



UNIVERSITY OF  
ARKANSAS

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**Graduate School  
& International Education**

# **GRADUATE STUDENT HANDBOOK**

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# Introduction

As the flagship institution of the University of Arkansas system, the University of Arkansas, Fayetteville, has the strongest research mission of any university within the state. Central to our charter is the creation and dissemination of knowledge. Within that mission, graduate student education is central, and the Graduate School therefore serves a pivotal role in the University's research and education function. In keeping with that mission, the Graduate School is at the center of a network of rights and obligations involving the student, the university, and the faculty, with regard to both teaching and research. In this handbook, we make available the most comprehensive listing of current policies affecting graduate students and graduate faculty, from the student's application to the final conferring of the degree.

The Graduate School is an autonomous organizational unit, whose Dean is responsible to the Vice Chancellor for Academic Affairs.

- Graduate School and International Education [staff directory](#)
- [Graduate degrees offered](#)

## Honor Code for the Graduate School

The mission of the Graduate School is to provide post-baccalaureate students with the opportunity to further their educational goals through programs of study, teaching, and research in an environment that promotes freedom of expression, intellectual inquiry, and professional integrity. This mission is only possible when intellectual honesty and individual integrity are taken for granted.

The graduate student at the University of Arkansas is expected to know and abide by [Academic Integrity](#) and [Code of Conduct Policies](#) of the university.

The pledge of the Honor Code is this: "On my honor as a graduate student at the University of Arkansas, I certify that I will neither give nor receive inappropriate assistance on the work I do for my degree." Students will be asked to sign this pledge when they are admitted to the Graduate School. Faculty also may require students to sign this pledge before completing the requirements of a course or a program.

# Moving Toward the Degree: The Process

[Graduate Certificate, Master's Degree, Doctoral Degree and Specialist Requirements](#)

## Graduate Admissions

### Graduate Admissions Contact

For domestic applicants, click for information about applying to any graduate program other than Chemistry, Communication Disorders, Creative Writing, Physics, Psychology, Public Policy, or the Graduate School of Business.

For all international applicants, click for information about applying to any graduate program other than Chemistry, Creative Writing, Physics, Psychology, Public Policy, or the Graduate School of Business.

- Click here for information about applying to [Chemistry](#).
- Click here for information about applying to the [Communication Disorders program](#).
- Click here for information about applying to the [Creative Writing Program](#).
- Click here for information about applying to [Environmental Dynamics](#).
- Click here for information about applying to [Physics](#).
- Click here for information about applying to [Psychology](#).
- Click here for information about applying to the [Public Policy Ph.D. program](#).
- Click here for information about applying to [Graduate School of Business](#).

### The Domestic Applicant

Domestic applications will normally be processed through the Graduate School. However, the Graduate School of Business, the Departments of Chemistry, Physics, and Psychology, the degree program in Creative Writing, and the interdisciplinary degree program in Public Policy do the initial processing of their applicants. If you are interested in applying to one of these programs, please click on the program above.

### The International Applicant

The International Admissions Office, located in 340 N. Campus Drive, Gearhart Hall 213, evaluates the credentials for all international graduate applicants. More information can be found on the [International Admissions website](#).

## **Admission**

Anyone who wishes to earn graduate-level credit, whether as a degree-seeking or non-degree-seeking student, must make formal application to, and be officially admitted by the Graduate School. For more information visit the [Admissions Section of the Graduate School Catalog](#).

## **Requirements for the Degree**

Requirements for each of the degrees offered at the University of Arkansas are set by the individual programs as consistent with the policies of the Graduate Council. The requirements of the Graduate School for each degree may be found in the [Graduate School Catalog](#).

Students whose research will require approval by the Institutional Review Board (for research with human subjects), the Institutional Animal Care and Use Committee (for research with animals), the Biosafety Committee (for research with recombinant DNA), the Radiation Safety Committee, or the Toxic Substance Committee, will be required to receive approval from these committees before beginning their research. If such approval has not been received, the student will not be granted a degree. For more information about these committees, please see the website of the [Office of Research Compliance](#).

## **Financial Aid and Graduate Student Benefits**

### **Funding Your Graduate Degree**

#### **Doctoral Fellowships**

For information about fellowships, please visit our [Funding Your Degree](#) webpage.

#### **Current Graduate Assistantships Available**

Visit the [Human Resources web-site](#) for graduate assistant positions currently available.

### **Funding Your Research**

### **Rules and Regulations Pertaining to Graduate Assistantships/Fellowships**

#### **I. Introduction**

- A. Graduate assistantships are intended to support graduate programs and students enrolled in such programs by providing formal training to students in professional activities related to teaching and research. To support consistent good practice in the treatment of graduate assistants and the allocation of graduate assistantships, the Graduate School has formally established the following policy guidelines concerning stipends, tuition, and workloads.

