

WELCOME TO THE DEPARTMENT OF PHILOSOPHY AND RELIGION AT THE UNIVERSITY OF NORTH TEXAS

Here is some basic information we thought might be helpful.....

To set up your UNT email account all funded grad students will automatically be assigned a “first [name.lastname@unt.edu](mailto:firstname.lastname@unt.edu)” email account, please do not confuse it with your student account e.g. my.unt.edu. The unt.edu email account will need to be posted on your syllabus.

To obtain your picture ID you will need to go to the 1st floor of the Eagle Student Services Center located across from the Willis Library.

All your **faculty resources** are available through **myUNT**: <https://my.unt.edu>

You will be able to access them once you have been issued a EUID and Employee ID number.

FAQ's

How do I order my books for class?

PHIL 1050, PHIL 1400, PHIL 1800 and PHIL 2050 books are automatically ordered and are the same book for all instructors.

All other courses you will need to notify Carla Parker of your book selection (she orders desk copies). You will need to go online at <https://www.facultyenlight.com/?storeNbr=8085> to order books for your class. Click on adopt a book and then create an account.

Who do I contact with questions about my paycheck?

Contact Nancy Ellis for issues with your paycheck.

How do I reset my passwords?

Go to the link below.

<https://itservices.cas.unt.edu/services/accounts-servers/articles/managing-your-password>

How do I enter grades in EIS?

Go to <https://registrar.unt.edu/faculty/grade-reporting> for instructions.

Who do I contact if I'm having trouble with my computer?

CAS Computers 940-565-4498

Who can I contact if I'm having trouble with CANVAS?

Go to <https://clear.unt.edu/>

Graduate Studies in Philosophy at UNT

A note from the DGS

In our program, philosophy is more than an academic pursuit. We see it as Socrates did: philosophy is a way of life. We are seeking wisdom and excellence together.

As a graduate student, your responsibilities include:

- Being well-prepared for your classes, ready to think with and challenge your professor and one another.
- Putting your heart into your scholarship.
- Helping the undergraduates that you teach by liberating them from dogma, oppression, and weaknesses, without censure, and with generosity.
- Attending all departmental events and seminars and all PRGSA meetings – being an active, critical member of the department and the wider campus community.
- Fight the rumor mill: make up your own mind about faculty, staff, and students.

Above all, do not remain isolated! Graduate school can be a disorienting and even dispiriting event. If you are having problems, seek out help—from your fellow graduate students, professors, and staff. And keep an eye out for how your colleagues are doing. Build conviviality and an *Esprit De Corps* with your fellow students. Think together about philosophy and the university – what does it mean to be a philosopher in the 21st century?

To assist in developing community and deepening our thinking about philosophy, there will be PRGSA meetings this semester. I'd also like to see us do either some professional development seminars or symposia to share ideas. More information coming on these soon.

Dept Syllabi Requirements

I. House Bill 2504 Compliance

Texas HB 2504 requires that we make publically accessible information for all “undergraduate classroom courses,” defined as organized classes (THECB CBM004 code 001). This does not include labs, independent study classes, lessons, etc. We comply by posting all undergraduate syllabi electronically. This MUST be done by the 7th day of term.

For each class, a **SYLLABUS** must be uploaded that includes:

- A description (PR interprets this to include due dates, value and evaluation criteria) of course requirement(s), assignment(s) and exam(s)
- A list of required and recommended reading
- A general description of the subject matter for each class meeting (interpreted to mean minimally: lecture, open dialogue, student presentation, etc.; if reading and topic are detailed for the class, you are in compliance)
Learning outcomes; e.g., familiarity with philosophical figures and debates covered; skills for reading philosophical and scholarly texts; skills for writing philosophical papers

Also for each class, a **CURRICULUM VITAE** of the instructor must be uploaded on the Faculty Information System. Do not forget to include keyword terms/phrases for search/drill. Include professional information only.

II. Additionally, include the following REQUIRED INFORMATION IN YOUR SYLLABUS:

- Instructor Contact Information
 - Office location
 - Office Hours
 - Telephone number
 - Email address
- TA Contact Information (if applicable))
- Prerequisites (if applicable)
- Attendance Policy
- Grading Policy
- Makeup/Late Assignment Policy
- The following statements:

- Students are responsible for reading, understanding and knowing UNT's Academic Dishonesty Policy that can be found at:
<https://vpaa.unt.edu/dcgcover/resources/integrity>
- The University of North Texas is on record as being committed to both the spirit and letter of federal equal opportunity legislation; reference Public Law 92-112 The Rehabilitation Act of 1973 as amended. With the passage of new federal legislation entitled Americans with Disabilities Act (ADA), pursuant to section 504 of the Rehabilitation Act, there is renewed focus on providing this population with the same opportunities enjoyed by all citizens.
- Drop/Withdrawal Information, and other important Academic Dates can be found at
<https://registrar.unt.edu>

Grad Student Payroll

Salaried personnel at the university are paid once a month on the first of the month. Semester payroll is set up as follows:

Fall Semester – September 1 – January 15 (first payday is October 1)

Spring Semester – January 16 – May 31 (first payday February 1)

Summer 1 – June 1-July 15 (first payday July 1, full paycheck 2nd payday August 1 ½ paycheck)

Summer 2 – July 16 – August 31 (first payday August 1 ½ paycheck 2nd payday September 1 full paycheck)

You are required to start working on the 26th of August and it may appear that you are not being paid but you also get paid through January where you are not working so it evens out.

If you have any questions please contact Nancy Ellis. Nancy.ellis@unt.edu

Travel

All the links below can be found on the philosophy website under “Resources”

Arranging Your Trip

Travel Budget Authorization (TBA)

- This will need to be completely filled out with accurate information about your upcoming trip. Once it is signed by yourself and verified by your supervisor, and submit before your departure date.

Completing Your Trip Reimbursements, Etc.

- If attending a conference please provide staff with a copy of conference program. Staff will complete the travel voucher once you return with receipts etc.
- Any and all documentation proving travel funding from the source; e.g. CLASS Travel Grants, graduate school, the department, etc.
- Flight Itinerary, with proof of purchase (i.e. last 4 digits of credit card used for purchase) Please have itinerary show both departure and arrival dates & locations.
- If driving, provide round-trip mileage printed from GoogleMaps
- Original receipts with proof of purchase (i.e. last 4 digits of credit card used for purchase) Every receipt you want reimbursed must show some form of payment was already paid – not that you were simply charged, but proof that you paid.
- If you claim per diem instead, provide staff with specific meals covered each day and how many days you would like per diem meals for.

UNT | SYSTEM™

Instructions on How to Add or Update your Direct Deposit Information

This document provides instructions on how to add or update your direct deposit information in EIS. Before modifying your direct deposit, it is required that you enroll in multifactor authentication (MFA) in order to access the necessary online form. This document is organized in two (2) parts. Part one (1) provides information on how to enroll in multifactor authentication, and part two (2) provides information on how to modify your direct deposit information.

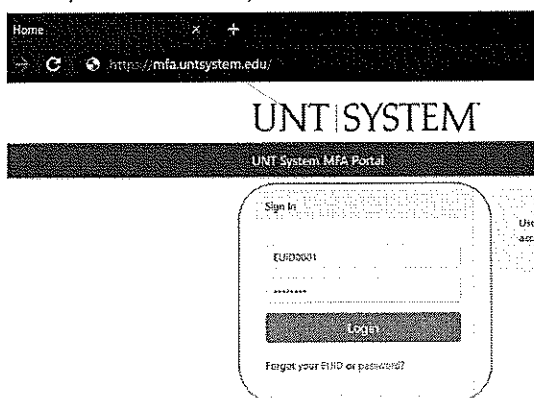
Steps You Will Need to Take to Add or Modify Your Direct Deposit Information

1. Gather the following information:
 - Social Security Number (SSN)
 - Date of Birth (DOB)
 - Answer to your secret question in the Account Management System (AMS.unt.edu)
 - Bank Routing Number
 - Bank Account Number
2. Download Duo Mobile app for [iOS](#) or [Android](#)
3. Choose a backup device for MFA (ex. Office telephone number or tablet; can be added later.)

Part 1: Instructions on How to Enroll in Multifactor Authentication

These instructions provide information on the steps required to enroll in MFA, how to register your mobile device using the “Duo Mobile” app, and how to register a backup device.

Verify Your Identity



Step 1: Go to <https://mfa.untssystem.edu> and enter your EUID and password.

Step 2: Select "Enroll in MFA".

UNT System MFA Portal

Enroll in MFA

Your account is not enrolled in Duo Security.

Enroll in MFA

Step 3: When prompted, verify your identity by entering three forms of personal information:

- Your date of birth
- Your social security number
- The secret answer that you provided in the Account Management System, <https://ams.unt.edu>

Register Your Mobile Device and Install the Duo Mobile App

Step 4: Click "Start Setup".

Step 5: Select the type of device that you will register. The recommended type is mobile phone.

Click "Continue".

Step 6: Enter your mobile number. Select "Continue".

Click "Continue".

Step 7: Select the mobile device operating system.

Click "Continue".

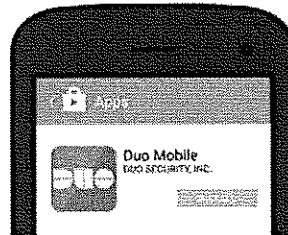
Step 8: Install the free "Duo Mobile" app.

Install Duo Mobile for iOS



1. Launch the App Store app and search for "Duo Mobile".
2. Tap "Get" and then "Install" to download the app.

Install Duo Mobile for Android



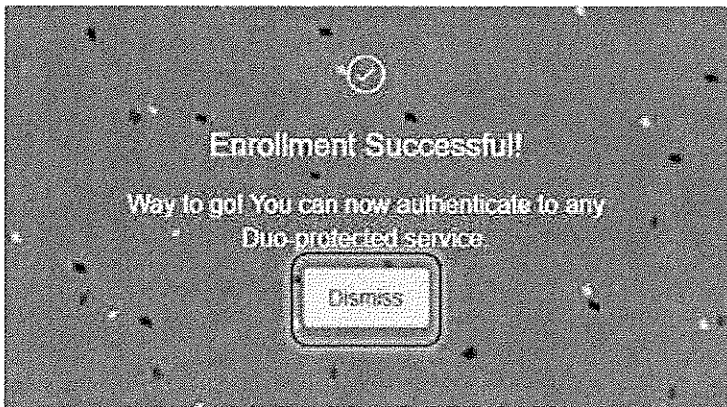
1. Launch the Google Play Store app and search for "Duo Mobile".
2. Tap "Install" to install the app.

After you have installed the Duo Mobile app, select "I have Duo Mobile installed".



Step 9: Using the Duo Mobile app on your mobile device, follow the prompt to point your camera at the QR code on the screen. Your device will be instantly registered in the MFA system.

Click "Continue".



Step 10: Success!!

Click Dismiss to return to the Duo screen.

Register a Backup Device

It is strongly recommended that you register a second device as a backup option for multifactor authentication. Adding a second device will allow you to update your direct deposit information in the event you do not have access your mobile device.

UNT SYSTEM
What is this? [LS](#)
Need help?
Powered by Duo Security

My Settings & Devices

iOS 940-555-1212

+ Add another device

Default Device: iOS 940-555-1212

When I log in: Ask me to choose an authentication method

Search

Step 11: Select “Add another device” and follow instructions.

Sample Backup Option: Register a Landline

Step 1: After selecting “Add another device” (above), Select “Landline” then select “Continue”.

UNT SYSTEM
What is this? [LS](#)
Need help?
Powered by Duo Security

What type of device are you adding?

Mobile phone **RECOMMENDED**

Tablet (iPad, Nexus 7, etc.)

Landline

Security Key (YubiKey, Feitian, etc.)

Touch ID
Requires Chrome on macOS to use Touch ID.

Continue

UNT SYSTEM
 What is this? [CF](#)
 Need help?
 Powered by Duo Security

Enter your phone number

United States

+1 940-555-4321 ✓

Example: (201) 234-5678

Extension:

You entered (940) 555-4321. Is this the correct number?

Back Continue

Step 2: Enter the telephone number that you will use for backup multifactor authentication.

Then click "Continue".

Step 3: Success! You have now added a backup method for multifactor authentication.

UNT SYSTEM
 What is this? [CF](#)
 Need help?
 Powered by Duo Security

My Settings & Devices

IOS 940-555-1212 [Device Options](#)

Landline 940-555-4321 ADDED [Device Options](#)

[Add another device](#)

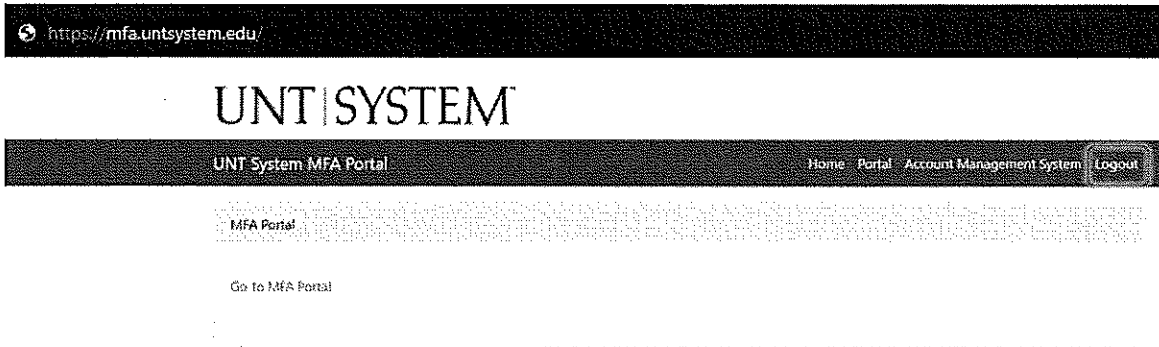
Default Device: IOS 940-367-0487

When I log in: Automatically send the device a Duo Push

Save

Logout of the MFA Portal

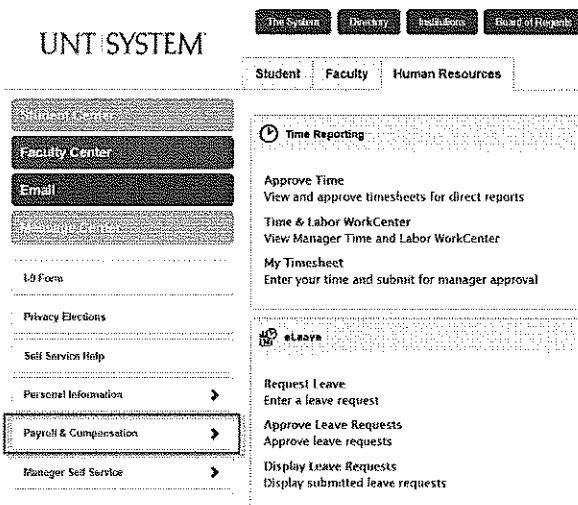
Select the logout button from the menu bar.



You may return to mfa.untsystem.edu to make any edits or additions to your multifactor settings.

Part 2: Modify your Direct Deposit Information in EIS

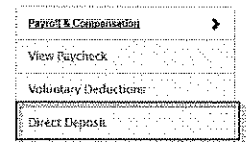
The following instructions provide information on the steps required to add or modify your direct deposit information in EIS.



Step 1: Go online to <https://my.unt.edu> and login using your EUID and password.

Step 2: Select the Human Resources tab in the top menu bar.

Step 3: Select "Payroll & Compensation" from the menu on the left, then select "Direct Deposit".



Important Notice to New & Existing Employees at all UNT System Campus Locations:

Changing your Direct Deposit information now requires Multi-Factor Authentication. If you have not enrolled with Duo, follow the link below and enroll before attempting to change your information.

[Duo Multi-Factor Authentication Enrollment \(DEV\)](#)

Thank you for your support

UNT System Payroll Team

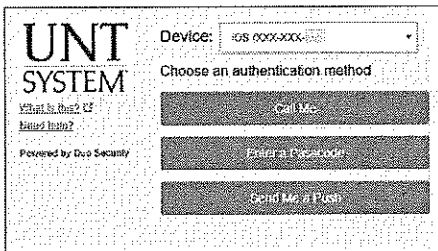
Direct Deposit Details							
Account Type	Routing Number	Account Number	Deposit Type	Amount of Deposit	Percent	Order	
Checking	080300024	000000000000000000000000	Unlock via MFA Percent	100.00%	569		

[Add Account](#)

Step 4: Access Direct Deposit Page.

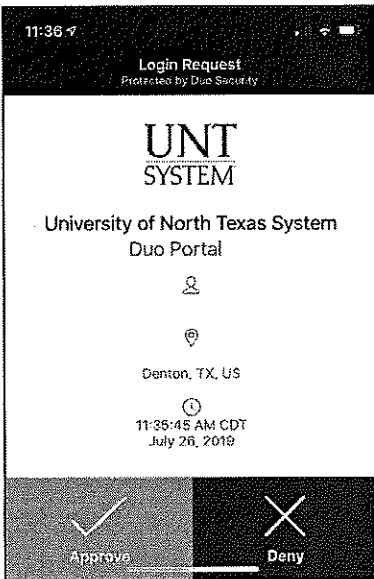
If you have previously established direct deposit information, click the link to "Unlock via MFA". Once MFA is unlocked, you will need to click "Edit".

If you have not previously established direct deposit information, click the button to "Add Account".



Step 5: Open the "Duo Mobile" app on your mobile device.

Step 6: Choose "Send Me a Push" to send the response to your mobile device.



Step 7: Tap "Approve" from the Duo Mobile app screen to unlock the Direct Deposit page.

Your Bank Information

Routing Number: [View Check Example](#)

Distribution Instructions

Account Number:

Retype Account Number:

*Account Type:

*Deposit Type:

Amount or Percent:

*Deposit Order: (Example: 1 = First Account Processed)

Step 8: Complete the “Change Direct Deposit” form using the information you collected at the beginning of this document.

Step 9:

After you have filled in this form, click “Submit” to submit your information. Click the Return to Direct Deposit link.

Direct Deposit Details						
Account Type	Routing Number	Account Number	Deposit Type	Amount or Deposit Percent Order	Edit	Remove
Checking	██████	██████	Percent	100.00% : 1		

Step 10: Review banking information and click “Save”

Logout of EIS

You have now updated your Direct Deposit information, and completed your enrollment in multifactor authentication.



