Master of Science (MS)  
Public Leadership  

Priority Dates: Fall – July 15 (August 15th deadline); Spring – November 15 (January 6th deadline)  
Applications accepted on a rolling admission basis

Program Coordinator: Janiece Upshaw, Ph.D  
Janiece.Upshaw@untdallas.edu  
972-338-1538

*Applicants seeking admission to the MS in Public Leadership will need to meet the UNT Dallas minimum admissions requirements before being considered for admission to the program. Applicants must be fully admitted prior to orientation and be able to attend orientation. Applications received on or after the date of orientation may be required to defer their applications to a subsequent semester.

(Please use this checklist as a guide to assist you in completing the three-step application process.)

Step 1 Admission to UNT Dallas through the Office of Graduate Admissions

___ Complete the graduate admission application (online at www.applytexas.org)
___ Pay Application Fee (non-refundable) - $50 for U.S. citizens and permanent residents
___ Submit official transcripts from all schools attended

*GPA of 2.80 overall or 3.00 in last 60 hours (lower may be considered during individual review)

Step 2 Admission to the School of Liberal Arts & Sciences

Please submit the following information to the School of Liberal Arts & Sciences. Include your name and student ID on all pages of documentation.

_____ Essay: The MS in Public Leadership is a professional degree aimed at preparing public servants and other community-minded individuals to lead their organizations in solving 21st century governance issues. Given your academic and professional experience, what leadership and management skills are you looking to enhance over the course of your time in the program, and how will these help you in fulfilling your desire to serve your community better? (Minimum of 500 words)

_____ Letters of Reference – 2 letters of reference are required (former professor(s) and/or current employer)

Unconditional Admission: minimum of 3.000 on last 60 hours of coursework leading to bachelor’s degree
Conditional Admission: applicants not meeting the requirements for unconditional admission will be considered for conditional admission on the basis of the strength of all of the listed admission factors. Under this admission status, special course requirements and/or other conditions such as GPA requirements may be imposed.

Step 3 – Check the Status of your application

The Departmental Admissions Committee reviews your application. You will be sent a letter via postal mail notifying you of your admission decision. You may also check online for a quicker notification.

1. To check if your transcripts have been submitted, you will receive an email that includes your login credentials and a temporary PIN number to check online. You will need to activate your EUID with the PIN number and click on Admissions Status.

2. To check if your supporting documents (essay, letters of reference) have been submitted, email your full name and student ID number to GradSchool@untdallas.edu.

Mail all application documents to:  
University of North Texas at Dallas  
Office of Graduate Admissions  
7300 University Hills Blvd.  
Dallas, TX 75241-4600

Email: GradSchool@untdallas.edu  
Phone: 972.780-3642  
Fax: 972.780.3636
ATTENTION: Responsibility for understanding catalog requirements and the contents of the official degree plan rests entirely upon the student. Applications for graduation must be filed before the deadline date in force during your final semester. A copy of your updated degree plan may be required if you have made any changes to your plan once it has been approved by the Office of Graduate Admissions. Please refer to the calendar on the University Registrar’s website for deadline dates.

Courses to be completed for the master’s degree

<table>
<thead>
<tr>
<th>Common Core Course Prefix and No.</th>
<th>Grade</th>
<th>Concentration Tracks Course Prefix and No.</th>
<th>Grade</th>
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</thead>
<tbody>
<tr>
<td>PLDR 5320- Public Service and Society</td>
<td></td>
<td>Administrative Leadership</td>
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<tr>
<td>PADM 5030- Man. Human Resources</td>
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<td>PLDR 5355 – Leadership in the Administrative State</td>
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<tr>
<td>PADM 5400- Managing Financial Resources</td>
<td>Grade</td>
<td>PLDR 5350 – Performance Measurement &amp; Management</td>
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<tr>
<td>PLDR 5300- Data Analytics/Research Meth. I</td>
<td>Grade</td>
<td>PADM 5550 – Seminar in Program Evaluation</td>
<td>Grade</td>
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<tr>
<td>PLDR 5310- Data Analytics/Research Meth II</td>
<td>Grade</td>
<td>PADM 5340 – Intergovernmental Relations &amp; Management</td>
<td>Grade</td>
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<td>PLDR 5330- Org Theory/Managing Change</td>
<td>Grade</td>
<td>PADM 5900 – Public Private Partnerships</td>
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<td>PADM 5900- Strategic Planning</td>
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<tr>
<td>PLDR 5390- Professional Practice for Public Leadership</td>
<td>Grade</td>
<td>Law Enforcement Leadership</td>
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<tr>
<td>PADM 5020 – Leading and Managing Public Organizations</td>
<td>Grade</td>
<td>CJUS 5000 – Criminal Justice Policy</td>
<td>Grade</td>
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<tr>
<td>Nonprofit and Community Leadership</td>
<td>Grade</td>
<td>CJUS 5130 – Information Policy, Law &amp; Justice</td>
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<tr>
<td>PLDR 5335 – Nonprofit Leadership &amp; Management</td>
<td>Grade</td>
<td>CJUS 5200 – Legal Aspects of the Criminal Justice System</td>
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<td>PADM 5350- Performance Measurement &amp; Management</td>
<td>Grade</td>
<td>CJUS 5250 – Administrative Law &amp; Justice</td>
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<td>PLDR 5325 – Fundraising Principles &amp; Grant Writing</td>
<td>Grade</td>
<td>CJUS 5500 – Seminar in Criminal Justice Administration</td>
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<td>PADM 5550 – Seminar in Program Evaluation</td>
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<tr>
<td>PADM 5900 – Citizen Engagement, Advocacy, &amp; Com. Lead.</td>
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</table>

