in regard to legal or compliance concerns;
- Information resources maintenance;
- Audits or other reviews necessary to protect the reasonable interests of the College of Law and other uses of information resources.

Unauthorized and impermissible use of College of Law information resources includes the following:

- Sharing College of Law accounts, personal information numbers, passwords, or other identifiers issued to the user;
- Unauthorized entry into a file, to use, read, or change the contents or for any other purpose;
- Abuse of computer and information resources, including interruption of function or insertion of viruses; Use of College of Law computer resources for personal financial gain or a personal commercial purpose;
- Unauthorized copying or transferring of files or data;
- Unauthorized use of another's identification and/or password;
- Use of computing facilities to interfere with the work of another student, faculty member, or College of Law official;
- Use of computing facilities to send obscene, abusive, harassing, or threatening messages;
- Use of computing facilities to interfere with normal operations of the College of Law computing system;
- Damaging or altering records or programs.

For more detail, see [Chapter 14](#) of UNT Dallas Policies.

### **Alcohol or Substance Abuse**

The College of Law is committed to maintaining an environment free from substance abuse by students and employees as well as complying with state and federal laws related to the unlawful possession or distribution of illicit drugs and/or alcohol.

UNT Dallas policies prohibit the illicit use, sale, attempted sale, conveyance, distribution, manufacture, cultivation, dispensation, purchase, attempted purchase, and possession of illegal drugs, intoxicants, or controlled substances, at any time and in any amount or in any manner.

The purchase, consumption, and possession of alcoholic beverages in College of Law facilities shall in all respects comply with state laws and UNT Dallas policies. Failure to comply by any student will constitute grounds for disciplinary action, up to and including expulsion from the College of Law. A student who violates any state law related to use or possession of drugs or alcohol will be reported to the appropriate law enforcement agency.

Students may be required to participate in and satisfactorily complete an approved rehabilitation or assistance program. More details on the alcohol and substance abuse policy can be found in UNT Dallas Policy 7.011.

### **Compliance with Copyright Laws**

Students, faculty, and staff at the UNT Dallas College of Law are expected to comply with federal copyright laws. Copyright is a form of protection provided by the laws of the United States to the authors of "original works of authorship." A copyright belongs to the author of a work, unless the author grants the ownership in writing to someone else, such as the author's publisher. The types of works that can be copyrighted include literary, musical, dramatic, choreographic, pictorial, graphic, sculptural, and architectural works; motion pictures and other audiovisual works; sound recordings; and electronic works, including computer chips, software, and some databases.

Lack of a copyright notice on a work does not mean the work is not protected by copyright. A copyright notice is not required under U.S. law. The use of the copyright notice is the responsibility of the copyright owner and does not require advance permission from, or registration with, the Copyright Office.

Anyone who makes unauthorized use of copyrighted material in a manner that violates the copyright owner's exclusive rights (except for the limitations and exemptions allowed by law) is committing copyright infringement and may be subject to civil and criminal penalties as well as disciplinary action by the College of Law.

### **Free Speech**

The UNT Dallas College of Law is a public institution of higher education, with its primary purpose to provide an environment for education and scholarship. College of Law facilities are reserved primarily to support the educational objectives and mission of the College of Law. The College of Law recognizes that the freedom to exchange ideas is an essential component of the educational process. Expressive activities promote debate and the sharing of ideas and substantially contribute to the marketplace of ideas that is the foundation of an educational institution. The College of Law protects the rights of students to engage in the free exchange of ideas, while promoting a safe learning environment and preventing interference with College of Law functions and activities. Expressive activity in College of Law facilities will not be limited based on content or based on the political, religious, or other affiliation of the speaker.

The College of Law facility may not be used in ways that would substantially disrupt or materially interfere with College of Law teaching, administration, or programs. Use of the College of Law facility by students or student organizations will be granted on a non-discriminatory basis, ensuring equal opportunity for all members of the College of Law community. Unless sponsored by a student organization, College of Law facilities are not available for use by individuals or groups not affiliated with the College of Law. More detail can be found in UNT Dallas Policy 7.009.

### **Identity Cards**

The UNT Dallas College of Law Campus ID card (ID card) is required for access to campus classrooms, library, campus services and resources, events; in addition, it is required for student financial services assistance. The Campus ID must be in the student's possession at all times while he or she is on the law school campus.

The Campus ID may not be used by any person other than the one to whom it is issued, and it must be surrendered on the request of any official of the College of Law. If an ID card is lost, another can be requested through the Office of Admissions during regular business hours.

### **No Tobacco Policy**

No tobacco products may be consumed or used inside the UNT System Building, and the use of "e-cigarettes" is not allowed in the building.

### **Safety Warnings**

All students, employees, and visitors are expected to follow directions as provided during any emergency, such as fire or severe weather. Alerts may be issued via the building's public announcement system, email, text messages, and voice mail. Alternatively, if an alert occurs and no instructions are given, check posted instructions in all classrooms and office suites.

## **Student Email Account**

UNT Dallas College of Law email serves as the official College of Law method for communicating with students. The College of Law email account will be used as a method for notifying students of dangerous or emergency situations occurring on campus, academic or financial responsibilities, and any other College of Law matters. **It is the responsibility of the student to regularly check his or her UNT Dallas College of Law email.**

## **Student Organizations**

The College of Law recognizes the importance of student government and student organizations in the formation of students and in the mission of the College of Law.

The Student Bar Organization (SBA) acts as a representative body on behalf of students to:

- Provide a voice for students to the College of Law administration on matters of interest to students;
- Encourage and promote interest in university affairs and activities;
- Promote and develop activities that enrich the social, cultural, and academic life at the College of Law; and
- Serve on College of Law committees as designated by College of Law policy or Regent Rule.

The SBA operates in accordance with a constitution and by-laws that establish equal membership and voting rights for every student enrolled at the College of Law.

A "**student organization**" means a group of College of Law students joined together in the pursuit of a common purpose. Such organizations must be open to all students without regard to race, color, sex, age, national origin, religion, sexual orientation, disability, or veteran status.

Student organizations must have the formal agreement of a full-time College of Law faculty or staff member to serve as an advisor. In addition, any student organization seeking the privileges of status as a College of Law "registered student organization must register annually with the Assistant Dean of Student Affairs.

Registering organizations must provide the following upon registering with the Assistant Dean of Student Affairs:

- A list of all current members.
- The names and contact information for all students holding leadership positions in the student organization. If such names are not available at the time of registration, they must be provided within ten (10) business days of their election to a leadership position.
- A copy of the student organization's current constitution and by-laws.
- A copy of the student organization's policy manual, if applicable.
- The name of the full-time faculty or staff member who has formally agreed to serve as an advisor.

Registration does not imply College of Law endorsement of the viewpoints, objectives, or purposes of the student organization, and the College of Law assumes no responsibility for the content of programs or activities sponsored by a registered student organizations.

The president or equivalent student organization leader must be currently enrolled at the College of Law and must maintain a cumulative grade point average of 2.25. If the leader's grade point average falls below 2.25, the leader will not be eligible to continue to serve in the leadership position.

Registered organizations must participate in student organization training sessions as required by the Assistant Dean of Student Affairs. The registration process will not be complete until this requirement has been met.

Registered organizations are entitled to the following privileges:

- Opportunity to hold meetings in College of Law facilities at no cost other than those required under other College of Law policies.
- Eligibility for funding through the Office of the Dean of students for qualifying uses related to promotion and operation of the student organization.
- Access to College of Law student organization web resources and email at no cost, so long as the student organization acts in compliance with College of Law computer use policies.
- Opportunity to schedule and present programs for the College of Law community through the Assistant Dean of Student Affairs .
- Recognition in the annual publications of the Assistant Dean of Student Affairs.

Student organizations are subject to the requirements of the College of Law Code of Conduct, and violations of the Code may result in the withdrawal of privileges under the provisions of the Code.

More details on student government and student organizations can be found in UNT Dallas Policy 7.012.

### **Student Journals - The UNT Dallas Law Review**

The UNT Dallas Law Review publishes two digital law journals: On the Cusp and Accessible Law. The content of both journals is available only online and is hosted by the UNT Digital Library.

On the Cusp publishes online articles of high value to practicing lawyers, especially on legal topics of interest to small and solo practitioners. On the Cusp will include articles written by external authors (practitioners, professors, and judges), as well as student-written articles.

Accessible Law is a multimedia journal that is published online. Accessible Law is focused on producing content that explains laws and the legal system for the community at large. Accessible Law features four primary types of content: articles, columns, multimedia presentations, and forms.

To reflect the College of Law's commitment to the important mission of both journals, and to draw on the faculty's diverse practice and writing experience, The UNT Dallas Law Review will have a number of faculty advisers.

### **Timely Warnings**

In accordance with the Jeane Clery Act, UNT Dallas will issue warnings to the university community, including the College of Law, of crimes that may present a serious or continuing threat to the university or college community in a manner that is timely and that will aid in the prevention of similar crimes. The timely warning will be issued using a combination of methods that allow for the prompt communication to the university community. Timely warnings will include sufficient information about the nature of the threat to allow members of the community to take protective action, unless law enforcement determines that publishing such information could possibly compromise law enforcement actions. For more detail, see UNT Dallas Policy 12.001.

### **Use of Rooms**

When not in use for classes or college events, rooms may be reserved for group study or student meetings by completing the appropriate form available from the Registrar's Office.

## Honor Code Policy Statement

### POLICY STATEMENT

In its preamble to the Model Rules of Professional Responsibility, the American Bar Association states: "A lawyer, as a member of the legal profession, is a representative of clients, an officer of the legal system, and a public citizen having special responsibility for the quality of justice." A legal education is the gateway to serving these roles as a lawyer, and a student's legal education is itself a critical period in his or her professional formation. Thus, all students at the UNT Dallas College of Law are expected to abide by the high ethical and conduct standards needed to serve as representatives of clients, officers of the legal system, and public citizens with special responsibility for the quality of justice. In addition, Honor Code violations may adversely impact a student's application for admission to the Bar of Texas and other states, because the Board of Law Examiners investigates the character and fitness of applicants to the Bar.

These expectations are expressed in and put into operation through two avenues: the Honor Code, and the Code of Conduct. The Honor Code expresses the expectation that students will behave with academic integrity. The requirement of academic integrity means that a student will not cheat, plagiarize, or falsify in any academic matter. The Code of Conduct expresses the expectation that all members of the UNT Dallas College of Law community will conduct themselves in a manner that demonstrates civility as well as respect for the dignity, rights, safety, and property of others.