Click “Sign out” in the upper right hand corner to log out of EIS, then close your web browser.

GRADUATE STUDENT HANDBOOK

Department of Philosophy and Religion

2019-20

Last Updated August 2019

**DEPARTMENT OF PHILOSOPHY AND RELIGION GRADUATE STUDENT
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1. DEPARTMENT INFORMATION

1.1 PROGRAM DESCRIPTION AND OBJECTIVES

The UNT Department of Philosophy and Religion is the home of the nation's leading Doctoral Program in environmental ethics/philosophy and the nation's first Masters Program in the field. All of our faculty members publish in various areas of environmental ethics/philosophy. The Department houses several research centers, manages various research programs and publishes one of the field's leading philosophy journal, *Environmental Ethics*. The Department is also an emerging leader in the philosophy of science and technology studies with many faculty members publishing in the field. The combination of environmental philosophy and science/technology studies creates unique opportunities for students through a flexible program.

The Department is home to the Sub-Antarctic Biocultural Conservation Program which hosts the world's first Field Station in environmental philosophy, science, and policy at Cape Horn, Chile. The Department is also home to the Philosophy of Water Project, a leading University program connecting the arts with sciences, and the Philosophy of Food Project, which initiated and maintains the primary website for research on the philosophy of food. The Department also hosts the Environmental Philosophy with Children Project, which was started by Philosophy Graduate Students working in local K-12 schools, and the Philosophy Impact Project, the nation's only think tank devoted to researching the impact of philosophical research on society and developing a philosophy of impact. The Department also hosts the Rural Sustainability Workshop Series, which engenders international conversations among rural activists and scholars to share traditional ecological and scientific knowledge in order to address global environmental issues.

Faculty in the Department affiliate with University-wide environmental initiatives, such as the We Mean Green Fund and the Research Cluster for Human Health and Environmental Sustainability. Faculty also have affiliated members in interdisciplinary programs such as Women's Studies, Jewish Studies, and the Teach North Texas Science and Math Education Certification Program. We are housed in the Environmental Education Science and Technology Building, the home of the Institute of Applied Sciences, which includes the Department in its affiliated membership as well as several Environmental Sciences Departments, such as Biology, Geology, and Geography.

1.2 DEPARTMENT HISTORY

From Dr. Pete A. Y. Gunter, December 2010:

In March, 1969 Professor Richard Owsley urged me to apply for the position of chairman of the soon to be formed philosophy department at North Texas State University (now the University of North Texas). Previously, philosophy had been a small group of professors without a collective identity, shuffled from one department to another (English to Sociology to History; Tinkers to Evers to Chance). In June the university offered me the chairman/founder position. I accepted and arrived from Knoxville, Tennessee, in August, 1969 via exclusive U-Haul Transport.

Like other humanities departments, the university then regarded philosophy as a service program destined to teach introductory courses and crank out massive student hour numbers. Realistically, then, our primary goal as a department had to be to maintain our professor / course / student hour

ratios. We were allowed, however, to develop our curriculum, using it to create a minor and then a major in philosophy. It was a difficult balancing act—keeping productive numbers and expanding our reach into upper level courses. But, while remaining a small department, we managed to create and increasingly complete program, gradually adding courses and becoming competitive on the undergraduate level.

Though we managed to grow by accretion, adding a sizable list of minors and majors and occasional new faculty, pickings were sparse. Every spring or early summer we would run out of stationary or postage and have to besiege the Dean of Arts and Sciences for additional funds to purchase them. Occasional grant monies would allow us to bring in speakers, the best known of which was Willard Van Orman Quine.

In the mid-1970's the Dean of the Graduate School told us that the legislature would allow us to award a master's degree in philosophy. We would have accepted, but we were told that the university would give us no more than one hundred dollars to support the new program. This would pay part of the cost for a brochure advertising the degree. We declined, urging the dean, before dispensing this largess, to come up with money for letterhead and postage.

It was not until Max Oelschaeger joined us from the University of Texas at Arlington that we again seriously considered pursuing an M.A. program. Max had just published *The Environmental Imperative* (1977) while I had been working for years to establish a Big Thicket National Biological Preserve in Southeast Texas. Our Many discussions resulted in the determination to get a master's degree in a field which until then had never existed as such: environmental ethics. The program, created in 1992, was for a time shared with the University of Texas at Arlington. In 1990, we were able to bring to the department Eugene Hargrove, founder and editor of *Environmental Ethics*. In 1995, we were joined by Baird Callicott, author of numerous books on the land ethic and an international expert on the philosophy of its author, Aldo Leopold. Finally, in 2005 we were awarded a Ph.D. in philosophy and environmental ethics. We were then established—on the map—as a major center of environmental and philosophical thought. Quite an achievement, we thought, for a program which originally could not afford a graduate degree and had to scrounge for money simply to stay open.

The preceding account of the fortunes of philosophy at North Texas is accurate. But it leaves out an important development. In the summer of 1984 the UNT campus was flooded by enthusiastic young Christians promising that their appearance would be followed in the next semester by a tsunami of faith. The tsunami did not materialize, but the sudden plethora convinced us that we should do more to make it possible for students to know about the history of their own and other religions, as well as the existence of theologies (ways of discussing belief) and antitheologies. The result—not easily achieved through state government, was permission to create a Department of Philosophy and Religion (1989). Why is this a department of religion studies and not religious studies? Because the state legislature, terrified of transgressing the boundary between Church and State, opined that while students cannot be said to study religiously, it is all right if they study religion. We were thus able to create a minor in religion and later a major as well.

One can then look back on over forty years of philosophy at North Texas with a sense of valid satisfaction. What began as a straggling collection of professors passed like gypsies from place to place has culminated in a robust, thriving department, internationally known and able to pursue a many-level course of instruction from religion studies through classical philosophical thought through environmental ethics.

In conclusion, there are those who believe that philosophy is strictly an ivory-tower enterprise. The

philosophy program at North Texas finds no reason to deny that the various stands of philosophy can pursue pure analysis of perfectly abstract speculative thought. But it all has, we believe, to be brought down to earth somewhere. That is, to borrow Plato's insight, philosophers may wish to bask in enlightenment, but in fact, they need to be urged to return to the chancy "cave" of the real world and enlighten both those who live there and the methods/concepts they use to deal with the creatures that live there. We believe that the Philosophy program developed at the University of North Texas does exactly this.

1.3 FACULTY AND STAFF

The Department of Philosophy and Religion is a diverse community of international faculty, students, and staff whose commitment to philosophizing the most pressing scientific, political and social issues of our day takes us to the edge of current research practices while keeping us firmly in touch with the perennial processes of philosophy. Our full-time faculty and staff are below.

Adam Briggie, Associate Professor and Director of Graduate Studies; Ph.D., University of Colorado. Bioethics; environmental studies; ethics and culture of new media; philosophy of energy; ethics and policy of science and technology.

Kim De Wolff, Assistant Professor; Ph.D., UC San Diego. Environmental philosophy; environmental justice; philosophy of science and technology; new materialism.

Nancy Ellis, Administrative Coordinator and Assistant to the Chair.

Eugene C. Hargrove, Emeritus; Ph.D., University of Missouri. Environmental philosophy; nature aesthetics; history of ideas behind environmental thought; contemporary philosophy; Wittgenstein.

Pankaj Jain, Associate Professor; Ph.D., University of Iowa. Environmental issues and movements in India; Hindi/Urdu language and literature; Hinduism; Jainism; religion and film of India; Sanskrit language.

George A. James, Professor; Ph.D., Columbia University. Asian philosophy; comparative philosophy; comparative environmental ethics; environmental issues and movements; history and phenomenology of religion; history and philosophy of the study of religion; phenomenology; philosophy of religion.

Samantha Langsdale, Lecturer, Ph.D. SOAS University of London. World religions; philosophy of religion; Hermeneutics; otherness and the self-other encounter; critical theory; religion and gender; feminism.

David M. Kaplan, Associate Professor and Director of Undergraduate Studies; Ph.D., Fordham University. Hermeneutics; philosophy of technology; philosophy of food and food ethics; critical theory; phenomenology; social-political philosophy; aesthetics.

Irene Klaver, Professor and Chair; Ph.D., State University of New York at Stony Brook. Philosophy of water; aesthetics; feminist theory; philosophy of science; ancient Greek philosophy.

Carla Parker, Administrative Specialist IV and Graduate Program Manager.

Terra Rowe, Assistant Professor; Ph.D., Drew University. Critical analyses and constructive reinterpretations of

Protestant theologies from the perspective of feminist and environmental concerns.

Ricardo Rozzi, Professor; Ph.D., University of Connecticut. Environmental ethics; Latin American philosophy; philosophy of biology; biocultural conservation.

Michael Thompson. Lecturer. University of South Florida. Immanuel Kant, Modern Philosophy; Imagination; Metaphysics; Cognitive Architecture, Embodied Cognition.

Martin Yaffe, Professor; Ph.D., Claremont Graduate School. Social-political philosophy; Jewish philosophy; ancient philosophy; medieval philosophy; modern philosophy; metaphysics.

1.4 GRADUATE COURSES OFFERED

PHIL 5000. Environmental Ethics. 3 hours. An examination of the philosophical origins of environmental philosophy and the basic positions in the field of environmental ethics. Key authors in environmental philosophy are surveyed, as well as topical considerations of a variety of schools of thought with emphasis on theories of environmental value, legal and moral rights for nature, animal liberation and Western philosophical and religious traditions.

PHIL 5010. Philosophy of Ecology. 3 hours. Traces the evolution of ecology from its roots in 19th-century natural history to the present with an emphasis on the prominent paradigms and conceptual trends, such as organicism, community ecology, ecosystem ecology, disturbance and flux. Also explores the sociocultural contexts in which ecology emerged and now exists, including the so-called second scientific revolution and the two-culture split.

PHIL 5050. Professional Development Seminar. 3 hours. Examination of philosophies of education and pedagogical techniques and problems. Includes instruction, advising and preparation for professional development for academic careers, troubleshooting in the classroom, course preparation, university policies on teaching and student responsibilities, and teaching demonstrations.

PHIL 5100. Topics in Ancient Philosophy. 3 hours. A concentrated examination of some major problem areas in ancient Western philosophy - for example: concepts of nature, concepts of the character and function of knowledge, concepts of the nature and extent of value. Major thinkers normally covered include the historiographical study of Pre-Socratic figures, Plato and Aristotle.

PHIL 5200. Topics in Modern Philosophy. 3 hours. A concentrated examination of some major problem areas in modern Western philosophy - for example: concepts of nature, concepts of the character and function of knowledge, concepts of the nature and extent of value. Major thinkers covered can include Descartes, Spinoza, Locke, Hume and Kant.

PHIL 5260. Seminar in Philosophy of Social Science. 3 hours. Questions on explanations, observable human purposes and science of valuation. Contrasting science, ideology and occultism. Darwinism as conceptual scheme. The "causal" status of symbols and verbal behavior. Debates about objectivity, Verstehen, phenomenology and behaviorism, referring to K. Popper, G. Nettle, L.A. White, B.F. Skinner, C. Geertz, T. Kuhn, P. Winch and M. Weber.

PHIL 5300. Social and Political Philosophy. 3 hours. A focused examination of the relation between philosophical ideas and community, natural right, justice, political freedom and authority. Exploration of historical and contemporary figures and schools of thought, may include Aristotle,

Hobbes, Locke, and Mill, as well as Rawls and his critiques, feminist political thought, and critical race theory

PHIL 5400. Ethical Theory. 3 hours. A focused examination of a variety of metaethical and normative theories of moral philosophies, such as virtue ethics, utilitarianism, deontology, emotivism, and care ethics. Explorations of historical and contemporary philosophical ethics may include feminist ethics, and canonical figures such as, Aristotle, Kant, and Mill.

PHIL 5500. Philosophy of Science and Technology. 3 hours. A focused examination the relationship between science and technology, the role of experiment and instrumentation in scientific practice, the social construction of scientific knowledge and technical artifacts, the nature of technology in human perception and experience, and the broader social impacts of science and technology.

PHIL 5600. Philosophy of Religion. 3 hours. A focused examination of the concepts, belief systems, and practices of religions. Topics include religious experience, faith and reason, arguments for God's existence, the problem of evil, religious language, life after death, miracles, religion and science, and the conflicting claims of different religions.

PHIL 5650. Asian Philosophies and Religions in Practice. 3 hours. Provides an insight into worldviews by studying the major Asian philosophies and religions such as Hinduism, Buddhism, Jainism, Daoism, Confucianism, Shinto and Zen.

PHIL 5700. Seminar in Environmental Ethics. 3 hours. Intensive analysis of new positions in environmental ethics with special emphasis on their theoretical value as a contribution to contemporary philosophy and their practical value with regard to environmental policy and decision making.

PHIL 5900-5910. Special Problems. 1-3 hours each. Prerequisite(s): consent of department.

PHIL 5950. Master's Thesis. 3 or 6 hours. To be scheduled only with consent of department. 6 hours credit required. No credit assigned until thesis has been completed and filed with the graduate dean. Continuous enrollment required once work on the thesis has begun. May be repeated for credit.

PHIL 5960. Seminar in Problems of Philosophy. 3 hours. Intensive analysis of major philosophical issues against the background of classical and contemporary investigations. May be repeated for credit.

PHIL 6110. Epistemology. 3 hours. Examines the nature of knowledge and justification. Issues include the relationship between knowledge and opinion, skepticism and the possibility of knowledge, the nature of truth and meaning, the roles of perception, social construction, and gender and ethnicity in knowing and believing.

PHIL 6150. Metaphysics. 3 hours. Examination of problems that arise from attempts to give an account of reality and its manifestations: possibility and necessity, causality, the nature of events, mind-body, substance versus property dualism, and universals.

PHIL 6200. Existentialism. 3 hours. An examination of the place of humanity in the world and its relations to problems of self, authenticity, freedom, and anxiety; Kierkegaard, Nietzsche, Heidegger, and Sartre. Seminar may be a survey of philosophers or single-philosopher oriented.

PHIL 6250. Aesthetics. 3 hours. An examination of the theories of the beauty of nature and art in

the history of philosophy as found in the visual arts and literature to understand the nature of aesthetic experience, artistic expression, the sublime, and the relation of art to nature, truth, ethics, and culture.

PHIL 6300. Symbolic Logic and Metamathematics. 3 hours. Review of the history, development and present status of symbolic logic and metamathematics, including a consideration of the problems encountered in the philosophical interpretation of logical concepts.

PHIL 6360. American Philosophy. 3 hours. An examination of the development of pragmatism and American philosophy in the central philosophical works of Pierce, James, Dewey, and Mead; as well as philosophical contributions of later pragmatism

PHIL 6400. Philosophy of Technology. 3 hours. An examination of the nature of technology as well as the effects and transformation of technologies upon human knowledge, activities, societies, and environments. The aim of philosophy of technology is to understand, evaluate, and criticize the ways in which technologies reflect as well as change human life, individually, socially, and politically.

PHIL 6450. Bioethics. 3 hours. Examines the historical development and contested nature of bioethical inquiry in relation to the history of philosophic ethics more generally. Explores topics within bioethics, including clinical ethics, ethics of research and emerging technologies, the relationship with policy and politics, and the relationship with environmental ethics.

PHIL 6500. Cultural Criticism. 3 hours. A transdisciplinary analysis of culture, popular culture, politics, subjectivity, and everyday life. Topics may include Marxism and critical theory, power and knowledge, deconstruction and literary theory, semiotics and psychoanalytic theory, post-colonial discourse and globalization theory.

PHIL 6550. Religion and Science. 3 hours. An examination of the complex historical and contemporary relationship between sciences and religions. Historical elements focus on the rise of modern science and “the Galileo Affair.” Typologies of the relationship between science and religion as well as theoretical similarities and differences between the disciplines will also be studied. Contemporary issues include religion and ecology, intelligent design, and the expansion of theories of science and religion to include non-Western religious traditions.

PHIL 6560 - Judaic Religion and Philosophy. 3 hours. Philosophical examination of a wide range of Judaic texts—biblical, medieval and modern—which address Jewish law, history and thought from diverse points of view. Topics may include contemporary controversies over Judaism's teachings concerning environmental ethics.

PHIL 6600. Philosophy and Theory of Religion. 3 hours. Intensive inquiry into versions of theism, panentheism and naturalism. Explores relevant epistemological and postmodern issues.

PHIL 6650. Philosophy of Water Issues. 3 hours.
An examination of water issues at the interface of science, policy, philosophy, art and culture. Philosophical approaches include ethics, aesthetics and ontology of water, epistemological analyses of water conflicts, local and global governance theories.

PHIL 6710. Ecofeminism: Women's Studies and Environmental Ethics. 3 hours. Examines the merger of feminism with environmental ethics and its subsequent evolution. Subject matter includes the analysis of patriarchy, gender issues and multicultural perspectives within the larger framework

of ethical and philosophical responses to ecocrises.

PHIL 6720. Religion and Ecology. 3 hours. An exploration of resources for environmental philosophy in non-Western traditions, focusing on South and East Asian traditions.

PHIL 6730. Christianity and the Environment. 3 hours. A historic and contemporary overview of Euro-American religious thought concerning the environment, including investigation of the ancient Western religions, Judaism, Christianity and Native American religions.

PHIL 6740. Environmental Ethics, Science, and Public Policy. 3 hours. This course will investigate the policy turn in environmental philosophy, exploring ways to make environmental ethics/philosophy more relevant to decision-makers, public agencies, and stakeholders groups.

PHIL 6750. Environmental Justice. 3 hours. This course represents an effort to critically engage the Environmental Justice Movement (broadly construed) by studying its histories, the terms and concepts evolving from the movement, the philosophical implications of the movement, and the struggles of people shaping the movement. Examines the underlying notions of environmental goods and harms, the perspectives of environmental law and policy, and the politics of environmental identities.

PHIL 6760. Topics in Environmental Philosophy. 3 hours. A focused examination of the perennial or emerging topics in environmental philosophy, such as the intrinsic value of nature, monism versus pluralism, ecophenomenology, holism versus individualism, and non-Western explorations of environmental ethics and philosophy.

