

GRADUATE STUDENT HANDBOOK

Department of Philosophy and Religion

2023-24

Last Updated September 2023

TABLE OF CONTENTS

1. Department Information	
1.1 Program Description and Objectives.....	3
1.2 Department History.....	3
1.3 Faculty and Staff.....	5
1.4 Graduate Courses Offered.....	6
1.5 Scholarships, Fellowships, and Grants.....	10
2. Admissions	
2.1 Application Requirements.....	11
2.2 Application Process	12
3. MA Program	
3.1 MA Program Information	12
3.2 MA Options and Course Sequences.....	14
3.3 MA Thesis Requirements.....	14
3.4 MA Capstone	16
3.5 Pass-through MA Information	16
4. PhD Program	
4.1 PhD Program Information	16
4.2 PhD Options and Course Sequences.....	18
4.3 Philosophy with a Concentration in Human Geography, PhD.....	20
4.4 PhD Qualifying Examination.....	21
4.5 PhD Dissertation Requirements	25
5. Graduate Academic Certificates	
5.1 General Information.....	27
5.2 Environmental Ethics and Science.....	27
5.3 Gender, Feminism, and Environmental Justice.....	30
6. Teaching Assistant and Teaching Fellow Information	
6.1 General Information.....	32
6.2 Salary Information	35
7. Resource Appendix	
7.1 Information for Transgender Students	36
7.2 UNT Food Pantry	36
7.3 Health Insurance for Graduate Students	37

1. DEPARTMENT INFORMATION

1.1 PROGRAM DESCRIPTION AND OBJECTIVES

The Department of Philosophy and Religion is the leading graduate program nationally and internationally in environmental ethics and social and environmental philosophy. The department offers the Master of Arts with a major in philosophy and the Doctor of Philosophy with a major in philosophy. It also offers a Doctor of Philosophy with a major in philosophy and a concentration in human geography.

The Department of Philosophy and Religion oversees one of the world's leading doctoral programs in environmental ethics and philosophy. Foundational training in the history of Western philosophy and religion provides the basis for specializations such as environmental policy, environmental justice, philosophy of ecology, eco-phenomenology and eco-feminism while fostering interdisciplinary experiences.

The master's degree is appropriate for students wishing to develop master's-level expertise in philosophy before pursuing doctoral studies in philosophy or related fields. It also provides an excellent background for students planning careers in law, policy, environmental science, public and private sector environmental firms, and non-governmental organizations.

Graduate courses in philosophy may also be taken as part of the Master of Science in Interdisciplinary Studies through the Center for Interdisciplinary Graduate Studies of the Toulouse Graduate School. This program permits students, in close consultation with a faculty advisor, to create their own degree plans, which involve study in three or more related areas. This degree can be completed in one year including summer. Philosophy courses also may be taken as a minor on the master's degree in other disciplines and as a minor or supporting work on the doctorate.

Career opportunities for students who successfully complete the UNT PhD in philosophy and religion are diverse. Students interested in specializing in social and environmental ethics and philosophy will be well positioned to find jobs in academe as demand for specialists in this exciting and expanding new subfield of philosophy increases.

Because of its high concentration of specialists in the field of social and environmental philosophy, the department offers humanists, scientists and professionals unique opportunities for postdoctoral work and professional development through independent study and research.

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. Climate change and energy; environmental studies; ethics and culture of new media; bioethics; ethics and policy of science and technology.

Amy Cassidy, Administrative Coordinator and Assistant to the Chair.

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

Leah Kalmanson, Associate Professor, University of Hawai'i at Mānoa. Asian philosophies; comparative philosophy; existentialism; phenomenology; postcolonial theory; philosophy of art.

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

Irene Klaver, Professor; 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 and Graduate Coordinator.

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 5150. Feminist Philosophy. 3 hours. In-depth examination of traditional philosophical themes from diverse feminist perspectives, theories and lived experiences. An intersectional and transnational approach to topics such as language, embodiment, identity, power and the environment, as well as the history of the women's movement and ongoing dialogues about feminist theories, methods and practices.

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 5800. Philosophies of Climate Change Philosophies. 3 hours. In-depth examination of the philosophical, socio-political, cultural, and ethical dimensions of climate change through the use of normative and conceptual theories. Explores interdisciplinary issues such as climate justice, uncertainty and risk, individual and collective responsibilities, and the role of science and technology in policy.

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, pantheism 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 Scholarships, Fellowships, and Grants

*For information on TA/TF/RA salaries, see section 6.

