Application for Admission

Applications must be submitted online at www.applytexas.org. Application is made through the Toulouse School of Graduate Studies.

General Requirements

The candidate must earn a minimum of 60 hours of graduate credit beyond the master's degree or 90 hours beyond the bachelor's degree.

This quantitative requirement must be regarded as a minimum. The quantity of course work to be completed by each candidate is arranged individually by the supervisory committee, subject to the approval of the graduate dean, and may be modified both as to quantity and as to type during the progress of the student's course work.

Minor Field

The candidate for the doctoral degree ordinarily is required to select a minor field. A minor is defined as graduate work completed outside the student's major department or school. Minor areas of study can only be chosen from academic areas in which the University of North Texas is already authorized to offer a major or where specific Texas Higher Education Coordinating Board approval has been given to offer courses for the purposes of a minor.

When an official minor is required or opted, the candidate's graduate advisory committee must include a faculty member from that area who will verify accountability in the minor area through comprehensive examinations, dissertation projects or other appropriate means.

For doctoral degrees, the student must complete at least 12 hours in a single area to have the area count as a minor. All hours counted toward a minor must carry graduate credit and must be numbered 5000 or above. No more than one-half of the required hours toward a minor may be transferred from another institution unless an approved graduate school minor articulation agreement is in effect.

Twelve hours of undergraduate credit or appropriate graduate-level work are the usual prerequisite for a minor in any field. (Exception: In the case of a minor in a foreign language, the student is required to have completed the second term/semester of the sophomore year of study in the intended minor language.) In departments that offer no freshman courses only 6 hours of undergraduate credit are required as prerequisite to a graduate minor in that field.

Minors are not required on certain graduate degrees. Consult subsequent sections of this publication for specific regulations governing the degree sought.

Entrance Examinations

All doctoral programs require an admission examination. Entrance examination requirements vary according to the requirements of the different departments and colleges. Entrance requirements ordinarily must be completed before the close of the first term/semester of doctoral study. Consult the appropriate graduate adviser for specific entrance examination requirements.

Residence Requirement

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 hours must be taken. During the combined summer sessions/terms a minimum load of 9 semester hours must be taken. Some departments have established more stringent residence requirements appropriate to their programs.

Level of Work Required

All of the courses required for the doctorate above the level of the master's degree must be numbered 5000 or above. Hours counted toward earning a master's degree cannot be counted toward hours necessary to complete the doctorate.

A maximum of 12 semester hours earned in non-degree or certification status prior to admission to a degree program may be counted toward doctoral degree requirements.

Time Limitation

All work to be credited toward the doctoral degree beyond the master's degree must be completed within a period of 10 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 comprehensive exam, replace out-of-date credits with up-to-date work, and/or show other evidence of being up-to-date in their major and minor fields. Students anticipating they will exceed the time limit should apply for an extension before their ninth year of study. For information regarding extensions go to www.tsgs.unt.edu/extension.htm. Holding a full-time job is not considered in itself sufficient grounds for granting an extension.

Time spent in active military service of the United States will not be considered in computing these time limits. However, career members of the armed forces
should consult the graduate dean concerning credit
given to work completed before or during active
military service.

**Transfer and Extension Work**

Depending on the student's previous prepara-
tion and needs, as many as 24 hours of advanced
study beyond the master's degree or its equivalent
completed at another institution may be accepted and
credited toward the doctorate, provided the candi-
date's advisory committee recommends acceptance of
transfer credit to the graduate dean.

The student beginning doctoral study at UNT
should bear in mind transfer credit is not allowed
on the doctorate until all requirements governing
admission to candidacy have been met and such
credit must in all cases be individually evaluated by
the supervisory committee, recommended by the
major department and approved by the graduate
dean. The rule governing the time limit for doctoral
credit applies also to transfer credits. Extension credit
earned elsewhere may not be applied toward the
doctorate at UNT.

If transfer credits, earned either before or after the
first doctoral enrollment at UNT, do not show a B
average, the student is required to make up the defi-
cency either at the institution where the credit was
earned or at UNT.

To be applied to a doctoral program at UNT,
courses completed elsewhere must have been taken
at an institution that offers the master's or doctoral
degree in the area in which the courses were taken, or
in a closely related area.

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

**Foreign Language or Tool-Subject Requirement**

Foreign language or tool-subject requirements
differ for the various doctoral degrees and majors.

Some departments require students to satisfy the
foreign language requirement while other depart-
ments have established tool-subject requirements
that may in some instances be substituted for foreign
language requirements for the PhD degree.

Students should consult subsequent sections of
this publication or the graduate adviser of the major
department or school for the specific requirements of
the degree sought.