Any variation from these policies must be recommended by the administrator of a graduate program and approved by the Dean of the Graduate School. The Graduate School retains the right and responsibility to terminate any assistantship which violates these policies.

- B. It is the policy of the University of Arkansas to promote graduate study by offering qualified students financial assistance via graduate assistantships without regard to race, color, sex, creed, sexual preference, or national origin. In addition, students qualifying for some Graduate Assistantships shall be further supported with the payment of non-resident tuition. In turn, Graduate Assistants make valuable contributions to the University's teaching, research, and service programs.
- C. It is the duty of the University to administer its Graduate Assistantship program in a manner that: (1) insures that graduate students with such appointments will make satisfactory progress toward their graduate degrees; (2) insures that appointed students render appropriate service; (3) rewards the most diligent, dedicated, and qualified students; and (4) makes effective use of funds available to support graduate education.
- D. Therefore, it is incumbent upon the University to insure that: (1) all recipients of Graduate Assistantships progress toward completion of their programs in the most expeditious manner consistent with academic excellence; (2) all Graduate Assistants are treated equitably with regard to both their stipends and duties; and (3) in the administration of the foregoing, the University recognizes the diversities existing among programs within and among the departments and colleges of the University of Arkansas. In order to implement the spirit of the foregoing stated policy, the following rules and regulations shall be applied.

## II. Obligations of Graduate Assistants

- A. Graduate Assistants may be assigned duties in the areas of teaching, research, and administrative assistance. The actual work requirements of a Graduate Assistant may consist of a combination of such duties, but must be designed to further the professional goals of the student. (See Appendix A for examples of duties in these areas.)
- B. Graduate Assistantships are normally granted for a 25% or a 50% appointment. Under unusual and extraordinary circumstances, appointments of a higher percentage may be requested in writing from the Dean of the Graduate School for a maximum of one semester.
- C. Work assignments involve 20 hours per week (50 percent appointment) or 10 hours per week (25 percent appointment) as defined by immediate supervisor; or serving as the instructor of record for a maximum of two 3-hour courses. Additional work may be done by the student for his/her own research
- D. For each assistantship appointment, the Graduate Assistant must perform assigned duties and make satisfactory progress toward the graduate degree. Satisfactory progress includes: 1) earning at least 6 (or 9, if on a 25% appointment) credit hours per semester (for summer sessions, see [Enrollment Guidelines](#)) (all degree-related registration, including thesis or dissertation, counts toward this requirement), and 2) maintaining a cumulative GPA of at least 2.85 on all work taken for graduate credit. (Departmental standards may be higher than those listed here.)

- E. A 50% appointed Graduate Assistant must earn a minimum of 6 credit hours and may register for a maximum of 15 credit hours per semester, although this limit may be exceeded with approval of the Graduate School. A 25% appointed Graduate Assistant must earn a minimum of 9 credit hours and may register for a maximum of 15 credit hours per semester, although this limit may be exceeded with approval of the Graduate School.
- F. Graduate Assistants who resign or are terminated from their graduate assistantship appointments, whether they withdraw from school, may, at the discretion of the funding source, be required to reimburse the appropriate University account for the tuition and fees paid on their behalf proportionate to the length of time remaining on the contract during the current semester.

### III. [English Language Requirement for International Graduate Assistants](#)

#### IV. Appointment Terms and Eligibility for Reappointment

- A. Appointment for Graduate Assistants should be for one or both semesters of a nine-month academic year or for a twelve-month fiscal year, when possible. Where appropriate, additional appointments may be made for summer periods.
- B. A Graduate Assistant who fails to maintain normal progress toward a degree or who fails to maintain a cumulative graduate gpa of 2.85 on all work taken at this University, or who fails to satisfactorily perform assigned duties may have the appointment terminated during or at the end of the semester in which the deficiency occurs.
- C. To be eligible for reappointment, a Graduate Assistant must have made satisfactory progress toward a degree with a cumulative graduate grade point average of at least 2.85; and must have demonstrated satisfactory performance of services normal to positions held.

#### V. Limits on Number of Appointments to a Graduate Assistantship

- A. Students pursuing a master's degree may receive financial support as a graduate assistant for no more than four semesters, excluding summer appointments. (Note: Some departments or programs may have higher requirements.)
- B. Students pursuing post-master's degrees may receive financial support as a graduate assistant for no more than eight semesters beyond the master's degree, excluding summer appointments.
- C. Students pursuing a doctoral degree beginning with the baccalaureate degree may receive financial support as a graduate assistant for no more than ten semesters beyond the baccalaureate degree. Petitions for exceptions to these rules may be made to the Graduate School.

#### VI. Terms on Stipends and Provision for Payment of Non-Resident Tuition and General Registration Fees

- A. All graduate students appointed to the position of graduate assistant, and whose percent appointment is equal to or greater than 25% shall, for tuition and fee purposes, be considered as residents of the State of Arkansas.