Because students, faculty, and administration have a vital interest in maintaining a community of academic integrity, all play a role in the administration and ongoing development of the Honor Code.

#### I. APPLICATION OF POLICY

The Honor Code applies to all students at the UNT Dallas College of Law and to all academic matters. Students are expected to maintain the principles of academic integrity and to conform to the requirements of this Honor Code upon application for admission to the College of Law through the award of their degree or such time as there is a formal termination of the student relationship with the College of Law. Violations of the Honor Code will continue to be considered even if a student withdraws from the College of Law or graduates from the College of Law during the review process.

#### II. DEFINITIONS

- A. **Academic Matters.** Any actions or activity related to a course or to satisfying the requirements for graduation, and any curricular and co-curricular activities connected to students' academic and professional development including but not limited to moot court competitions, journals, externships and career services.
- B. **College of Law ("COL").** The UNT Dallas College of Law.
- C. **Honor Council.** The entity trained to review alleged violations of the Honor Code and also to promote awareness of the Honor Code.

#### III. UNT DALLAS COLLEGE OF LAW HONOR COUNCIL

- A. The COL Honor Council is entrusted by the COL Community to administer the COL Honor Code and to promote awareness of and education about the Honor Code. The COL Honor Council regularly reviews the Honor Code and may adopt bylaws and publish guidelines and information that are consistent with and further the effectiveness of the Honor Code.
- B. The nine (9) member Honor Council includes the Associate Dean of Academic Affairs, who will serve as chair of the Council, four (4) COL faculty members who will be appointed by the Dean of the College of Law, and four (4) students who will be appointed in the initial year of Honor Council operation by the Associate Dean of Academic Affairs but in all subsequent years will be selected and appointed by the officers of the COL Student Bar Association based on student applications and in accordance with procedures adopted by the COL Student Bar Association.

- C. Honor Council members will be appointed for a single academic term (August 1 through July 31), with faculty members permitted to serve consecutive appointments upon appointment by the Dean, and with students permitted to serve consecutive appointments in accordance with procedures adopted by the COL Student Bar Association.
- D. Upon appointment, all members of the Honor Council must agree to abide by an oath of confidentiality modeled after the oath taken by members of the State Bar of Texas Attorney Grievance Committee, which states:
  - 1. "I do solemnly swear (or affirm) that I will faithfully execute my duties as a member of the Honor Council of the UNT Dallas College of Law. I further solemnly swear (or affirm) that I will keep confidential all matters that come to my knowledge as a member of the Honor Council arising from or in connection with any Honor Code matter, unless permitted to disclose a matter in accordance with the Honor Code or unless ordered to do so."

#### IV. CATEGORIES OF ACADEMIC MISCONDUCT

All students of the UNT Dallas College of Law shall behave with academic integrity. Cheating, plagiarizing, or falsifying in any academic matter is a violation of this standard and constitutes academic misconduct.

The requirement of academic integrity has implications for the UNT Dallas College of Law community as well as for individual students. Academic misconduct undermines the common bond of trust, fairness, and ethical behavior within the College of Law community. Thus, all members of the College of Law community are under an obligation to report academic misconduct.

To a large extent, there is common understanding about what constitutes academic misconduct. Adults usually do not need a definition of cheating, plagiarizing, or falsifying to know whether they are engaging in that conduct. Yet some definitions, examples, and guidelines are useful to include in this Honor Code. First, these can have a signaling and reinforcing effect. Second, these can educate students in areas as to which there may be less common understanding, such as the relationship between paraphrasing and plagiarism. Third, it is important to describe violations of this Code in sufficient detail to prevent misunderstanding about the scope and effects of this Code.

The COL Honor Code is not written with the specificity of a criminal statute, nor is it intended to cover every instance of potentially prohibited academic misconduct. Students may be disciplined for the following types of academic misconduct.

- A. **Cheating**: An act of deception or misrepresentation by which a student could gain an unfair advantage in an academic matters. Examples include:
  - 1. Obtaining information about a test or assignment other than by the methods or within the boundaries that the instructor has permitted.
  - 2. Seeking to make research resources unavailable to other students, such as hiding or destroying books or sources.
  - 3. Seeking or receiving any unauthorized assistance, or providing any unauthorized assistance to another, in connection with tests or assignments.
  - 4. Submitting work for credit on one course that the student has already submitted for credit in another course, unless authorized by the instructor.
  - 5. Taking additional time beyond the time authorized to complete an assignment or exam.
  - 6. Collaborating in an unauthorized way. At the College of Law, a student's work in curricular and co-curricular settings is often expected and in some cases required to be collaborative. However, in other instances, a student will be required to work individually, without collaboration or assistance. Unauthorized collaboration is collaboration that does not comply with the instructor's requirements relating to receiving assistance for or collaborating with others.
- B. **Plagiarism**: Presenting as one's own work any material obtained from another source, whatever the source - for instance text, Internet, digital materials, or materials prepared by other students. Intent is not required to constitute plagiarism; negligent plagiarism is a violation of the Honor Code. In general, obtaining and using materials from any source without proper attribution constitutes

plagiarism. Whether plagiarism has occurred does not depend on the quantity of the material that is used. Plagiarism includes but is not limited to the following conduct:

1. Verbatim copying another's work without proper attribution (quotation marks and citation to sources).
  2. Slightly paraphrasing otherwise verbatim material, even if the source is cited, without indicating that the passage is basically taken verbatim from the source.
  3. Using another's ideas or concepts without proper attribution.
  4. Mixing verbatim or slightly paraphrased content from multiple sources without proper attribution of the underlying source.
- C. **Falsifying:** Lying, fabricating facts or sources, or misrepresenting facts or sources; including but not limited to:
1. Using a false excuse to avoid or be excused from an assignment or test.
  2. Falsely indicating the time at which an assignment is turned in.
  3. Falsifying the hours spent on an assignment or project when the number of hours spent is relevant to credit or grade awarded.
  4. Falsely indicating the presence of the student or another student for attendance in connection with any academic matter.
  5. Signing another student's name or allowing one's own name to be signed by another student in connection with any academic matter.
  6. Forging or altering student records or documents.
  7. Citing nonexistent authority or authority known not to support the proposition for which it is used.
  8. Aiding or abetting an act of academic misconduct. Assisting or aiding another to cheat, plagiarize or falsify, or participating in any effort to cover-up or hide a violation of the Honor Code.

#### V. **COMMUNITY OBLIGATION TO REPORT VIOLATIONS**

The COL is committed to maintaining a culture of professionalism and mutual respect. All members of the COL should expect and insist on academic integrity from themselves and all members of the community. Failure to exercise academic integrity undermines the common bond of trust, fairness, and ethical behavior within the COL community. If any student observes conduct that he or she believes violates this Honor Code, the student has an obligation to speak to the faculty member or to the Honor Code Representative. All members of the COL community must also report violations of academic integrity committed by others.

#### VI. **SANCTIONS FOR ACADEMIC MISCONDUCT**

- A. The Honor Code does not require a particular sanction for a particular violation of the Honor Code. Rather, the full range of sanctions set out below is available for an Honor Code violation. Which sanction or sanctions are proper in a given case depends on circumstances including:
1. Flagrancy of the violation. Negligence or inadvertence is not, per se, a defense to an Honor Code violation, although negligent or inadvertent conduct sometimes will not constitute an Honor Code violation. The fact that conduct was negligent rather than intentional may mitigate a sanction; likewise, the fact that a student acted intentionally may be an aggravating factor.
  2. Harm to others.
  3. Self-reporting of a violation before knowing that anyone else would report the violation.
  4. Any other circumstances that, in the judgment of the Honor Code Hearing Panel, should be treated as aggravating or mitigating factors.
- B. Possible sanctions for violation of the Honor Code include:
1. Written Reprimand.
  2. Educational Sanction.
    - a. For Honor Code violations relating to a class or course credit, and with the concurrence of the instructor, an educational sanction may include:
      - i. Change of course grade, including change to a failing grade.

- ii. Disallowing credit for an academic assignment or test, with or without an opportunity to resubmit or re-take an assignment or test.
    - iii. Removing academic credit for a course.
  - b. Failure to comply with the assignment may result in further discipline.
- 3. Loss of Privileges. Includes removal from student organizations or denial of privilege to participate in COL activities.
- 4. **Probation**. For a specified period of time and/or under specified conditions.
- 5. Suspension. For a specified period of time or until compliance with specified conditions is documented.
- 6. Expulsion. Permanent separation from the COL.

VII. **PROCEDURES TO ADDRESS HONOR CODE VIOLATIONS**

- A. Honor Code Representative. The Dean of the College of Law will designate a senior administrator or faculty member to serve as the Honor Code Representative (HCR). The HCR will conduct a preliminary investigation of reported Honor Code violations. The HCR will also maintain records of all reported violations of the Honor Code and will provide an annual summary of violations and sanctions.
- B. Reporting Honor Code Violations. Any member of the COL Community (faculty, student, staff or administrator) who has reasonable cause to believe that an Honor Code violation has occurred must report the violation to the HCR. Members of the COL faculty may also follow the procedures set forth in Section VIII.C. A written report to the HCR must include:
  - 1. The name of the reporting person.
  - 2. The date, time and location of the reported violation.
  - 3. A complete description of the alleged violation.
  - 4. Names of any potential witnesses or individuals with information related to the reported violation.
- C. Faculty Review of Possible Honor Code Violations. If a faculty member believes that a student in his or her class has violated the Honor Code, the faculty member may either meet with the student to discuss the alleged violation or report the violation directly to the HCR without meeting with the student.
  - 1. After meeting with the student:
    - a. If there is reasonable cause to believe that an Honor Code violation has occurred, the faculty member must report the alleged violation to the HCR. The report to the HCR is not a final conclusion that an Honor Code violation has occurred. The faculty report to the HCR must include:
      - i. The name of the reporting faculty member.
      - ii. The date, time and location of the reported violation.
      - iii. A complete description of the alleged violation.
      - iv. Names of any potential witnesses or individuals with information related to the reported violation.
    - b. If there is not reasonable cause to believe that an Honor Code violation has occurred, no further action will be taken by the faculty member.
  - 2. A direct faculty referral for HCR review must be submitted to the Office of the Associate Dean for Faculty Affairs and copied to the student. The referral must include:
    - a. A full description of the alleged violation of the Honor Code.
    - b. A full summary of all information to be provided in response to the alleged violation, including information presented by the student to the HCR during the initial meeting if available.
- D. Preliminary Investigation of Honor Code violations by HCR. The HCR will investigate written reports of violations of the Honor Code to determine whether there is reasonable cause to believe that a violation of the Honor Code occurred. The HCR will notify the student who is the subject of a reported violation and require the student to respond within seven (7) calendar days of the date of the notice to schedule a meeting to review the allegations and to offer a response.