PHIL 6780. Subantarctic Biocultural Conservation. 3 hours. In-depth study of the relationship between subantarctic ecosystems and cultures of southern South America including geography, climate, ethnography, history and ecology, which exposes students to both the practical and theoretical aspects of biocultural conservation, including its interdisciplinary character integrating the sciences and humanities.

Same as BIOL 5053.

Meets with BIOL 4053/PHIL 4053.

PHIL 6781. Tracing Darwin's Path. 3 hours. Annual in-depth field course that explores subantarctic biota, geography, history, cultures and ecosystems of the Cape Horn Biosphere Reserve, integrating ecological science and field environmental ethics approaches to the study and conservation of biocultural diversity. Prerequisite(s): Consent

PHIL 6900-6910. Special Problems. 1-3 hours each. Research by doctoral students in fields of special interest. Prerequisite(s): consent of department.

PHIL 6950. Doctoral Dissertation. 3, 6 or 9 hours. To be scheduled only with consent of department. 12 hours credit required. No credit assigned until dissertation has been completed and filed with the graduate dean. Doctoral students must maintain continuous enrollment in this course subsequent to passing qualifying examination for admission to candidacy. May be repeated for credit.

PHIL 6960. Seminar in Problems of Philosophy. 3 hours. Intensive analysis of major philosophical issues against the background of classical and contemporary investigations. May be repeated for credit as topics vary.

1.5 FINANCIAL SUPPORT

TA / TF / RA Positions

Teaching Assistantships (TA) and Teaching Fellow (TF) positions are available for a number of our graduate students. Teaching Assistantships are often allocated for 1st year graduate students (<18 hours of coursework completed). Teaching Fellowships (graduate students who are responsible for teaching 1-2 class sections within the department.) are allocated throughout the graduate community through TA/TF Supervisor before each term. In recent years, the stipends began at \$13,700 per year. With optional summer teaching (one to two courses), the stipend can be as high as \$20,500 (provided summer funding is available). It includes a stipend to pay at least two thirds tuition. Please see table below for complete TA/TF salary information.

Philosophy & Religion								
Level 1			Level 2			Level 3		
First year students without experience in a graduate degree program (less than 18 credits completed)			Students pursuing a master's degree or seeking a doctoral degree with at least 18 credits completed toward a degree.			Doctoral students who have advanced to candidacy or have all-but-dissertation status.		
Minimum Salary	Midpoint Salary	Maximum Salary	Minimum Salary	Midpoint Salary	Maximum Salary	Minimum Salary	Midpoint Salary	Maximum Salary
\$13,356.00	\$ 15,243.88	\$ 17,131.75	\$14,364.00	\$ 17,259.50	\$ 20,155.00	\$16,328.85	\$ 19,753.55	\$ 23,178.25
50% Min Semester	Midpoint Semester	50% Max Semester	50% Min Semester	Midpoint Semester	50% Max Semester	50% Min Semester	Midpoint Semester	50% Max Semester
\$6,678.00	\$ 7,621.94	\$ 8,565.88	\$7,182.00	\$ 8,629.75	\$ 10,077.50	\$8,164.43	\$ 9,876.78	\$ 11,589.13
50% Min Monthly	Midpoint Monthly	50% Max Monthly	50% Min Monthly	Midpoint Monthly	50% Max Monthly	50% Min Monthly	Midpoint Monthly	50% Max Monthly
\$1,484.00	\$ 1,693.76	\$ 1,903.53	\$1,596.00	\$ 1,917.72	\$ 2,239.44	\$1,814.32	\$ 2,194.84	\$ 2,575.36
25% Min Semester	Midpoint Semester	25% Max Semester	25% Min Semester	Midpoint Semester	25% Max Semester	25% Min Semester	Midpoint Semester	25% Max Semester
\$3,339.00	\$ 3,810.97	\$ 4,282.94	\$3,591.00	\$ 4,314.88	\$ 5,038.75	\$4,082.21	\$ 4,938.39	\$ 5,794.56
25% Min Monthly	Midpoint Monthly	25% Max Monthly	25% Min Monthly	Midpoint Monthly	25% Max Monthly	25% Min Monthly	Midpoint Monthly	25% Max Monthly
\$742.00	\$ 846.88	\$ 951.76	\$798.00	\$ 958.86	\$ 1,119.72	\$907.16	\$ 1,097.42	\$ 1,287.68
Minimum Hourly	Midpoint Hourly	Maximum Hourly	Minimum Hourly	Midpoint Hourly	Maximum Hourly	Minimum Hourly	Midpoint Hourly	Maximum Hourly
\$17.12	\$19.54	\$21.96	\$18.42	\$22.13	\$25.84	\$20.93	\$25.33	\$29.72

Academic Achievement Scholarship

For newly admitted PhD students only. The Academic Achievement Scholarship (AAS) is a one-year \$1,000 tuition scholarship that begins during the Fall semester only. If all scholarship requirements are met, the student will automatically receive a one-time renewal of the scholarship. Recipients who are international and non-resident may be eligible to pay Texas resident tuition during the term of the scholarship. New applicants should inquire about the AAS via the Graduate Program Administrator or the Director of Graduate Studies for more information.

Robert B. Toulouse Fellowship

The Robert B. Toulouse Fellowship (RBTF) is a highly competitive program that was created to recruit the very best graduate students who show promise for conducting important research or creative activity and are committed to full time enrollment. The program is a multi-year funding package for incoming PhD students only. This package includes a stipend, the deferral of all tuition and mandatory fees (excluding miscellaneous and course specific fees) and health benefits. Incoming PhD student are nominated by the Department at the time of acceptance.

Thesis / Dissertation Fellowship

The Thesis and Dissertation Fellowship (TDF) supports outstanding doctoral students who have achieved candidacy and are in the last year of their thesis or dissertation. This fellowship is for one year and includes a stipend, the deferral of all tuition and mandatory fees (excluding miscellaneous and course specific fees) and health benefits. ABD PhD students are nominated by the Department at the time of acceptance, please notify the Graduate Program Administrator or the Director of Graduate Studies of your interest in the fellowship. The awards are offered to a diverse group of outstanding students who are completing their degrees in a timely fashion and will complete the thesis or dissertation in the year in which they hold the award.

Travel Grants

1. The Toulouse Graduate School (TGS) offers a limited number of grants to selected graduate students who are in good academic standing. Information about these grants can be found here: <https://tgs.unt.edu/new-current-students/travel-grants>. These travel grants are offered to support the costs of travel to professional meetings that are relevant to their degree.
2. The College of Liberal Arts and Social Sciences (CLASS) also offers travel support in fall and spring semesters as well as the summer. Information about these travel grants can be found here: <https://class.unt.edu/advising/graduate-student-travel-support-grants>. Students must have a GPA of 3.5 or higher and must have completed at least 18 hours at UNT.
3. The Student Government Association (SGA) also offers travel support via the Raup Travel Grant, a scholarship to UNT students who are attending a conference that will not only benefit the university, but themselves as well, enriching the student with knowledge and a learning experience that they can't get in a classroom setting. Students can receive up to \$500 a semester towards their conference(s). This grant is only offered twice a year (once in the fall semester, and again in the spring semester) and applications are made online [<http://sga.unt.edu/>].
4. The International Office at UNT also provides travel support for students attending conferences or performing research outside the United States via the Global Learning and Experience Study Abroad Travel Grant. To qualify, students must be enrolled at the University of North Texas, having paid into the Student Service Fee funds, and be making Satisfactory Academic Progress as defined by the Office of Student Financial Aid and Scholarships. Students

must also have submitted a Free Application for Federal Student Aid (FAFSA) for the 2011-2012 academic year to ensure they have financial need as well as submitted an application to attend classes full time during the academic year in one of UNT's international programs, which include faculty-led, exchange or affiliated program. Students do not have to be admitted to a program to apply for the grant, but must attend a program if a grant is awarded. If eligible, students will receive a university grant of \$500.00. Applications should be completed online, through the UNT- International website: [<https://studyabroad.admin.unt.edu/>].

2. ADMISSIONS

2.1 APPLICATION REQUIREMENTS

The Department of Philosophy and Religion only accepts graduate students in the Fall. No new students will be admitted in Spring semesters (though students can begin taking classes on a non-degree seeking status – consult with the DGS about this). The deadline for application is generally around Feb. 1st and is posted on the website. Six items compose your graduate application: 1) college and university transcripts, 2) standardized test scores, 3) a statement of purpose, 4) a writing sample, 5) three letters of recommendation, and 6) a CV/Resume.

Transcripts

Transcripts are required from every college or university you have attended and must arrive by the application deadline. Contact the colleges and universities you have attended about their processes for providing official transcripts.

Standardized Test Scores

Graduate applicants must take the GRE (other graduate-level standardized tests may be accepted with the chair's approval). Request that official test score reports from the testing agency be sent to the Toulouse graduate school.

Statement of Purpose

The applicant should provide reasons for pursuing graduate work in philosophy at UNT and the specific areas of academic interest (e.g., sub-disciplinary areas of interest within the field). Please mail Statements of Purpose directly to the Department of Philosophy and Religion (address above).

Three Letters of Recommendation

Three letters of recommendation from persons able to personally evaluate the applicant's philosophical ability and potential. These letters should be mailed to the UNT Department of Philosophy and Religion (address below).

Writing Sample

Submit a sample, typically 15-25 pages in length, of the applicant's philosophical writing / research and send it directly to the UNT Department of Philosophy and Religion (address above).

Curriculum Vitae (CV)

Submit a CV which provides an overview of the applicant's academic and professional life and qualifications. For information about a CV's structure and appropriate information, see [<http://owl.english.purdue.edu/owl/resource/641/01/>].

2.2 APPLICATION PROCESS

The application process can be divided into four parts, best performed in the following order:

1. Apply to the UNT Toulouse Graduate School, filed through www.applytexas.org. Note: *The Toulouse School of Graduate Studies requires that applicants pay \$75.00. More information available here: <https://tgs.unt.edu/future-students/graduate-admissions>.*
2. Request official transcripts from all colleges and universities you have attended. Contact the registrar's office at each institution. Most institutions will send transcripts directly to UNT. If not, have them send the transcripts to:

UNT Graduate School
1155 Union Circle #305459
Denton, TX 76203-5017

The transcripts must show you have earned a bachelor's degree from a regionally accredited institution and earned the required grade point average. GPA requirements for UNT are:

- a 3.0 GPA in the undergraduate degree for admission to the Master's program;
 - a 3.5 GPA in the undergraduate degree for direct admission to Doctoral programs;
 - a 3.5 GPA in Master's-level studies for admission to Doctoral programs.
3. Submit standardized test scores directly to UNT when you take the test or send an official copy of your scores to the UNT Graduate School. The UNT school code for the GRE is *6481*. The UNT school code for the GMAT is *6DP-8M-55*. The UNT school code for the MAT is *2255*.
 4. Send Departmental Application materials (a statement of purpose, writing sample, three letters of recommendation, and CV) directly to the Philosophy and Religion Department at:

University of North Texas
Department of Philosophy and Religion
1155 Union Circle #310920
Denton, Texas 76203-5017

3. M.A. PROGRAM

3.1 MA PROGRAM INFORMATION

Students pursuing academic careers in the humanities and the sciences may take the Master of Arts in Philosophy as preparation for Ph.D.-level work in philosophy and other environmentally related fields. The curriculum for the Master of Arts provides students with foundational training in environmental philosophy, the history of Western philosophy and religious studies, and interdisciplinary experiences through a flexible program. It is also a good background for students

planning careers in environmental law, journalism, or work in the private, public, or non-governmental sectors.

In the initial stages of study the departmental Director of Graduate Studies will primarily advise students. Student supervision and advisement in the more advanced stages of study will be the responsibility of the student's major professor and committee. Graduate students assume full responsibility for knowledge of all Toulouse School of Graduate Studies and University of North Texas rules, regulations, and deadlines published in the Graduate Catalog and of all departmental and program requirements concerning their degree program.

Milestone Schedule

1. Apply for Admission at least six weeks prior to registration (seven to eight months prior to registration for foreign students).
2. Meet with Director of Graduate Studies, assigned by department chair, to plan course of study for first semester before first semester registration.
3. Establish major professor/advisory committee and prepare proposed degree program upon or before the completion of 12 semester hours of coursework.
4. Submit a degree plan to the Department and Graduate School upon or before completion of 18 semester hours (or one academic year) of coursework.
5. If applicable, determine thesis deadlines, procedures, and requirements and submit a thesis proposal to major professor/advisory committee.
6. If applicable (i.e., for non-thesis students), determine the Comprehensive Exam date, procedures, and requirements. Work in advance with faculty to study for the exam and consult with the DGS in preparation.
7. Ensure that degree plan and committee are up to date and all course work is completed, schedule Comprehensive Exam (non-thesis) or final defense of thesis, and apply for graduation.
8. Submit final defended copy of thesis or comprehensive examination.

Time Limitations

All course work and other requirements to be credited toward the master's degree must be completed within five years. 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. Students anticipating they will exceed the time limit should apply for a leave of absence (see below).

Degree Plans

In order to receive a degree, every UNT graduate student must have a degree plan filed with the Toulouse Graduate School. Students will meet with the departmental graduate advisor and the DGS during their first semester and map out the degree plan. *Students must have a degree plan filed to the department and the graduate school by the end of their first year.* Degree plans can be altered over the duration of course work as many times as the student decides. Every change in the degree plan must be filed with the department and the graduate school. A finalized degree plan must be filed when all requirements are met in order for the student to graduate.

Leave of Absence

This applies to students admitted to the master's degree program who wish to discontinue work toward the degree for a specified period of time due to exigent circumstances. Leave of absence requests are granted by the Graduate School. If the student has begun thesis and is under the continuous enrollment requirement, a waiver of continuous enrollment must also be requested and

approved by the Graduate School. A 'stop clock' request can also be made if necessary. Degree requirements and graduation must be completed within the appropriate time limit for completion of the degree. The leave of absence form is available here: <https://tgs.unt.edu/sites/default/files/Leave%20of%20Absence%20Form%20PDF%20Updated%200.pdf>

Annual Schedule

- | | |
|------------------|--|
| First Semester: | Meet with Director of Graduate Studies; Establish Major Professor; Nine Hours Coursework. |
| Second Semester: | Submit Degree Plan; Nine Hours Coursework; Committee Status Report. |
| Third Semester: | Thesis Proposal (if necessary); Nine Hours Coursework. Study for Comprehensive Exam. |
| Fourth Semester: | Modify / Submit Final Degree Plan; Complete Coursework or Thesis; Defend Thesis (if necessary). Pass Exam. |

3.2 MA OPTIONS AND COURSE SEQUENCES

Thesis Option

Students take a total of 30 semester credit hours (ten courses). At least 24 hours (eight courses) must be taken in the Department of Philosophy and Religion; 6 hours (two courses) may be taken outside of the department. Outside course work is optional, not required. After completing course work, students will submit a Master's Thesis, a substantial work of original scholarship. Students may enroll in [PHIL 5950](#) after they have completed course work and have not yet completed the thesis. Students must pass an oral defense of the Master's Thesis.

Non-Thesis Option

Students take a total of 36 semester credit hours (12 courses). At least 30 hours (10 courses) must be taken in the Department of Philosophy and Religion; 6 hours (two courses) may be taken outside of the department. Outside course work is optional, not required. The Comprehensive Exam is conducted during the final semester of the student's coursework.

3.3 MA THESIS REQUIREMENTS

Prior to beginning your thesis, discuss your research interests and possible thesis topics with your major professor/advisory committee and the Director of Graduate Studies.

Thesis Committee

The number of members on thesis committees will normally be three to five; at least three are required. The majority of committee members must hold regular UNT faculty status within the Department. The thesis chair is the student's major professor and guide through the process of thesis development and the demonstration of independent scholarship. Therefore, the chair of the thesis committee, who must be willing to serve, is selected by the student in consultation with the appropriate graduate faculty, graduate advisor, or department chair in the student's discipline. (Note: A person who is not a regular member of the University of North Texas graduate faculty may receive a temporary graduate faculty appointment from the graduate dean in order to serve on a committee. For these appointments, the thesis committee chair should submit an associate membership nomination form, justification for the appointment, and a vita of the prospective committee member.)

Thesis Defense

The candidate must pass a final oral defense principally over the contents of the thesis and related matters. The oral defense must involve all members of the Thesis Committee. The results of the oral defense must be received by the office of the dean of the Toulouse Graduate School no later than the deadline date for submission of theses by students expecting to graduate at the end of the current term/semester or summer session/term.

Thesis Submission

The University of North Texas, as a member of the Council of Graduate Schools, ascribes to the fundamental tenant on openness and access of thesis and dissertation research. All UNT ETDs (Electronic Thesis and Dissertation) are placed in the UNT ETD repository and made available via the online Libraries catalog for reading and/or downloading by all users, including being crawled and indexed by online search engines (e.g., Google). ETDs are available in perpetuity; there are no restrictions regarding who can download the file or how many times it can be downloaded.

In addition to the UNT Libraries, copies of all ETDs are also sent to ProQuest. All students *must* sign and submit a ProQuest publication agreement as part of their required paperwork for graduation. As copyright holders, students earn royalties on every copy sold of their thesis or dissertation so students *must* include their social security number on the ProQuest forms. The "microfilm" graduation fee covers ProQuest's Traditional Publishing option. If a student has opted to restrict access to the UNT Libraries copy of their ETD, this is **not** communicated to ProQuest. Access choices are listed on the ProQuest agreement form but if these are not sufficient, students must contact ProQuest directly to discuss alternatives.

The document submitted to the Toulouse Graduate School must be the absolute final version, with all committee, department and/or college requested changes included. *Subsequent submissions will not be accepted.* Instructions for submission of the thesis may be obtained from the graduate dean's office. All documents must be turned in by the appropriate deadlines.

A completed thesis packet will include:

- 3.3.1.1** Word-processing version of your abstract, e.g., MS Word or .txt file
- 3.3.2** Final Defense Form (may be submitted directly by your department)
- 3.3.3** ProQuest Agreement Form [<http://tsgs.unt.edu/downloads/thesis/proquest-agreement.pdf>]
- 3.3.4** Copies of any copyright permission letters you have received. Copies can be hard copy or digital (included on the CD)

After your thesis has been submitted, the Graduate Reader will examine your work and email you regarding any necessary revisions (if needed).