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 Coordinator 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.

Gene Hargrove Graduate Fellowship

The fellowship, first established in fall 2013, at the request of the donor Eugene C. (Gene) Hargrove (retired emeritus professor of philosophy in the UNT Department of Philosophy and Religion. This scholarship **provides \$1000** to the recipient. Depending on the income available from the endowment, one or more graduate students in the Department of Philosophy and Religion at the University of North Texas in the College of Liberal Arts and Social Sciences will be given the fellowship each year. Graduate students in good standing in the department, as well as incoming graduate students, are eligible to receive the fellowship. The fellowship will be awarded on the basis of academic performance standards and financial need.

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 Raupe 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 2023-2024 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. Five items compose your graduate application: 1) college and university transcripts, 2) a statement of purpose, 3) a writing sample, 4) three letters of recommendation, and 5) 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.

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. Send Departmental Application materials (a statement of purpose, writing sample, three letters of recommendation, and CV) directly to the Philosophy and Religion Department at:

philosophy@unt.edu
or to
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 religion, 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 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. The DGS and Grad Coordinator will generate the degree plan.
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 Capstone date, procedures, and requirements. Work in advance with faculty to design the 5900 Special Problems: MA Capstone course and consult with the DGS in preparation.
7. If applicable, (i.e., for pass-through students), identify a major professor and enroll in a 5900 Special Problems: Passthrough MA Capstone course.
8. Apply for graduation early in the semester of targeted graduation date.
9. Ensure that degree plan is up to date and thesis defense is scheduled (if applicable)
10. Submit final defended copy of thesis or complete the capstone course.

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 Capstone course, 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 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. This is done by the DGS and Grad Coordinator but students will have several opportunities to review and discuss their degree plans.* 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 the 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_0.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 chosen); Nine Hours Coursework.
Fourth Semester:	Modify / Submit Final Degree Plan; Complete Coursework or Thesis; Defend Thesis (if chosen). Complete Capstone course (if chosen).

3.2 MA OPTIONS AND COURSE SEQUENCES

Thesis Option

Students take a total of 30 semester credit hours (10 courses). At least 24 hours (8 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 three-credit Capstone course is conducted during the final semester of the student's coursework.

Non-Thesis Option

Students take a total of 30 semester credit hours (10 courses). At least 24 hours (8 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 three-credit Capstone course is conducted during the final semester of the student's coursework.

Pass-through Option

Available only to students pursuing a PhD in Philosophy at UNT. 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 27 hours of course work, students will enroll in 3 hours of PHIL 5900 Special Problems as a capstone course.

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).

3.4 MA Capstone

Terminal MA students may also elect for a capstone course instead of a thesis as their required “culminating experience.” Students will work with a departmental faculty member to design a PHIL 5900 MA Capstone course. Student and instructor will submit a syllabus and work with the DGS and Grad Coordinator to create the 3-credit-hour section and ensure that the student is enrolled prior to the semester. The capstone course provides an opportunity for the student to synthesize key ideas learned throughout their program, and it allows the student to demonstrate their expertise in a chosen field of study.

As with any Special Problems course, the student and instructor will conduct regular meetings throughout the semester in order to discuss the selected readings and other course materials. The required term paper for the Capstone, however, will be graded by a committee of three departmental faculty members – the instructor of record and two others of their choosing.

3.5 Pass-through MA Information

PhD students pursuing this option need to follow these steps.

1. Apply for the online pass-through Master’s here: <https://tgs.unt.edu/webform/pass-through-master%E2%80%99s-degree>. There is no application fee for this form. The student logs in with their EUID and then form is submitted electronically. Deadline for Spring admission is Dec. 1.
2. The DGS and Grad Coordinator prepare and submit the MA degree plan
3. Once admitted to the MA, apply for graduation here: <https://registrar.unt.edu/apply-graduate>. Deadline for spring is February 26.
4. Work with a willing faculty mentor to create a syllabus for a Phil 5900 Special Problems: MA Capstone course.
5. Work with the DGS and Grad Coordinator to ensure that the capstone course is created in the system and that you are enrolled.
6. The capstone course is open-ended and can be tailored to student interests. A general description is: “Seminar on philosophical reading, writing, and thinking focusing on the comparative and critical study of important figures in philosophy broadly understood.” The capstone gives the student a chance to synthesize and digest what they have learned thus far by focusing on a critical/comparative study. The 'important figures' chosen are up to the student and the professor they work with.
7. The student is automatically back in the PhD program after graduating with MA (no need to do anything). DGS and Grad Coordinator make sure their Cat. 3 degree plan is accurate.