If a student fails to respond timely, the HCR will refer the reported violation for immediate review by the Honor Council.

1. At a meeting with the student, the HCR will review the reported violation and any information developed through the HCR's preliminary investigation. The student will be offered the opportunity to respond and to offer additional information for consideration by the HCR.
2. After the HCR concludes the preliminary investigation, if there is not sufficient information to provide reasonable cause to believe that a violation of the Honor Code occurred, the HCR will dismiss the reported violation.
3. If the HCR finds reasonable cause to believe that a violation of the Honor Code has occurred, the HCR will meet with the student to discuss options available to the student to address the Honor Code violation, including:
  - a. Entering an Agreed Disposition; or,
  - b. Requesting referral to the Honor Council for final determination.
4. A student must contact the HCR no more than (7) calendar days after the meeting to select an option to address the Honor Code violation. If the student fails to contact the HCR within seven (7) calendar days, the HCR will refer the reported violation to the Honor Council for final determination. The written referral to the HCR will include a full description of the alleged violation and a full summary of all information to be provided in response to the alleged violation, including information presented by the student to the HCR during the initial meeting if available.

E. Agreed Disposition of Honor Code Violations.

1. A student may resolve an Honor Code violation through an agreed disposition at any time during the Honor Code review process. An Agreed Disposition must be in writing and must include:
  - a. An admission that the reported conduct constitutes a violation of the Honor Code.
  - b. Waiver of the option for the Honor Council to consider the circumstances underlying the alleged violation of the Honor Code or to reach a final conclusion.
  - c. Acknowledgement that the agreed disposition constitutes a finding that the student has violated the COL Honor Code and that the finding must be reported upon request on an application to sit for any bar exam.
2. Records of an agreed disposition will be maintained permanently by the Dean of Students in accordance with the COL Student Records Policy, with nonconsensual disclosure limited as set forth in the policy.

F. Review of Honor Code violations by the Honor Council. The Honor Council will review alleged violations of the Honor Code that are: directly referred by faculty; requested by a student after meeting with the HCR; or referred by the HCR due to lack of the student's participation or cooperation in the review process.

1. Upon receiving notice of a request for Honor Council review, the Chair of the Honor Council will appoint a five (5) member Honor Code Hearing Panel from among the members of the Honor Council. No member of the Honor Council may be appointed to serve on a Hearing Panel for a matter on which the Honor Council member has a conflict of interest. In addition to the Associate Dean for Academic Affairs or his or her designee, the Honor Code Hearing Panel must include:
  - a. Two (2) students. If student members of the Honor Council are not available to serve on a panel within a reasonable period of time, the Dean of the College of Law may appoint substitute student members to the Hearing Panel in consultation with the President of the Student Bar Association.
  - b. Two (2) members of the faculty. If faculty members of the Honor Council are not available to serve on a panel within a reasonable period of time, the Dean of the College of Law may appoint substitute faculty members.
2. The Honor Council Hearing Panel is appointed on an as needed basis to:

- a. Collect and review information, and make final determinations related to alleged violations of the Honor Code.
    - b. Determine appropriate sanctions based on violations of the Honor Code.
  - 3. The Honor Council Hearing Panel will select a chair from among the appointed faculty members or the Associate Dean for Academic Affairs (or his or her designee) to preside over the hearing and make all decisions related to procedure.
  - 4. As soon as practicable after receipt of the request for review, the Hearing Panel will notify the student, the faculty member, and HCR as appropriate about the date, time and place for the requested hearing.
- G. Agreed disposition once a Hearing Panel is Convened. Once a Hearing Panel has been convened, upon request of a student, the chair will convene a conference to include the student (and his or her representative), the HCR, and one student and one faculty member of the Hearing Panel to consider the possibility of an agreed disposition. An agreed disposition is subject to the requirements set forth in Section VIII.E., and any agreed disposition must be approved by the chair.

H. **Hearing Panel Procedures**

- 1. Standard of Proof. Evidence of a violation of the Honor Code must be proven through clear and convincing evidence.
- 2. Record of Hearings. All Panel Hearings will be recorded electronically and the record will be maintained in the Office of the Dean of Students. The record will be made available to the student upon request and a copy will be provided on request at the cost of the student.
- 3. Student Representation. Students are expected to represent themselves before the Hearing Panel. Students may be accompanied by counsel or another representative during the hearing; however the advisor or counsel may not participate in the hearing and may advise the student only during breaks. A student must notify the chair seven (7) days prior to a hearing if the student will be accompanied by counsel, so that an attorney from the University of North Texas System Office of General Counsel may also be present at the hearing.
- 4. Notice of Witnesses and Exhibits. No fewer than five (5) days before the hearing begins, the HCR and student must submit the names of witnesses and documents to be presented at the hearing to the chair of the Hearing Panel and to each other. Information received by the HCR or student after all other information is exchanged may still be introduced during the hearing upon providing reasonable notice to the other party.
- 5. Close hearing. Hearings are closed and the proceedings are confidential. Hearing Panel members and others participating in the hearing may not discuss the proceedings prior to final resolution.
- 6. Oath. The chair of the hearing Panel will require all witnesses to take an oath to tell the truth.
- 7. Opening and closing statements. Both the HCR and the student may offer opening and closing statements with the HCR going first and last in the order of presentation.
- 8. Presentation of evidence.
  - a. The HCR will present evidence and call witnesses followed by the student's presentation of evidence and witnesses. The HCR and student may ask questions of any witnesses. The chair and Hearing Panel members may also ask questions of any witnesses including the HCR and the student.
  - b. A student may elect not to present evidence or witnesses or to speak on the student's own behalf. The decision not to present evidence will not be construed as an admission of responsibility.
  - c. Proceedings before the Hearing Panel are not bound by the formal rules of evidence. The chair will make determinations regarding the relevancy of evidence and may limit evidence that is redundant, prejudicial or irrelevant.
- I. Decision of the Hearing Panel. A decision of the Hearing Panel must be supported by at least four (4) of the five (5) members of the Hearing Panel. The Hearing Panel will issue a written decision at

the conclusion of the hearing setting out its findings of fact related to the violation of the Honor Code, its determination related to the alleged violation of the Honor Code, and the appropriate sanction if a violation of the Honor Code is confirmed. Notice of the Hearing Panel's decision will be provided to the student and the HCR within five (5) days. A decision of the Hearing Panel is final unless a student appeals the decision within fourteen (14) days.

J. Appeal of the Hearing Panel Decision.

1. A student may appeal the decision of the Hearing Panel to the Dean of the College of Law on the limited grounds that the decision was:
  - a. based on a clearly erroneous interpretation of the Honor Code;
  - b. arbitrary and capricious; or
  - c. grossly excessive in regard to the assigned sanction.
2. A student seeking appeal to the Dean must file a written notice of appeal with the Dean within fourteen (14) days of the decision of the Hearing Panel. The notice of appeal must describe the basis for the appeal and any supporting facts or analysis in support of the appeal. A copy of the notice of appeal must also be provided to the HCR, who may also provide additional summary in support of the decision of the Hearing Panel.
3. Upon review of the complete record and submissions by the student and the HCR, the Dean or a designee of the Dean may:
  - a. affirm the Hearing Panel decision and provide notice to the student.
  - b. recommend a different sanction, however the recommended sanction may not be more harsh than the sanction recommended by the Hearing Panel.
  - c. remand the matter back to the Hearing Panel for further proceedings or collection of evidence as defined by the Dean, in which case the subsequent decision of the Hearing Panel will be subject to appeal in accordance with the normal process for review.
4. The decision of the Dean or his or her designee is final.

VIII. Student Records. Any agreed disposition or final determination by the Hearing Panel of the Dean of the College of Law will be maintained in the student's permanent academic file in accordance with the COL Student Records Policy.

IX. Notices. All notices provided in accordance with these procedures will be delivered confidentially to a student's official secure COL email address. All procedural dates will be calculated based on the date when a notice is sent to the student's official COL email address.

## **Student's Rights, Responsibilities and Conduct**

### Policy Statement:

The University of North Texas at Dallas, as a student-centered public University, has established standards of conduct to foster an educational environment conducive to learning and development. Students and University student organizations are expected to conduct themselves in a manner that demonstrates respect for the rights and property of others and upholds the integrity of the University community. The

standards of conduct outlined in the Code of Student's Rights and Responsibilities and Conduct have been developed to ensure the well-being, honor and dignity of all who live, learn and work in our educational community.

### Application of Policy:

This policy applies to all individuals who apply for admission to, enroll in and matriculate or graduate from the University of North Texas at Dallas (UNT Dallas), student organizations, and to conduct that occurs on the premises of UNT Dallas, at any location, program or other activity sponsored by or associated with UNT Dallas sponsored activities. The policy also applies when conduct that occurs off-campus adversely affects or has a reasonable likelihood of adversely affecting the educational environment or UNT Dallas community and the pursuit of its objectives

### Definitions

1. **Code of Student Rights and Responsibilities ("the Code")** - The official university policy that sets out the rights and responsibilities of UNT Dallas students and student organizations, as defined by this policy, the manner in which students and student organizations are expected to conduct themselves at all times, and the procedures established to fairly address conduct that departs from these expectations.
2. **Complainant** - Complainant means an individual who may have been the subject of conduct prohibited under the policy regardless of whether the individual reports the conduct.
3. **Conduct Record** - Documentation of a student's conduct violation(s) and sanction(s) while at UNT-Dallas.
4. **Conduct Process** - The procedures provided in the Code from the initial notice of complaint through final resolution to consider whether a student has engaged in misconduct, and whether conduct sanctions should be imposed.
5. **Conduct Sanction** - An official action assigned by the University for a violation of the Code.
6. **Consent** - Words or actions that show an active, knowing and voluntary agreement to engage in sexual activity. Consent cannot be gained by force, coercion, manipulation, threats, or by taking advantage of the incapacitation of another when the individual knows or reasonably should know of such incapacity by use of alcohol or drugs. Consent is absent when the activity in question exceeds the scope of previously given consent, or the person is unconscious or otherwise unaware that the prohibited conduct is occurring. Consent may be revoked at any time.
7. **Day** - Day means calendar days unless otherwise stated in the policy.
8. **Dating Violence** - Abuse or violence, or threat of abuse or violence, against a person with whom the actor has or has had a social relationship of a romantic or intimate nature.
9. **Dean of Students (DOS)** - The University official responsible for administering the student disciplinary conduct process in accordance with the Code, for maintaining student disciplinary conduct records, and for assisting students in resolving conflicts with one another.
10. **Domestic Violence** - A physical act perpetrated against a person's will by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant.
11. **Good Conduct Standing** - Status in which a student is fully eligible to participate in University activities and privileges.
12. **Initial Meeting** - An opportunity for a student to review alleged misconduct and provide an opportunity for the student to respond.
13. **No-Contact Order** - Administrative directive issued by a UNTDSA Representative prohibiting contact between individuals. The directive may be given as an interim measure during an investigation or as a sanction.
14. **Notice of Complaint** - The initial document in the conduct process that identifies alleged misconduct in violation of the Code, and schedules a meeting between the student and a UNTDSA Representative to discuss possible violations of the Code and sanctions.
15. **Notice of Disciplinary Sanctions** - A document in the disciplinary process that identifies conduct sanctions based on a violation of the Code.