3.4MA Comprehensive Examination

Satisfying the Toulouse Graduate School Requirement for Qualifying Examination.

The purpose of the comprehensive exam is for the non-thesis MA student in philosophy to develop a background in the major figures and themes in the history of philosophy.

Consistent with the Toulouse Graduate School Requirement for Qualifying Examination and Admission to Candidacy this comprehensive exam will require the student to demonstrate competency in the basic areas of philosophy.

Students are eligible for the comprehensive exam following the completion of course work. Exams will be administered by the end of the spring semester. Exams can be administered by the end of the fall semester with the consent of the Director of Graduate Studies.

Students are required to take **one MA Comprehensive Examination in the history of philosophy**. There is a suggested readings list for the exam. The comprehensive exam questions will be based on the reading list and recently offered courses. Sample questions are posted at the department web site.

The exam will be four hours long, administered in the Department of Philosophy and Religion, written on an internet disabled computer.

Evaluation, Grading, and Appeals

The Comprehensive Exam Committee will grade the student's examination with a Pass/Fail grade in a timely manner.

Pass: The comprehensive exam satisfactorily meets the Graduate School's Qualifying Exam Requirement.

Fail: The comprehensive exam does not satisfactorily meet the Graduate School's Qualifying Exam Requirement.

A pass grade is required to satisfy the non-thesis MA degree requirements.

A Fail grade is permissible. Students may retake the exam once. The retake will take place on or near **July 1** (or February 1 if the exam is taken in the fall).

Appealing the Fail Grade

In the event of a second Fail grade, the student may appeal the grade. An appeals committee comprised of the Comprehensive Exam Committee, Director of Graduate Studies, and the Department Chair will confer to determine the merits of the appeal. If the appeal is upheld, the examination will be re-graded by the Executive Committee. If any members of the Executive Committee are also on the Comprehensive Exam Committee, the exam will be graded by members of the Tenure and Promotion Committee who are not on the Comprehensive Exam Committee.

A Fail grade after the appeal and second grading will result in dismissal from the Program for *unsatisfactory progress*.

4. PHD PROGRAM

4.1 PHD PROGRAM INFORMATION

The PhD Program offers a world class educational experience and foundational training in environmental philosophy, the history of Western philosophy, philosophy of science and technology and related fields. The program is designed to prepare students for careers both within academia and in non-academic sectors. In the initial year of study the departmental Director of Graduate Studies will primarily advise students. Student supervision and advisement following the first year will be the responsibility of the student's major professor and committee. Graduate students assume full responsibility for knowledge of all Toulouse School of Graduate

Studies and University of North Texas rules, regulations, and deadlines published in the Graduate Catalog and of all departmental and program requirements concerning their degree program.

Time Limitations

All work to be credited toward the doctoral degree beyond the master's degree must be completed within a period of 8 years from the date doctoral credit is first earned. No course credit beyond the master's degree that is more than 10 years old at the time the doctoral program is completed will be counted toward the doctorate. Time limits are strictly enforced. Students exceeding the time limit may be required to repeat the QEP, replace out-of-date credits with up-to-date work, and/or show other evidence of being up-to-date in their minor fields. Students anticipating they will exceed the time limit should apply for an extension of time before their seventh year of study. (Note: Holding a full-time job is not considered in itself sufficient grounds for granting a time extension and time spent in active military service of the United States will not be considered in computing these time limits.)

Residency

Every candidate for the doctoral degree must complete the appropriate residence requirement at UNT as prescribed by the individual departments and schools. The minimum residence requirement consists of two consecutive long terms/semesters at UNT (fall and the following spring, or spring and the following fall), or a fall or spring term/semester and one adjoining summer session/term at UNT. During the long terms/semesters a minimum of 9 graduate hours must be taken. During the combined summer sessions/terms a minimum load of 9 graduate semester hours must be taken. (That is, residency is only fulfilled by a course load of 9/9 for the fall/spring or spring/fall or a course load of 6/6/6 for the fall/spring/summer or spring/summer/fall.) Enrolling in courses during the summer does not affect doctoral residence begun the previous spring and completed the following fall.

Continuous Enrollment

Doctoral students must maintain continuous enrollment subsequent to passing the qualifying examination for admission to candidacy. Continuous enrollment means a minimum of 3 semester hours of dissertation are taken during each fall and spring term/semester, including the term/semester the dissertation is accepted by the dean of the Toulouse Graduate School. Failure to maintain continuous enrollment through the semester of graduation will either invalidate any previous dissertation credit or will result in the student's being dropped from the program, unless granted an official leave of absence by the graduate dean in advance. (Note: Dissertation registration in at least one summer session/term is required if the student is using university facilities and/or faculty time during that summer session/term or to graduate in August.)

Leave of Absence

This applies to students admitted to the doctoral degree program 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 Graduate School. If the student has begun dissertation and is under the continuous enrollment requirement, a waiver of continuous enrollment must also be requested and approved by the Graduate School. Degree requirements and graduation must be completed within the appropriate time limit for completion of the degree. If needed, a 'stop clock' request can also be made.

Milestone Schedule

1. Apply for Admission at least six weeks prior to registration (seven to eight months prior to registration for foreign students).

2. Meet with Director of Graduate Studies, assigned by department chair, to plan course of study for first semester before first semester registration.
3. Establish major professor/advisory committee and prepare proposed degree program upon or before the completion of 12 semester hours of coursework.
4. Submit a degree plan to the Department and Graduate School upon or before completion of 18 semester hours (or one academic year) of coursework.
5. Upon nearing coursework completion, determine Qualifying Exam Paper (QEP) or Comprehensive Exam deadlines, procedures, and requirements and complete qualifying exam per these procedures and requirements.
6. Submit form to add external member to doctoral committee.
7. Ensure that degree plan and committee are up to date, all course work is completed, QEP or Comprehensive Exam results have been sent to Graduate School, external committee member(s) added, and submit Committee Status Report to Department.
8. Defend Dissertation Prospectus the semester following the qualifying exam.
9. Prepare Dissertation.
10. Apply to Graduate at beginning of final semester.
11. Schedule final defense of dissertation no later than four to five weeks prior to filing deadline and notify graduate school of date and time.
12. Submit final defended copy of dissertation.

Annual Schedule

First Year:	Meet with Director of Graduate Studies; Establish Major Professor; Eighteen Hours of Coursework (9/9 or 6/6/6).
Second Year:	Submit Degree Plan; Eighteen Hours of Coursework (9/9 or 6/6/6); Prepare for Qualifying Exam Paper.
Third Year:	Complete Coursework (if necessary); Complete QEP or Comp Exam; Modify / Submit Final Degree Plan; Prepare and submit a dissertation prospectus to Committee; Complete Committee Status Report.
Fourth Year:	Preparing dissertation.
Fifth Year:	Prepare and defend dissertation.

4.2 PHD OPTIONS AND COURSE SEQUENCES

Categories

Student categories determine the coursework required to earn a PhD in Philosophy at UNT. Categories for incoming students are determined according to the degree achieved upon admission to the program.

Category 1 students (72 hours total; 60 course hours and 12 dissertation hours)
Accepted to the PhD program with bachelor's degree in any discipline.

- * Required courses, 9 hours of history of philosophy, 6 hours of environmental philosophy
- * PHIL Elective courses, 30 hours
- * Additional PHIL or non-PHIL Elective courses, 15 hours
- * Dissertation, 12 hours

Category 2 students (42 hours total; 30 course hours and 12 dissertation hours)
Accepted to the PhD program with master's degree in a discipline other than philosophy.

- Required courses: 9 hours of history of philosophy, 6 hours of environmental philosophy
- PHIL elective courses: 9 hours
- Additional PHIL elective or non-PHIL elective courses: 6 hours
- Doctoral Dissertation: 12 hours

Category 3 students (42 hours total: 30 course hours and 12 dissertation hours)
Accepted to the PhD program with master's degree in philosophy.

- Required courses: 9 hours of history of philosophy, 6 hours of environmental philosophy
- Additional PHIL elective or non-PHIL elective courses: 15 hours
- Doctoral Dissertation: 12 hours

Course Sequences

Philosophical history sequence: Three Courses (9 credit hours)

Required of all students. Topics courses may be taken more than once for credit. Substitutions may be made with the consent of the department Director of Graduate Studies

PHIL 5100. Topics in Ancient Philosophy

PHIL 5200. Topics in Modern Philosophy

PHIL 5250. Topics in History of Philosophy

Environmental Philosophy sequence: At least two courses (6 credit hours)

Required of all students. Topics courses may be taken more than once for credit.

Substitutions may be made with the consent of the department Director of Graduate Studies.

PHIL 5000. Environmental Ethics

PHIL 5010. Philosophy of Ecology

PHIL 5700. Sem. in Enviro. Ethics

PHIL 6710. Ecofeminism

PHIL 6720. Religion and Ecology

PHIL 6730. Christianity and the Environment

PHIL 6740. Environmental Ethics and Public Policy

PHIL 6750. Environmental Justice

PHIL 6760. Topics in Environmental Philosophy

Interdisciplinary study: Students entering the PhD program with a BA (in any discipline) and those entering the program with an MA in philosophy may take up to five courses (15 credit hours) in other departments. Students entering the PhD program with an MA degree in a field other than philosophy may take up to two courses (6 credit hours) in other departments.

Dissertation course: 12 credit hours; After completing all other course requirements and the qualifying exam requirement, (QEP) students will enroll in 12 semester credit hours of dissertation writing over the remainder of the degree program. (Note: No more than 12 semester hours of dissertation credit are applied to the degree program, even though more dissertation hours may be accumulated. Grades of PR will be recorded at the end of each term/semester of enrollment until the dissertation is filed with the Toulouse Graduate School and approved by the graduate dean.)

Required of all students.

Departmental Coursework

Any student that desires to apply more than 9 credit hours of coursework taken outside of the department toward the completion of their PhD or MA degree plan must have the approval of the Director of Graduate Studies, in consultation with the student's major professor.

Independent Studies / Special Problems

Graduate students in the Department of Philosophy and Religion will take no more than two special problems or independent studies throughout their graduate career unless approved by the Director of Graduate Studies and the student's major professor. Students should note that a good use of a special problems or independent study course is to arrange one with their major professor in their last year of coursework, in order to assist in the development of a literature base, dissertation topic, and working relationship between the major professor and the student.

4.3 PHD QUALIFYING EXAMINATION PAPER (QEP)

ADDITIONAL REQUIREMENTS FOR THE DEGREE INCLUDE A QUALIFYING EXAM PAPER OR COMPREHENSIVE EXAMINATION, AND DISSERTATION WRITING/DEFENSE.

*****Disclaimer: Students enrolled in the Ph.D. program Fall 2016 and earlier will have the option to complete the Qualifying Examination Paper OR the Comprehensive Examination. Students enrolled Fall 2017 and later will be required to complete the Comprehensive Examination.*****

Satisfying the Toulouse Graduate School Requirement for Qualifying Examination and Admission to Candidacy.

The purpose of the Qualifying Exam Paper is for the PhD student in philosophy to develop and demonstrate an area of scholarly competency beyond the specialization of the student's dissertation topic. Consistent with the Toulouse Graduate School Requirement for Qualifying Examination and Admission to Candidacy this qualifying exam paper will require the student to demonstrate competency with exemplary writing, research, and analytical skills. Students are to produce a paper of high scholarly merit consistent with "publishable" quality standards.

http://www.unt.edu/catalog/grad/pdfs/doctoral_degree_requirements.pdf

Upon the final semester of coursework, the PhD students will prepare to submit the Qualifying Exam Paper, which must be turned in as a final and complete draft by the deadline following the semester of course completion[1]:

Qualifying Exam Paper Due the Following March 1

Course Completion Upon Any Fall Semester

Revisions of March 1 papers are due by April 15

Students funded by the Department will be advanced to Level 3 pay scale the following fall semester.

Qualifying Exam Paper Due the Following May 15th

Course Completion Upon Any Spring Semester

Revisions are due by August 1st

Students funded by the Department will be advanced to Level 3 pay scale if the revision is submitted and approved by August 1st. Any revisions submitted later than August 1st, even with extenuating circumstances, will not be advanced to Level 3 pay scale until the following year. This is policy for the University that Level 3 pay scale

increases occur only during fall semesters, and any revised paper submission after August 1st will fail to meet the Departmental arrangements to meet the University policy.

Format/Criteria/Procedure/Evaluation:

1. Course completion entails all course requirements are completed and all requirements set by the Toulouse Graduate School are satisfied.
2. Qualifying exam papers must be on a topic explicitly other than the dissertation. However, content and research for examination may be present in minor portions of the ultimate dissertation project.
3. The qualifying exam paper should amount to between 6,000-8,000 words.
4. The qualifying exam paper should be of publishable quality. The Qualifying Exam Committee (QEC) will evaluate the paper. The QEC will be comprised of three tenured faculty, who serve on an annual basis. The QEC membership will be determined during the May committee assignment meeting. The paper evaluation is based upon a general rubric of "publishable quality." Publishable papers are based upon evaluation criteria that are addressed with the following considerations and questions:

PAPER FORMAT (Strictly Enforced)

Papers must include an abstract.

Papers must be double-spaced, including the abstract, but notes may be single spaced.

6000-8000 word count is strictly enforced. Any paper outside of that number will be immediately returned to the author. Notes and bibliography are NOT included in the word count.

Citations must follow the style of the Journal of Environmental Ethics. It is an in-house journal that can be easily accessed.

A Works Cited or Bibliography page must be in the style of the Journal of Environmental Ethics.

A. Considerations: The QEC recognizes the diversity of philosophical paper topics, the multiplicity of argument styles, and the multiplicity of philosophical end points. The QEC therefore gives consideration to the different kinds of questions that can be addressed in the qualifying exam paper. The QEC offers this guideline of questions for its evaluation process. This list is neither exhaustive nor measuring as a sufficient condition for the QEC's evaluation options given the different available approaches available to candidates. It is the obligation of the student to ensure a meeting with the QEC to discuss expectations and conditions of the qualifying exam paper prior to completing the last semester of coursework.

4.4 PHD COMPREHENSIVE EXAMINATION

*****Disclaimer: Students enrolled in the Ph.D. program Fall 2016 and earlier will have the option to complete the Qualifying Examination Paper OR the Comprehensive Examination. Students enrolled Fall 2017 and later will be required to complete the Comprehensive Examination.*****

Satisfying the Toulouse Graduate School Requirement for Qualifying Examination and Admission to Candidacy.

The purpose of the comprehensive exam is for the PhD student in philosophy to develop a broad background in the major figures and themes in the history of philosophy.

Consistent with the Toulouse Graduate School Requirement for Qualifying Examination and Admission to Candidacy, this comprehensive exam will require the student to demonstrate competency in the basic areas of philosophy.

Students are eligible for the comprehensive exam following the completion of course work. Exams will be administered by the end of the spring semester. Exams can be administered by the end of the fall semester with the consent of the Director of Graduate Studies.

Students are required to take **three PhD comprehensive examinations in the history of philosophy: one in ancient philosophy, one in modern philosophy, and one in contemporary philosophy**. There are separate suggested readings lists for each exam. The questions for the exams will be based on the reading lists and recently offered courses. Sample questions are posted at the department web site.

Each exam will be four hours long, administered in the Department of Philosophy and Religion, written on internet disabled computers. Students take one exam per day over the course of one week.

Evaluation, Grading and Appeals

The Comprehensive Exam Committee will grade the student's examination with a Pass/Fail grade in a timely manner.

Pass

The comprehensive exam satisfactorily meets the Graduate School's Qualifying Exam Requirement. Students must pass all three exams.

Fail

The comprehensive exam does not satisfactorily meet the Graduate School's Qualifying Exam Requirement.

A pass grade on all three exams is required to move the student to ABD status as a doctoral candidate.

One Fail grade per exam is permissible. Students may retake each exam one time. The retake will take place on or near **July 1**. For students taking the exam in the fall, the retake will take place on or near February 1.

Appealing the Fail Grade

In the event of a second Fail grade, the student may appeal the grade. An appeals committee comprised of the Comprehensive Exam Committee, Director of Graduate Studies, and the Department Chair will confer to determine the merits of the appeal. If the appeal is upheld, the examination will be re-graded by the Executive Committee. If any members of the Executive Committee are also on the Comprehensive Exam Committee, the exam will be graded by members of the Tenure and Promotion Committee who are not on the Comprehensive Exam Committee.

A Fail grade after the appeal and second grading will result in dismissal from the program for *unsatisfactory progress*.

4.5 PHD DISSERTATION REQUIREMENTS

No dissertation enrollment is permitted until the Comprehensive Exam or QEP has been passed and the QER form is on file with the Graduate School. Students are admitted to candidacy for the doctoral degree by the graduate dean upon successful completion of the qualifying examination and residency requirements; the department should notify the office of the Graduate Dean when a student passes the qualifying examination and is admitted to candidacy. Prior to beginning your dissertation, discuss your research interests and possible topics with your major professor/advisory committee and the Director of Graduate Studies.

Dissertation Committee

Membership of dissertation advisory committees will include representatives from the Department and, if desired, outside members. The number of members on thesis committees will normally be three to five; at least three are required. The majority of committee members must hold regular UNT faculty status and be members of the Department. The dissertation chair is the student's major professor and guide through the process of thesis development and the demonstration of independent scholarship. Therefore, the chair of the dissertation committee, who must be willing to serve, is selected by the student in consultation with the appropriate graduate faculty, graduate advisor or department chair in the student's discipline. (Note: A person who is not a regular member of the University of North Texas graduate faculty may receive a temporary graduate faculty appointment from the graduate dean in order to serve on a committee. For these appointments, the thesis committee chair should submit an associate membership nomination form, justification for the appointment, and a vita of the prospective committee member.)

Dissertation Prospectus

Students must consult with their dissertation advisor in preparing the prospectus, which must be completed the semester following the qualifying exam. The dissertation prospectus should readily convey even to a non-specialist the nature and import of the student's project and refer to procedure and method (e.g., "This dissertation will consist of six chapters. . ."). The prospectus is a provisional document that advances the basic argument of your dissertation project and therefore should include:

- 4.5.1** A brief description and statement on the significance of the project.
- 4.5.2** An overview of the current state of research.
- 4.5.3** A plan of research and statement on methodology.
- 4.5.4** A preliminary outline of chapters.
- 4.5.5** A preliminary bibliography.