4 PHD PROGRAM

4.3 PHD PROGRAM INFORMATION

The PhD Program offers a world class educational experience and foundational training in environmental and social 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 deadlines, procedures, and requirements and complete qualifying exam per these procedures and requirements.
 6. Submit form to add external member to doctoral committee (if needed).
 7. Ensure that degree plan and committee are up to date, all course work is completed, Qualifying 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.

4.4 PHD OPTIONS AND COURSE SEQUENCES

Category One Students: accepted into the PhD program with a BA degree: 72 credit hours

Students entering with a BA are required to take 72 credit hours: 60 hours of required and elective courses and 12 hours of doctoral dissertation courses.

- Required courses: 9 hours of philosophical topics, 9 hours of environmental philosophy
- PHIL elective courses: 27 hours
- Additional PHIL elective or non-PHIL elective courses: 15 hours
- Doctoral Dissertation: 12 hours

Category Two Students: accepted into the PhD program with an MA degree in a discipline other than philosophy: 42 credit hours

- Required courses: 9 hours of philosophical topics, 9 hours of environmental philosophy
- PHIL elective courses: 12 hours
- Doctoral Dissertation: 12 hours

Category Three Students: accepted into the PhD program with an MA degree in philosophy: 42 credit hours

Students entering with an MA are required to take 42 credit hours: 30 hours of required and elective courses and 12 hours of doctoral dissertation courses.

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

Environmental philosophy, 9 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 - Seminar in the Philosophy of Ecology
- PHIL 5700 - Environmental Philosophy
- PHIL 5800 - Philosophies of Climate Change
- PHIL 6710 - Ecofeminism: Women's Studies and Environmental Ethics
- PHIL 6720 - Religion and Ecology
- PHIL 6730 - Christianity and the Environment
- PHIL 6740 - Environmental Ethics, Science and Public Policy
- PHIL 6750 - Environmental Justice
- PHIL 6760 - Topics in Environmental Philosophy Philosophical Topics, 9 hours (category 1 and 3) 6 hours (category 2)

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 5150. Feminist Philosophy
- PHIL 5200. Topics in Modern Philosophy
- PHIL 5250. Topics in History of Philosophy
- PHIL 5300. Social-Political Philosophy
- PHIL 5400. Ethical Theory
- PHIL 5500. Philosophy of Science and Technology
- PHIL 5600. Philosophy of Religion
- PHIL 6150. Metaphysics
- PHIL 6200. Existentialism
- PHIL 6250. Aesthetics
- PHIL 6400. Philosophy of Technology
- PHIL 6500. Cultural Criticism

Interdisciplinary study, 0 or 15 hours

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 must take all courses in the philosophy department.

The Director of Graduate Studies can grant exceptions.

Dissertation, 12 hours

Required of all students. After completing all course requirements, students must enroll in 12 semester credit hours of PHIL 6950. ABD doctoral students must maintain continuous enrollment in PHIL 6950 to remain matriculated

Upon completion of course work and Qualifying Exam, students are required to submit a Prospectus (dissertation proposal) to the dissertation director and committee members. The student defends the proposal to the director and committee; the proposal must be signed and approved before the student can begin the dissertation.

The dissertation should be a work of original scholarship. The dissertation defense takes place before the director and the committee and is open to the public.

Additional information

Limitation to taking independent study courses

Graduate students in the Department of Philosophy and Religion may take no more than two independent studies throughout their graduate career unless approved by the Director of Graduate Studies.

4.5 Philosophy with a Concentration in Human Geography, PhD

This concentration is available for three categories of students:

- Category 1: Students accepted into the PhD program with a BA degree or an MA degree in a field other than Philosophy or Geography: 72 credit hours
- Category 2: Students accepted into the PhD concentration program with an MA degree in Philosophy: 42 credit hours
- Category 3: Students accepted into the PhD concentration program with an MA degree in Geography: 42 credit hours

Students entering with a BA or an MA degree in a field other than Philosophy or Geography are required to take 72 credit hours:

- Subject core, 15 hours
 - 9 hours of environmental philosophy (course options shown below)
 - 6 hours of philosophical topics
- Geography concentration core, 15 hours (course options shown below)
- Electives, 30 hours
 - PHIL electives, 15 hours
 - Additional PHIL electives or non-PHIL elective courses, 15 hours
- Dissertation, 12 hours (information below)

