Department of Behavior Analysis
Master of Arts in Applied Behavior Analysis
Graduate Student Handbook
Fall 2025-Summer 2026

College of Health & Public Service

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About Behavior Analysis Online

Behavior Analysis Online (BAO), a pioneering program for online learning in the Department of Behavior Analysis, has been offering education to students for over 20 years. The Master of Arts in Applied Behavior Analysis at the University of North Texas is a professional practice degree program that provides the knowledge base for effective and compassionate practice in behavior analysis and meets the coursework specifications for the Behavior Analysis Certification Board.

Mission Statement for the Master of Arts in Applied Behavior Analysis

The mission of the Master of Arts (MA) in Applied Behavior Analysis (ABA) is to create and sustain a meaningful, accessible online-learning environment that prepares masters-level scientist-practitioners to utilize applied behavior analysis to the improve quality of life for autistics/people with autism spectrum disorder (ASD) and intellectual and developmental disabilities (IDD) with CARE (compassion, analysis, responsiveness, and effectiveness).

Vision and Aspirations for the MA in ABA degree at UNT
As an academic unit, we strive for excellence and aspire to positively impact the world in several ways. Our goals are to: (a) contribute to the quality of clinical, educational, and habilitative services for autistics/people with ASD and people with IDD; (b) increase collaboration between behavior analysts and clients, stakeholders (e.g., families, guardians, teachers, direct care staff), allied professions (e.g., speech language pathology, occupational therapy, rehabilitation counseling, school psychology, special education, social work, medicine), and the community (e.g., autistic advocates, policy makers) in pursuit of common goals that prioritize the well-being and respect the individuality of autistics/people with ASD and people with IDD; (c) nurture leaders who are active contributors to the field and discipline and create positive generational change; and (d) lead innovation and development of online pedagogy through continuous, evidence-based improvement of our practices.

Shared Values that Guide the MA in ABA degree at UNT
As faculty and students, we share common values that shape the priorities and standards of our MA in ABA program. These values include behaving with honesty and integrity in all activities and contexts; treating clients, students, faculty, and others with compassion and kindness; and championing diversity, equity, and inclusion for all. As individuals and a group, we value improvement based on critical thinking and the scientific method, responsiveness to individuals and their contexts, effectiveness and accountability for processes and outcomes, the use of quality of life as a compass for instruction and intervention design, and responsibility for creating lasting change and generational progress.

For Whom the MA in ABA degree at UNT is Designed
Students who are successful in our MA in ABA program are currently practicing, highly motivated, focused, and self-directed professionals who seek a high-quality, competency-based MA in ABA program that centers improving quality of life for the people they serve, is completely online in an accessible and asynchronous learning environment and has a high first-time pass rate for the BACB

certification exam. Students who are a good fit for our MA in ABA program are eager to learn content specific to the needs of autistics/individuals with ASD and individuals with IDD across the lifespan that considers the whole person and is grounded in strong humanitarian and scientific approaches to human behavior.

What Students in our MA in ABA Degree Program Learn
Students in our MA in ABA program encounter content that is grounded in the current disciplinary and certification guidelines. Our courses are founded in a behavior-analytic and dynamic-systems conceptual framework. We incorporate knowledge and competencies related to effective and compassionate evidence-based interventions that emphasize a quality of life that is person-centered and relationship-based and includes important people in an individual's life (e.g., caregivers, siblings, educators, friends, community). Throughout the MA in ABA program, we teach students to become scientist-practitioners who engage in reflective practices and gain population (ASD/IDD) specific understanding, knowledge, and skills. Students learn how to strategically approach case conceptualization, decision making, and problem solving in their practice by integrating, synthesizing, and extending beyond the BACB task list and APBA accreditation requirements.

How we Teach our MA in ABA Degree Students
The pedagogy of MA in ABA program includes methods grounded in the science of behavior and evidence-based online instructional strategies. We build our asynchronous courses with synchronous support from instructors and assistants so that our online coursework is accessible to students of diverse experiences, identities, and environments. Our teaching methods require active engagement and incorporate project-based learning grounded in application and competency. Our instructors provide frequent, encouraging, and improvement-oriented feedback to students to show we care for our students' well-being and progress. Our instructors regularly analyze successes in our courses and complete error analyses to inform instructional content and design. Using student feedback, student performance, and exam outcomes, our instructors respond to course needs and make ongoing improvements to provide students with a high-quality, rigorous online degree program.

General Purpose of the Handbook

Behavior Analysis Online has agreed upon certain general policies regarding a variety of topics of importance to students. The BAO team is guided, individually and collectively, by these policies in their interactions with students, so it is important that the students also understand these program policies. All policies of BAO are designed to be consistent with the policies of the University of North Texas (UNT) and the College of Health and Public Service (HPS).

Americans with Disabilities Act

The University of North Texas does not discriminate on the basis of an individual's disability and complies with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act of 1990, as amended (ADA). In accordance with the requirements of the ADA, the university will not exclude any individual with a disability from the full and equal enjoyment of its services and facilities. The university

will make reasonable modifications in its policies, practices or procedures to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services and activities.

The university provides reasonable accommodations in the form of academic adjustments and auxiliary aids to qualified students with disabilities and provides reasonable accommodations to qualified individuals with disabilities who are employees or applicants for employment. For information about student accommodations, please see the [UNT Office of Disability Access's website](#) or contact them at 940-565-4323.

Our Curriculum

Our curriculum provides students with foundational and conceptual knowledge about the science of behavior analysis, behavioral principles, and the behavior-change procedures derived from these principles leading students to flexibly and compassionately apply this knowledge to teach meaningful skills. Students will gain a comprehensive understanding of meaningful assessment of environmental context, skills, and problems, and be able to offer rationales for observable and socially valid interventions that are based on experimental proofs of effectiveness and single-subject research. Students will learn culturally responsible decision-making skills and how to behave ethically in the context of a rapidly diversifying practice context. This content will be extended to specific topics such as behavioral practice in autism and evidence-based staff training.