The prospectus should be between 8 and 10 pages (approx. 2500 words) in length, not including the bibliography. Consult this webpage for more information: <http://philosophy.unt.edu/graduate-program/dissertation-prospectus-policy>.

Dissertation Defense

When the dissertation is completed and has received preliminary approval of the advisory committee, the student's major professor will schedule the final defense and will notify the Toulouse Graduate School of the date and time of the examination. Students should apply for graduation with the graduate school in accordance with the graduate graduation deadlines and at least 10 days prior to the final defense of their dissertation. The dissertation may not be submitted to the dean of the student's college or the graduate dean until this final examination has been passed. (Note: No dissertation credit will be recorded until the dissertation has been approved by the student's advisory committee, submitted to the graduate dean's office and finally approved by the graduate dean. Instructions for submission of the dissertation may be obtained from the graduate dean's office.)

Dissertation Submission

The University of North Texas, as a member of the Council of Graduate Schools, ascribes to the fundamental tenet on openness and access of thesis and dissertation research. All UNT ETDs are placed in the UNT ETD repository and made available via the online Libraries catalog for reading and/or downloading by all users, including being crawled and indexed by online search engines (e.g., Google). ETDs are available in perpetuity; there are no restrictions regarding who can

download the file or how many times it can be downloaded.

In addition to the UNT Libraries, copies of all ETDs are also sent to ProQuest. All students *must* sign and submit a ProQuest publication agreement as part of their required paperwork for graduation. As copyright holders, students earn royalties on every copy sold of their thesis or dissertation so students *must* include their social security number on the ProQuest forms. The "microfilm" graduation fee covers ProQuest's Traditional Publishing option. If a student has opted to restrict access to the UNT Libraries copy of their ETD, this is **not** communicated to ProQuest. Access choices are listed on the ProQuest agreement form but if these are not sufficient, students must contact ProQuest directly to discuss alternatives.

The document submitted to the Toulouse Graduate School must be the absolute final version, with all committee, department and/or college requested changes included. *Subsequent submissions will not be accepted.* Instructions for submission of the dissertation may be obtained from the graduate dean's office. All documents must be turned in by the appropriate deadlines.

A completed thesis packet will include:

1. Filing Envelope Cover (use only if mailing your thesis/dissertation)
2. A CD or flash drive (thumb drive) containing three separate files (with appropriate formatting)
 - a. PDF version of your dissertation/thesis
 - b. PDF version of your abstract
 - c. Word-processing version of your abstract, e.g., MS Word or .txt file
3. Hard copy of both the dissertation/thesis and abstract, *printed from the PDF*. This is a reading copy to assist review, so does not have to be color or good quality paper. The hard copy must be completely "loose," i.e., not bound in any way. This means **no** paper clips, **no** binder clips, **no** staples, etc.
4. Electronic Document Filing Form
5. Final Defense Form (may be submitted directly by your department)
6. ProQuest Agreement Form [<http://tsgs.unt.edu/downloads/thesis/proquest-agreement.pdf>]
7. Copies of any copyright permission letters you have received. Copies can be hard copy or digital (included on the CD)

After your dissertation has been submitted, the Graduate Reader will examine your work and email you regarding any necessary revisions (if needed).

5. TEACHING FELLOW / ASSISTANT INFORMATION

At UNT, a Teaching Fellow (TF) is a graduate student who assumes total responsibility for the instruction in one or more classes. The TF is the instructor of record and is responsible for assigning of grades. A Teaching Assistant (TA) is a graduate student who assists a faculty member in a class or laboratory, but does not have total instructional responsibility for a class.

Courseload Requirements

TFs and TAs in the Department must be enrolled in a minimum of nine semester credit hours during the long terms (fall / spring). Upon written recommendation of the college/school dean and approval of the dean of the graduate school or her designee, the minimum registration limit may be reduced to three semester hours for the long term for students who have filed an approved

degree plan, have completed all course work, and are either ready to take the qualifying examinations and/or registered for thesis or dissertation.

Employment Waivers

Many students who receive an assistantship and are classified as non-resident/out-of-state are eligible to have non-resident/out-of-state tuition waived and will pay tuition at the resident/in-state rate through an employment waiver. This waiver is submitted *each semester* to the Student Accounting Office.

Orientation and All Hands Meetings

Prior to the beginning of the fall semester the Department will conduct an orientation for all TF/TA's, to be organized by the DGS. All teaching fellows and teaching assistants, including those with prior teaching experience, shall be required to attend these orientation sessions at the beginning of the year. In addition to orientation, there is also an 'all hands' meeting that is required for all members of the department. This is typically a social affair designed to help everyone get to know each other.

International TA/TF Program

All nonnative English speaking students must be certified or conditionally certified before they may be assigned teaching responsibilities. The certification of language and communication competence can be made through the International TF/TA Program, and is provided as a service to the university, the departments and the students. This program includes screening in speaking skills and presentation skills, the lecture course on teaching effectiveness, the workshop course on improving presentation skills, and the workshop course on pronunciation improvement. The core of the program consists of the presentation and pronunciation workshops, which are free, noncredit bearing courses offered each long semester for nonnative English speaking students who seek teaching assistantships or fellowships.

FERPA Responsibilities

The University is required to follow the Family Educational Rights and Privacy Act of 1974 ("FERPA"), as amended. The purpose of FERPA is to afford certain rights to students concerning their educational records. In essence, FERPA grants students the right to inspect and review their educational records, to seek to have their records amended and to have limited control over the disclosure of information contained in the records. Before the distribution of student information, please ensure that it does not violate FERPA regulations by checking with the administrative coordinator within the Department.

While students have a right to review their own records, TF's should not discuss grades with individuals outside the university system – including parents, employees, etc. – without verifying that the student has waived her educational privacy rights.

Disability Accommodation

In accordance with university policies and state and federal regulations, the Department is committed to full academic access for all qualified students, including those with disabilities. To this end, Teaching Fellows and Teaching Assistants must make reasonable and appropriate adjustments to the classroom environment and the teaching, testing, or learning methodologies in order to facilitate equality of educational access for persons with disabilities. Please contact the administrative coordinator within the department if there are any concerns regarding disability accommodation.

While some accommodations are relatively easy to implement (such as providing extended time for exams or allowing students to sit near the front of the class), others may be harder to

implement without either drawing attention to the student with the disability or causing other students to question the fairness of procedures. If a student presents you with a list of accommodations, ask the student to privately discuss how that accommodation will work in the context of your class. If you still have questions, contact the Office of Disability Accommodation for assistance. Make sure you inform teaching assistants of any necessary accommodations. Finally, while you should keep all paperwork relating to accommodations, you should carefully protect the privacy of that information.

Preliminary Class Rolls

To obtain the most up-to-date class roster, log into **my.unt.edu**; click on the [Faculty] tab and then select [Access Your Faculty Center]; and choose the current term. You will see a list of the courses you are teaching. In the left-most column of that list, you will see a small icon of a cluster of people. Clicking on that icon will pull up a list of all students who are currently enrolled in the class. At the top of the class roll, in the solid blue bar, you will find a small “checkerboard” symbol with a red arrow in the corner. Clicking on this icon will automatically download your class roster as a comma-delimited file (which you can open in any spreadsheet program, such as Excel).

Audit Rolls

Early in the semester (usually the 12th class day for long terms and the equivalent class day for short terms), UNT takes a “census” of all students currently enrolled for purposes of reporting to the state. On or about this date, you will see a new column in your my.unt.edu faculty center list of courses. Specifically, you will see a small icon for an “audit roll”. When you click on this icon, you will see a list of all students who are registered for your class on this important census date.

For each student on the list, you must check a box indicating that the student has attended at least once or a box indicating that the student has never attended. At the bottom of the audit roll, there is space to list students who have attended class but who are not officially enrolled. It is important that you provide accurate information about student attendance in class, even if you do not have a formal attendance policy. Follow the directions on completing and submitting the audit roll carefully. These audit rolls are often referenced for state and federal reporting purposes and may be audited by the financial aid office to ensure compliance with state and federal financial aid rules and regulations.

Grading and Delivering Grades

T letters A, B, C, D, F, W, WF, I, P, and NP are used at UNT. Letters other than A-F have the following significance:

- W indicates a drop or withdrawal during the automatic W period as designated in the Academic Calendar. (See Dropping Classes.)
- WF indicates a drop or withdrawal with a failing grade given after the automatic W period as designated in the Academic Calendar. (See Dropping Classes.) While a W does not affect a student’s GPA, a WF counts as an F on the student’s transcript and does affect the student’s GPA. Check with your department chair for W/WF protocol within your academic unit.
- I indicates incomplete and is a non-punitive grade given only during the last one-fourth of the semester and only if a student 1) is passing the course, 2) has a justifiable reason why work cannot be completed on schedule, and 3) arranges with the instructor to finish the course at a later date (arranged with the instructor but no more than a year after the end of the term) by completing specific requirements that the instructor must list on the electronic grade report.
 - **The grade of I should ONLY be given in extraordinary or unusual**

situations such as serious physical illness. Please check with your department chair before agreeing to an incomplete. If approved, ask the student to submit a written request that states: 1) the reason for the incomplete, 2) what work will be completed, 3) the date by which the work will be completed.

Grades can be accessed and changed on the electronic grade roster during the grading period prior to the grading deadline. After the deadline, grades cannot be changed online. Generally speaking, once grades have been posted in EIS, they cannot be changed. Students should be notified of their grades in a manner that protects their right to privacy. Instructors should NOT post student grades in a public forum.

Record Retention

The instructor of record (TFs) should maintain all course records for at least one calendar year. This means keeping student exams and answer sheets (along with a key), student papers, and any calculations of student grades in a secure place (e.g. a locked cabinet in a private office or on a password protected computer). If students submit papers or assignments via Blackboard, the system will maintain your records; *however*, make sure that the electronic version includes grading information and any comments. Please make arrangements with your department chair for retaining important student records.

Verifying Course Listing

Once TAs and TFs have been assigned to a course, they should ensure that their classes/sections are properly listed in the system and available for student enrollment. This can be done by checking their my.unt account. Please do this as early as possible, so that any problems can be remedied quickly.

Research Assistantships (RAs)

Depending on a variety of circumstances, the department may on occasion be able to fund Research Assistantship (RA) positions. These are usually one-semester posts filled by a graduate student in lieu of serving as a TF for that semester. The primary purpose of the RA position is to assist faculty with their research. The secondary purpose is to give graduate students experience working on a collaborative research project. The Chair, in consultation with the Graduate Advisor and TA/TF Coordinator, will decide which students are eligible for an RA position and which faculty will have the RA assigned to them based on a variety of factors including shared research interests, need, and past RA distributions. The Chair makes the final decision to approve the RA position.

Funding Extensions

When graduate students receive a funded TA/TF line, the department's expectation is that the students will be able to finish their thesis or dissertation within the time frame of the award (usually 3-5 years). The department has, on rare occasions, extended a graduate student's funded line for an additional year. Such decisions are made only in exceptional circumstances, usually involving international students who face severely limited work prospects. These decisions are made by the Chair in consultation with the Graduate Admissions Committee.

6. RESOURCE & FORM APPENDIX

This last section of the handbook will be updated, amended and added to as circumstances and situations arise. The documents are in no particular order and represent resources which may be valuable to different students and different points throughout their graduate career.

Introduction to the Student Center

The EIS Student Center is a “one-stop-shop” for many student view and update functions. The student center allows the student to view grades, GPAs, schedules, programs and plans, student finances, transfer information, basic demographic data, the schedule of classes, and allows the student to register for classes.

Log on to my.unt.edu.

The screenshot shows the my.unt.edu website. The header includes the UNT logo and navigation links for Catalogs, People & Departments, Calendars, and Maps. A sign-in form is located on the left, with fields for EUID# and Password, and a Login button. To the right is a large image of the University of North Texas entrance. Below the sign-in form are three main service boxes: Class Search, Visual Schedule Builder, and Get Help. At the bottom, there are logos for UNT System IT Shared Services, User Agreement, and Maintenance.

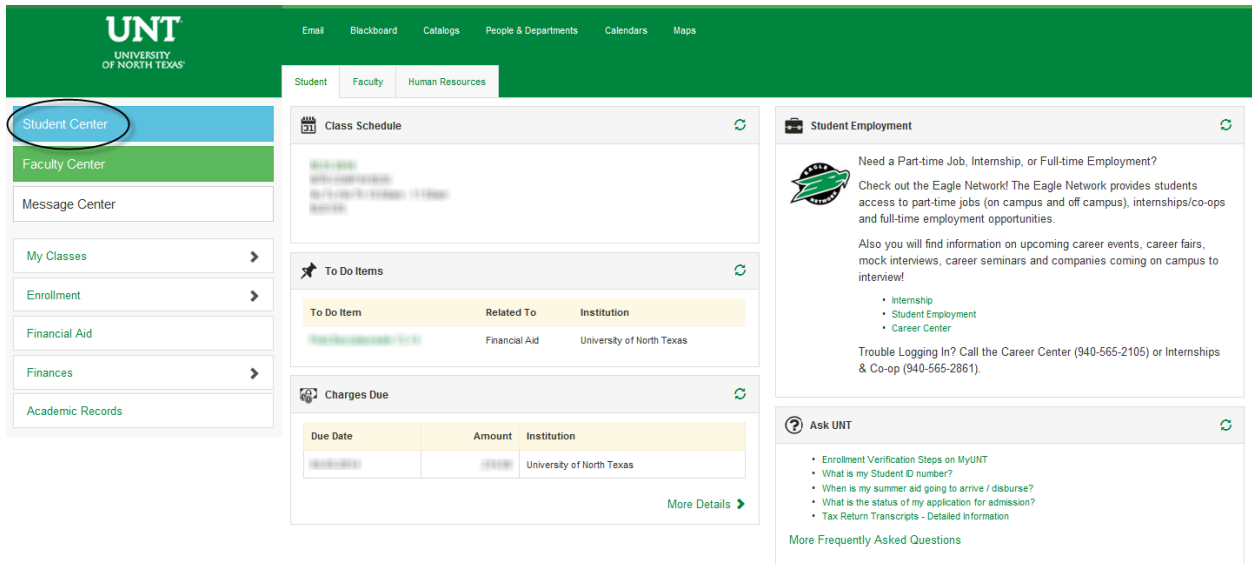
➤ When you first log into myUNT, you may see the following screen:

The screenshot shows a confirmation dialog box on the my.unt.edu website. The dialog box is titled "Please confirm before proceeding" and contains information regarding Bacterial Meningitis for new students. It includes a link to the Health Center Meningitis Info page and a link to the Health Center Immunization Info page. A "Confirm" button is at the bottom right of the dialog box.

Per the Texas Education Code, all new students, including transfer students, must meet immunization requirements.

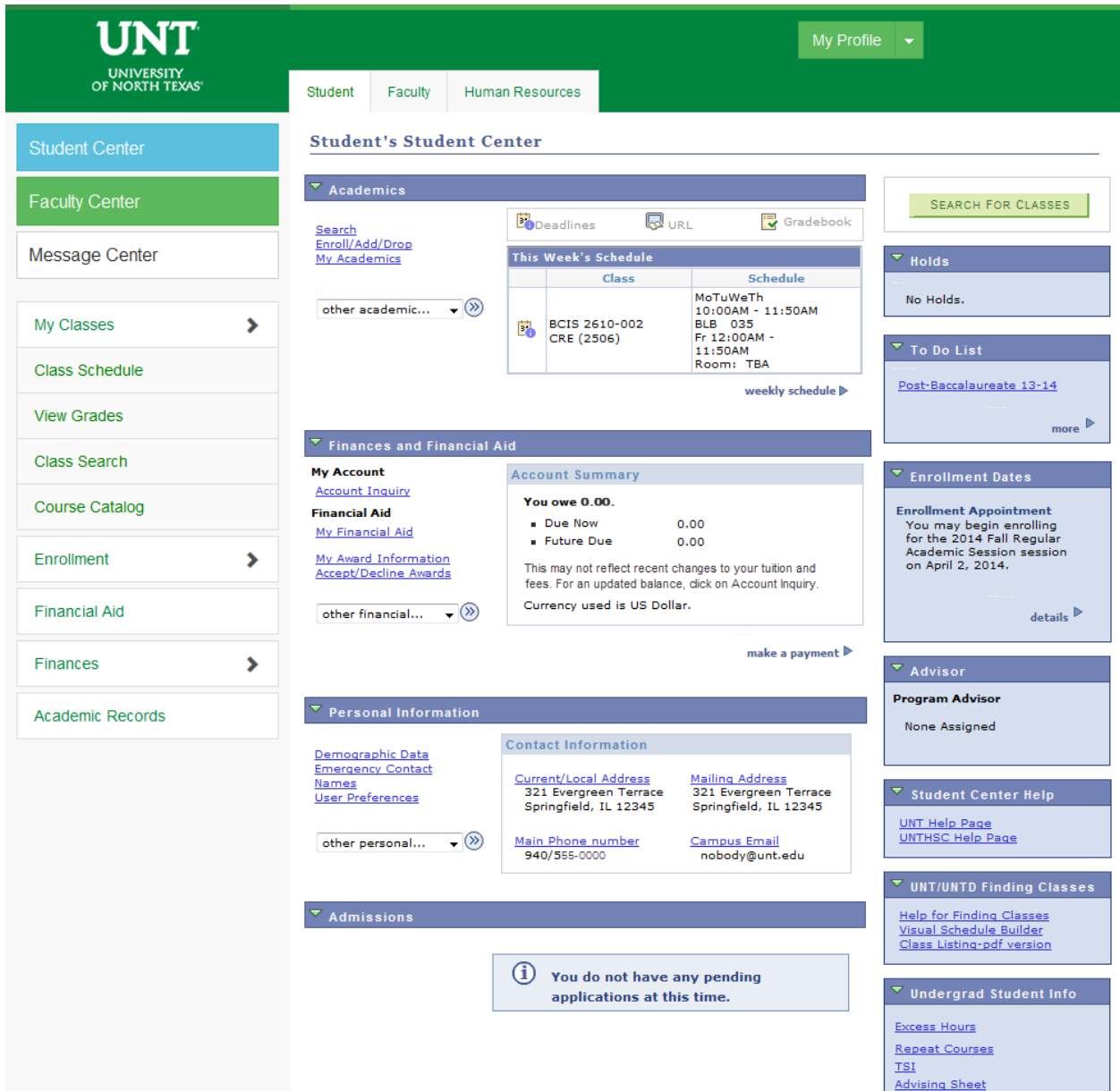
- Read the provided information before clicking Confirm. For more complete information about immunization requirements, please visit the [Health Center Immunization Information](#) page.