16. **Permanent Student Conduct Record** - Documentation of a student's conduct violation(s) and sanction(s) that are permanently maintained by UNTDSA subject to the University records retention schedule. This record is separate from an academic record.
17. **Preponderance of the Evidence** - Preponderance of the evidence means the amount information necessary to establish whether an allegation is more likely than not to have occurred (i.e. more likely true than not true). Preponderance of the evidence also is referred to as the greater weight of the evidence.
18. **Respondent** - Respondent means an individual or organization identified as possibly having engaged in conduct prohibited under the policy regardless of whether a formal complaint is made.
19. **Sexual Assault**- "Sexual Assault" means the intentional or knowing penetration, no matter how slight, of the sex organ or anus with any body part or object, or oral sex, without consent of the complainant. The term sexual assault also is referred to as rape.
20. **Sexual Coercion** - The use of manipulation or threat to force someone to have sex.
21. **Sexual Exploitation** - Taking non-consensual or abusive sexual advantage of another for another's own advantage or benefit, or to benefit or advantage anyone other than the person being exploited, including, but not limited to, non-consensual video or audio-taping of sexual activity or undetected viewing of another's sexual activity.
22. **Sexual Harassment** - "Sexual harassment" means unwelcome verbal, nonverbal or physical conduct of a sexual nature (including gender-based and sex-stereotyping conduct of a sexual nature) that:
  - a. in the employment context unreasonably interferes with the person's work performance or creates an intimidating, hostile, or offensive work environment; or
  - b. in the education context is sufficiently severe, persistent or pervasive that the conduct interferes with a student's ability to participate in or benefit from the university's educational programs or activities. For purposes of this policy, conduct is sufficiently severe, persistent or pervasive in the education context if its frequency, or threatening or humiliating nature unreasonably interferes with or limits the student's ability to participate in or benefit from the university's educational program or activity, including when the conduct reasonably creates an intimidating, hostile, abusive or offensive educational environment.

Examples of unwelcomed conduct that may constitute sexual harassment under this policy (regardless of the medium or platform) include but are not limited to:

- repeated requests for dates, sexual flirtations or propositions of a sexual nature;
  - subtle pressure for a sexual relationship;
  - sexist remarks about a person's clothing, body or sexual activities;
  - unnecessary touching, hugging or brushing against a person's body;
  - direct or implied threats that submission to sexual advances will affect or be a condition of employment, work status, grades, or letter of recommendation;
  - comments of a sexual nature that cause humiliation, such as use of inappropriate terms of address;
  - sexual assault; and
  - sexually explicit or sexist comments, questions or jokes.
23. **Sexual Misconduct** - Conduct including sexual harassment, sexual exploitation, sexual assault, domestic violence, stalking, and sexual violence.
  24. **Sexual Violence** - A physical sexual act perpetrated against a person's will, or when a person is so incapacitated that he or she is incapable of giving consent due to the use of drugs or alcohol, or where a person is incapable of giving consent due to an intellectual or other disability (including sexual assault). Sexual violence is a form of sexual harassment.
  25. **Stalking**- A course of conduct directed at a person that would cause a reasonable person to fear for the person's safety or to suffer substantial emotional distress.
  26. **Student** - Student means an individual who has applied for admission or readmission to the University of North Texas at Dallas, who is registered or enrolled in one or more courses for credit at the University, or who currently is not enrolled but has continuing academic relationship with the University.

27. **Student Conduct Committee ("the Committee")** - A group convened at the request of a student or student organization for the purpose of providing an opportunity for impartial evaluation of alleged violations of misconduct and sanctions.
28. **Title IX Coordinator** - Title IX Coordinator means a University of North Texas at Dallas employee designated by the President to implement, monitor, and enforce the University's Title IX program. In this policy, reference to the Title IX Coordinator also means their designees.
29. **University** - The University of North Texas at Dallas
30. **University Community** - The collective group of students, faculty, staff, and any other person employed by or contributing to the University.
31. **University Premises** - All land, buildings, and portion of buildings owned or leased by the University or a component of the UNT System.
32. **University Privilege** - A benefit that is granted by the University or enjoyed by students, including but not limited to, participating in social events or University sponsored activities, election to student leadership positions, and membership in student organization(s).
33. **UNTDSA Representative** - A University official authorized by the President to investigate alleged violations of the Code and to administer the procedures and sanctions as set forth in the Code.
34. **University Sponsored Activity** - All functions, events, and programs on the University premises or conducted under the authority of the University.
35. **University Student Group/Student Organization ("Student Group" or "Student Organization")** - A group of students who share a common interest and who are registered as a recognized student group in accordance with student organization policies.

## **Procedures and Responsibilities**

### Interim Removal

A student who presents a substantial and imminent threat to the health, safety, or welfare of the University community or its property may be temporarily removed from campus premises and prohibited from participating in all University sponsored activities pending a determination of the threat. A student temporarily removed under this provision must meet with a member of the C.A.R.E. team within two days or as soon as reasonably possible to determine whether the student may return to campus and participate in activities pending conclusion of the student conduct process. A student will be informed in writing whether the interim removal will remain in effect.

### Amnesty Policy

Any student who in good faith reports being the victim of or witness to sexual harassment, sexual assault, dating violence and stalking, will not be subject to disciplinary action for a violation of the code of conduct that occurred at or near the time of the incident, unless the student is found responsible for the offense.

## **Student Rights and Responsibilities (Section 1):**

### I. Student Rights

The University is an academic community in which all persons share responsibility for its quality and wellbeing. As members of the University community, students can reasonably expect all the guarantees and protections afforded students of public institutions, including:

1. The right to fair and equitable process in all matters concerning the Code.
2. The right to exercise their privileges and responsibilities as student.

3. The right to be free from discrimination on the basis of race, ethnicity, gender, age, religion, creed, national origin, disability, veteran status, sexual orientation, or gender identity.
4. The right to engage in inquiry and discussion, to exchange thought and opinion, and to speak, write, and print freely on any subject in accordance with the guarantees of federal and state laws.
5. The right to engage in peaceful and orderly speech, protest, demonstration, and picketing within the public forum to the extent such activities do not disrupt the academic and administrative functions of the University. The University reserves the right, in accordance with federal and state law, to approve the time, place and manner of such activities.
6. The right to participate in the formulation of policy directly affecting students when allowed by law.
7. The right to participate in student organizations within the University.
8. The right to ready access to established University policies and procedures.

Responsible Party: Office of Community Standards

## II. Student Rights in the Conduct Process

When a student is charged with an alleged violation of the Code that student has the right to:

1. Receive notice of the alleged violation(s), know who to contact for a meeting, and the date by which that contact must occur.
2. Present information in response to the allegations of misconduct, including an oral and written statement, witnesses, documents, and any other information that reasonably responds to the allegations.
3. Be accompanied by an advisor. Advisors may not speak or participate directly in the conduct process.
4. Choose to not participate or answer questions in a meeting.
5. Ask questions of any statements or witnesses presented.
6. Review by impartial officials and students participating in the conduct process.
7. Appeal the findings, suspension, and expulsion as allowed by the Code.

## III. Student Responsibilities

### 1. Witnesses of Student Conduct Violations

Members of the UNT Dallas community are strongly encouraged to participate in any conduct proceedings and to appear as witnesses when reasonably notified.

### 2. Guests of University Students

Guests must adhere to all University rules, and the hosting student is responsible for all guests' actions. It is the responsibility of the host to inform the guests of these rules. The host can be held financially responsible for the actions of a guest, as well as face Code charges for any guests' behavior. In the University's sole and absolute discretion, guests may be prohibited from entering University premises.

### 3. Responsible Action Protocol:

At UNT Dallas, the health, safety and welfare of our students and community are paramount concerns. As such, all UNT Dallas students are expected to alert appropriate officials in the event of any health or safety emergency -specifically including those involving the abuse of alcohol or drugs.

Because the University understands that fear of possible disciplinary actions may act as a barrier to students seeking requests for emergency assistance, the University has adopted the following Responsible Action Protocol to alleviate such concerns and promote responsible action on the part of students. In a situation involving imminent threat or danger to the health or safety of any individual(s), students are expected:

1. to contact emergency officials by calling 911 to report the incident
2. to remain with the individual(s) needing emergency treatment and cooperate with emergency officials, so long as it is safe to do so, and
3. to meet with appropriate University officials after the incident and cooperate with any University investigation.

The University will consider the positive impact of taking responsible action in an emergency situation when determining the appropriate response for alleged conduct violations by the reporting student that may have occurred prior to or contemporaneously with the emergency situation. In some situations, this may mean that no University disciplinary action is taken or no disciplinary sanctions are imposed, but the incident will be documented, and educational, community, and health initiatives -as well as contact with a student's parent(s) or guardian(s) -may be required.

The protocol does not preclude or prevent action by police or other local authorities. Nor does this protocol preclude disciplinary action regarding other violations of the Code, such as causing or threatening physical harm, sexual misconduct, property damage, harassment, hazing, etc. Failure of students to take responsible actions in an emergency situation, however, may void all protections under this provision, may constitute an aggravating factor for purposes of sanctioning, and may lead to further disciplinary actions when such failure to act otherwise constitutes a violation of University rules, regulations, or policies

#### 4. Student Organization Responsibility

A student organization will be responsible for the actions and conduct of its members, when one or more of its members, acting in the capacity of their membership, commit a violation of the Code. Group misconduct need not be officially approved by the entire membership in order to be considered grounds for possible conduct action towards the organization. There is no minimum number of organization members who must be involved in an incident before conduct action may be taken towards the entire organization.

