**LT Doctoral Degree Plan Completion Directions**

This document is a guide to filling in either the distributed or residential degree plan for the Department of Learning Technologies at the University of North Texas.

Essential Information (Page 1)

The degree plan you are filling out is an advance organizer and planning document where you forecast what you intend to take during coursework over 4+ years. We recognize that there will likely be some changes over time. You do NOT need to complete a new degree plan if there are changes to your approved degree plan.

Instead, fill out the [Degree Plan Change Form](https://lt.unt.edu/sites/default/files/degree_plan_change.pdf) any time you take a course different from those listed on the degree plan. You do NOT have to do a degree plan change if you take a course out of order from the planned semester, only if you take a different course from what is listed.

*Getting Started*

1. Begin by entering your Starting Year in the upper right below *Distributed PhD.*
2. Next, enter your name and UNT ID (1XXXXXX), address, and email.
3. The last section asks you to enter your previous degrees, including graduation date (e.g., 06/21), the institution you graduated from, and your Major.

*Admissions*

1. If you took the TOEFL, enter your score. If not, type *Waived).*
2. If you took the GRE, enter your score. If not, place an *X* in the *Waived* box.

*Program Approval*

1. Enter the Printed Name of your Major Professor (e.g., Dr. Jane Jones).
2. Enter the Printed Name of your first Committee member.
3. Enter the Printed Name of your second Committee member (likely your AGF).
4. *(If needed)* *Enter the Printed Name of your third Committee member or Minor member.*
5. *(If needed) Enter your Minor.*

*Course Planning* (Page 2)

*Course Type Legend*

To identify courses by type, each includes a marker at the end of its title in the Course Title column. You can use these markings to count courses by type to place in the Proposed Credit Hours Summary section on Page 3, and this section allows you to ensure enough of each type.

The markings meanings are as follows:

**\*** = **Core Course** – All students must take each core course during the program, totaling 15 hours of this course type.

**!** = **Research Course** – All students must take 15 hours of standard research courses with one choice of advanced course (3 hours) in Year 3, totaling 18 hours of this course type.

**&** = **Topics/Electives Course** – All students must take

Please note that several courses are already filled in for you in the degree plan. This design was done because we believe the courses should be taken in this order by semester to ensure you have the skills and knowledge needed for those that follow. The faculty planned this scope and sequence of the program courses to ensure you can be successful throughout the program, so please only deviate from this if **absolutely necessary.** Check with your major professor and AGF if you plan to alter when you take courses. You may **not** modify the required courses in a semester or session, which is why they are not editable.

*Year 1*

1. In the Year 1 section, add the **two** Topics courses you plan to take in the summer of your first year (e.g., LTEC 6260). These topics courses commonly start with 62XX and should be entered in the blank space on the left.
2. The Structured Semester column shows when you should take the course as planned by the department faculty.
3. Enter the semester you will take each course in the Planned Sem(ester) / Year column. Any deviations will be noted here if approved by **both** major professor and AGF.

*Year 2*

1. In the Year 2 section, add the **three** Topics courses you plan to take in the spring and summer of your second year (e.g., LTEC 6260). These topics courses commonly start with 62XX and should be entered in the blank space on the left.
2. Refer to the Structured Semester column for when you should take the course as planned by the department faculty.
3. Enter the semester you will take each course in the Planned Sem(ester) / Year column. Again, any deviations will be noted here if approved by **both** major professor and AGF.

*Year 3*

1. In the Year 2 section, add the **Advanced Research Course** you plan to take in the fall of your third year (i.e., 6514, 6515, 6516, 6280). These advanced courses commonly start with 65XX and should be entered in the blank space on the left.
2. Refer to the Structured Semester column for when you should take the course as planned by the department faculty.
3. Enter the semester you will take each course in the Planned Sem(ester) / Year column. Again, any deviations will be noted here if approved by **both** major professor and AGF.

*Year 4*

1. Enter the credit hours you plan to take for fall and spring.
2. The Structured Semester column shows when you should take the course as planned by the department faculty.
3. Enter the semester you will take each course in the Planned Sem(ester) / Year column. Again, any deviations will be noted here if approved by **both** major professor and AGF.
4. Be aware that you may have to take more than 12 credit hours to complete the dissertation. However, you will **not** need to make changes to the degree plan to accommodate excess dissertation hours.

*Minor*

If you are taking a minor, fill in this section. This option applies only to residential students.

1. Enter the Course Prefix (e.g., BUSI) in the first column on the left.
2. Enter the Course Number in the second column from the left.
3. Enter the Course Title in the longer, third column from the left.
4. Enter the Planned Year you intend to take the course in the far right column.

When done, enter the *Program Total* by counting the *Total* course hours taken for each year and add the *Minor Total* if needed. This provides a running total of credit hours up to this point.

*Tools Requirement*

The program requires that you meet a state language or tools requirement as part of the degree. This requirement may be waived based on meeting specific criteria. Please talk to your major professor and AGF about waiving these courses based on technology-focused courses taken during your master’s degree and fill out the [appropriate form](https://lt.unt.edu/sites/default/files/tool_wavier_template.pdf) for approval.

If you are taking UNT Learning Technologies MS-level courses (e.g., LTEC 5210), please enter each in the 9 hours of Ed Tech Courses under Courses 1-3. If any or all are waived, type Waived in each area.

*Proposed Credit Hours Summary*

This section helps you check to ensure that you have enough hours in each required component (i.e., Core, Research, Topics, Dissertation, Tools) to graduate at the end of the program. Using the earlier Legend, total up each type of course and enter the total credit hours here. Your *Grand Total* entered must meet at least **60 hours.**