*By signing this document, I understand I must abide by all policies described in the UNT Dallas academic catalog. Further, I understand I must contact the Departmental Advisor prior to making any changes or taking any courses not listed on this degree plan. I also understand PLDR 5390 must be taken in my last semester of coursework unless I have received prior written approval from my Departmental Advisor within the School of Liberal and Fine Arts to do so. Otherwise, I realize I may not receive credit for PLDR 5390 if/when it is taken before my last semester of coursework.

STUDENT SIGNATURE: ___________________________ DATE: ___________________________ 

APPROVED: ___________________________ DATE: ___________________________ 

Courses cannot be more than six years old at time master’s degree is completed. 
Semester/year of first master’s course: ___________________________ Semester/Year by which degree must be completed: ___________________________ 

***************TO BE COMPLETED BY THE OFFICE OF GRADUATE ADMISSIONS***************

The student is admitted to candidacy: ___________________________ Signature, Director of Admissions DATE: ___________________________
TO THE APPLICANT
Please write your name, student ID (if applicable), and email address and forward this form to the individual you have asked to provide your recommendation. The recommendation form should be returned directly to UNT Dallas.

Applicant name___________________________________________ Student ID______________________________
(Please print clearly)

Email_____________________________________________________________________________________________

OPTIONAL WAIVER OF RIGHTS
Under the provision of the Family Education Rights and Privacy Act of 1974, students are given the right to inspect their records, including letters of recommendation. In order to encourage candor on the part of the individual completing this form, the student may choose to waive the right of access to this recommendation form. If you wish to waive the right to examine this recommendation form, and any attached letter submitted with it, please sign below. If left unsigned, you will have access to the form upon acceptance to the UNT Dallas School of Liberal Arts & Life Sciences.

______________________________________________________   __________________________________________
Applicant’s signature Date

TO THE PERSON COMPLETING THIS RECOMMENDATION
Thank you for taking time to assist the Admissions Committee in candidly evaluating the applicant named above, who is applying for admission to the UNT Dallas School of Liberal Arts & Life Sciences. We value your frank and thoughtful assessment of the applicant. This form is provided for your convenience only. Your comments are welcome in whatever format you think is suitable. In compliance with Section 504 of the Rehabilitation Act of 1973, those providing recommendations are asked not to refer directly or indirectly to the applicant’s handicap or physical disability.

Since the application for admission will not be considered until this form has been received, we request that the evaluation be given your prompt attention. We realize the time and effort that is involved in completing this recommendation. Please accept our thanks for your help in assessing the applicant’s qualifications.

When you have completed the recommendation form, please place it in an envelope, sign your name across the seal, and mail it to the address provided at the end of this form. Please retain a copy for your records.

Your full name: ____________________________________________________________________________________

Position/Title: _____________________________________________________________________________________

Organization: _____________________________________________________________________________________

Address: __________________________________________________________________________________________

Work Telephone: ___________________________________________________________________________________
Applicant name _____________________________________________   Student ID _____________________________

1. How long have you known the applicant? ______________________________________________________________

2. In what capacity do you know the applicant? __________________________________________________________

3. In evaluating the applicant, what reference group is your basis for comparison (e.g., master’s degree holders, employees, coworkers)?

__________________________________________________________________________________________

__________________________________________________________________________________________

4. For each of the qualities listed below, please rate the applicant on the following characteristics:

<table>
<thead>
<tr>
<th>Quality</th>
<th>Superior 96-100%</th>
<th>Excellent 90-95%</th>
<th>Good 75-89%</th>
<th>Average 50-74%</th>
<th>Poor 0-49%</th>
<th>Unable to Judge</th>
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<tbody>
<tr>
<td>Intellectual ability</td>
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<td>Analytical ability</td>
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<td>Creativity and imagination</td>
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<td>Written communication</td>
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<td>Oral communication</td>
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<td>Ability to work with others</td>
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<td>Leadership potential</td>
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<td>Motivation level</td>
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<tr>
<td>Maturity level</td>
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</table>

5. Please comment on any strengths or weaknesses that you believe may affect the applicant’s performance in graduate studies or in a managerial position.

__________________________________________________________________________________________

__________________________________________________________________________________________

6. Please make any additional comments that you believe may be helpful in evaluating the applicant.

__________________________________________________________________________________________

__________________________________________________________________________________________

Please indicate your overall recommendation for this applicant:

☐ Strongly recommend      ☐ Recommend      ☐ Recommend with reservations     ☐ Do not recommend

________________________________________________  ___________ _________________________

Signature  Date

Please fax, email, or mail this completed form to:

UNT Dallas
GradSchool@untdallas.edu
Office of Graduate
Admissions 7300 University
Hills Blvd. Dallas, Texas
Fax 972.780.3636