All courses are entirely online and available at all times during each semester; there are no required class meetings. All courses are offered each semester, including the summer semester, and students may begin the program during any semester. This degree is flexibly designed to allow students to take from one to four classes per semester to find the best fit with their schedule. To encourage a balanced workload, we generally advise taking no more than two courses at a time.

The Association for Behavior Analysis International (ABAI) has verified these courses toward the coursework requirements for eligibility to take the Board Certified Behavior Analyst® examination. Please see the BCBA Content Hour Grid in Appendix A for a breakdown of how the 6th Edition Task List content areas are covered in our courses.

Students must meet current eligibility requirements to become a Board Certified Behavior Analyst®
Coursework. Our coursework requirements meet those required for examination now, as well as the new requirements which go into effect in 2027.
Supervision. Supervision hours are not offered by BAO; students are responsible for finding a supervisor and meeting supervision requirements with the supervisors guidance.
Examination. Successfully applying for and passing the Board Certified Behavior Analyst® examination.

Course Sequence
There are ten 3-hour courses that focus on scientifically grounded and humanely practiced behavioral interventions:

BEHV 5600 ABA Foundations, Concepts and Principles
BEHV 5612 Meaningful Assessment in Behavioral Practice
BEHV 5613 Culturally Responsive Ethics in Behavioral Practice
BEHV 5616 Effective Communication and Collaboration in Behavioral Practice
BEHV 5617 Behaviorism and the Philosophy of Science
BEHV 5619 Fundamentals and Techniques of Compassionate and Effective Behavior Change
BEHV 5622 Evidence-based Practice: Understanding and Using Applied Behavior Analytic Research
BEHV 5627 Behavioral Practice in Autism
BEHV 5634 Improving Staff Performance in Behavioral Practice
BEHV 5636 Capstone: Application and Analysis in Behavioral Practice

Capstone Project

The Capstone Project for BEHV 5636 Capstone: Application and Analysis in Behavioral Practice requires students to integrate, reflect, and apply what they have learned across their MA coursework by writing an analysis-in-practice plan to design and evaluate the potential effects of a hypothetical behavior-change intervention using an experimental or scientific-practitioner approach. To complete the project, students meet twice with the instructor to discuss progress and receive feedback on the following sections of the assignment: Proposal, Introduction, Method, Graphic Displays and Discussion of Potential Results. For the final submission, students are required to submit the project as a single, cohesive document, demonstrating responsiveness to instructor feedback.

Degree Plan

Degree Plans (see Appendix B) are created during a student's first semester. Once confirmed, they are emailed to students by Toulouse Graduate School. Students are expected to keep track of their enrollment and coursework as they progress through the program.

Policies, Procedures, and Expectations

Technology Requirements

- Students must have a desktop or laptop computer running Windows or macOS on which they can download programs.
    - A tablet can be used for the majority of the coursework, but some activities will require the use of a downloaded program on a desktop or laptop. (More information and instructions on this will be provided in the individual courses.)
    - **Chromebooks will not work** for some activities and students may have difficulty completing coursework on them.
- UNT uses the Canvas Learning Management System. Students need to be sure their computers meet the Canvas hardware and software requirements.
- UNT students have access to Microsoft Office 365 and to the OneDrive Office Web Apps. For more information and step-by-step instructions on installing Microsoft Office and using the OneDrive Office Web Apps, please see the IT Help Desk website.
    - Students will specifically need to use Microsoft Word, Excel, and PowerPoint in their courses.
- Students must be able open, print, and occasionally fill out PDF documents. Adobe Acrobat Reader can be downloaded for free to complete these tasks.
- UNT students will need access to Zoom if they wish to attend office hours or other online tutoring services (e.g., the Writing Center). To learn more about your UNT Zoom account, please see the Zoom Basics page.

Application Process

REQUIRED: Applicants can initiate the application process by completing the Departmental Application Form through Qualtrics. Responses will be recorded when the form is submitted.

If you are applying for Summer 2025 or after: Please provide the following information on the UNT GradCAS application website

Resume or Curriculum Vitae

Please submit a current resume or Curriculum Vitae. Please ensure that this document is updated to include your most current education and work experiences.

References

Please provide the First Name, Last Name and email addresses of two professional references who can comment on your professional skills and conduct, as it relates to ABA, and your ability to successfully complete graduate-level work. Ideally, you would provide one academic reference and one professional reference (a BCBA is preferred or work supervisor, if possible).

We will contact your references with a recommendation form for them to fill out. **Please note that we will not contact references until all application materials have been submitted**.

Personal Statement

Part 1: Please address the following topics in 500-600 words, Arial, Aptos, or Calibri font, with 1-inch margins:

- Briefly describe your educational and work background, as related to your experience in ABA or related fields. REQUIRED: Be sure to specify how many years you have with relevant professional experiences.
- Explain why you are interested in behavior analysis and your professional aspirations.

Part 2: Supervision Plan - in a separate section, 300 words maximum

- Discuss your specific plan to gain supervised fieldwork hours. (For example, do you work in a location where you can receive supervised fieldwork hours? Identify who might be the qualified BCBA supervisor to provide supervision.)
- Describe the settings and types of experiences you are seeking to gain during your supervised fieldwork hours.

Note: Once the application has been submitted, it cannot be changed. Please make sure you have entered all the information correctly.

Please review the Graduate Admissions website for information on how to submit these documents. If you have any questions, please contact us at BAO@unt.edu.

Admissions Policy

Applications are accepted year-round. Please note that all application components (UNT GradCas application, resume, personal statement, and references) must be received by the deadline to be considered for that semester. The deadlines for each semester are as follows:

Applications for Fall are accepted through June 15th. Fall applications will be reviewed starting in October of the previous year.