Students accepted into the PhD concentration program with an MA degree in Philosophy: 42 credit hours

- Subject core, 15 hours
 - 9 hours of environmental philosophy (course options shown below)
 - 6 hours of philosophical topics
- Geography concentration core, 15 hours (course options shown below)
- Dissertation, 12 hours (information below)

Students accepted into the PhD concentration program with an MA degree in Geography: 42 credit hours

- Subject core, 15 hours
 - 9 hours of environmental philosophy (course options shown below)
 - 6 hours of philosophical topics
- Philosophy and Geography electives, 15 hours

- Courses in Philosophy and Geography to be determined in consultation with the Director of Graduate Studies
- Dissertation, 12 hours (information below)

Environmental philosophy

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 - Seminar in the Philosophy of Ecology
- PHIL 5700 - Environmental Philosophy
- PHIL 6710 - Ecofeminism: Women's Studies and Environmental Ethics
- PHIL 6720 - Religion and Ecology
- PHIL 6730 - Christianity and the Environment
- PHIL 6740 - Environmental Ethics, Science and Public Policy
- PHIL 6750 - Environmental Justice
- PHIL 6760 - Topics in Environmental Philosophy

Geography concentration courses

- GEOG 5160 - Foundations of Geographic Thought

At least one techniques course

- ANTH 5031 - Ethnographic and Qualitative Methods
- GEOG 5170 - Field Methods
- GEOG 5185 - Statistical Research Methods in Geography
- GEOG 5195 - Advanced Geospatial Data Analytics
- GEOG 5230 - Location Intelligence: Advanced Business GIS Concepts and Applications
- GEOG 5430 - Remote Sensing
- GEOG 5510 - GIS for Applied Research
- GEOG 5550 - Advanced Geographic Information Systems
- GEOG 5560 - Application Development with Python Programming
- GEOG 5580 - Advanced GIS Methods in Health
- GEOG 5590 - Advanced GIS Programming

At least three human geography courses

- GEOG 5210 - Seminar in Urban Geography
- GEOG 5220 - Applied Retail Geography
- GEOG 5245 - International Development
- GEOG 5300 - Globalization, Conflict and Resistance
- GEOG 5420 - Critical Resource Geography

4.6 PHD Qualifying EXAMINATION

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

The purpose of the Qualifying Exam is for the PhD student in philosophy to develop mastery of the philosophical materials (broadly construed) at the foundations of their research interests. The Qualifying Exam also serves the purpose of providing the student with mentorship and guidance in the development of their dissertation prospectus.

Consistent with the Toulouse Graduate School Requirement for Qualifying Examination and Admission to Candidacy, this Qualifying Exam will require the student to demonstrate competency in the areas of philosophy that they choose in consultation with their Exam Committee.

Students are eligible for the Qualifying Exam following the completion of course work. Their last 3 required credit hours will be used for a PHIL 6900 Special Problems: Qualifying Exam course, which serves as the mechanism through which study for the Exam will occur during that semester. The Exam will be administered at or near the end of the semester during a ten-day window. The Exam is graded independently from the 6900 course, so the Exam can extend past the semester grade deadline without necessitating an “I” (Incomplete) for the course. Keep in mind that funded students are not eligible for a pay raise until they have passed the Exam. Also, students are not eligible for PHIL 6950 Dissertation hours until they have passed the exam.

Students are required to assemble a willing Exam Committee (hereafter ‘Committee’ in this section). Committees shall consist of three faculty members of the department, all serving equally as co-chairs. Students will enroll in the 6950 course with one of the Committee members – to be determined by the Committee. Students are required to consult frequently with all members of the Committee as they prepare for the exams.

In consultation with the Committee, students will designate a set of texts (and other materials) over which they will be examined. The primary purpose of this list is to ensure mastery of materials deemed essential to situating and grounding their research interests. The set of texts (and other materials) shall be formed by the end of the semester prior to the exam.

The Qualifying Exam consists of three essays based on the designated texts and administered by the Committee. The Exam will be administered as take-home essays to be completed across a ten-day period. In consultation with the student, the Committee will formulate the three exam questions. Students may submit draft questions for the Committee’s consideration, but the Committee has the final determination of the wording of the three questions. The student will answer each of the three exam questions with a 2,500 to 3,500-word essay. Individual Committees will determine the details of the exams and ensure that the student is well-informed about scheduling, content, and process.