After logging into myUNT, click on the Student Center link.



STUDENT CENTER: The student center page displays a student’s schedule, allows the student to search and register for classes, inquire about account summaries, view holds and review and update demographic information.

The page also has invaluable links to a student’s grades, excess hours, TSI and repeated courses.



ADMISSIONS INFORMATION: The Admissions section lists all pertinent admission application data.

By clicking on the Application Status link, a student can view his or her application status, admission progression, and a summary of his or her application data.

Student

Account Inquiry

Application Status

Now that you have been accepted, you will be eligible for enrollment during orientation. Please refer to the appropriate schedule of classes for information regarding orientation and registration times/procedures.

Academic Institution	Term	Program	Application Number	Academic Career	Application Date
University Of North Texas	2005 Fall	Arts and Science	00058058	Undergraduate	05/16/2005

This application is Complete.

UNT Undergraduate Admissions contact info:
Phone: 1 800 868 8211
Email: undergrad@unt.edu

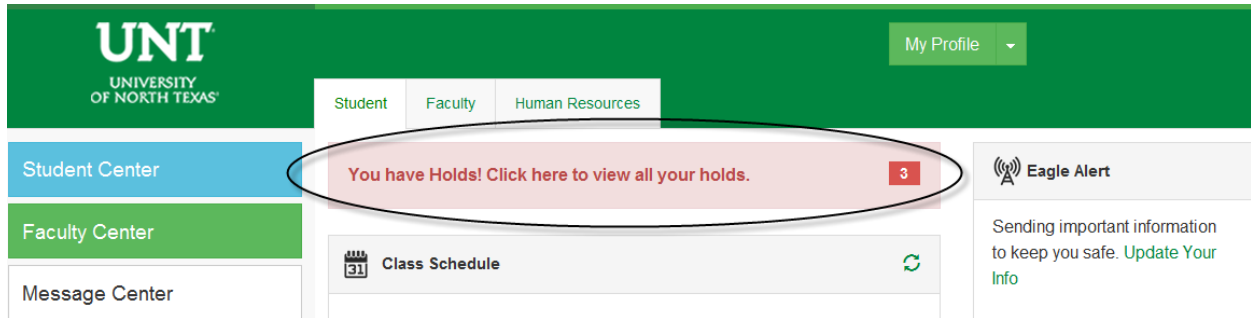
End of Application

[View All To Do Items](#)

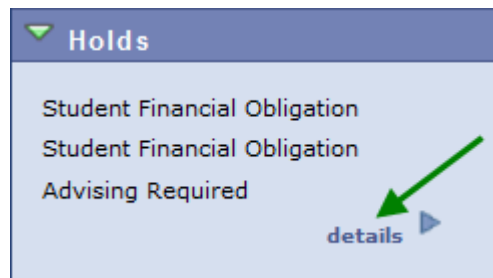
Account Inquiry

HOLDS INFORMATION: This section of the student center lists active holds on a student's account. Some holds you can clear yourself, such as the Student Financial Obligation block, while others, such as Advising Required, require you to take action as detailed in the hold itself. Some holds will block a student's ability to register for classes, so it is important to visit this section before attempting registration in classes.

When you first log into myUNT, you may be notified that you have one or more holds on your account. You may click the notification to access more details about your holds.



From the Student Center, your holds are listed in their own module. By clicking on [details](#), you can access more details about your holds.



From the holds list, you can click on each hold for detailed information about that hold, including how it can be removed, if applicable.

Student go to ...

Your Holds

Below is a list of current Holds on your records. To filter your list of Holds, change the options below and click Go.

View your Holds by

Institution

Term

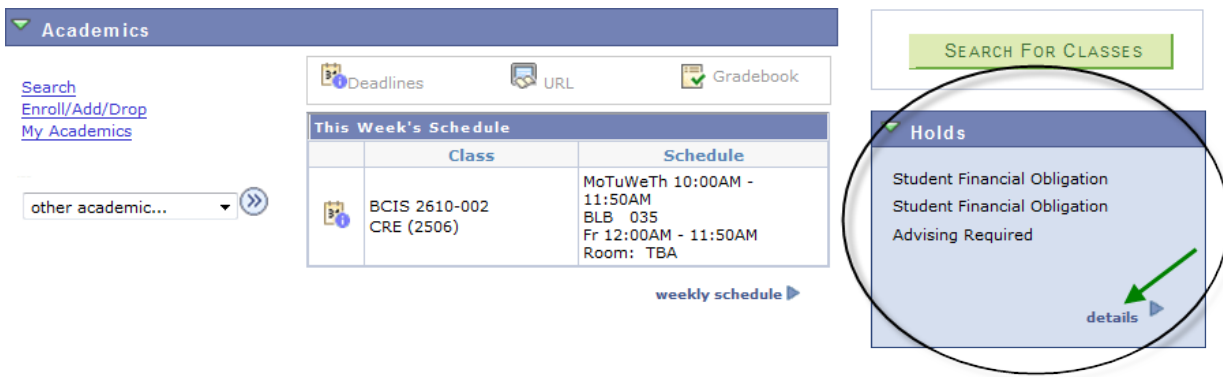
Department **go**

Hold Item	Amount	Institution	Start Term	End Term	Start Date	End Date	Department	
Advising Required		USD	University of North Texas	Begin Term - Srvc Indicatr Use	01/01/2014		Registrar	
Student Financial Obligation		USD	University of North Texas	2014 Fall	01/01/2014		Student Acctg & Univ Cashier	Remove Hold
Student Financial Obligation		USD	University of North Texas	2014 Summer	01/01/2014		Student Acctg & Univ Cashier	Remove Hold

go to ...

➤ To Clear the Student Financial Obligation Hold

- Find the holds module on the Student Center page. Depending on your computer screen resolution, you may need to scroll over to the right. Your holds will be listed in the Holds module. Click on **details** for more information.



- Clicking on the hold will display the following instructions: *Student must read and confirm the Student Financial Obligation prior to registration. In order to read and accept the Student Financial Obligation (and remove the hold) you must click "Remove Hold".*

Student go to ...

Your Holds

Below is a list of current Holds on your records. To filter your list of Holds, change the options below and click Go.

View your Holds by

Institution

Term

Department

go

Item List

Hold Item	Amount	Institution	Start Term	End Term	Start Date	End Date	Department	
Advising Required	USD	University of North Texas	Begin Term - Srvc Indicatr Use		01/01/2014		Registrar	
Student Financial Obligation	USD	University of North Texas	2014 Fall		01/01/2014		Student Acctg & Univ Cashier	Remove Hold
Student Financial Obligation	USD	University of North Texas	2014 Summer		01/01/2014		Student Acctg & Univ Cashier	Remove Hold

go to ...

- Click **Return** to get back to the Holds list, then click "remove hold" to navigate to the Student Financial Obligation document.

Student go to ...

Your Holds

Below is a list of current Holds on your records. To filter your list of Holds, change the options below and click Go.

View your Holds by

Institution

Term

Department

go

Item List

Hold Item	Amount	Institution	Start Term	End Term	Start Date	End Date	Department	
Advising Required	USD	University of North Texas	Begin Term - Srvc Indicatr Use		01/01/2014		Registrar	
Student Financial Obligation	USD	University of North Texas	2014 Fall		01/01/2014		Student Acctg & Univ Cashier	Remove Hold
Student Financial Obligation	USD	University of North Texas	2014 Summer		01/01/2014		Student Acctg & Univ Cashier	Remove Hold

go to ...

- Click **CONFIRM** once you have finished reading the statement, and the hold will be removed.

A STUDENT WHO FAILS TO MAKE FULL 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 FULL PAYMENT PRIOR TO THE END OF THE SEMESTER OR TERM MAY BE DENIED CREDIT FOR THE WORK DONE THAT SEMESTER OR TERM.

CONSENT TO DO BUSINESS ELECTRONICALLY

I consent to do business electronically with UNT and/or UNTD. I agree to receive my 1098-T tax form electronically through on-line access.

Students will be able to view and print a paper copy of their 1098T by accessing the Account Services tab thru their EIS Student Center. This consent remains in effect until consent is withdrawn in writing. A student may withdraw consent by presenting in writing a withdrawal request to the Student Accounting and University Cashiering Services at UNT or the Student Financials office at UNTD. Confirmation of consent withdrawal will be sent to the EagleConnect or UNTD Campus e-mail address. Students should ensure that their personal information is up-to-date by visiting their student center page at my.unt.edu. 1098T information will be available for seven years thru the student EIS Student Center.

Student Signature: _____ Date _____
 Posted By: _____ Date _____

I confirm that I have read and agree to the above information.

CONFIRM

ACADEMICS INFORMATION: Academics information lists student class schedules and grades. Students may also manage class enrollment, order an unofficial transcript, and view his or her transfer credit report in the Academics section.

Student's Student Center

Academics

[Search](#)
[Enroll/Add/Drop](#)
[My Academics](#)

other academic... >>

This Week's Schedule		
	Class	Schedule
	BCIS 2610-002 CRE (2506)	MoTuWeTh 10:00AM - 11:50AM BLB 035 Fr 12:00AM - 11:50AM Room: TBA

[weekly schedule >](#)

➤ To manage class enrollment click on the Enroll/Add/Drop a Class link.

Academics

[Search](#)
[Enroll/Add/Drop](#)
[My Academics](#)

other academic... >>

This Week's Schedule		
	Class	Schedule
	BCIS 2610-002 CRE (2506)	MoTuWeTh 10:00AM - 11:50AM BLB 035 Fr 12:00AM - 11:50AM Room: TBA

[weekly schedule >](#)

- From this screen, you can select any of the three enrollment functions (add, drop, or swap) to continue.

Search Enroll/Add/Drop My Academics

my class schedule **add** **drop** **swap** edit term information mandatory courses

- To add classes, make sure “add” is the active tab, then choose the semester you wish to modify and click **CONTINUE**.

Add Classes

1 2 3

Select Term

Select a term then click Continue.

	Term	Career	Institution
<input type="radio"/>	2014 Summer	Undergraduate	University of North Texas
<input checked="" type="radio"/>	2014 Fall	Undergraduate	University of North Texas

CONTINUE

If you know the class number (a numerical identifying code different than the course subject and course number), you may add a class to your shopping cart by entering the class number. Otherwise, you may use the class search to find the classes to add.

Add to Cart:

Enter Class Nbr

enter

Find Classes

Class Search

search

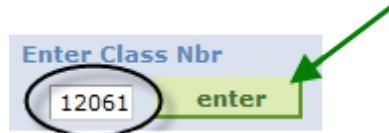
2014 Fall Shopping Cart

Your enrollment shopping cart is empty.

Class numbers are listed in the schedule of classes, or you may also use the [Visual Schedule Builder](#) for another method of finding class numbers and planning your class schedule.

- Adding classes to your shopping cart by entering class numbers:

Type the class number into the “Enter Class Nbr” field and click **enter**.



If a permission number is required, the system will not continue without it, and you will need to talk to the department offering the class. If a permission number is not required, click **NEXT**.

DSCI 3710 - BUSINESS STATISTICS

Class Preferences

DSCI 3710-003 Credit Open Wait List Wait list if class is full

Session Regular Academic Session Permission Nbr

Career Undergraduate Grading Graded

Enrollment Information Units 3.00

- PBUS/BUND/DBUND and PACC/DPACC students may not enroll in this course unless they are assigned to BFND/DBFND or AFND/DAFND subplan.

CANCEL **NEXT**

Section	Component	Days & Times	Room	Instructor	Start/End Date
003	Credit	Tu 6:30PM - 9:20PM	BLB 170	Jayakumar,Maliyakal D	08/25/2014 - 12/12/2014

If required, choose a related component (lab or recitation). Click “View All Sections” to see all sections, make a selection, and click **NEXT**.

Select Laboratory section (Required):

	Class Nbr	Section	Schedule	Room	Instructor	Status
<input type="radio"/>	16133	501	Mo 12:30PM - 2:20PM	Phys 228	G. Nyandoto	<input checked="" type="radio"/>
<input type="radio"/>	16134	502	Mo 3:00PM - 4:50PM	Phys 228	G. Nyandoto	<input checked="" type="radio"/>
<input type="radio"/>	16135	503	Tu 1:00PM - 2:50PM	Phys 228	G. Nyandoto	<input checked="" type="radio"/>
<input checked="" type="radio"/>	16136	504	We 10:00AM - 11:50AM	Phys 228	G. Nyandoto	<input checked="" type="radio"/>
<input type="radio"/>	16137	505	We 3:00PM - 4:50PM	Phys 228	G. Nyandoto	<input checked="" type="radio"/>

View All Sections | First 1-5 of 7 Last

CANCEL **NEXT**

The class has been added to your shopping cart only. You are not yet enrolled in the class.

Repeat this process until you have added all of your desired classes to your shopping cart, then click on **PROCEED TO STEP 2 OF 3**.

Add to Cart:

Enter Class Nbr **enter**

Find Classes Class Search **search**

2014 Fall Shopping Cart

Delete	Class	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	DSCI 3710-001 (12061)	TuTh 12:30PM - 1:50PM	BLB 070	Staff	3.00	<input checked="" type="radio"/>
<input type="checkbox"/>	PHYS 1210-002 (9845)	TuTh 11:00AM - 12:20PM	Phys 104	K. Littler	3.00	<input checked="" type="radio"/>
<input type="checkbox"/>	PHYS 1210-504 (16136)	We 10:00AM - 11:50AM	Phys 228	G. Nyandoto		<input checked="" type="radio"/>

PROCEED TO STEP 2 OF 3

Review your schedule carefully, and if everything looks correct, click **FINISH ENROLLING** to process your request.

2014 Fall | Undergraduate | University of North Texas

Open Closed Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
DSCI 3710-001 (12061)	BUSINESS STATISTICS (Credit)	TuTh 12:30PM - 1:50PM	BLB 070	Staff	3.00	<input checked="" type="radio"/>
PHYS 1210-002 (9845)	CONCEPTUAL PHYSICS (Credit)	TuTh 11:00AM - 12:20PM	Phys 104	K. Littler	3.00	<input checked="" type="radio"/>
PHYS 1210-504 (16136)	CONCEPTUAL PHYSICS (Laboratory)	We 10:00AM - 11:50AM	Phys 228	G. Nyandoto		<input checked="" type="radio"/>

CANCEL **PREVIOUS** **FINISH ENROLLING**

If a class has been successfully added, you will see in the Status column. If there were any errors with your request, you will see in the Status column. Read the messages associated with any errors to determine how to fix them, if possible.

2014 Fall | Undergraduate | University of North Texas

Success: enrolled Error: unable to add class

Class	Message	Status
ART 1440	Success: This class has been added to your schedule.	<input checked="" type="checkbox"/>
ENGL 1310	Error: You cannot add this class due to a time conflict with class 8472. Select another class.	<input type="checkbox"/>

MAKE A PAYMENT **MY CLASS SCHEDULE** **ADD ANOTHER CLASS**

Account charges need to be addressed before the semester’s payment deadline to ensure classes are not dropped for non-payment.

- Adding to your shopping cart by using the class search:

Click on **search** to begin. On the next screen, enter your search criteria, and click **search** again.

Search for Classes

University of North Texas | 2014 Fall

Select at least 2 search criteria. Click Search to view your search results.

Class Search

Course Subject **select subject** Decision Sciences

Course Number is exactly

Course Career

Show Open Classes Only

Open Entry/Exit Classes Only

Additional Search Criteria

[Return to Add Classes](#)

If the class is being offered in the selected semester, your search will return one or more available sections. Click "View All Sections" to see all sections. When you find the class you want, click **select class** to add that section to your shopping cart.

DSCI 3710 - Business Statistics with Spreadsheets

First 1-3 of 5 Last

Section [001-CRE\(12061\)](#) **Status** ●

Session Regular

Days & Times	Room	Instructor	Meeting Dates
TuTh 12:30PM - 1:50PM	BLB 070	Staff	08/25/2014 - 12/12/2014

Section [002-CRE\(15688\)](#) **Status** ●

Session Regular

Days & Times	Room	Instructor	Meeting Dates
Mo 6:30PM - 9:20PM	BLB 070	Staff	08/25/2014 - 12/12/2014

Section [003-CRE\(9013\)](#) **Status** ●

Session Regular

Days & Times	Room	Instructor	Meeting Dates
Tu 6:30PM - 9:20PM	BLB 170	Jayakumar,Maliyakal D	08/25/2014 - 12/12/2014

If a permission number is required, the system will not continue without it, and you will need to talk to the department offering the class. If a permission number is not required, click **NEXT**.

DSCI 3710 - BUSINESS STATISTICS

Class Preferences

DSCI 3710-003 **Credit** ● Open

Wait List Wait list if class is full

Permission Nbr

Grading Graded

Units 3.00

Session Regular Academic Session

Career Undergraduate

Enrollment Information

- PBUS/BUND/DBUND and PACC/DPACC students may not enroll in this course unless they are assigned to BFND/DBFND or AFND/DAFND subplan.

Section	Component	Days & Times	Room	Instructor	Start/End Date
003	Credit	Tu 6:30PM - 9:20PM	BLB 170	Jayakumar,Maliyakal D	08/25/2014 - 12/12/2014

Continued on next page.

If required, choose a related component (lab or recitation). Click "View All Sections" to see all sections, make a selection, and click **NEXT**.