Applications for Spring are accepted through October 15th. Spring applications will be reviewed starting in February of the previous year.

Applications for Summer are accepted through March 31st. Summer applications will be reviewed starting in October of the previous year.

The application process includes a holistic review of each application by the MA Admissions committee, valuing all relevant experiences of the applicant. However, because this is a professional practice degree plan with rigorous coursework, applicants with applied experience in behavior analysis or related fields (e.g., special education) are more likely to be admitted. Given the **competitive nature** of the application process, the admissions decision is based on multiple factors, including GPA, access to fieldwork supervision, readability and content of the personal statement, as well as the strength of letters of recommendation.

Preferred Qualifications

- Bachelor's degree from accredited college or university
- A 3.0 GPA overall or 3.25 in last 2 years of college
- Graduate Record Examination (GRE) is not required.

Financial Obligations

For an accurate estimation of costs to complete the program, please use the UNT Tuition Calculator. Our students typically take two courses (6 hours) per semester and complete the program in five semesters. However, students should plan for a small annual increase in tuition and/or fees, which usually takes effect in the Fall semester. Additionally, total program costs may increase if a student withdraws from a course or earns a grade below a B, as retaking courses will require additional tuition and fees.

Several tuition and fee waivers are available to qualifying students. Brief descriptions of these and additional information about exemptions and waivers can be found on the Student Accounting page. Information about other types of assistance can be found at Financial Aid and Scholarships.

Course Transfer Policy

Applicants to the MA program may substitute BEHV 5613 (Ethics) and/or BEHV 5634 (Staff Performance) with coursework taken in another Verified Course Sequence as long as:

- the coursework was completed in a BACB or ABAI Verified Course Sequence and covered the same number of content hours as the course(s) they wish to replace (i.e., BEHV 5613 and/or BEHV 5634);
- the coursework was completed with the grade of B or higher;
- all coursework taken to satisfy the MA degree requirements, including coursework that was transferred in, must be completed within five years.

During the admissions process, a coursework evaluation must be completed to ensure that the content hours required for BEHV 5613 Ethics and/or BEHV 5634 Staff Performance have been met and can be transferred into the BAO VCS. Written permission specifying that BEHV 5613 and/or BEHV 5634 may be replaced by the previously taken coursework must be secured by the student prior to starting any courses in the BAO program.

BAO coursework evaluations are completed independent of the BACB. BAO coursework evaluations are conducted only to determine if coursework from another VCS can replace BEHV 5613 and/or BEHV 5634.
 Please note that the BACB will independently evaluate coursework to determine adherence to the currently required content hours through December 31, 2025, only. If desired, students may choose to have an official evaluation of any previous coursework completed by the BACB to determine adherence to the current requirements but only through December 31, 2025. For more information on this, please see the BACB's website. Important change, the BACB's Preliminary Coursework Evaluation Service will be discontinued as of January 1, 2026.

Communication Expectations

Our goal is to help students succeed. Learning collaboration and professional etiquette, including context-appropriate communication skills, is part of students' preparation as behavior analysts. Effective communication with other students, faculty, and staff supports student success in their online graduate program.

Here are some of our top communication tips:

- Be kind, polite, and respectful.
- Be mindful of tone in online communication. It lacks the nonverbal cues of face-to-face communication which provides clarity and context within spoken conversations.
- Give everyone the benefit of the doubt. Ask for clarification instead of making accusations.
- Be receptive and responsive to feedback and suggestions.
- Be a problem solver. Check the syllabus and/or the Resources module in your course for an answer to your question before emailing.
- Seek help when you are not able to resolve something on your own. Learn to know what you don't know and when you need to ask for help.
- Be a contributor to improvement of situations. Try to approach problems from a behavior-analytic perspective and then work on solutions by changing the environment.
- Use correct spelling and grammar.
- Do not use slang.
- Double-check emails before sending them.

For more tips on communicating professionally, please see these Online Communication Tips.

Advising

Prospective and current students may seek advising regarding the course sequence and requirements to become a Board Certified Behavior Analysts (BCBA) by emailing the departmental advisor at bao@unt.edu or by calling 940-565-2274. Additionally, current students may seek graduate advising regarding matters at the college or university level (e.g., effects of dropping a course on financial aid) through the Dean's Office at HPSGradAdvising@unt.edu or by scheduling an appointment through Navigate.

Enrollment Policy

Please see the Course Sequence Table in Appendix D for information about prerequisites and concurrent enrollment allowances for each course.

Classes must be taken in numerical order. If a student withdraws from or fails a course, students may request prerequisite exceptions with written permission from the course instructor.

Students are generally advised to enroll in two classes at a time, especially in their first semester, to ensure they can successfully manage the coursework. However, students *may* enroll in up to three courses during Fall and Spring semesters and up to two courses during the 10-week Summer semester. Exceptions to these recommendations are rare but may be considered on a case-by-case basis for students who demonstrate extenuating circumstances and provide a clear plan for success.
Earning below a B (80%) in any course requires students to take that course again. While retaking a class, students may not take it with any other class for which the one they are retaking is a prerequisite.

Course Performance Requirements

A grade of B (80%) or higher is required to pass a class and proceed to the next course(s) in the sequence.

Earning lower than a B (<80%) is considered failing a course and requires that the student take that course again. See the Concurrent Enrollment Policy and Academic Suspension for more information.

Drop/Withdrawal Policy

Please see UNT's information on dropping a class and withdrawing.

Incompletes (per UNT policy)

An Incomplete is a nonpunitive grade given only during the last one-fourth of a term/semester and only if the student is (1) passing the course; (2) has a justifiable reason (such as serious illness), for not completing the work on schedule. The student must arrange with the instructor to finish the course at a later date by completing specified requirements. These requirements must be entered on the grade roster by the instructor. Grades of 'I' assigned to a graduate course will default to F unless the instructor has designated a different automatic grade.