The Committee as a whole is responsible for evaluating the exams. All members of the Committee will read the essays, marking them Pass or Fail. Should at least two members judge any of the essays to be failing, the Committee may permit the student to retake those essay(s) once. Such permission is at the discretion of the Committee; should the Committee not grant it, or should a student fail a second time, the student can utilize the appeals process detailed below. Students have one full long semester to re-write exam essays.

Evaluation, Grading and Appeals

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

Pass

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

Fail

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

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

One Fail grade per exam is permissible. Students may retake each essay one time.

Appealing the Fail Grade

In the event of a second Fail grade, the student may appeal the grade. An appeals committee comprised of the Qualifying 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 Qualifying Exam Committee, the exam will be graded by members of the Tenure and Promotion Committee who are not on the Qualifying Exam Committee.

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

Qualifying Exam Rubric

Student Name:

Committee Member: _____

Exam writing period: _____

Basic Requirements

The student must ensure:

- They do not contact others regarding the exam during the writing period
- All three essays are submitted on time, within the 10-day exam period
- Each essay meets, but does not unreasonably exceed, 2,500-3,500 words
- Each essay includes proper academic citations and a list of works cited

Content, Thesis and Support

Each Essay:

- Responds to all parts of the question
- Presents a clear path through the materials that flows from one position to the other, avoiding mere summaries of the texts
- Demonstrates a nuanced understanding of individual texts on the reading list
- Demonstrates critical engagement with theories/approaches/concepts by putting them into conversation
- Situates texts as part of broader conversations and literatures, providing necessary context and demonstrating an understanding of broader implications

Writing and Organization

Each essay:

- Demonstrates graduate-level academic writing skills
- Begins with an introduction that includes a clear thesis and an outline of what is to follow
- Is well-organized, with a clear flow and sense of purpose throughout
- Carefully selects and incorporates quotations and examples, while clearly explaining key concepts in the student's own words instead of falling back on quotes alone
- Ends with a conclusion that aligns with the thesis and connects it to broader issues
- Has been edited of excessive spelling and grammatical errors

Overall Evaluation

Essay 1 Title: _____	Pass	Rewrite	Fail
Essay 2 Title: _____	Pass	Rewrite	Fail
Essay 3 Title: _____	Pass	Rewrite	Fail

4.7 PHD DISSERTATION REQUIREMENTS

No dissertation enrollment is permitted until the Qualifying Exam 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. 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 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 Graduate Academic Certificates

5.5 General Information

The Department hosts two Graduate Academic Certificates (GACs), which are designed to add value and focus to a student's educational experience and improve their employment prospects by giving them specialized competence in an interdisciplinary field of study.

Students must **apply** to be officially active in the programs. It is best if applications are submitted the semester before the student is expected to receive their certificate. This gives Graduate Admissions time to process the application and time for the departments to admit the student.

- Current students can complete the Application for Concurrent Graduate Academic Certificate Programs found here: <https://tgs.unt.edu/webform/application-concurrent-graduate-academic-certificate-programs>.
- Inactive or new students must complete an Apply Texas application and pay the \$75 application fee. Inactive students are students who have completed/graduated from their graduate program or have been discontinued in EIS due to 3 consecutive semesters of non-enrollment (this includes the Summer semester).

The next requirement is **the submission of the GAC Verification form** to the Graduate School before the appropriate semester deadline, which is 1 week after the last class day. The DGS and Grad Coordinator will complete this step. This form lets the Graduate School know that the student has completed the coursework required by the department. The difference between this and a degree plan, is the Verification Form is submitted at the end of the intended awarding semester. Without this form, the Graduate School does not know that a student has completed their GAC program.

Once the Graduate School receives this form, they will verify that all requirements are met. Here are the awarding conditions:

- The student **must be admitted in the GAC program**. If the student is not active in the GAC program, then the Graduate School will reach out to the department directly about which application the student is eligible to complete. This will delay the certificate awarding to the next semester.
- The student must have a **3.0 CGPA** in the awarding semester.
- The earliest course listed should be no more than 4 years old, meaning the **coursework must be completed and the certificate awarded within a 4-year time line**. If there are time limit issues, the Grad School will reach out to the department directly.

A few more notes:

- GAC courses are stackable/shareable (count toward general degree plan)
- Just like degrees, GACs are awarded 3 times per academic year.
- It is the responsibility of the student to provide correct permanent and present mailing address information at all times.
- Students who have completed the GAC courses prior to the official creation of the GAC program can still apply and receive the GAC, as long as it is within the 4-year window.

Stacy Buchanan is now point of contact for all this.