Select Laboratory section (Required):

	Class Nbr	Section	Schedule	Room	Instructor	Status
<input type="radio"/>	16133	501	Mo 12:30PM - 2:20PM	Phys 228	G. Nyandoto	●
<input type="radio"/>	16134	502	Mo 3:00PM - 4:50PM	Phys 228	G. Nyandoto	●
<input type="radio"/>	16135	503	Tu 1:00PM - 2:50PM	Phys 228	G. Nyandoto	●
<input checked="" type="radio"/>	16136	504	We 10:00AM - 11:50AM	Phys 228	G. Nyandoto	●
<input type="radio"/>	16137	505	We 3:00PM - 4:50PM	Phys 228	G. Nyandoto	●

View All Sections | First 1-5 of 7 Last

CANCEL **NEXT**

The class has been added to your shopping cart only. You are not yet enrolled in the class.

Repeat this process until you have added all of your desired classes to your shopping cart, then click on **PROCEED TO STEP 2 OF 3**.

Add to Cart:

Enter Class Nbr **enter**

Find Classes Class Search **search**

2014 Fall Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
	DSCI 3710-001 (12061)	TuTh 12:30PM - 1:50PM	BLB 070	Staff	3.00	●
	PHYS 1210-002 (9845)	TuTh 11:00AM - 12:20PM	Phys 104	K. Littler	3.00	●
	PHYS 1210-504 (16136)	We 10:00AM - 11:50AM	Phys 228	G. Nyandoto		●

PROCEED TO STEP 2 OF 3

Review your schedule carefully, and if everything looks correct, click **FINISH ENROLLING** to process your request.

2014 Fall | Undergraduate | University of North Texas

● Open ■ Closed ▲ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
BUSINESS						

2014 Fall | Undergraduate | University of North Texas

✔ Success: enrolled ✘ Error: unable to add class

Class	Message	Status
ART 1440	Success: This class has been added to your schedule.	✔
ENGL 1310	Error: You cannot add this class due to a time conflict with class 8472. Select another class.	✘

MAKE A PAYMENT MY CLASS SCHEDULE ADD ANOTHER CLASS

If a class has been successfully added, you will see ✔ in the Status column. If there were any errors with your request, you will see ✘ in the Status column. Read the messages associated with any errors to determine how to fix them, if possible.

Account charges need to be addressed before the semester's payment deadline to ensure classes are not dropped for non-payment.

- To drop classes, make sure “drop” is the active tab, then choose the semester you wish to modify and click **CONTINUE**. If you intend to drop an undesired class and add a different class, please see the following section on swapping classes instead.

The screenshot shows the navigation menu with tabs for Search, Enroll/Add/Drop, and My Academics. Under the Enroll/Add/Drop tab, the 'drop' option is circled. Below the menu, the 'Drop Classes' section is visible, including a 'Select Term' table and a 'CONTINUE' button highlighted with a green arrow.

Term	Career	Institution
<input type="radio"/> 2014 Summer	Undergraduate	University of North Texas
<input checked="" type="radio"/> 2014 Fall	Undergraduate	University of North Texas

A student may not drop the last class from a session without contacting an office on campus. If classes have not yet started, contact the Registrar’s Office. If classes have already started, contact the Dean of Students.

Note: In the summer semesters, each term (such as 3 week, 5 week 1, 5 week 2, etc.) is considered its own session for class drop purposes. So if a student is enrolled in several summer classes, they still may not drop a class using myUNT if it is the only class within a single session.

- Choose the class or classes to be dropped and click **DROP SELECTED CLASSES**.

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	ART 1440-001 (8471)	DESIGN I (Credit)	We 12:00PM - 12:50PM	SAGE 116	L. Beard	3.00	✓
<input type="checkbox"/>	ART 1440-501 (8472)	DESIGN I (Laboratory)	MoWe 8:00AM - 10:20AM	Art 318	K. Pande		✓
<input type="checkbox"/>	ENGL 1310-009 (2305)	COL WRIT I (Credit)	MoWeFr 11:00AM - 11:50AM	Lang 217	D. Anderson	3.00	✓

DROP SELECTED CLASSES

- Review your selection. Confirm your drop request by clicking **FINISH DROPPING**.

The confirmation screen shows a legend for status: Enrolled (green check), Dropped (blue X), and Wait Listed (yellow triangle). Below is a table of the selected classes for dropping.

Class	Description	Days/Times	Room	Instructor	Units	Status
ART 1440-001 (8471)	DESIGN I (Credit)	We 12:00PM - 12:50PM	SAGE 116	L. Beard	3.00	✓
ART 1440-501 (8472)	DESIGN I (Laboratory)	MoWe 8:00AM - 10:20AM	Art 318	K. Pande		✓

FINISH DROPPING

- If a class has been successfully dropped, you will see ✓ in the Status column. If there were any errors with your request, you will see ✗ in the Status column. Read the messages associated with any errors to determine how to fix them, if possible.

2014 Fall | Undergraduate | University of North Texas

Class	Message	Status
ART 1440	Success: This class has been removed from your schedule.	✓

MAKE A PAYMENT **MY CLASS SCHEDULE**

- Swapping classes is essentially dropping one class and adding one class simultaneously. To swap classes, make sure “swap” is the active tab, then choose the semester you wish to modify and click **CONTINUE**.

Swap a Class

Select a term then click Continue.

Term	Career	Institution
<input type="radio"/> 2014 Summer	Undergraduate	University of North Texas
<input checked="" type="radio"/> 2014 Fall	Undergraduate	University of North Texas

CONTINUE

Note: Classes need to be within the same session in order to be eligible for the swap function. In the summer semesters, each term (such as 3 week, 5 week 1, 5 week 2, etc.) is considered its own session for class swap purposes.

- Select the class you wish to drop using the drop-down box. Select the class you wish to add using either the class search or by entering the class number. Refer to the earlier section about how to add classes for further instruction on this step.

Swap This Class

Select from your schedule: ENGL 1310: COL WRIT I

With This Class

Search for Class: Class Search **search**

Enter Class Nbr: **enter**

- When you have made your selections, you have the opportunity to review your choices. Confirm your selections by clicking **FINISH SWAPPING** to submit your swap request.

2014 Fall | Undergraduate | University of North Texas

You are replacing this class

Enrolled
 Dropped
 Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
ENGL 1310-009 (2305)	COL WRIT I (Credit)	MoWeFr 11:00AM - 11:50AM	Lang 217	D. Anderson	3.00	<input checked="" type="checkbox"/>

With this class

Open
 Closed
 Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
PSCI 1040-002 (3466)	AMERICAN GOV (Credit)	MoWeFr 9:00AM - 9:50AM	LIFE A117	P. Collins	3.00	<input checked="" type="checkbox"/>

CANCEL **FINISH SWAPPING**

- If a class has been successfully swapped, you will see in the Status column. If there were any errors with your request, you will see in the Status column. Read the messages associated with any errors to determine how to fix them, if possible.

2014 Fall | Undergraduate | University of North Texas

Success: Classes were swapped
 Error: Unable to swap class

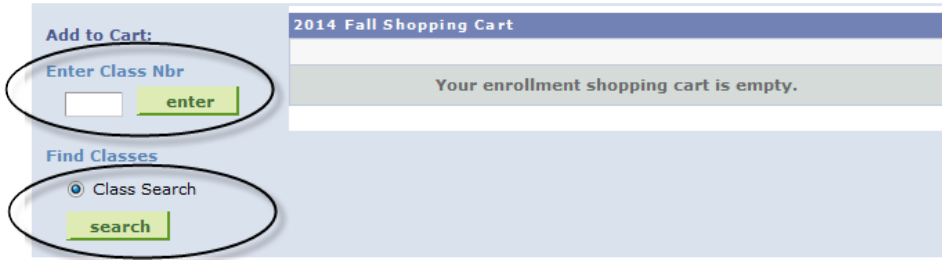
Class	Message	Status
Swap ENGL 1310 with PSCI 1040	Success: This class has been replaced.	<input checked="" type="checkbox"/>

MAKE A PAYMENT **MY CLASS SCHEDULE**

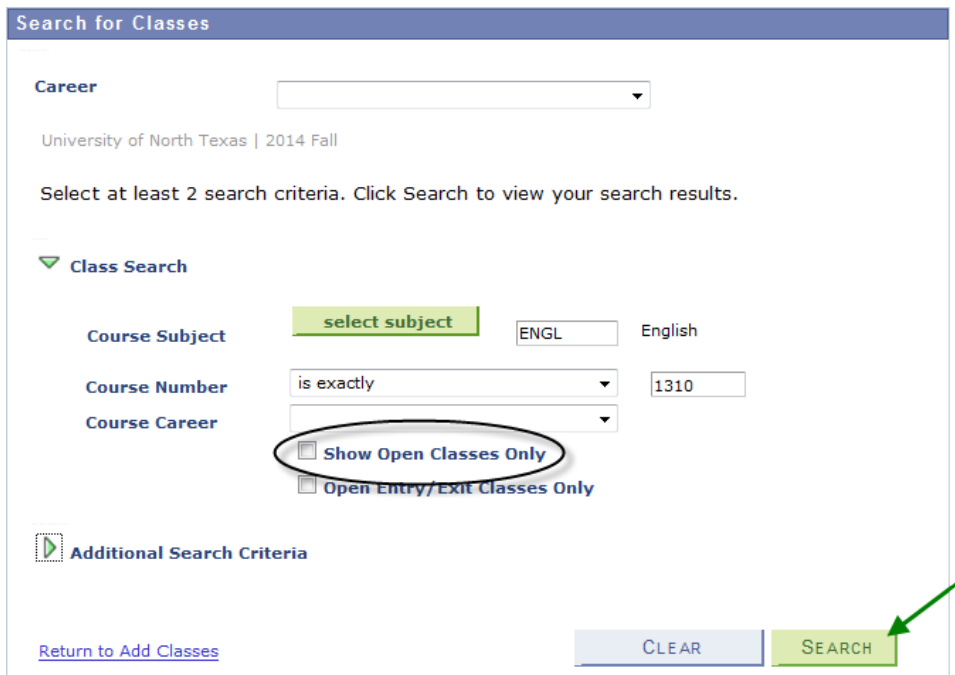
- The waitlist feature allows students to place themselves on a wait list for a class section that is full and be given a position number. As seats open up in the class, the waitlist process will run to auto-enroll students according to their position number.

Class numbers are listed in the schedule of classes, or you may also use the [Visual Schedule Builder](#) for another method of finding class numbers and planning your class schedule.

Refer to the earlier section about how to add classes for further instruction on entering class numbers and using Class Search.

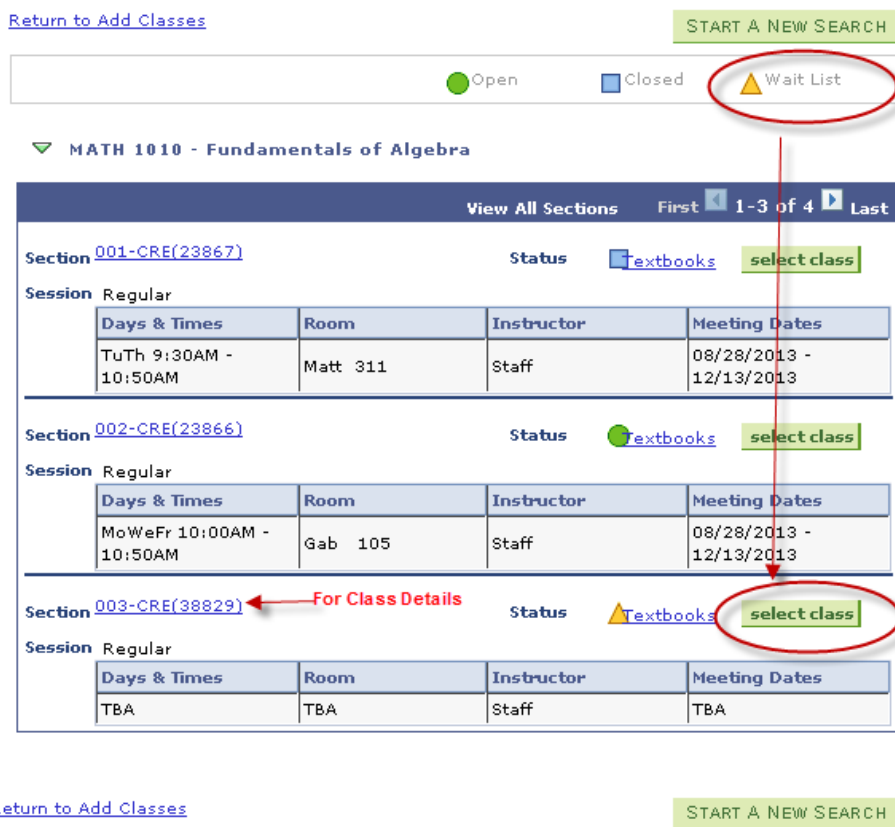


If using Class Search, uncheck the “Show Open Classes Only” box in order to view all courses (will display all open, closed, and waitlisted classes).

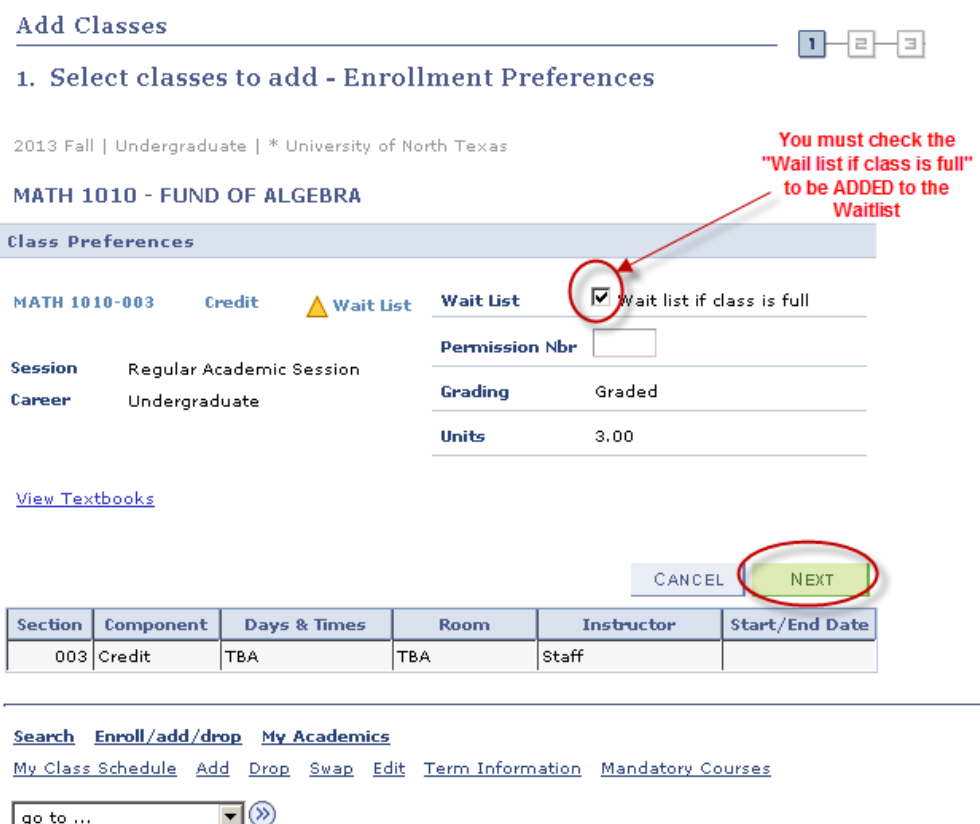


Click View All to see all sections.

Courses offering a Wait List, will reflect a Status of Wait List in the class search. Once you find a course you want, you can “Select class” to put it in your shopping cart.



To be put on the Wait List for a class, you must select the “Wait list if class is full” option illustrated below. Then select “Next”.



You will receive confirmation that the course has been added to your shopping cart. You will need click on "Proceed to Step 2 of 3" where you will be asked to confirm.

Add Classes 1 2 3

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

MATH 1010 has been added to your Shopping Cart.

2013 Fall | Undergraduate | * University of North Texas [change term](#)

Open Closed Wait List

Add to Cart:
 Enter Class Nbr: [enter](#)
 Find Classes: Class Search [search](#)

Delete	Class	Days/Times	Room	Instructor	Units	Status
	MATH 1010-003 (38829)	TBA	TBA	Staff	3.00	

[PROCEED TO STEP 2 OF 3](#)

Confirm your class by selecting "Finish Enrolling". This will then add you to the Wait List as selected.

Add Classes 1 2 3

2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

2013 Fall | Undergraduate | * University of North Texas

Open Closed Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
MATH 1010-003 (38829)	FUND OF ALGEBRA (Credit)	TBA	TBA	Staff	3.00	

[CANCEL](#) [PREVIOUS](#) [FINISH ENROLLING](#)

View Results to check whether your request was successful or not. If successfully enrolled on the Wait List you will receive a message indicating your position on the waitlist and the Status will reflect a to indicate success.

Add Classes 1 2 3

3. View results

View the following status report for enrollment confirmations and errors:

2013 Fall | Undergraduate | * University of North Texas

Success: enrolled Error: unable to add class

Class	Message	Status
MATH 1010	Message: Class 38829 is full. You have been placed on the wait list in position number 1.	

[MAKE A PAYMENT](#) [MY CLASS SCHEDULE](#) [ADD ANOTHER CLASS](#)

To view courses you have added to Wait List, click on view "My Class Schedule".

2013 Fall | Undergraduate | * University of North Texas

Success: enrolled Error: unable to add class

Class	Message	Status
MATH 1010	Message: Class 38829 is full. You have been placed on the wait list in position number 1.	

[MAKE A PAYMENT](#) [MY CLASS SCHEDULE](#) [ADD ANOTHER CLASS](#)

Be sure to check the "Show Waitlisted Classes" and select [filter](#). This will show you the results you have requested. The status for Wait List course will have Status "Waiting" and will indicate what position you are on the Wait List (i.e. Position #1).