Removal of Incompletes (per UNT policy)

A student may remove a grade of I within one year by completing the stipulated work. After the student completes the stipulated work, the instructor then records the final grade on the UNT Grade Change Request. For graduate students, the office of Dean of the Toulouse Graduate School completes processing with the Registrar's Office, where the grade point average is adjusted accordingly. If the student does not complete the stipulated work within the time specified (not to exceed one year after taking the course), the grade will default to 'F' unless the instructor has designated a different automatic grade. The GPA is adjusted accordingly.

Course Duplications (per UNT policy)

Students may duplicate only two graduate courses in which they received a grade of C or lower, for grade replacement. A single course may only be repeated once for grade replacement. If a student earns a master's degree and then pursues a doctoral degree, the two course limit is per degree level. Courses duplicated prior to Fall 2018 are not considered in the two course limit. Post baccalaureate and non-degree courses duplicated apply to the master's limit. Departments may submit to the Toulouse Graduate School a request for an exception to duplication processing based on extenuating circumstances.

The responsibility for initiating the official recording of a grade duplication lies entirely with the student. However, the Registrar's Office may post duplications at the request of the student's advisor or to update academic status. In the absence of such a request, all grades received for a course will be included in the student's cumulative hours attempted and grade points earned. Once a duplication request is submitted, only the last grade received is included in the student's cumulative hours attempted and grade points earned.

Plagiarism Policy

Please see the Academic Integrity Policy in Appendix D and the Artificial Intelligence Policy in Appendix E.

Academic Status (per UNT policy)

This term is used as an indication of a student's academic standing with the university. Graduate students must maintain a minimum cumulative grade point average (CGPA) of 2.6 in the initial term of enrollment and a CGPA of 3.0 in all subsequent terms to remain in good academic standing.

Cumulative grade point average (CGPA) refers to all graduate courses taken, including hours transferred from other institutions (see this page for more information).

Academic Probation (per UNT policy)

A graduate student is placed on academic probation at the end of the initial period of enrollment if the CGPA drops below 2.6. A graduate student is placed on academic probation at the end of any subsequent term in which the CGPA falls below a 3.0.

Student Success

If a student is placed on academic probation, they will only be allowed to enroll in two courses per semester until their CGPA is at 3.0 or higher. Continued progress through the program is contingent on passing both courses taken while on probation. See Academic Suspension for more information.

Academic Suspension (per UNT policy)

A graduate student who is placed on academic probation and who does not receive either a semester or a cumulative 3.0 graduate GPA during the term/semester of probation will be subject to academic suspension for a period of up to one calendar year before becoming eligible to reapply for graduate admission (see "Readmission of Graduate Students" in the Admission section) and enroll for further graduate courses. After the one-year period of suspension, students may re-enroll in graduate courses under probation. Students who are then suspended a second time without having returned to good academic standing by achieving a CGPA of 3.0 or better will be dismissed from the university. Programs are not required to readmit students who left the university on probation or suspension and reapply.

BAO Readmission Policy

Students who are placed on academic suspension are eligible to reapply to the program after one year (3 semesters). When reapplying, students must go through the same application and admissions process as new applicants to the program. Readmission to the program is not guaranteed; students reapplying to the program will be evaluated in the same way as all other applicants for that semester.

Dismissal From the Program

The UNT Toulouse Graduate School's probation and suspension policies (see above) indicate when students are subject to dismissal from the University.

If a student feels they have been unfairly dismissed from the program, they can follow the Appeal Process procedures below.

Time Limitations

The UNT Department of Behavior Analysis requires that all course work and other requirements to be credited toward the MA in Behavior Analysis must be completed within four years.

Time Extension Requests (per UNT Policy)

Time limits are strictly enforced unless a request for an extension of time to include those courses is submitted with all necessary department and college support. Students exceeding the time limit may be required to repeat the comprehensive exam, replace out-of-date credits with up-to-date work, and/or show other evidence of being up to date in their major and minor fields. Students anticipating they will exceed the time limit should apply for an extension two semesters before the normal time period to complete the degree expires. Holding a full-time job is not considered in itself sufficient grounds for granting an extension. For time extension procedure/forms, click here.

Time spent in active service in the U.S. armed forces will not be used in computing the time limit. However, career members of the armed forces should consult the graduate school concerning the credit given to work completed before or during active military service.

Application for Graduation (per UNT policy)

It is the responsibility of the student to stay abreast of progress toward the degree and to file an application using the MyUNT student portal. Consult the Graduate School's website for the proper dates. **The applicant's grade point average on all graduate work attempted must be at least 3.0 for the application to be accepted.**

Because of the time required for receipt of transcripts, students otherwise eligible for graduation who complete their last course or courses elsewhere will not graduate at the end of the term/semester or summer session/term in which the work is completed but will receive their degree at the close of a subsequent UNT term/semester or summer session/term.

Tuition and fees information is available online. Students anticipating graduation should apply through MyUNT under Academic Records when graduation applications for that semester opens.

Leave of Absence (per UNT policy)

Leave of absence applies to students admitted to the master's or doctoral degree who wish to discontinue work toward the degree for a specified period of time due to exigent circumstances. If approved, the leave of absence may "stop the clock" on the time limit for the degree for a maximum of three terms (excluding summer). In the case of extenuating circumstances, a second leave of absence may be requested and may be approved by the Associate Dean of the Toulouse Graduate School on the recommendation from the student's committee, graduate coordinator, department chair, or the college or academic associate dean. A leave of absence form must be submitted to the Toulouse Graduate School and must have approval of the student's department chair and the college or academic associate dean prior to submission to the Toulouse Graduate School. Once a student returns from an approved leave of absence of one year or longer, the student must submit an application through GradCAS to reactivate the student record. After application, the student will automatically be readmitted to the prior programs and their time limit for completion of the degree will resume.