5.6 Environmental Ethics and Science

This Graduate Academic Certificate is primarily intended for two groups of students:

- Graduate students in Environmental Science, Biology, Geography, Anthropology, and related scientific fields who wish to develop a competency in the ethical and philosophical dimensions of environmental issues.
- Graduate students in Philosophy and related humanities fields who wish to develop a competency in the scientific and technical dimensions of environmental issues.

Who Needs this Certificate?

Potential and practicing professionals who are or foresee being in a position to integrate science and ethics in the environmental sector broadly conceived across education, policy, research, and more.

Prerequisites

There are no particular prerequisites for this GAC. However, courses listed under the GAC may have prerequisites that need to be satisfied. Students should consult the instructors prior to taking the individual courses.

Course Requirements

This is a 12-credit hour certificate. Courses listed in each category are examples; other options can be chosen with approval of the student's adviser and the GAC coordinator.

Four courses in total are required: two courses are required from the philosophy category and two courses are required from the science category.

Philosophy. Choose two of the following:

- **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 5700. Environmental Philosophy.** 3 hours. An intensive analysis of new positions in environmental philosophy 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 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 5800. Climate Change.** 3 hours. Critical examination of the philosophical, social-political, cultural and ethical dimensions of climate change through the use of normative and conceptual theories. Explores interdisciplinary issues such as climate justice, uncertainty and risk, individual and collective responsibilities, and the role of science, technology, and policy.
- **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.** 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 6740. Environmental Ethics 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.

Science. Choose two of the following

ANTH 5300 Migrants and Refugees. 3 hours. Focuses on the factors embedded in people's displacement, either through migration or refugee movements. Aims at identifying the cultural processes that promote displacement and those emanating from the consequences of displacement. Emphasizes the human factor encapsulated in the phenomenon of displacement.

ANTH 5400 Environmental Anthropology. 3 hours. Emphasis on theory, major environmental questions, problems, issues, and possible solutions illustrated by case studies from different parts of the world. Examination of environmental issues pertaining to land/sea and natural resources, food production systems, deforestation, population problems, poverty and environmental justice, natural hazards and risks, resource conflicts and warfare, over-fishing, economic development, globalization and transnationalism, mineral and oil extraction, landscapes, biodiversity conservation, the commons, ecofeminism, and valuation of nature. Course goals are to provide a global sample of the literature in environmental anthropology; a survey of concepts, issues, theories, methods and practices in environmental anthropology; and an in-depth acquaintance with a particular topic in environmental anthropology through an individual research project.

BIOL 5005. 1-3 hours. Contemporary Topics in the Biological Sciences. Topics may vary from semester to semester and may include topics such as human development, epidemiology or plant physiology.

BIOL 5040. 1-3 hours. Contemporary Topics and Issues in Environmental Science and Ecology. Topical themes include global climate change, biodiversity, wetlands, population and aquatic, terrestrial or plant ecology.

BIOL 5050. 3 hours. Foundations of Ecological Theory. Background and concepts of ecological theory are reviewed through the survey of both original and current literature.

BIOL 5051 (lecture) and 5052 (lab). 4 hours. Community Ecology. Structure, dynamics and diversity of biotic communities and ecosystems. Focus on population interactions, niche relationships and processing of matter and energy. Will require consent from instructor if 6 hours of biology including a course in Ecology have not been taken prior to enrollment.

BIOL 5053 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.

GEOG 5160 Foundations of Geographic Thought. 3 hours. Explores epistemological developments in the discipline of geography, including the origins, development and diffusion of predominant ideas that form the foundation of

geography. Provides a grounding in contemporary geographic thought, focusing on diverse ways that geographers go about explaining, interpreting and understanding the world (i.e., epistemologies).

GEOG 5210 Seminar in Urban Geography. 3 hours. Study of current perspectives on geographic inquiry as they relate to metropolitan development and change; the economic, social and political production of space; economic restructuring; segregated spaces; spatial conflicts; corporate and urban hierarchy; urban physical environment.

GEOG 5245 International Development. 3 hours. Critical engagement with classical, neo-classical, Marxist, post-structural, post-colonial and feminist theories of development and their policy implications in the Global North and South.

GEOG 5300 Globalization, Conflict and Resistance. 3 hours. Engagement with cultural, economic and political theories of globalization and its policy implication in the Global North and South. Exploration of case studies of conflicts arising from, and social movements in response to, globalization.

GEOG 5420 Critical Resource Geography. 3 hours. Advanced examination of issues associated with conservation and management of natural resources. Includes case studies in a variety of geographical scales: global, regional and especially local. Requires completion of an individual project and advanced readings in topics related to conservation.