Foreign language requirements may be satisfied in
any one of the following ways:

1. by passing the Foreign Language Proficiency
   Examination administered each term/semester and
   summer session/term by the Department of Foreign
   Languages and Literatures (contact the Department
   of Foreign Languages and Literatures for examination
   requirements). The application, together with informa-
   tion on a prerequisite screening test, must be obtained
   in the office of the chair of the Department of Foreign
   Languages and Literatures; scheduled dates for taking
   the examination in the current academic year appear
   in the Academic Calendar listed in the front of this
catalog; or

2. by submitting a transcript of undergraduate credit
   showing completion of at least the sophomore year
   in a single foreign language, provided the grade point
   average on all language courses is 2.75 or higher.

   Language requirements must have been satisfied
   no earlier than 10 years prior to the date on which
   the student completes the qualifying examination
   and is admitted to candidacy for the doctoral degree.
   If the student's language proficiency or proficien-
   cies have been demonstrated at an earlier date, they
   must be validated in a manner to be prescribed by the
   Graduate Council.

To satisfy all or part of a tool subject requirement,
individual doctoral degree programs may use under-
graduate courses as long as those courses are not
part of, or equivalent to, the UNT core curriculum.

Courses used to satisfy all or part of the tool subject
requirements must have been completed no earlier
than five years prior to the date on which the degree
plan is filed.

As an option for academic units, examination(s)
may be used to satisfy all or part of the tool subject
requirement.

Candidates for graduate degrees to be awarded
at the close of any summer session/term must have
satisfied the foreign language requirements for the
degree sought prior to the first class day of the second
term of the session. Candidates for graduation at the
close of the spring or fall term/semester must have
satisfied the foreign language requirements prior
to the last day for filing thesis or dissertation in the
office of the graduate dean. Consult the Academic
Calendar for the proper deadline.

**Degree Plan**

A degree plan listing all courses should be
completed by the student, approved by the student's
advisory committee and department chair, and
submitted to the graduate dean at an early point in
the student's progress toward the degree, preferably
soon after the first full term/semester of doctoral
study has been completed.

The major professor and committee members are
chosen on the advice of the department or division
chair or graduate adviser in the major area. All subse-
quent requests for degree plan changes must be
submitted in writing by the major professor to the
graduate dean.
Doctoral degree requirements are determined by the Graduate Catalog currently in force at the time the degree plan is approved by the graduate dean. Courses listed on the degree plan must carry letter grades, with the exception of those courses in which the student is engaged in individual research and is not attending an organized class. These courses, with the approval of the department, may be assigned pass/no pass grades.

Qualifying Examination and Admission to Candidacy

The student who has completed all courses required for the degree (exclusive of dissertation) and has satisfied all admission, language and other tool-subject requirements should request that the major professor arrange for the qualifying examination to be held. Consult the graduate adviser in the major area for information about the qualifying examination requirement.

Ordinarily no dissertation enrollment is permitted until this examination has been passed. Students are admitted to candidacy for the doctoral degree by the graduate dean upon successful completion of the qualifying examination and other requirements.

Dissertation Requirement

Continuous Enrollment

A dissertation is required of all candidates for the doctorate. Only 12 semester hours of dissertation credit are applied to the degree program, even though more dissertation hours may be accumulated. The student is required to enroll for dissertation credit in the major department under the course number 6950 and must maintain continuous enrollment in a minimum of 3 semester hours of 6950 during each fall and spring term/semester until the dissertation has been accepted by the graduate dean. Maximum enrollment in 6950 is 9 hours in a fall or spring term/semester. 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. Doctoral students must maintain continuous enrollment subsequent to passing the qualifying examination for admission to candidacy. Grades of PR will be recorded at the end of each term/semester of enrollment until the dissertation is filed with the Toulouse School of Graduate Studies and approved by the graduate dean.

Students admitted to doctoral study who wish to complete a pass-through master's degree that requires a thesis must also maintain continuous enrollment in a minimum of 3 semester hours each fall and spring term/semester and in at least one summer session/term if the student is using university facilities or faculty time during that summer session/term.

Continuous enrollment is required until the thesis has been filed and approved by the graduate dean. Master's students must maintain continuous enrollment once work on the thesis has begun (effective for all students filing degree plans after January 1, 1987).

Composition of the Dissertation Examination Committee

Membership of dissertation examination committees will include representatives of the major field and the minor field, if the student is pursuing a minor area. Selection of committee members from disciplines other than the major or minor field is highly encouraged, whenever appropriate. The number of members such committees will normally be three to five, and at least three are required. In cases in which the academic unit has specified particular departmental or college procedures for dissertation committee members, the student will follow these procedures.

The dissertation chair is the student's mentor and guide through this process of 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, PhD adviser or department chair in the student's discipline. The dissertation chair must be a Category III graduate faculty member. Students should consult the departmental policy for the selection of the remaining committee members.

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 dissertation committee chair should submit a written request and justification for the appointment and a vita of the prospective committee member. For persons who are faculty members of another university or are employed by business or industry, a letter of agreement to serve on the committee if appointed must also accompany the written request and vita submitted to the graduate dean. No more than one committee member without regular UNT faculty status may serve on a committee.