Leaves will only be granted under conditions that require suspension of all activities associated with pursuing the degree. Scenarios such as military deployment and medical leave (including childbirth,

adoption of a child, or to care for a sick parent) are examples of a leave of absence that may be approved to "stop the clock" on degree time limits. Personal leave may be approved for a leave of absence, and depending on the circumstances, it may stop the clock on the degree time limit. (See "Time Limitations" in the master's and doctoral degree requirements sections of this catalog.)

See the Toulouse Graduate School's website for the Leave of Absence form.

Appeal Process (per UNT policy)

Students who believe they have not been fairly treated in any aspect of their graduate program have the right of appeal. Students with questions concerning discrimination, grade appeal, academic integrity, disability, financial aid, accommodations, or the Code of Student Conduct must contact the appropriate academic personnel or compliance officer and refer to the appropriate policies. Appeals concerning extension of time to complete a degree should be initiated through the student's major department. Appeals concerning admission to the Toulouse Graduate School are initiated through the Dean of the Toulouse Graduate School. Appeals concerning admission to a particular degree program should be initiated through the student's major department. Appeals regarding specific requirements to complete a degree should be initiated through the student's major department. All other appeals should be initiated through the Dean of the Toulouse Graduate School.

Admission decision and time extension appeals will be handled in a different manner. Information about these processes should be sought from either the student's department or the Office of the Dean of the Toulouse Graduate School.

Complaints and Grievance Process

Students who believe they have been treated unfairly in a course or that syllabus policies have not been followed should first attempt to resolve the issue informally by discussing their concerns directly with the course instructor.

If the issue remains unresolved, the student may submit a written complaint to the chair of the Department of Behavior Analysis. The complaint must include:
- A specific description of the concern(s)
- Reference to the relevant syllabus and/or handbook policy
- Supporting documentation, such as emails or key dates

The department chair will respond within ten (10) university business days of receiving the complaint. Complaints and follow-up actions will be documented.

If the student is not satisfied with the resolution provided by the department chair, they may escalate the complaint through the formal university grievance process in accordance with UNT Policy 07.016: Student Complaint. This process includes:
1. Submitting a written complaint to the instructor's immediate supervisor (e.g., department chair, division leader) if this has not already occurred.
2. If the issue is still unresolved, requesting mediation facilitated by the Dean of Students Office.

3. If mediation does not result in a resolution, requesting a formal review by the Student Complaint Committee, which will evaluate the case and issue a final decision.

Students must initiate their complaint within 120 days of the event or gaining actual knowledge of it. Complaints are handled confidentially, and students will not face retaliation for filing a grievance. For more details, students should refer to UNT Policy 07.016: Student Complaint, available at: UNT Policy 07.016.

Grade Appeal (per UNT policy)

Students are responsible for meeting the standards of academic performance established for each course in which they are enrolled as well as requirements for completion of their academic programs. Faculty members are responsible for establishing standards of academic performance and for evaluating student performance in an equitable manner. Faculty decisions in such matters are considered authoritative and can be overturned only when it has been determined that a grade was assigned in an inequitable, arbitrary, or erroneous manner. This policy outlines the grounds for a student grade appeal and the process by which it must be carried out.

Behavior Analysis Certification Board (BACB) Requirements

Although our course sequence has been verified by ABAI, completion does not, by itself, fulfill BACB requirements. Students will need to meet additional requirements before they can be deemed eligible to take the BCBA examination. In particular, supervision hours must be acquired separately and are not offered by BAO. Please see the Supervision section below.

If students intend to become a BCBA following completion of their studies, they must become familiar with all relevant policies and procedures of the BACB and check the BACB website frequently for updates and changes in policy. For recent and upcoming changes to BACB requirements, including changes to experience and supervision requirements, please see this list.

Supervision
To find a supervisor for experience hours, please visit the BACB Certificant Registry.

Please see the BCBA 2027 Eligibility Requirements for more information.

State Licensure Requirements

Our online program offers asynchronous courses leading to a Master of Arts (MA) degree or Graduate Academic Certificate (GAC) in Applied Behavior Analysis. When combined with supervised fieldwork that is obtained outside our program, you will be eligible to take the national Board Certified Behavior Analysis (BCBA) exam administered by the Behavior Analysis Certification Board (BACB). Obtaining BCBA certification meets the criteria to become Texas Licensed Behavior Analysts (TX-LBA). If you are located outside of Texas, please refer to the US Licensure of Behavior Analysts section on the BACB website.

Behavior Analysis Online
Verified Course Sequence for BCBA Examination

2027 BCBA Pathway 2 Coursework Hours
Course Sequence #51385

CONTENT AREAS	BEHV 5600 ABA Foundations, Concepts and Principles 3 SCH	BEHV 5612 Meaningful Assessment in Behavioral Practice 3 SCH	BEHV 5613 Culturally Responsive Ethics in Behavioral Practice 3 SCH	BEHV 5617 Behaviorism and the Philosophy of Science 3 SCH	BEHV 5619 Fundamentals and Techniques of Compassionate and Effective Behavior Change 3 SCH	BEHV 5622 Evidence-based Practice: Understanding and Using Applied Behavior Analytic Research 3 SCH	BEHV 5627 Behavioral Practice in Autism 3 SCH	BEHV 5634 Improving Staff Performance in Behavioral Practice 3 SCH	HOURS PER CONTENT AREA
A. Philosophical Underpinnings				45					45
B. Concepts and Principles	45								45
C. Measurement, Data Display, and Interpretation D. Experimental Design						45			45
E. BACB Compliance Code and Disciplinary Systems; Professionalism			45						45
F. Behavior Assessment		45							45
G. Behavior-Change Procedures					45				45
H. Selecting and Implementing Interventions							45		45
I. Personnel Supervision and Management								45	45
TOTAL HOURS OF INSTRUCTION	45	45	45	45	45	45	45	45	360

Appendix B
Sample Degree Plan

UNIVERSITY OF NORTH TEXAS GRADUATE SCHOOL
Master's Degree Plan

Name_____   Student ID No._____

Home address _____

Master's degree to be earned _____   Major _____

Any deficiencies in undergraduate prerequisites_____

Responsibility for reading catalog requirements and for knowing when program has been completed rest entirely upon the student. Application for graduation must be filed with the Graduate School office before the deadline date in force during your final semester. See Graduate School calendar for deadline date.