2013 Fall | Undergraduate | * University of North Texas [change term](#)

To view course you are added to the Wait List, you must include this option and hit "filter"

Class Schedule Filter Options
 Show Enrolled Classes Show Dropped Classes Show Waitlisted Classes [filter](#)

HIST 2610 - U S TO 1865

Status	Units	Grading	Grade	Deadlines
Enrolled	3.00	Graded		

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
31829	001	Credit	MoWeFr 8:00AM - 8:50AM	Cury 204	Welch,Martha Courtney	08/28/2013 - 12/13/2013

[Purchase Textbooks](#) [Printer Friendly Page](#)

MATH 1010 - FUND OF ALGEBRA

Status	Waitlist Position	Units	Grading	Grade	Deadlines
Waiting	1	3.00	Graded		

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
38829	003	Credit	TBA	TBA	Staff	08/28/2013 - 12/13/2013

[Purchase Textbooks](#) [Printer Friendly Page](#)

[Search](#) [Enroll/add/drop](#) [My Academics](#)
[My Class Schedule](#) [Add](#) [Drop](#) [Swap](#) [Edit](#) [Term Information](#) [Mandatory Courses](#)

go to ... [go](#)

➤ To Drop from Waitlist for a Class:

Click on the Enroll/Add/Drop Class link in Student Center.

Click on the Drop Tab and choose the semester and click continue.

Choose the class to be dropped and submit "Dropped Selected Classes".

Confirm the dropped class by reviewing schedule and clicking.

Verify the Waitlisted course has successfully been dropped from your schedule.

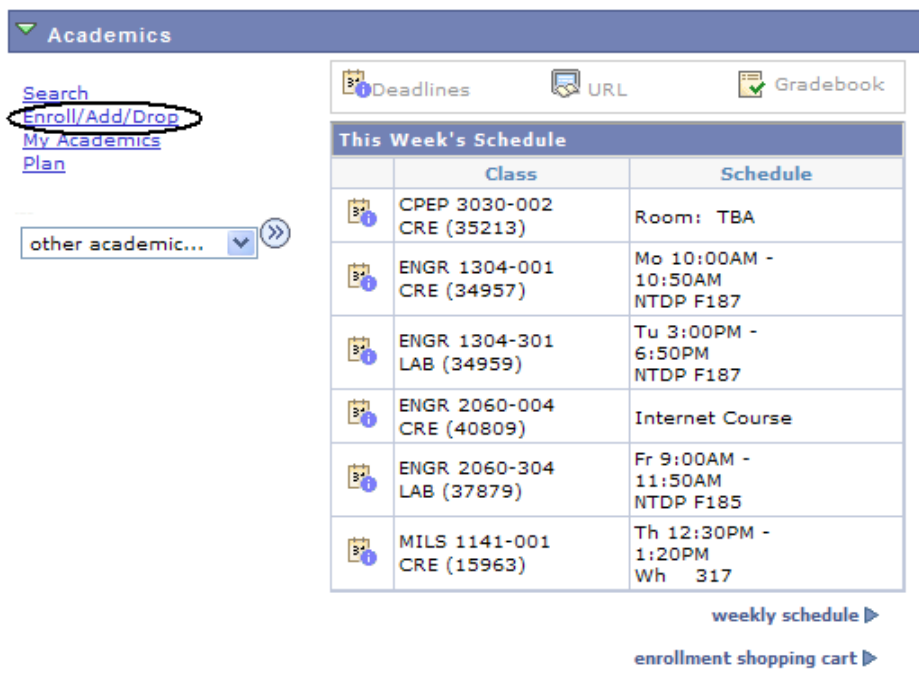
➤ Swapping and Waitlisting:

Swapping onto a Wait List is a feature for students who are already enrolled in a course, but would like to “wait” to see if they can get into a different one (maybe the same course, but a different section). When using the swap, the process will automatically drop the “enrolled course” and enroll you in the “waitlisted” course you have selected, if a seat becomes available, and your position on the waitlist qualifies you to be able to be enrolled in the class.

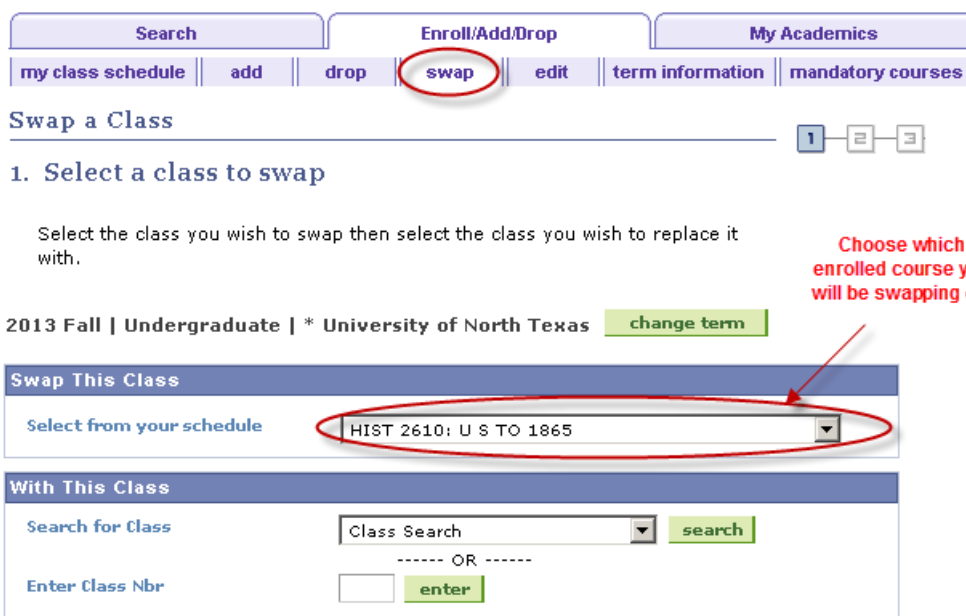
Sample Scenario:

You are already enrolled in for HIST 2610.001, however you prefer to take PSCI 2300.003. PSCI 2300.003 is currently closed, but offers a Wait List. You could use the Swap feature to get on the wait list for PSCI 2300.003. If a seat opens up and you are next on the Wait List for PSCI 2300.003, then you will automatically be registered in the PSCI 2300.003 course and dropped from the HIST 2610.001 course.

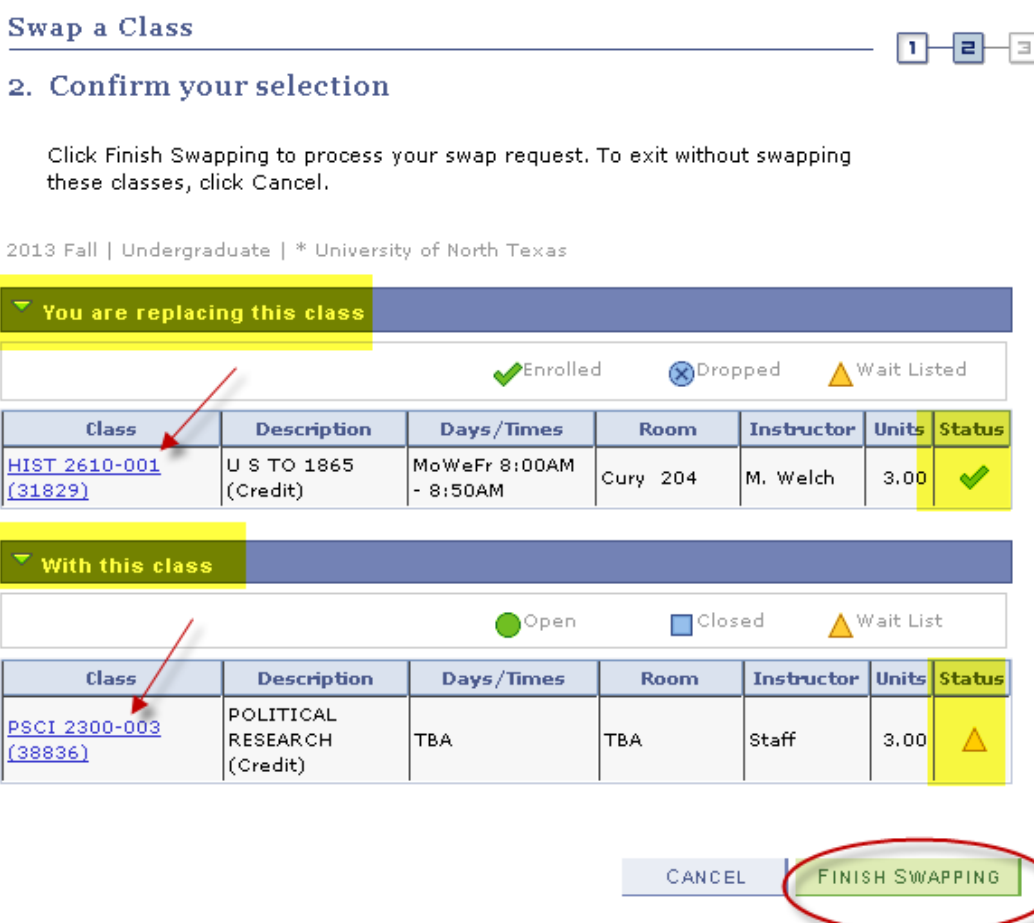
Click on the Enroll/Add/Drop Class link in Student Center.



Choose Swap tab and then select the course you would want to swap out of. ****You can only swap out of a course you are enrolled in.**



To complete the swap for Wait List, select a course you want to swap into the Wait List. You can use the same options to select the course as used when Adding to Waitlist.



Confirm your selections and finish by selecting “Finish Swapping”.

You can review results by selecting “My Class Schedule” and including “Show Waitlisted Classes”.

TRANSCRIPT INFORMATION: A student can access/print their unofficial UNT transcript by using the drop-down box under Academics. Choose Unofficial Transcript and click the >> option.

Student's Student Center

This Week's Schedule		
	Class	Schedule
	BCIS 2610-002 CRE (2506)	MoTuWeTh 10:00AM - 11:50AM BLB 035 Fr 12:00AM - 11:50AM Room: TBA

The Academic Institution is University of North Texas and the Report Type is UNT Unofficial EIS Transcript. Click Go.

View Unofficial Transcript

Choose an institution and report type and press go to view your report.

****this process may take a few minutes to complete. please do not press any other buttons or links while processing is taking place****

Information For Students

This record is not to be used as an official copy of a student's UNT Academic Record. Please review carefully and direct any questions regarding this document to the Registrar's Office at 940 565-2369.

Your unofficial UNT transcript will generate and you may click File then Print from your toolbar.

TRANSFER CREDIT PAGE: The transfer credit page summarizes all the transfer credit a student has earned and its source.

Academics

[Search](#)
[Enroll/Add/Drop](#)
[My Academics](#)
[Plan](#)

Transfer Credit: Re

This Week's Schedule		
	Class	Schedule
	CPEP 3030-002 CRE (35213)	Room: TBA
	ENGR 1304-001 CRE (34957)	Mo 10:00AM - 10:50AM NTDP F187
	ENGR 1304-301 LAB (34959)	Tu 3:00PM - 6:50PM NTDP F187
	ENGR 2060-004 CRE (40809)	Internet Course
	ENGR 2060-304 LAB (37879)	Fr 9:00AM - 11:50AM NTDP F185
	MILS 1141-001 CRE (15963)	Th 12:30PM - 1:20PM Wh 317

[weekly schedule](#)
[enrollment shopping cart](#)

[Search](#)
[Enroll/Add/Drop](#)
[My Academics](#)
[Plan](#)

View Transfer Credit Report

Course Credits

Model Nbr 1 **Posted**
Institution * University of North Texas **Credit Source Type** Manual
Career Undergraduate **Source Institution** Blinn College
Program Engineering
Plan Pre-Mech Engineering Tech.

Transfer Term	Incoming Course	Units Taken	Grade Input	Status	Equivalent Course	Units	Grade	Notes
2009 Fall	DW:0001 READ 0306	3.00	TF	Posted	TRAN 99990T02	0.000	TF	
2009 Fall	DW:0002 SOCI 1301	3.00	TF	Posted	SOCI 1510	0.000	TF	
2009 Fall	DW:0003 ENGL 0320	3.00	TF	Posted	ENGL 99990T01	0.000	TF	
2009 Fall	DW:0004 MATH 1314	3.00	TW	Posted	MATH 1100	0.000	TW	
2009 Fall	DW:0005 ENGL 1301	3.00	TF	Posted	ENGL 1310	0.000	TF	Repeat Exclude - From DARwin

Test Credits

No test credits found.

Other Credits

No other credits found.

FINANCES PAGE: The Finance page displays all financial data related to tuition and fees.

Click on the Account Inquiry to view your account summary, due charges, completed payments, pending financial aid or to complete a payment.

Finances and Financial Aid

My Account
[Account Inquiry](#)
Financial Aid
[View Financial Aid](#)
[Accept/Decline Awards](#)

other financial...

Account Summary
You owe 0.00.
 ■ Due Now 0.00
 ■ Future Due 0.00
 This may not reflect recent changes to your tuition and fees. For an updated balance, click on Account Inquiry.
 Currency used is US Dollar.

[Account Inquiry](#) | [Electronic Payments/Purchases](#) | [Account Services](#)

[summary](#) | [activity](#) | [charges due](#) | [payments](#) | [pending aid](#)

Account Summary

What I Owe					
Campus	Term	Outstanding Charges & Deposits	Pending Payments	Pending Financial Aid	Total Due
University of North Texas	2010 Spring	1,629.51		8,424.00	
Total		1,629.51		8,424.00	

Currency used is US Dollar.

[MAKE A PAYMENT](#)

[Account Inquiry](#) | [Electronic Payments/Purchases](#) | [Account Services](#)

[summary](#) | [activity](#) | [charges due](#) | [payments](#) | [pending aid](#)

Payment History

View By University of North Texas **From** 05/16/2009 **To** 11/16/2009 [go](#)

Posted Payments		Find View All	First 1-5 of 5 Last
Date Paid	Payment Type		Paid Amount
09/28/2009	Fed Pell Grant		2,450.00
08/18/2009	Fed Direct Stafford Sub Loan		2,239.00
08/18/2009	UNT Tuition Grant		750.00
08/18/2009	Fed Direct Stafford Unsub Loan		2,985.00
	Total Posted Payments for this view		8,424.00

Currency used is US Dollar.

[Account Inquiry](#) | [Electronic Payments/Purchases](#) | [Account Services](#)

[summary](#) | [activity](#) | [charges due](#) | [payments](#) | [pending aid](#)

Pending Financial Aid

View By University of North Texas **All Terms** [go](#)

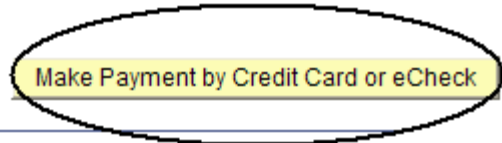
Pending Financial Aid		Find View All	First 1-5 of 5 Last
Award	Term		Amount
Fed Pell Grant	2010 Spring		2,450.00
UNT Tuition Grant	2010 Spring		750.00
Fed Direct Stafford Unsub Loan	2010 Spring		2,985.00
Fed Direct Stafford Sub Loan	2010 Spring		2,239.00
	Total Pending Financial Aid for this view		8,424.00

➤ To Complete a Payment:



Make a Payment

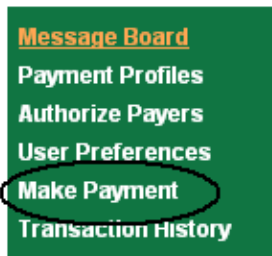
1. Specify Payment Details



Click on Pay Bill.



Click on Make Payment.



Message Board

Welcome to the *QuikPAY™* system. Through *QuikPAY™*, you are conveniently able to:

- manage your payment profiles
- authorize others to make payments on your behalf
- view your account status
- quickly make payments to your account
- and more - all online!

Please choose from the list of options located in the column to the left.

Enter Payment Amount, Select Payment Method and click Continue.

Enter Payment Amount

Please enter in the amount you want to pay and click "Continue" button.

Account: **Web Payment**

Due Date: 11/16/2007

Amount Due: \$875.83

Statement Balance: \$875.83

Payment Amount:

Payment Method:

PERSONAL INFORMATION: The personal information page allows the student to view and update various student data.

By clicking on the Demographic Data link, a variety of information can be viewed: Student ID number, Date of Birth, Social Security number.



➤ A student can update their address information by clicking on the Addresses link.



Demographic Information



- Click on the **edit** button next to the address to change.

Addresses

View, add, change or delete an address.

Address Type	Address	
Current/Local	321 Evergreen Terrace Springfield, IL 12345	edit
Mail	321 Evergreen Terrace Springfield, MS 12345	edit
Permanent	321 Evergreen Terrace Springfield, MA 12345	edit

ADD A NEW ADDRESS

- Update the information and click **OK**

Edit Address

Country: United States [Change Country](#)

Address 1: 321 Evergreen Terrace

Address 2:

Address 3:

City: Springfield State: IL Illinois Postal: 12345

County:

OK **Cancel**

- Click **SAVE**

Student Addresses

Change Address

Verify your address information below and select the address type(s) associated with it on the right.

An asterisk (*) to the right of a type indicates that another address is already associated with this type. If you choose this type, you will automatically override the previous address. Any type that is grayed out is for display only or is otherwise unavailable for association with an address.

Change Address

321 Evergreen Terrace
Springfield, IL 12345 [Edit Address](#)

Date changes will take effect: 06/05/2014 (example: 12/31/2000)

SAVE

[Return to Current Addresses](#)

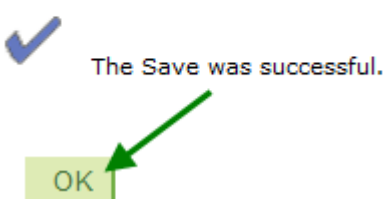
Address Types

- Current/Local
- Mail *
- Permanent *
- Other
- UNTS Work

- You will receive a confirmation that your update was successful. Click **OK** to return to your address screen.

Change Address

Save Confirmation



- Students can update their phone numbers choosing the Phone Numbers link.

Student

go to ... >>

Personal Information Security Participation

addresses | names | phone numbers | email addresses | emergency contacts | demographic information | ethnicity

Demographic Information

- ID
- Gender
- Date of Birth
- Birth Country
- Birth State
- Marital Status
- Military Status



- Enter the new number and click **SAVE**.

Student

For each contact phone number you wish to provide, please enter 10 digits in the following format: 999/999-9999

Cellular Phone Number:

940/555-0000

This is the number I prefer you use first

You can send me text messages

Phone Number where I live locally (or other contact number):

940/555-0000

This is the number I prefer you use first

TTY/TDD Enabled

In the event of an emergency on campus, you may be notified via all of the contact phone numbers you provide.

Save