Any Notice of Complaint regarding alleged misconduct involving a student group will be delivered to the President as outlined in this policy. A Notice of Complaint will be sent to the attention of the president or other leader of the student organization with a copy to the on campus advisor and other advisors as appropriate along with the appropriate Student Affairs Staff member. Student organizations are responsible for responding to all Notices of Complaint and failure to respond may result in resolution of the matter in the absence of any representative of the student group.

Responsible Party: Office of Community Standards

#### 5. Categories of Misconduct:

1. Trespassing, forcefully entering and/or occupying University-owned, leased, or controlled premises without authorization.
2. Destroying or vandalizing personal and/or public property; unauthorized, mischievous and/or inappropriate use of such property.
3. Unauthorized use or abuse of a computer system, access code[s], keys, or similar device to access controlled data, UNT Dallas's property, or a restricted area of any of the University's campuses.
4. Theft or unauthorized use of property or services of the University, its members, or its visitors.
5. Providing false information to a University official who is performing their official duties or engaging in other similar forms of dishonesty, including making a wrongful accusation against any member of the University community.
6. Failing to comply with reasonable directive of University officials (i.e. faculty, staff, graduate assistants, resident assistants, student employees) or law enforcement officers who have identified themselves as such and are performing their duties; and/or failing to identify oneself to such persons when requested to do so.
7. Falsifying or withholding required information in any form from a University official, including information on an application for admission.

8. Committing academic misconduct:
  1. Using the words or ideas of another, from the Internet or any source, without proper citation of the source(s), commonly called plagiarism.
  2. Receiving unauthorized external assistance during an examination or any academic exercise for credit. This includes, but is not limited to:
    - a. Providing or receiving aid in connection with any academic assignment;
    - b. Use or possession of camera telephones, text messages, computer disks, audio recorders, calculators, solution materials, photocopies, materials from previous classes, commercial research services, notes or other means to copy or photograph materials used or intended for academic evaluation for use during the academic evaluation or assignment;
    - c. Communication in any manner with another student;
    - d. Working with others on graded coursework, including in-class, on-line and take-home examinations; or
    - e. Possessing, reading, buying, selling or using any materials intended for an academic evaluation or assignment in advance of its administration.
  3. Turning in the same work in more than one class (or when repeating a class), unless permission is received in advance from the instructor.
  4. Falsifying information for inclusion in an assigned paper, project or exercise; including inventing or altering data from a laboratory or field project, or creating fictional citations for a paper.
  5. Attempting to influence or change any academic evaluation, assignment or academic records for reasons having no relevance to academic achievement. This includes, but is not limited to, bribery, threats and making unauthorized changes to any academic record.
  6. Falsifying or misrepresenting attendance, hours, or activities in relationship to any class, internship, externship, field experience, clinical activity or similar activity.
  7. Acting or attempting to act as a substitute for another, or using or attempting to use a substitute, in any academic evaluation or assignment.
  8. Facilitating, permitting or tolerating any of the above-listed items.
  9. Disrupting classroom activity, University functions, and/or the operations of the University by an action or combination of actions that unreasonably interfere with, hinder, obstruct, or prevent the right of others to freely participate in an activity, program, or service of the University.
  10. Violating any institutional safety regulation, including, but not limited to:
    1. Falsely reporting a fire, bomb, or any other emergency by any means, including activation of an alarm;
    2. Engaging in the unauthorized possession, use, or alteration or tampering of any University-owned emergency or safety equipment;
    3. Failing to evacuate a building or other structure during an emergency or an emergency drill; and
    4. Taking any action that creates a substantial risk that potentially compromises the safety of an individual or the community.
  11. Operating a vehicle, including a motorized cart, in any manner that endangers any person or property.
  12. Possessing, storing, controlling, or using a functioning or nonfunctioning firearm, firework, explosive, incendiary device, or other weapon or device classified as a weapon by the State of Texas or utilizing any instrument to simulate a weapon in a manner that endangers or tends to endanger, threaten, or intimidate any person. Individuals who are licensed to carry a handgun must be in compliance with UNT Dallas Policy No. 12.0006 Carrying of Concealed Handguns on Campus. For more information please visit [https://police.untDallas.edu/sites/default/files/12.006\\_carrying\\_of\\_concealed\\_handguns\\_on\\_campus.pdf](https://police.untDallas.edu/sites/default/files/12.006_carrying_of_concealed_handguns_on_campus.pdf). NOTE: "Firearm" is defined as any gun, rifle, pistol, or handgun designed to fire bullets, BBs, pellets, or shots - including paintballs - regardless of the propellant used. "Other weapon" is defined as any instrument of combat or any object not designed as an instrument of combat but carried for the purpose of inflicting or threatening bodily injury. Examples include, but are not limited to: knives with fixed blades or pocketknives

with blades longer than four inches, metal knuckles, hatchets, nunchakus, or any explosive or incendiary device.

13. Using, selling, possessing, distributing, or being under the influence of an alcoholic beverage, except as permitted by law and University policy. Members of the University community are accountable for their decisions regarding their use of alcohol, as well as their behavior which occurs as a result of those decisions.
14. Using, possessing, distributing, selling, or being under the influence of an illegal drug or narcotic; manufacturing, growing, or synthesizing an illegal drug or narcotic; possessing drug paraphernalia; or setting up or possessing laboratory equipment or materials for the purpose of making or distributing an illegal drug or narcotic.
15. Threatening, assaulting, or causing physical harm to oneself or to another. Uttering any words or performing any acts that cause physical injury, or threaten any individual, or interfere with any individual's rightful actions, including but not limited to the following:
  1. words or actions that would cause an individual to fear for his or her immediate safety.
  2. the use of physical force against an individual.
  3. repeatedly contacting another person when the contact is unwanted.
16. Hazing (as defined in the Texas Education Code), including engaging in, soliciting, encouraging, direction, aiding or intentionally, knowingly or recklessly permitting behavior such as physical brutality, risk of harm to mental or physical health or safety, intimidation, threat or ostracism, mental stress, humiliation, or other behaviors adverse to health or human dignity in association with pledging, initiation, affiliation with, holding office in, or maintain membership in a student group; or having firsthand knowledge of the planning of hazing or of its occurrence and failing to report it to school authorities
17. Harassment, which is any verbal, visual, electronic, or physical conduct that is sufficiently severe, and ongoing that it adversely affects, or has the purpose or logical consequence of interfering with any student's educational program; or creates an intimidating, hostile, or offensive environment within the University community. Harassment can include, but is not limited to, the above behaviors towards any person because of race, ethnicity, religion, gender, sexual orientation, gender identity, age, creed, national origin, disability, veteran status, or on any other basis.
18. Sexually harassing any person, by making one or more unwelcome sex-related comments or sexual overtures, engaging in other similar physical behaviors, or displaying offensive visual materials which interfere with, or are intended to interfere with another person's work or study. Even one incident, if it is sufficiently serious, may constitute sexual harassment.
19. Engaging in sexual misconduct, including any physical act which is sexual in nature that is committed under pressure, force, threat, intimidation, or without the full and informed consent of all persons involved. For the purposes of this policy, consent must be freely and actively given through mutually understandable terms or actions. A person is deemed incapable of giving consent when that person is a minor, mentally disabled, mentally incapacitated, physically helpless, under the influence of drugs or alcohol to the point of being unable to make a rational decision, unconscious, or asleep. A person always has the right to revoke consent at any time during a sexual act.
20. Abusing the Code of Student's Rights and Responsibilities and Conduct, including but not limited to:
  1. Knowingly filing a false, inaccurate, or misleading statement or accusation against another person;
  2. Knowingly providing false, inaccurate, or misleading information to a conduct officer or body;
  3. Disrupting or interfering with the orderly business of a conduct proceeding;
  4. Discouraging, or attempting to discourage, an individual's participation in, or access to the student conduct process;
  5. Influencing, or attempting to influence, the impartiality of any conduct officer or member of a conduct body prior to, during, and/or after a conduct proceeding;
  6. Intimidating or harassing, or attempting to intimidate or harass, any participant of a conduct process prior to, during, and/or after a conduct proceeding;
  7. Failing to comply with sanctions imposed under the Code;
  8. Violating the terms of a conduct sanction; and
  9. Influencing, or attempting to influence, another person to commit an abuse of the Code of Student's Rights and Responsibilities and Conduct.
21. Misusing, falsely representing, defacing, mutilating, or stealing a University document.
22. Assisting in or inciting others into violating any provision of the Code.

23. Attempting to violate any provision of the Code.
  24. Possessing or manufacturing any false or altered form of identification, improperly using any identification card, knowingly altering or mutilating a UNT Dallas student identification card, using the identification card of another, or allowing use of one's own card by another.
  25. Littering and/or inappropriate disposal of refuse, including ejecting any objects from vehicles or from windows in residence halls, balconies, or other University buildings.
  26. Being present during any violation of the Code in such a way as to condone, support, or encourage such violation. Students who anticipate or observe a violation of University policy are expected to remove themselves from participation and are encouraged to report the violation.
  27. Retaliation against an individual who reports allegations of harassment or any other code violation and provides information in an investigation related to such complaint.
  28. Any act or conduct that obstructs or hinders the application and enforcement of the Code.
  29. Any violation of the UNT Dallas College of Law Honor Code.
  30. Any act or actions that is contrary to federal, state, or local law, or University policy.
6. Student Records:

Student records will be maintained in accordance with the Family Educational Rights and Privacy Act ("FERPA") of 1974 and the U.S. Department of Education's guidelines for implementation. Academic and conduct records will be maintained separately.

Transcripts of academic records will contain information concerning academic status, including disqualification for academic reasons, expulsion, suspension and revocation of admission for conduct reasons. With the exception of records relating to expulsion, suspension and revocation of admission, all conduct records will be destroyed seven (7) years after the date of the incident. Records relating to expulsion, suspension and revocation of admission will be held permanently.

Responsible Party: Office of Community Standards

#### *Student Conduct Process and Procedure Section 2:*

##### **I. Filing a Complaint**

Complaints alleging a violation of the Student Code will be filed with the Office of Community Standards. Such complaints must meet the following criteria:

1. The complaint must be submitted in writing or electronically and dated;
2. The complaint must clearly indicate the name of the respondent. If necessary, follow-up documentation may be requested before a complaint is acted upon;
3. To the extent possible; the date, time, place, name of person(s) involved, and the circumstances of the alleged violation should be specified; and
4. The name(s) of any person(s) who may have witnessed the alleged prohibited conduct should be listed.
5. The complaint must be filed no later than thirty (30) days after discovery of the incident which is the topic of the complaint. The Office of Community Standards may waive the thirty-day limitation upon demonstration of good cause.
6. All cases involving possible violations of Title IX will be referred to the Title IX Coordinator and will follow the policies and procedures for investigating a Title IX Case.