The number of UNT off-campus residence courses which may be applied to the master's degree is limited by state regulations. Consult the Office of the Graduate Dean for information concerning this restriction.

Identify transfer courses with school abbreviation and date completed. Official transcripts of transfer work must be filed before courses can be approved.

Courses to be completed for the master's degree

Course Prefix	Course Title	Credit	Date Completed	Grade
BEHV 5600	ABA Foundations, Concepts, and Principles	3 sch		
BEHV 5612	Meaningful Assessment in Behavioral Practice	3 sch		
BEHV 5613	Culturally Responsive Ethics in Behavioral Practice	3 sch		
BEHV 5616	Effective Communication and Collaboration in Behavioral Practice	3 sch		
BEHV 5617	Behaviorism and the Philosophy of Science	3 sch		
BEHV 5619	Fundamentals and Techniques of Compassionate and Effective Behavior Change	3 sch		
BEHV 5622	Evidence-based Practice: Understanding and Using Applied Behavior Analytic Research	3 sch		
BEHV 5627	Behavioral Practice in Autism	3 sch		
BEHV 5634	Improving Staff Performance in Behavioral Practice	3 sch		
BEHV 5636	Capstone: Compassion and Science in Behavioral Practice	3 sch		

Admission to candidacy is recommended: Total Semester hours required: _____

_____   _____
Program Director   Department Chair

To Be Completed by Graduate Dean

This student is admitted to candidacy:

_____

Appendix C

Behavior Analysis Online 5th edition MA Course Sequence

All courses must be taken sequentially. Earning below a B (80%) in any course requires that you take that course again. While retaking a course, you may not take it with any other class for which it is a prerequisite. For example, if you are retaking Assessment, you may not take it concurrently with Techniques.

	Course Student is Enrolling In									
	BEHV 5600 Concepts	BEHV 5612 Assessment	BEHV 5613 Ethics	BEHV 5616 Communication	BEHV 5617 Theory & Philosophy	BEHV 5619 Techniques	BEHV 5622 Research	BEHV 5627 Autism	BEHV 5634 Staff Performance	BEHV 5636 Capstone
BEHV 5600 Concepts	ADMISSION to VCS or MA	Prerequisite or concurrent	Prerequisite or concurrent	Prerequisite or concurrent	Prerequisite	Prerequisite	Prerequisite	Prerequisite	Prerequisite	Prerequisite
BEHV 5612 Assessment			Prerequisite or concurrent	Prerequisite or concurrent	Prerequisite or concurrent	Prerequisite	Prerequisite	Prerequisite	Prerequisite	Prerequisite
BEHV 5613 Ethics				Prerequisite or concurrent	Prerequisite or concurrent	Prerequisite or concurrent	Prerequisite	Prerequisite	Prerequisite	Prerequisite
BEHV 5616 Communication					Prerequisite or concurrent	Prerequisite or concurrent	Prerequisite or concurrent	Prerequisite	Prerequisite	Prerequisite
BEHV 5617 Theory & Philosophy						Prerequisite or concurrent	Prerequisite or concurrent	Prerequisite or concurrent	Prerequisite	Prerequisite
BEHV 5619 Techniques							Prerequisite or concurrent	Prerequisite or concurrent	Prerequisite or concurrent	Prerequisite
BEHV 5622 Research								Prerequisite or concurrent	Prerequisite or concurrent	Prerequisite
BEHV 5627 Autism									Prerequisite or concurrent	Prerequisite or concurrent
BEHV 5634 Staff Performance										Prerequisite or concurrent
BEHV 5636 Capstone										

(Row label axis: Course Prerequisite or Concurrent Enrollment)

Academic Integrity Policy

(Effective August 2023)

In this course and throughout your graduate work, you are expected to demonstrate academic integrity and professionalism at all times. Failure to adhere to the following guidelines will result in penalties which may include receiving a zero on the activity, a failing grade in the course, academic suspension from the university, and/or other consequences as outlined in the UNT Student Standards of Academic Integrity.

Please also note that the Ethics Code for Behavior Analysts (effective January 1, 2022), and the RBT Ethics Code (effective December 28, 2018) address issues related to academic integrity. If this code applies to you, cheating or helping another student to cheat, now or in the future, may lead to reporting of the incident to the Behavior Analysis Certification Board. This applies not only when you are enrolled in the course, but also in the future.

Summary of Academic Integrity Guidelines

1. Students are responsible for reading and adhering to the UNT Student Academic Integrity Policy.
2. Do not give your EUID/password to anyone.
3. Unless otherwise indicated, work independently at all times; do not look at or copy the work of another student, former or current.
4. Do not allow another student, current or future, to look at or copy your work. You are responsible for ensuring computer files related to coursework are password protected.
5. Do not submit written work that is identical or highly similar to websites or published works.
6. Do not submit written work without citing the source of all information.
7. Do not submit written work partially or fully generated by artificial intelligence (e.g., Chat GPT).
8. If you have any questions about these guidelines, please contact the Course Instructor or Graduate Advisor.

Course Activities and Questions

1. Activities should be completed independently with no collaboration or help from any other person. If you have questions about the material, please be sure to contact the Graduate Teaching Assistant or Course Instructor; we would love to help!
2. Do not print, copy, or take screenshots/photos of any questions or answers.
3. Do not give questions or answers to anyone.