Format

Before beginning the dissertation, the student should also consult the office of the graduate dean for information concerning the proper form for preparation of the paper.

Completion

When the dissertation is completed and has received preliminary approval of the advisory committee, the student's major professor will schedule the final comprehensive examination and notify the Toulouse School of Graduate Studies of the date and
time of the examination. The dissertation may not be submitted to the dean of the student’s college or the graduate dean until this examination has been passed.

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.

**Requirements for the Second Doctorate**

Applicants who hold an earned doctorate from a regionally accredited institution may be admitted to the Toulouse School of Graduate Studies to work toward a second doctorate, subject to the following provisions.

1. The applicant must meet all requirements governing admission to the Toulouse School of Graduate Studies and to the degree program to be pursued.
2. The applicant must meet all requirements of the program to be pursued as to acceptable test (GRE, GMAT, etc.) scores, admission examinations, auditions, portfolios of work, letters of reference, etc.
3. The applicant must complete a minimum of 36 semester hours of approved course work in residence at UNT in accordance with the specifications of an approved degree plan. In most cases, the applicant’s major on the first doctorate will be counted as the minor on the second doctorate, thus the reduction in the minimum required hours to 36.

This minimum program will ordinarily include dissertation credit amounting to 12 hours. Provision of a minimum number of credits to be earned in no way restricts the major department from requiring additional deficiency work and/or additional work on the doctoral program itself.

**Continuous Enrollment**

A student must maintain continuous enrollment in a minimum of 3 semester hours of thesis or dissertation during each fall and spring term/semester until the thesis or dissertation has been accepted by the dean of the Toulouse School of Graduate Studies.

Thesis or 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.

Doctoral students must maintain continuous enrollment subsequent to passing the qualifying examination for admission to candidacy. Master’s students must maintain continuous enrollment once work on the thesis has begun (effective for all students filing degree plans after January 1, 1987).
## Checkpoints for the Doctoral Candidate

**Dean** — Dean of Toulouse School of Graduate Studies  
**ADCom** — Advisory Committee  
**MP** — Major Professor  

**GA** — Graduate Adviser  
**DC** — Department Chair

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Initiate Through</th>
<th>Approved By</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Apply for admission. Submit all official transcripts and an official copy of the appropriate standardized test score.</td>
<td>Dean</td>
<td>DC and Dean</td>
<td>At least six weeks prior to registration (seven-eight months prior to registration for foreign students). <strong>Note:</strong> some programs have specific deadlines in advance of these suggested time periods.</td>
</tr>
<tr>
<td>2. Become familiar with general regulations and appropriate doctoral degree section of catalog.</td>
<td></td>
<td></td>
<td>Before registration.</td>
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<tr>
<td>3. Meet with graduate adviser assigned by department chair to plan course of study for first semester.</td>
<td>DC and GA</td>
<td>GA</td>
<td>Before first semester registration.</td>
</tr>
<tr>
<td>4. Establish Advisory Committee; prepare degree program.</td>
<td>GA and DC</td>
<td>MP, DC and Dean</td>
<td>Upon completion of 12 semester hours.</td>
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<tr>
<td>5. Complete course work detailed on proposed degree program and meet foreign language or tool-subject requirement.</td>
<td></td>
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<td>Prior to qualifying examination. (See specific degree requirements for details.)</td>
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<tr>
<td>6. Take written/oral qualifying examination.</td>
<td>MP</td>
<td></td>
<td>Per departmental requirements.</td>
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<tr>
<td>7. Submit form to add university member to doctoral committee.</td>
<td>MP</td>
<td>Dean</td>
<td>Well in advance of dissertation proposal presentation.</td>
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<tr>
<td>8. Submit proposal for dissertation.</td>
<td>MP and AC</td>
<td></td>
<td>Well in advance of expected graduation date.</td>
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<tr>
<td>9. Prepare dissertation.</td>
<td>ADCom</td>
<td></td>
<td>Per departmental requirements.</td>
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<tr>
<td>10. Apply to graduate.</td>
<td>Dean</td>
<td></td>
<td>During final semester. (See deadline in Academic Calendar.)</td>
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<tr>
<td>11. Schedule final comprehensive examination.</td>
<td>ADCom</td>
<td>Dean</td>
<td>No later than four to five weeks prior to filing deadline. Notify School of Graduate Studies of date and time. (See deadline date in Academic Calendar.)</td>
</tr>
<tr>
<td>12. Submit final copy of dissertation.</td>
<td>ADCom and Dean</td>
<td>Dean</td>
<td>See deadline date in Academic Calendar.</td>
</tr>
<tr>
<td>13. Arrange for cap and gown at University Bookstore.</td>
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<td></td>
<td>By deadline date for placing order.</td>
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