Responsible Party: Office of Community Standards

## II. Notification and Information Gathering

1. Reports of alleged violations of the Code will be reviewed by the Office of Community Standards for possible administrative action. When necessary the Office of Community Standards may appoint a designee to review the incident and assess the information provided.
2. The Office of Community Standards will notify the student(s) named in the report of the alleged violation(s), who they need to contact for a meeting, and the date by which they call to set up the appointment. The notice of complaint or call in letter, will be sent to the student's official University issued UNT Dallas email account, which will serve as official notice. In the event that the primary notice is not successful, and at the Office of Community Standard's discretion, a secondary notice may also be sent via US Mail to the student's official address on file with the University, or by hand delivery.
3. All communications sent by the Office of Community Standards are considered received when sent, provided:
  - a. If sent by electronic mail: One (1) day has elapsed from the time the official electronic mail is sent.
  - b. If by U.S. Mail: Three (3) days have elapsed from the time notice was sent off- campus by U.S. Mail.
4. The notice of complaint will describe the alleged violation and advise the student that an administrative transcript and a registration hold may be placed on the student's academic records pending investigation and resolution of the report. The notice will include the Office of Community Standards website address where the Code is posted, as well as electronic addresses where any other relevant University policies and/or procedures are posted.
5. The Office of Community Standards will gather information relevant to any report indicating that a Code violation may have occurred. The Office of Community Standards or its responsible designee for gathering that information has the authority to contact and meet with any person(s) believed to have information relevant to the report and encourage them to discuss the allegations in the report. In the absence of compelling circumstances, the information gathering process will be completed within sixty (60) days after the receipt of the complaint.
6. During the information gathering process, a "No Contact Order" may be issued by the Office of Community Standards if it is determined by the Office of Community Standards to be in the best interest of the investigation or protection of individuals involved. A "No Contact Order" prohibits a student from initiating or contributing to any verbal, physical, written, or electronic contact with a specifically identified individual(s), and such individual's immediate families or physical possessions. A "No Contact Order" may also prohibit a student from entering specific University-owned or controlled properties. Failure to comply with a "No Contact Order" may result in further conduct proceedings and may result in an emergency removal from the University.
7. Based on the information gathered, the Office of Community Standards will decide whether to: 1) dismiss the code violation 2) find the student not responsible, or 3) make a recommendation to the DOS or their designee for conduct action.
8. The Office of Community Standards may dismiss the code violation or find the student not responsible at any stage if it finds that the report is baseless or otherwise unsupported by preponderance of the evidence, or that the underlying grievance or problem is better resolved in a different manner. If the complaint is dismissed or student is found not responsible, the Office of Community Standards will notify the student either verbally at the agreed resolution meeting, or in accordance with the conditions set forth in this policy about communication from the Office of Community Standards.
9. If the charges assigned to the report are to be forwarded for conduct action, the Office of Community Standards will notify the respondent, the complainant, and any witnesses in the manner and conditions set forth in this policy; and will clearly outline the appropriate procedures to be followed.

10. If the proposed action against the student may lead, in the opinion of the Office of Community Standards, to suspension or expulsion and the respondent is under the age of eighteen (18) years, the parents or legal guardians of the respondent may be notified of the charges and of the pending meeting at least ten (10) days in advance. The notice of Complaint will be sent by certified or registered mail, return receipt requested, to the parent's or legal guardian's last known address.

Responsible Party: Office of Community Standards

### III. Agreed Resolution Meeting

In all cases, respondents have the right to a Student Conduct Committee meeting. A respondent, however, may request in writing that the Office of Community Standards resolve the report without proceeding to a Conduct Committee meeting.

1. The Office of Community Standards may resolve the report with the consent of the respondent by:
  - a. Reaching consensus with the complainant and the respondent as mediated by the Office of Community Standards.
  - b. Permitting the complainant to voluntarily drop the complaint; or
  - c. Permitting the student charged to voluntarily accept conduct sanctions.
2. In all Agreed Resolution meetings, the Office of Community Standards will conduct a resolution discussion at which the respondent may have an advisor present. The respondent has the right to be assisted by an advisor of their choice, at their own expense. The respondent is responsible for presenting their own information, and therefore, advisors are not permitted to speak or to participate directly in any agreed resolution meeting.
  - a. All information-gathering will be completed before the conclusion of the agreed resolution meeting process.
  - b. After the information gathering and agreed resolution meeting, the Office of Community Standards will provide the respondent with a letter containing a complete accounting of the proposed sanctions and violations within five (5) of the date of the agreed resolution meeting at which the sanctions were outlined. If the sanctions contained in the written report differ from what was presented at the agreed resolution meeting, the Office of Community Standards must note and explain those differences.
  - c. In addition, the letter will inform the respondent that they or it may accept or reject the sanctions. If the respondent rejects the sanctions in whole or in part, the agreed resolution meeting process ends and a Student Conduct Committee meeting will be scheduled.
  - d. The agreed resolution meeting process is final and is not appealable.
  - e. The respondent has the responsibility to notify the Office of Community Standards in writing of the student's choice to accept or reject the sanctions within five (5) days of the date the respondent received the notice of the proposed sanctions. If the respondent rejects the proposed sanctions, the Office of Community Standards will notify the respondent that the agreed resolution meeting process has ended and the Student Conduct Committee process will begin.
  - f. The respondent has the right to request a Student Conduct Committee meeting at any time during the agreed resolution meeting process. This Student Conduct Committee meeting may be based on responsibility or, when responsibility is already accepted, strictly on acceptance of sanctions.

Responsible Party: Office of Community Standards

#### IV. Student Conduct Committee Meeting

*A. Process: Student Conduct Committee Meeting procedures will be followed:*

1. The DOS or their designee may determine that the matter should not proceed to a Student Conduct Committee Meeting. Unless new information sufficient in the opinion of the DOS or their designee to reopen the case is discovered, the conduct procedures will be closed.
2. Within five (5) days of the completion of the initial information gathering process, or the agreed resolution meeting process, the Office of Community Standards will make a determination on whether to proceed to a Student Conduct Committee Meeting.
3. Once the Office of Community Standards determines that the matter should proceed to a Student Conduct Committee Meeting, any additional investigation by the Office of Community Standards must be concluded within five (5) days, absent compelling circumstances.
4. Within five (5) days after the decision of the Office of Community Standards to conduct a committee meeting, the Office of Community Standards will identify which meeting type the student will receive. This decision will be made by the student. If the student does not choose after five (5) days it will be at the discretion of the Office of Community Standards to decide which of the following type of meeting will be held:
  - a. Individual Committee Member Meeting: An Individual Committee meeting will be held individually with a Committee Member who is appointed by the DOS or their designee. The Committee Members role is to be an impartial and objective party, aware of and knowledgeable about the Code and committee meeting procedures.
  - b. Committee Meeting: A committee meeting, administered by the Office of Community Standards, with members drawn from a pool of faculty, staff, and students who have completed the approved conduct committee training. The Student Conduct Committee will be composed of a chair and at least three (3) additional members, one of whom is a student. The chair will serve without a vote and direct the committee meeting. In the event of an unplanned absence, a representative from the Office of Community Standards may serve as the non- voting Chair of a Committee Meeting.
5. A student may petition the DOS or their designee to request, or the DOS or their designee may choose, to hold a meeting before a Special Committee member or a Special Conduct Committee. The decision rests with the DOS or their designee.
  - a. Special Individual Committee Member Meeting: An Individual Committee Member Meeting held before a Committee member, appointed by the DOS or their designee, who has the professional experience in presiding a conduct proceedings and who holds no contractual relationship with UNT Dallas or any other UNT institution during the term of the appointment as a Special Committee member
  - b. Special Committee Meeting: A Student Conduct Committee, administered by a Committee member, appointed by the DOS or their designee and an elected Student Conduct Committee. The composition of the committee will be consistent with the Student Conduct Committee Meeting
6. The student may challenge any representative or committee member(s) for cause, and may challenge a decision by the DOS or their designee to appoint a Special Committee Member or Special Committee Meeting.

*B. Notice: Notice for all Student Conduct Committee Meeting options will follow this process:*

1. The Office of Community Standards will give a notice of the Student Conduct Committee Meeting to the student at least ten (10) days prior to any committee meeting. That notice of the Student Conduct Committee Meeting will include the following information:
  - a. Date, time, and place of the meeting;
  - b. Specific violations of the Code that the student is charged with;
  - c. Name of the complainant or University department submitting complaint;
  - d. Specification, to the extent possible, of the time, place, person(s) involved, circumstances of alleged prohibited conduct, and name(s) of possible witness(es);
  - e. Notification that an advisor selected by the student may accompany the student to the committee meeting. The advisor will not be permitted to present information on the student's behalf;
  - f. A statement of the applicable type of Committee Meeting; and
  - g. Such other information as the Office of Community Standards may wish to include that is relevant to the case.
2. Notices will be delivered to the respondents in the manner and according to the timelines set forth in this policy in regards to communication
3. If the student intends to have an advisor or other representative present, they must notify the Office of Community Standards at least five (5) days in advance of the Committee Meeting and specify the name and address of the advisor, and whether the advisor is an attorney in writing. If, at any time during the process, the student desires to obtain a representative or change their representative, the student may invoke such right. Under such circumstances, the proceeding may be stayed for a period of no fewer than five (5) and no more than fifteen (15) days as determined by the Office of Community Standards. The student may invoke the right to obtain or change their representative only once in any conduct process, unless the Office of Community Standards agrees to any additional requests for such changes.
4. During the Student Conduct Committee Meeting the Office of Community Standards is responsible for providing a written summary and verbal presentation of the charges, including all relevant information that resulted from the investigation process, to the committee members and the student. This role is assumed by the Office of Community Standards in all Committee Meetings, whether the complainant is present or not. The summary of charges and supporting information will provide the basis of the Student Conduct Committee Meeting proceedings.
5. Upon request, the respondent, the advisor, and the Office of Community Standards have the right to examine any supporting documentation to be presented at the meeting, at least five (5) days prior to the meeting during regular business hours. Thus, all documentation for the meeting file must be submitted by the complainant, respondent, witnesses, and the Office of Community Standards by this deadline.
6. All Student Conduct Committee Meetings are closed unless the student requests an open meeting. The DOS or their designee must approve the opening of said meeting.
7. All Student Conduct Committee Meetings conducted by a Committee, or Special Committee require a majority vote of the committee to find a student responsible for violating the Code.
8. All determinations by a Student Conduct Committee will be made on the basis of whether it is more likely than not (preponderance of the evidence) that the student violated the Code.
9. During the Student Conduct Committee Meeting the complainant and respondent are responsible for presenting their own information, and therefore, advisors are not permitted to speak or to participate directly in any committee meeting.
10. The complainant, the respondent, and Community Standards representative, Committee member, are the only individuals in a Student Conduct Committee Meeting who have the right to present information and question witnesses.
11. The student has the right to appear at a Student Conduct Committee Meeting to hear the evidence, offer explanatory and clarifying information and evidence, and question any witnesses. The student may choose not to attend the Student Conduct Committee Meeting. If the student, with notice, does not appear for a