Quizzes, Tests, and Exams

1. Testing should be completed independently with no use of books, articles, websites, notes, or other materials.
2. Testing should be completed independently with no collaboration or help from any other person.
3. Do not print, copy, or take screenshots/photos of any questions or answers.
4. Do not give questions or answers to anyone.

Written Assignments and Plagiarism

What is plagiarism?

Plagiarism can take several different forms. Plagiarism occurs when some or all information submitted does not contain a corresponding citation and/or is identical or highly similar in structure or wording to:

1. information found on websites
2. information found in books, journals, manuals, Power Points, or other sources
3. information presented within the course activities
4. information solicited through social media (e.g., Facebook)
5. works written by other students, past or present, at UNT or other institutions
6. works written by non-students, free or for purchase
7. works or portions of works previously written by yourself; this is self-plagiarism
8. works partially or fully generated by artificial intelligence (e.g., Chap GPT)

Avoiding plagiarism

All work must be completed independently and must be your own work in your own words. To avoid plagiarism:

1. Fully paraphrase all information AND provide a corresponding citation that specifies the source.
2. Write papers independently.
3. Do not look at or copy the work of current or former students.
4. Do not allow anyone to look at or copy your assignments, including former, current, or future students.
5. Do not submit work that is highly similar or identical to content found in books, articles, websites, Power Points, etc.
6. Do not submit work partially or fully generated by artificial intelligence (e.g., Chat GPT)
7. Do not submit works or portions of works previously written by yourself

Collaborative Learning

Past students have sometimes found it useful to discuss the course materials and help each other study and learn. However, this type of collaboration should only occur for study purposes. All course work should be completed independently because completing coursework collaboratively is academic misconduct. Specifically, collaboration on written assignments is considered plagiarism, is usually easy to detect, and will result in the **specified penalties for academic dishonesty**.

Respondus Monitor

Respondus flags potential academic misconduct during quizzes and exams. Flagged videos will be reviewed by the course instructor.

To earn points on Respondus Monitor activities, it is necessary to do the following:

- Take a video of your environment when instructed to do so (e.g., complete the Environment Check).
    - Move your webcam so that we can see your desk and everything that you can see while completing the activity.
    - Failing to take an appropriate video of your environment will result in a loss of points or a 0 on the activity.
- Refrain from referring to ANY resources (e.g., course materials, phones, tablets, notes) during the activity.
- Ensure that your entire face is filmed at all times.
- Ensure that your eyes stay on the screen where the test appears. If your eyes need a break from the screen, you can close your eyes.
- Do not disable any settings (e.g., facial detection).
- Do not take notes or photos of items.
- Place your laptop on a firm surface. Do not complete the activity in bed or with the computer on your lap.
- Do not wear hats with a brim extending over your forehead.

Failure to follow these instructions will result in a 0 on the assignment.

Turnitin

Turnitin is an Internet-based plagiarism detection service that is integrated into Canvas. Turnitin is utilized by colleges and universities across the country to check for plagiarism. The software creates a database of information from other papers submitted and information found online to crosscheck students' work.

The software produces a Similarity Score that compares each submission to the database; the score is based on the percentage of the submitted text that matches content already in the Turnitin database. As some overlap is to be expected when students are writing on the same or similar prompts, this score does not mean plagiarism has occurred. It is only used to bring faculty awareness to the possibility of plagiarism. The course instructor will contact students if they believe plagiarism has occurred (see Policies and Procedures below).

Turnitin also has an AI Writing Detection tool. This tool can be used to generate an overall prediction of how much text was generated by AI with 98% confidence (based on data that were collected and verified in the Turnitin AI innovation lab).

Policies and Procedures

Instructor Actions

1. If academic misconduct is suspected by the course instructor, they will notify the student in writing. The email will convey the details of the suspected academic misconduct and will request a conference between the instructor and student to discuss the suspected academic misconduct.
   - Please note that all official communications from the university, including emailed notices such as this, will be sent to students' university-assigned email address. Students are responsible for regularly checking their university-assigned email.
2. If the student accepts the instructor's conference request, a Zoom conference will be scheduled to discuss the suspected academic misconduct.
3. If, after the conference, the instructor determines that the student has not engaged in an act of academic dishonesty, no sanctions will be imposed, and the instructor will immediately notify the student.
4. If the instructor determines upon preponderance of the evidence that the student has engaged in an act of academic dishonesty, the instructor will notify the student in writing as soon as possible.
5. If the student does not respond to the instructor's written communication within five days of the instructor sending the email, the instructor will assess academic penalties in line with the suspected academic misconduct.
6. The instructor will file the required reports and documents with the Office of Academic Integrity.

Student Appeal

1. If a student disagrees with an instructor's determination of academic misconduct or with an academic penalty, the student may submit a written appeal to the instructor's department chair within five days of the date on the instructor's written decision.
2. The student must submit the appeal in writing using the online Appeal of Academic Integrity Single Violation form. The appeal must detail:

a. Whether the student is requesting appeal of the findings of academic misconduct or the instructor's assigned academic penalty, or both;
b. the specific basis for the appeal; and
c. any factual information in support of the student's case, including any specific evidence.

Department Chair Actions

Within ten days of receiving the student's written appeal the department chair will complete these actions:

1. The department chair will issue, based upon the preponderance of the evidence, one of the following findings and supporting rationale to the student and instructor:
    a. The student did not engage in an act of academic dishonesty as determined by the instructor; or
    b. The student did engage in an act of academic misconduct as determined by the instructor and choose to:
        i.   Uphold the assigned academic penalty;
        ii. Deny the assigned academic penalty; or
        iii. Modify the assigned penalty.
2. To assist with the appeal review, the department chair may request a written statement from the instructor for review with the student's appeal. The department chair may request additional information, and as appropriate, will meet with the student, the instructor, and other individuals with relevant information.
3. The department chair will complete the online Academic Integrity Single Violation Appeal Finding. A copy of this will be sent to the student's university-assigned email address.
4. The decision of the chair is final.