GEOG 5350 Geomorphology. 3 hours. Processes of land form analysis. Glacial, desert, fluvial and other settings are reviewed along with basic processes of construction, erosion and weathering.

GEOG 5750 Surface Water Hydrology. 3 hours. Study of hydrological processes with emphasis on the hydrological cycle; soil moisture and infiltration; watersheds and drainage systems; flow mechanics, sediment transportation and deposition; and river response to climatic change and other impacts of human activity. Requires completion of an individual research project on a topic in surface water hydrology.

GEOG 5960 Geography Institute when taught as “Ecosystems”. 3 hrs. Examines interactions between organisms and the physical environment as an integrated system and the factors that regulate the quantity and flow of materials and energy through ecosystems. Covers the history and use of the ecosystem concept, factors governing the distribution and structure of ecosystems, relationships between ecosystem structure and function, and the influence of natural and human processes on ecosystem dynamics. Discusses current topics and methods in ecosystem science.

GEOL 5850 Introduction to Groundwater Hydrology. 3 hours. Topics include principles of groundwater flow; aquifer properties and characteristics; geology of groundwater occurrence; groundwater development and methods of assessing and remediating ground water contamination. Students independently acquire, evaluate and interpret hydrogeological data and report the results in a research paper.

5.7 Gender, Feminism, and Environmental Justice

This Graduate Academic Certificate is primarily intended for:

- Graduate students in Women’s and Gender Studies, Philosophy, and other programs who wish to develop a competency at the intersections of feminism and gender studies and environmental ethics and justice.

Who Needs this Certificate?

Potential and practicing professionals who are or foresee working at the intersections of feminism and gender studies and environmental ethics and justice.

Prerequisites

There are no particular prerequisites for this GAC. However, courses listed under the GAC may have prerequisites that need to be satisfied. Students should consult the instructors prior to taking the individual courses.

Course Requirements

This is a 12-credit hour certificate. Courses listed in each category are examples; other options can be chosen with approval of the student's adviser and the GAC coordinator.

Four courses in total are required

Choose one of the following:

- **PHIL 5150. Feminist Philosophy.** 3 hours. A critical examination of traditional philosophical themes from diverse feminist perspectives, theories, and lived experiences. An intersectional and transnational approach to topics such as language, embodiment, identity, power, and the environment (including ecofeminism) as well as the history of the women's movement and ongoing dialogues about feminist theories, methods, and practices.
- **PHIL 6710. Ecofeminism.** 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 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.

Choose one of the following:

- **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 5700. Environmental Philosophy.** 3 hours. An intensive analysis of new positions in environmental philosophy 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 5800. Philosophies of Climate Change.** 3 hours. Critical examination of the philosophical, social-political, cultural and ethical dimensions of climate change through the use of normative and conceptual theories. Explores interdisciplinary issues such as climate justice, uncertainty and risk, individual and collective responsibilities, and the role of science, technology, and policy.
- **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 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 Christian philosophy and theology concerning the environment.

Choose two of the following:

- **WGST 5100. Feminist Theory.** Historical overview and key concepts of feminist theory in social and political contexts. Current and emerging bodies of feminist theory are used to define contemporary issues and debates in feminist terms, and to initiate discussion on wide-ranging social, political and global issues from a variety of feminist perspectives.
- **WGST 5400. Gender & Human Trafficking.** Exploration of the rise of contemporary human trafficking internationally, nationally and locally. Cultural and historical components; effects of gender, class, race, ethnicity; role of technology; and how trafficking patterns vary in different parts of the

world. The complex challenges governmental institutions, faith-based entities, law enforcement, and non-governmental agencies face in addressing these issues.

- **WGST 5800. Seminar in Women's Studies.** Interdisciplinary study of a major topic focusing on women's issues, feminism, and/or the women's movement. Seminar extends the scope of course offerings in specific disciplines.

6 TEACHING FELLOW / ASSISTANT INFORMATION

6.5 General 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.

TAs and TFs are encouraged to read [UNT's Teaching Excellence Handbook](#), especially the [Graduate Student Teaching](#) section.

Course load 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 graduate students. All graduate students, including teaching fellows and teaching assistants, even 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

The 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.