- Student Conduct Committee Meeting, the information in support of the charges will still be presented and considered. In such cases, failure to respond or appear will not create a presumption of either responsibility or non-responsibility.
12. All findings of fact, recommendations, and decisions must be based solely on the information made available for use at the Student Conduct Committee Meeting. This includes, but is not limited to, all information made available to the student as part of the Student Conduct Committee Meeting file.
  13. A single Student Conduct Committee Meeting may be held for more than one person charged in cases arising out of a single or multiple occurrences. The Office of Community Standards makes such determinations, subject to review by the DOS or their designee. Each student, however, retains the right to request that his/her or its case be heard individually.
  14. A recording will be made of the meeting for the purpose of review by a Student Conduct Committee Appeal Meeting. The recording will be the property of UNT Dallas and will be maintained as such for a period of two (2) calendar years after the meeting. However, it will be maintained for a longer period if the matter is subject to a litigation hold and/or pending in a court of law. Upon the written request of the student, a copy of the recording will be made available to the student by the Office of Community Standard, within fifteen (15) days of the request.
  15. Findings of fact and recommended sanction(s), if any, will be made in writing by the Community Standards representative, or Student Conduct /Committee/Committee Chair to the DOS or their designee within five (5) days after the close of the meeting.
  16. The DOS or their designee will review the findings of fact and recommended sanctions reported by the Community Standards representative or Student Conduct/Committee/Committee Chair, and may:
    - a. Dismiss the charge or charges, in any combination;
    - b. Affirm the recommended sanctions;
    - c. Impose a greater or lesser sanction than recommended; or
    - d. Order a new meeting.
  17. The DOS or their designee will submit a written decision within five (5) days after receipt of the findings and recommended sanctions. Concurrently, the DOS or their designee will provide notice and copies of the decision to the student and to the Office of Community Standards. The notice will also contain a notice of appeal rights and procedures and will be in accordance with delivery methods and conditions set forth in this policy. An additional five (5) days will be added in cases of suspension or expulsion. When a student under the age of eighteen years is suspended or expelled, the student's parent(s) or legal guardian(s) will be notified by certified mail, return receipt requested, sent to last known address on file with the University.
  18. If the student does not appeal the decision of the DOS or their designee such decision will be final

Responsible Party: Office of Community Standards

#### V. Appeal Rights

1. A student found responsible for a violation of the Code has the right to appeal that decision imposed to the DOS or their designee. A request for appeal must be filed within five (5) days from the student's receipt of findings.
2. The right of appeal is the right to seek review of a Student Conduct Committee Meeting decision or other action by the DOS; it is not a right to a new meeting.
3. To prepare the appeal request, the student and the advisor have the right to review the student's conduct file, including any recording of the meeting.
4. Any sanction imposed as a result of a committee meeting will not become effective during the five (5) days during which an appeal may be filed, or until any such appeal has been decided, except that the DOS or their designee has the authority, in their absolute discretion that extenuating circumstances exist, to immediately impose the sanction.

Responsible Party: Office of Community Standards

## VI. Appeal Procedures

1. Appeal to the DOS: A student may appeal a decision from the Office of Community Standards on at least one (1) of the following:
  - a. The conduct procedures were not followed.
  - b. New information that was not present at the time of the meeting has been made available.
  - c. Imposition of a sanction of suspension or expulsion
2. Procedures for appeals from committee meeting decisions:
  - a. All appeals will be submitted in writing within five day of receipt of the decision from the Office of Community Standards.
  - b. The appeal must identify the procedures that were not followed or any new information that was not present at the time of the decision by the Office of Community Standard. In cases of suspension or expulsion, the appeal must include the reason(s) the student believes the sanction is not supported by the information considered by the Office of Community Standards or the students conduct. The appeals also must include any information the student wants the DOS to consider.
  - c. The student may request a meeting with the DOS to discuss the appeal.
3. Student Appeal Record: In considering the appeal, the DOS will consider all information used in determining the findings and sanctions including the notice of complaint, recommendation of the committee meeting, written decision of the Office of Community Standards, and the letter of appeal.
4. Appeal Result: The DOS may find the student not responsible, modify the decision of the Office of Community Standards including greater or lesser sanctions, or affirm the decision of the Office of Community Standards. The decision of the DOS is final except for findings resulting in the sanction of expulsion.
5. The DOS will send copies of the appeal decision, within five days (5) to the student charged The Office of Community Standards.
6. Appeal to the Vice President of Student Access and Success: A student whose sanction of expulsion is upheld by the DOS may appeal to the Vice President of Student Access and Success.
  - a. The appeal must be submitted in writing within five (5) days of receipt of the decision from the DOS and state why expulsion is not supported by the record.
  - b. The Vice President of Student Access and Success will consider all information used in determining the findings and sanctions and inform the student of the result in writing. The decision usual will be made within 5 days.
  - c. The decision of the Vice President of Student Access and Success is final.

Responsible Party: Office of Community Standards

## VII. Sanctions

Depending upon the severity of the violation, and whether a repeat or multiple violations are involved, sanctions may be imposed by the Hearing Coordinator, Committee, Office of Community Standards, the DOS or their designee, or the Vice President of Student Access and Success in any order or combination.

In addition to the disciplinary, educational, community, and health initiative sanctions identified below, and in the University's sole discretion, a student may be required to perform specific restitution service, to complete counseling or other specialized treatment or support services, and/or be required to participate in an activity or program whose purpose is to redirect behavior.

Any violation of the Code that is motivated by race, ethnicity, religion, gender, sexual orientation, age, creed, national origin, disability, or veteran status may subject the student to the imposition of a sanction more severe than would be imposed in the absence of such motivation.

A sanction may have an accompanying administrative fee, in which case the student will be notified at the time the sanction is assigned. Payment of an administrative fee will be considered part of the successful completion of the sanction.

Failure to comply with any such sanction or requirements will constitute an additional violation of the Code, and may result in additional and increased sanctions in accordance with the procedures set forth in this Code.

#### Sanctions:

1. Warning: Notice, oral or written, that continued or repeated violations of UNT Dallas policies may be cause for further conduct action. These actions would normally be in the form of censure, loss of privileges, exclusion from activities, probation, suspension, or expulsion.
2. Restrictions, Loss of Privileges and Exclusion from Activities: Exclusion or restriction from participation in privileges, extracurricular activities, holding office, or represent the University. Removal from a University-living environment, loss of use privileges for designated University facilities, denial of the use of a vehicle on campus, and other restrictions consistent with the violation committed.
3. Restitution Payment or Services: The requirement to provide restoration or restitution for a loss due to violations including, but not limited to: defacement, damage, fraud, theft, and misappropriation of property. Restitution may be imposed either exclusively or in combination with other sanctions. Restitution may take the form of monetary payment or appropriate services to repair or otherwise compensate for damages.
4. Conduct Probation: The terms of probation will be determined at the time the probation is imposed. Probation may include exclusion from participation in privileges or extracurricular activities. The student placed on probation shall be notified in writing that the commission of prohibited acts will lead to additional and/or increased conduct sanctions.
5. Disciplinary Conduct Suspension: This is the temporary separation of the student from the University for a specified period of time and until specific conditions, if imposed, have been met. A disciplinary suspended student shall not participate in any University- sponsored activity and shall be barred from all University campuses and properties. The student will be notified in writing of the suspension. The official transcript of the student shall be marked "Conduct Suspension Effective (date) to (date)." The parent(s) or legal guardian(s) of students under the age of eighteen (18) years shall be notified of the action. After the

suspension period has elapsed, the student will be placed on conduct probation for a period of time that is equal to the amount of time that the student was suspended. At the end of the probationary period, the student will be classified as being in "good standing" provided that no further Code violations have occurred.

6. Expulsion or Termination: Permanent separation of the student from the University. The expelled student shall not participate in any University-sponsored activity and shall be barred from all UNT campuses and properties. The official transcript of the student shall be marked "Conduct Expulsion Effective (date)." The parent(s) or legal guardian(s) of a student under the age of eighteen (18) years shall be notified of the action.
7. Parent or Guardian Notification of Drugs and Alcohol Related Violations: UNT-Dallas may notify the parent(s) or legal guardian(s) of any student under 21 years of age who is found responsible for violating the Alcohol and/or Controlled Substance policy.
8. Required Educational or Restitution Activities: Mandatory participation in educational activities or programs of community restitution service on campus or in the community, as approved.
9. Administrative Conduct Hold: A status documented in the Registrar's official file that precludes the student from registering for classes and accessing official transcripts until clearance from the Office of Community Standards or the DOS or their designee.
10. Proof of Payment or Resolution of UNT-Dallas Citations: A student may need to provide proof that a citation for parking and/or other issues have been resolved.
11. Intake, Assessment, or Treatment Referrals: A student may be referred to UNT-Dallas Counseling & Wellness Office or a community mental health provider to complete an intake and assessment involving alcohol, controlled substance, or other identified issues arising from a violation. In the University's discretion, proof of participation or completion of treatment may be required. When appropriate, a student may be referred to an off-campus provider for such services at the student's expense.
12. Reflection Letter of Understanding: A student will reflect on what has been learned from the experience. The length and structure of such letter will be specifically assigned to the student by the Office of Community Standards.
13. Alcohol or Controlled Substance Education Responses: A student will complete an alcohol and controlled substance program/workshop, or attend an identified off-campus education or intervention resource.
14. Academic Misconduct: Potential sanctions for academic misconduct include, but are not limited to, the following, either singularly or in any combination:
  - A. Academic Sanctions
    1. Resubmitting an assignment
    2. Reduction of points or letter grade for the assignment
    3. Dropping a class
    4. Reduction of points or letter grade for class
    5. Failing grade for assignment
    6. Failing grade for class
  - B. Conduct Sanctions
    1. Reflection Letter of Understanding
    2. Skill Remediation
    3. Academic Integrity Seminar
    4. Conduct Warning or Probation
    5. Loss of Privileges
    6. Transcript notation
    7. Suspension or removal from program, school, or college
    8. Suspension from the University
    9. Expulsion
    10. Withdrawal of credit for previously accepted course or requirement
    11. Revocation of a degree or certificate
    12. Referral to the appropriate legal authority
      - Additional Sanctions: Any other sanctions assigned by the Office of Community Standards that is meant to be educational in nature.