Multiple Violations

If plagiarism OR Respondus violations occur on more than one assignment in a course, the student will receive an "F" in the course. If plagiarism OR Respondus violations occur in more than one course, the student will be dismissed from the program.

As always, if you have any questions about this information, please let us know.

Artificial Intelligence (AI) Policy

(Updated December 2024)

Generative AI, like ChatGPT, is a type of artificial intelligence that is designed to generate new content (e.g., text, images) based on the patterns and information it has learned from large amounts of data. This type of AI doesn't just copy what it has seen; instead, it uses its understanding to make something new, often in response to questions or prompts given by users.

While there are many benefits of generative AI, and you are likely to eventually use it as a behavior analyst, using it to complete assignments in the MA or GACT program can lead to problems with academic integrity. The purpose of the written assignments in our program are to help students learn, integrate, reflect, and apply concepts, as well as developing critical thinking and writing skills. Utilizing AI to complete coursework may hinder these learning opportunities which then leaves students unprepared to adequately support those who they will eventually serve. Additionally, not learning content well could easily hinder performance on the BCBA exam. Therefore, please attend carefully to the following policies.

In this course, AI tools such as ChatGPT, Grammarly, and others may be used to support your learning and improve your writing. However, it is important to understand the boundaries of acceptable use to ensure academic integrity and that your work accurately reflects your own ideas and analysis. Below, we outline supports other than AI, acceptable and unacceptable uses of AI, how AI use will impact your grades, and consequences for misuse of AI.

Summary of Artificial Intelligence Guidelines
To increase success without the use of AI, please do the following:

- **Understand Policies:** Students are responsible for reading and adhering to the BAO Academic Integrity Policy, the BAO Artificial Intelligence Policy, and the UNT Student Academic Integrity Policy.
- **Utilize Free Tools:** Students should use Microsoft Word or Google docs to complete all written assignments.
  - ➢ UNT students receive free access to Microsoft Office 365 and to the OneDrive Office Web Apps. For more information and step-by-step instructions on installing Microsoft Office and using the OneDrive Office Web Apps, please see the IT Help Desk Website.
  - ➢ Google docs are available to use for free.
- **Utilize Course Resources:** Students should use the Proofreading Checklist and APA Student Paper Checklist, which are available in the Resources module of every course.
- **Utilize the Writing Center:** Students who are concerned about their writing skills should utilize their free access to the UNT Writing Center.

AI tools may be used for the following purposes:

- **Studying:** It is acceptable to use AI as an additional support when studying course content (e.g., when seeking clarification about a concept). However, please keep in mind that AI has limitations of which to be aware:
  - ➢ AI may generate content that is inaccurate or incomplete.
  - ➢ AI models have built-in biases since they may be based on limited, unreliable, or problematic sources.
  - ➢ AI may have limitations such as evaluating information and thinking critically.
- **Grammar and Spelling Checks**: AI may be used to help with grammar, spelling, punctuation, and sentence structure. This includes programs, apps, plugins, and add-ins that that generate words, change wording, or uses predictive text. Examples include: Grammarly, ProWritingAid, and Quillbot. Additionally, while they do not use AI, using the spell check and grammar check that are built into Microsoft Word or Google docs is unlikely to lead to problems. These options typically underline errors and require the user to click on them to resolve the error. They do not generate text or use predictive text.
- **Writing Assistance**: AI may help with rephrasing awkward sentences or suggesting clearer ways to present ideas, provided that the original content is your own. Any use of AI that generates, expands, or adds content beyond what the student has developed is not permitted.
- **Brainstorming and Outlining**: AI tools may be used for brainstorming ideas or generating outlines for papers, provided that the ideas, arguments, and conclusions are further developed and personalized by you.
- **Assignment Exception**: Exceptions to this policy will be made only when the instructor provides explicit written instructions to use AI on a specific assignment.

The following misuses of AI are academic integrity violations, and are strictly prohibited:

- **AI-Generated Content**: Using AI to generate any content, including creating new connections between student-generated ideas, is considered academic misconduct. All content should be your original work and should demonstrate your personal understanding and analysis.
- **Idea Generation Without Attribution**: AI may not be used to generate ideas or arguments that are not your own.
- **Plagiarism or Misrepresentation**: Using AI to paraphrase content from external sources is academic misconduct. Additionally, presenting others' ideas as your own by not properly attributing the author is plagiarism, an additional type of academic misconduct. You are expected to properly cite any content that is not your own.
- **Exams/Assessments**: AI tools may not be used during quizzes and exams.

How AI Use Will Impact Grading

- **Expectations:** Points will not be deducted if your work demonstrates original thinking, depth of analysis, and proper use of AI for grammatical and structural improvements, with full disclosure of any AI use.
- **Transparency**: If you use AI for assistance, you must describe how it was used by writing a brief paragraph at the end of your assignment. Failure to do so may result in penalties for not adhering to course guidelines.
- **Responsivity to Assignment Directions**: AI often generates information that is minimal, vague,

and/or irrelevant to the topics assigned in the course. To earn points, written responses must incorporate what was presented in previous assignments to produce content that is highly relevant to each assigned topic; content must be specific and detailed.

Consequences of Misuse

If AI use violates the above policies, possible consequences include:

- **Reduced Points**: Assignments that contain minimal content generated by AI without proper attribution will receive a reduced grade.
- **Zero on the Assignment**: If significant AI-generated content is found and not disclosed, the assignment will receive a zero and may be reported to the Office of Academic Integrity.

Academic Integrity Review: Repeated or severe violations may result in formal academic integrity proceedings, which could lead to disciplinary actions.