University of North Texas
Department of Learning Technologies

MASTERS DEGREE APPLICATION PROCESS

NOTE: All information regarding the Master of Education (MEd) and Master of Science (MS) degrees in ATTD are located on our website at:

http://lt.unt.edu/graduate_attd.html

1. Apply to the University of North Texas Toulouse Graduate School. The application can be obtained on-line at:

http://www.tsgs.unt.edu

2. Upon acceptance to the Toulouse Graduate School you are responsible for reading the Graduate Catalog in the following areas:

   a. masters degree process at UNT
   b. section on Learning Technologies (LT) masters programs and degree plans
   c. overview of the course descriptions for masters degree you are applying for.

3. If you have checked “ATTD” as your major on the Toulouse Graduate School application your GPA will be reviewed. If your GPA is acceptable to the Graduate School, your file will be sent to the Learning Technologies (LT) Department.

   a. If you have recorded a GRE score with the Toulouse Graduate School, the score will be sent to the Learning Technologies Department with your application. You will then receive a letter requesting that you send additional information in order for the Learning Technologies (LT) faculty to review your request for admission. Skip to #5 and continue reading.
b. **If you have not yet taken the GRE**, your application will be placed in a temporary file in the Learning Technologies office pending the receipt of a GRE score. You will receive a letter informing you that your application is rejected until a GRE score has been recorded with the Toulouse Graduate School and forwarded to the Learning Technologies Department. Once this score is received, you will receive a letter requesting that you send additional information in order for the Learning Technologies faculty to review your request for admission. Refer to #5.

**NOTE:** You will be allowed to take one semester of graduate courses before having to submit a GRE score to the Toulouse Graduate School. Make certain that the course(s) you take are listed on the degree plan for the masters degree for which you are applying.

Refer to #4.

4. If you have checked "Nondegree" as your major on the Toulouse Graduate School application you will be allowed to take UP TO 12 SEMESTER HOURS before submitting a GRE score to the Toulouse Graduate School and being considered for acceptance into the ATTD program. It is highly recommended that you take NO MORE than 3 credit hours. The reason for this is so that you do not accrue too many credit hours before you are officially admitted to the program. Some students take several courses and then are unable to meet the GRE requirements for admission to the department of Learning Technologies (LT). There is no guarantee that you will be admitted to the department of Learning Technologies (LT) just because you have been admitted to the Toulouse Graduate School. All programs at UNT have different admissions criteria. The course(s) that you take during this time **MUST** fit into the Learning Technologies master’s degree plan that you are seeking. These degree plans (MEd, MS) are both posted on the Learning Technologies (LT) website under Master’s Degrees. You will have to change your major from "Undecided" to “ATTD” with the Toulouse Graduate
School once you have submitted your GRE score in order to be considered for admission to the department of Learning Technologies (LT).

5. Once you have submitted a satisfactory GRE score to the Toulouse Graduate School you must contact the Graduate School and have your degree choice changed from "Nondegree" to "ATTD-MEd" or "ATTD-MS". Your application will be sent to the Learning Technologies (LT) Department. Submission of your application to Learning Technologies from the Toulouse Graduate School does not mean automatic acceptance into the program. The Learning Technologies faculty (see # 6 below) will review other criteria.

PLEASE NOTE: The Learning Technologies (LT) Department DOES NOT BECOME INVOLVED IN THE ADMISSION PROCESS UNTIL THE APPLICATION HAS BEEN FORWARDED FROM THE GRADUATE SCHOOL TO THE ATTD OFFICE.

NOTE: For information regarding your status for steps 1-5 above contact the Toulouse Graduate School at 940.565.3945.

6. Once the Learning Technologies (LT) Department receives your application from the Toulouse Graduate School you will receive a letter requesting the following information:

- A one-page statement of your career goal and how this masters degree in LT will assist you in meeting this goal (where you are coming from and where you expect the degree to take you)
- Documentation of your professional work experience in education or training. A form entitled Teaching Training Experience Form is located on the LT masters web page for this purpose.
- A copy of your professional resume.

The faculty will be looking for such things as:
- Relevant work experience (Career and Technology Education, corporate training)
- Certification(s) held
- Publications/writings
- Presentations
- Involvement in professional associations
- Leadership involvement and potential.

7. The LT faculty will review all materials. A letter will be sent to you indicating their decision. Admission decisions are made during the fall and spring semesters only. A decision will be made by the end of the semester in which LT receives your application from the Toulouse Graduate School. Summer applicants will be notified by the end of the fall semester.

   NOTE: Individuals who do not meet all of the required educational and work experience qualifications will be required to take leveling courses in addition to the courses required on the masters degree plan. See the link on leveling requirements and courses on the masters degree page on the LT website. These leveling courses do not have to be taken before registering for other courses on your official degree plan. However, they must be completed by the time you graduate.

8. Once you have been accepted into the department of Learning Technologies (LT), you should contact the LT masters advisor so that an official degree plan can be completed and submitted to the Toulouse Graduate School.

   An official degree plan must be filed before you complete 12 semester credit hours. No 4000 level course will be accepted on any graduate degree plan. The degree plan can often be done through email. An electronic copy of the degree plan worksheet is located on the LT masters degree web page. Complete the top portion (down to the course listings) and return it to the masters advisor by e-mail, fax or mail. The specific courses listed on the
website for the masters degree you have been accepted for are on the LT website and will be used on the degree plan. You may transfer no more than 6 credit hours of 5000 level or above courses upon approval of the advisor. See the Graduate Catalog for specific information. NOTE: If you are required to complete leveling courses changes will be made to the degree plan so there is no repetition of courses. LT electives are usually used for this purpose. For example, on the MS degree plan, ATTD 5100 would be listed as a leveling course. Under the course listings, ATTD 5100 would be replaced by an ATTD elective course (5000 level or above).

9. The degree plan will be sent by LT to the Toulouse Graduate School and will be officially filed. You will receive a copy of your degree plan for your files. This is a six to eight week process.

10. It is your responsibility to review the course descriptions for the courses on your degree plan in the Graduate Catalog. PLEASE NOTE:

   • ATTD 5120 is a prerequisite for ATTD 5440 unless you have had substantial training or teaching experience (discuss this with a LT masters advisor)
   • EDER 5210 is a prerequisite for enrollment in ATTD 5480
   • ATTD 5480 (taught each fall semester), followed by ATTD 5720 (taught each spring), should be taken in sequence within the last 15 semester hours of coursework.

11. You must follow your degree plan with no substitutions. Any changes in the degree plan must be approved by the masters advisor and documented on a form filled out in the LT office and forwarded to the Toulouse Graduate School. Changes in degree plans are made only in select circumstances.

12. Follow the guidelines for graduation as specified in the Graduate Catalog.
NOTE: For those candidates interested in pursuing a teaching certificate, please be advised that some courses for certification MAY BE used on a Master of Education degree plan in LT. However, the certification process and the masters degree process are separate entities. For certification information, contact the LT office to be referred to the appropriate faculty member for specific information.

Masters Advisors:
Dr. Michelle D. Wircenski
Professor
Department of Learning Technologies
University of North Texas
3940 North Elm Street, G150
Denton, TX 76207
940.369.7704 (phone)
940.369.8650 (fax)
mickey@unt.edu