Responsible Party: Office of Community Standards

#### Interpretation and Revision

1. **Interpretation** - Questions of interpretation or application of the Code will be referred to the DOS, or their designee, for final determination following consultation with the Office of General Counsel.
2. **Revision**-The Code will be reviewed every three (3) years under the direction of the Office of Community Standards Associate Provost for Student Success.

#### **Academic Program**

##### **J.D. Program Overview**

The UNT Dallas College of Law offers the Juris Doctor (J.D.) degree through a full-time day program and a part-time evening program. Both programs require completion of no less than 88 credit hours for students beginning study in 2014, 2015, and 2016 and 90 credit hours for students beginning study in 2017 and beyond, including first-year required courses; other required courses; completion of the writing requirement, the research requirement, the skills requirement, the experiential requirement, and the practice-ready technology requirement.

##### **Design of the J.D. Curriculum**

The curriculum at the UNT Dallas College of Law reflects three overall aims:

- Ensuring that all students graduate with practice-ready competencies; that is, the knowledge, understanding, and skills essential to the practice of law;
- Providing students with the opportunity to explore a range of interest areas through electives and experiences; and
- Providing students with the opportunity to develop deeper and specialized knowledge, skills, and understandings in areas that interest them.

The components of the J.D. curriculum fall within three general categories:

- Required Courses. Some required courses are taken in a specific semester; other required courses may be taken during any of several semesters.
- Requirements that do not require the taking of specific classes but that are satisfied by a specific type or sequence of for-credit coursework or noncredit classes or experiences.
- Electives

##### **Overview of the First Year Curriculum**

For both day and evening division students, the first two semesters consist of required courses.

These required courses include two 1-hour courses that provide an introduction to being an effective and professional law student and lawyer (Introduction to Legal Studies), and to the core methods of reading, synthesis, and analysis used throughout law school and legal practice (Legal Methods).

Additionally, the first-year curriculum at the College of Law includes traditional core first-year subjects-Contracts, Torts, Civil Procedure, and Property (evening division students take Property in the third semester). These areas of law

are foundational in several ways: they are critical in the practice of law, they serve as basic building blocks for advanced courses, and they provide doctrinal and practice-area context for developing the skills of legal reasoning and legal analysis.

The first-year curriculum also includes two semesters of Legal Writing and Legal Research. These courses reflect the importance of a strong foundation in writing and research. In addition, Legal Writing and Legal Research is tied in several ways to the core doctrinal subjects. First, the courses allow us to give direct and explicit attention, at the start of law school, to several areas of basic knowledge and skills that are threaded throughout the entire first year, such as how to read cases and statutes, and how to synthesize a legal rule from multiple sources. Second, at the College of Law, the courses in Legal Writing and Legal Research, concert with the doctrinal courses, will be mutually reinforcing-the work in Legal Writing and Legal Research often will draw on doctrines and issues covered in Contracts, Torts, Civil Procedure, and Property I.

The first year also requires Practice Foundation I: Interviewing and Counseling (this is in the third semester for evening students). This is the first of three required Practice Foundations courses.

### **Overview of the Upper-Level Requirements**

In the second year (semester 3 for day students and semester 4 for evening students), students are required to take: Constitutional Law, Practice Foundations II: Negotiation and Conflict Management, and Property II and Legal Writing III.

Required courses taken in sequence during the latter third of the curriculum are: Federal Criminal Procedure, Bar Skills and Strategies I and II, and Legal Writing III. Other required courses, not taken in sequence are: Evidence or Evidence Practicum and Professional Responsibility.

The J.D. degree includes additional required courses in areas that are widely viewed as part of the knowledge, skills, and understanding that a competent attorney should have. Some of these required courses are included on the bar examination, reflecting the judgment of the State of Texas, through rules adopted by the Texas Supreme Court, about necessary basic knowledge. These courses also introduce students to a range of practice areas, and can form the basis for advanced study in any of these areas.

These required courses are:

- Business Associations (3 hours)
- Federal Criminal Procedure (3 hours)
- Evidence (3 hours) or Evidence Practicum (4 hours)
- UBE Family Law (3 hours)
- Professional Responsibility (3 hours)
- UBE Sale and Secure Transactions "Commercial Law" (3 hours)
- UBE Wills, Trusts, and Estates (3 hours)
- Bar Exam Skills and Strategies I, and II (3 hours each)
- Conflicts of Law or Remedies (2 hours each)
- Legal Writing III

### **Overview of the Requirements**

In addition to required courses, some required courses contain requirements related to an important skills, experiences, or proficiency that students at the College of Law are expected to attain. Requirements are satisfied through credit-bearing courses, not-for-credit courses or experiences, or demonstrated proficiency.

- Writing Requirement
- Research Requirement
- Skills Requirement
- Advocacy Requirement
- Experiential Requirement
- Practice-Related Technology Requirement

Each of the Requirements relates to important skills, experiences, or proficiencies, that students at the College of Law are expected to attain. The Requirements are not themselves "courses." Rather, depending on the Requirement, the Requirements are satisfied through credit-bearing courses, not-for-credit courses or experiences, or demonstrated proficiency.

The Requirements are:

The Major Writing Requirement. The Major Writing (1) is an experience involving multiple, original writings or a single, lengthy writing, entailing significant synthesis and analysis; the sum total should generally be at least 25 pages; (2) includes the submission and assessment of at least two drafts of each writing (that is, at least one first-draft and a final draft); (3) must be taught (or supervised) by full-time faculty, or other faculty (such as part-time professor of practice, or adjunct professor) with demonstrated ability to supervise a legal writing experience entailing significant synthesis and analysis. The Registrar will maintain a list of courses containing writing segments approved by the faculty, and writing segments satisfying the upper-level writing experience.

The Writing Requirement is satisfied by completion of two (2) writing segments. A writing segment is an assignment that correlates in scope and complexity with written work product that lawyers prepare; and on which the student receives assessment.

The Research Requirement. The Research Requirement is satisfied by completion of four to five (4-5) research segments (UBE Required Menu has 4 required research segments. UBE Modified Menu has 5 required research segments). A research segment requires the completion of at least one significant research assignment, which will include a research plan, a research trail, and a research bibliography. To ensure that students become proficient in the foundational information and research abilities required in practice, multiple research segments will address and reinforce knowledge of sources, creation of a research plan, use of multiple platforms for research, maintaining a research trail, and storing information.

The Skills Requirement. The Skills Requirement is satisfied by completion of two to three (2-3) skills segments in addition to the skills provided in the required classes of Practice Foundations I and Practice Foundations II. (UBE Required Menu has 2 required skills segments. UBE Modified Menu has 3 required skills segments). A skills segment is a performance or activity in which students are assessed and which requires a student to engage in one or more of the following professional skills, or other skills recognized by the faculty as a possible basis for a skills segment: interviewing, counseling, negotiation, fact development and analysis, trial practice, document drafting, conflict resolution, organization and management of legal work, collaboration, cultural competency and self-evaluation.

The Experiential Requirement. To satisfy this Requirement, a student must complete the following:

1. Completion of at least two courses from any of the following three categories: Practicum, Externship, and Clinic.
2. Satisfactory completion of the Community Engagement Program; and
3. Satisfactory completion of the L.A. Bedford Mentorship Program.

### The Practice-Related Technology Requirement.

To satisfy this requirement, students must demonstrate basic proficiency as to practice-related technologies, including case management and time-keeping software; trial and litigation software; word processing; and databases. Students can satisfy this through completion of an elective that satisfies the requirement, or through successful completion of designated modules on technology training software that the College of Law has licensed for its students.

The Practice-Related Technology Requirement ensures that students graduate with competence in practice-related technologies. Competent and effective law practice in all settings entails the ability to use such technologies. Rule 1.1 of the BA Model Rules of Professional Conduct explains that the requirement of competent representation "requires the legal knowledge, skill, thoroughness and preparation necessary for the representation. New Comment 8 to this rule notes that competent representation requires a lawyer to "keep abreast of changes in the law and its practice, including the benefits and risks associated with relevant technology.

### **Curricular Requirements (for students matriculating Fall 2021):**

#### **First-Year "Lockstep" Required Courses**

**Note:** Some of these will occur in the fall semester of the second year for evening-division students.

- Introduction to Legal Studies (1 hour - occurs before the start of regular class)
- Civil Procedure (2 semesters, 5 hours total)
- Contracts or Contracts I and II (4 hours total)
- Criminal Law (3 hours)
- Legal Methods (1 hour)
- Legal Research or Legal Research I and II (2 hours total)
- Legal Writing (2 semesters, 6 hours total)
- Practice Foundation I: Interviewing and Counseling (3 hours)
- Property I (2 hours)
- Torts or Torts I and II (4 hours total)

#### **Second-Year "Lockstep" Required Courses**

- Constitutional Law (4 hours)
- Practice Foundation II: Negotiation and Conflict Resolution (3 hours)
- Property II (2 hours)
- Legal Writing III (3 hours)

#### **Other Required Courses**

- Federal Criminal Procedure (3 hours)
- Evidence (3 hours) or Evidence Practicum (4 hours)
- Professional Responsibility (3 hours)

- Bar Skills and Strategies I (3 hours)
- Bar Skills and Strategies II (3 hours)

**UBE Required Menu- 3.00 GPA or greater after the 2 semesters Day and 3 semesters Evening**

- UBE Family Law (3 hours) or UBE Wills, Trusts, and Estates (3 hours)
- Business Associations I (3 hours) or UBE Sale and Secure Transactions "Commercial Law" (3 hours)
- Conflicts of Law (2 hours) or Remedies (2 hours)

**UBE Modified Menu- Less than 3.00 GPA after the 2 semesters Day and 3 semesters Evening**

- UBE Family Law (3 hours)
- UBE Wills, Trusts, and Estates (3 hours)
- Business Associations I (3 hours)
- UBE Sale and Secure Transactions "Commercial Law" (3 hours)
- Conflicts of Law (2 hours) or Remedies (2 hours)

**Changing Applicable UBE Menu if Student Performance Improves Second or Third Year**

Any student who-during their 2L, 2LE, or 3LE year-takes either UBE Family Law or UBE Wills, Trusts, and Estates and either UBE Sale and Secure Transactions or Business Associations and achieves an average of 3.000 or higher in those two courses combined may petition to be released from the UBE Modified Menu requirements.