6.6 Salary Information

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. Please see table below for TA/TF salary information. The complete TA/TF salary information can be found at <https://vpaa.unt.edu/resources/retention>

Graduate Student Pay Plan ~ Fall / Spring				Utilize pay plan for salaried graduate student classifications including Teaching Fellow (TF), Teaching Assistant (TA), and Research Assistant (RA).			
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.			
Level 1 Min. Monthly for 1 Class	Level 1 9 Month Salary @ 25% FTE	Level 2 Min. Monthly for 1 Class	Level 2 9 Month Salary @ 25% FTE	Level 3 Min. Monthly for 1 Class	Level 3 9 Month Salary @ 25% FTE		
742.00	6,678.00	798.00	7,182.00	907.17	8,164.53		
Level 1 Min. Monthly for 2 Classes	Level 1 9 Month Salary @ 50% FTE	Level 2 Min. Monthly for 2 Classes	Level 2 9 Month Salary @ 50% FTE	Level 3 Min. Monthly for 2 Classes	Level 3 9 Month Salary @ 50% FTE		
1,484.00	13,356.00	1,596.00	14,364.00	1,814.34	16,329.06		

Graduate Student Pay Plan ~ Summer				Utilize pay plan for salaried graduate student classifications including Teaching Fellow (TF), Teaching Assistant (TA), and Research Assistant (RA).			
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.			
Level 1 Summer Monthly for 1 Class	Level 1 3 Semester Credit Hours @ 50% FTE or 1.5	Level 2 Summer Monthly for 1 Class	Level 2 3 Semester Credit Hours @ 50% FTE or 1.5	Level 3 Summer Monthly for 1 Class	Level 3 3 Semester Credit Hours @ 50% FTE or 1.5		
Summer I or Summer II	Total Summer Payout Salary	Summer I or Summer II	Total Summer Payout Salary	Summer I or Summer II	Total Summer Payout Salary		
1,484.00	2,226.00	1,596.00	2,394.00	1,814.34	2,721.51		
Level 1 & Summer II	Total Summer Payout Salary	Level 2 & Summer II	Total Summer Payout Salary	Level 3 & Summer II	Total Summer Payout Salary		
2,968.00	4,452.00	3,192.00	4,788.00	3,628.68	5,443.02		

7 RESOURCE APPENDIX

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

7.5 Information for Transgender Students

Trans UNT: <https://edo.unt.edu/trans-unt> Pride Alliance: <https://edo.unt.edu/pridealliance> The Division of Institutional Equity and Diversity <https://edo.unt.edu/> See also the links on the Women's & Gender Studies website <http://womensstudies.unt.edu/lgbt-studies/lgbt-studies-links-resources>

From the Registrar's Office: Students can update their primary name and/or gender marker through the change or correct records process. This includes providing two forms of documentation substantiating the change along with a Change or Correct Records form. Acceptable documents for gender marker updates include, government-issued photo ID, court order, or medical documentation. For updating a student's primary name, we can accept two of either: government-issued photo ID, social security card, marriage certificate, divorce decree, or court order. The student may present the original documentation in person and we will make copies. However, if the student sends by fax or email, copies of the documents must be notarized as a true and exact copy of the original document in order to be considered acceptable documentation for this process.

7.6 UNT Food Pantry

Students who need help with food are encouraged to visit the food pantry:
<https://studentaffairs.unt.edu/food-pantry>

7.7 Health Insurance for Graduate Students

This information is kindly provided by Maggie Brown, a Departmental Graduate Student for many years.

You have four options for health insurance:

1. The State high-quality employee insurance which is quite costly for us grad students making very little money. The cost can eat up almost 1/4 of your already low monthly pay. Nearly 1/2 if you add a spouse.
2. The Student Health Center insurance--which meets the ACA/Obamacare minimums and does not cost as much as the Platinum faculty/administrator/staff insurance. This is managed by United Health Care. Your primary care physician would be the Student Health Center on campus which is actually quite state of the art and has really good staff as well as capabilities for testing, etc. I used this service for about five years and was very satisfied with the care.
<https://unt.myahpcare.com/enrollment>
3. If you are a non-citizen coming to study/work at UNT, you should look over this page:
<https://studentaffairs.unt.edu/student-health-and-wellness-center/administrative/medical-insurance->

[for-international-students](#)

4. Finally, if you are an American citizen, you qualify for ACA/Obamacare through the Federal Exchange if you live in Texas. Given the low amount of money we earn, we meet with little difficulty the criteria for the ACA subsidy from the Federal government. My spouse and I switched to this last year, and I have found it helps our strained pocket book as well as gives me as an older student more options for specialists than #2 above.

<https://www.healthcare.gov>