- B. The resident tuition for all graduate students appointed to the position of graduate assistant whose percent appointment is equal to or greater than 50% shall be paid from the appropriate University fee account or by the division/department/grant which has funded the graduate assistant stipend. These tuition benefits are limited to degree-related credit enrollment costs and do not encompass costs for non-degree related elective courses, audited courses, late registration fees, drop-add fees, international student fees or any other similar costs. However, departments may petition for audited courses, courses outside of the major, and ELAC courses, if they feel that these are necessary for the student to take.
- C. Stipend Ranges. Stipend policies shall be established that are sufficient to attract and retain quality graduate students, and shall take into consideration such factors as differences in the needs of individual departmental programs, available funds, quality of applicants, and stipends offered by other universities.
- D. Stipends. Each department (or appropriate unit) shall insure that equivalent stipends shall be given for equivalent duties. Generally, this shall be interpreted to mean that within a department all pre-master's assistants will be paid the same stipend for the same general type of duty (e.g., teaching or research or administration) and the same work load classification (25%, 50%, etc.), but that rates may differ from one type of duty to another. The same policy shall apply to post-master's students, but post-master's rates may differ from pre-master's rates. The university currently requires a minimum stipend of \$1,000 per month for a 50% GA.

## VII. Intersessions and Summer Session

- A. Graduate assistants who are on a 50% appointment for a six week summer term must earn at least 3 hours of graduate credit during the summer. However, these credits do not have to be earned in the same session as the appointment, and may be taken at any time during the summer. The tuition (up to a maximum of 6 hours credit) for graduate assistants on 50% appointments for a five week summer term will be paid from the appropriate University fee account or by the division/department/grant which has funded the graduate assistant stipend. These fee benefits are limited to degree-related credit enrollment costs and do not encompass costs for non-degree related courses, audited courses, late registration fees, drop-add fees, international student fees or any other similar costs.
- B. Credit hours taken during the August intersession will count toward the required minimum registration for graduate assistantships for the fall semester and will be covered by the fall GA tuition waiver; similarly, hours taken during the January and May intersessions will count toward the required minimum GA enrollment requirement and will be covered by the GA tuition waiver for spring and summer semesters, respectively.

## VII. Graduate Assistant access to blackboard

For graduate assistants to have access to Blackboard, they must be entered in UAConnect as either the instructor of record or the teaching assistant. For courses in which graduate-level credit may be earned, if the graduate assistant is the instructor of record or has significant responsibility for independently assigning grades in the course,

he/she must obtain graduate faculty status. Graduate students are not allowed to teach or grade peers, defined as students in the same degree program, although this rule may be waived by the Graduate Council if the graduate assistant is at the post-candidacy stage in his/her program.

#### VIII. Responsibilities for Implementation and Administration

- A. With the guidance of the Graduate Council, these policies and procedures shall be implemented and administered by the Dean of the Graduate School. Department chairpersons are responsible for monitoring eligibility requirements, course registration requirements, work loads, and the limits on the number of graduate assistant appointments per person at the master's and doctoral level. Exceptions to these Graduate Assistantship policies can be made only by the Dean of the Graduate School.

#### IX. Appendix A: Examples of Graduate Assistant Duties:

- A. Classroom Instruction. Has instructional responsibility for a class, section, or a course; and has authority to assign grades. Students may not be asked to teach more than two 3-credit courses. (International teaching assistants must meet the requirements for written and spoken English language proficiency.)
- B. Research. Performs research duties under the direction of a faculty member.
- C. Specialized Instructional Services. Specialized professional teaching services in which responsibilities for directing or controlling others are intrinsic. Coaching, leading field parties, directing plays, etc. (International teaching assistants must meet the requirements for written and spoken English language proficiency.)
- D. Laboratory Assistant or Leader of a Discussion or Recitation Section. May present a lecture to entire class. May contribute part of a course grade. (International teaching assistants must meet the requirements for written and spoken English language proficiency.)
- E. Instructional Support Services. Preparation of demonstrations, reagents, lab materials for students' costume-shop, storeroom, greenhouse; supervision and/or operation of specialized equipment, grading papers, etc. (International teaching assistants must meet the requirements for written and spoken English language proficiency.)
- F. Administration. Carries out administrative duties as directed, i.e., administrative aide to deans, department chairpersons, program director, etc.

## **Graduate Student Benefits**

### **Health Insurance**

Graduate assistants on 50% appointment (20 hours per week) or more are offered the benefit of health insurance, with 60% of the cost of the Student Health Insurance plan paid by the University and 40% paid by the individual. While spouses and children may also enroll in the plan, the 60% of the cost benefit applies to the graduate assistant only. More information about

the student health insurance policy is available on the [Pat Walker Health Center website](#).

## **Academic Degree Requirements**

### **Program of Study**

The academic requirements for each degree program are established by the organizational unit issuing the degree, as approved by the colleges, the Graduate Council, the Faculty Senate, the Board of Trustees, and the Arkansas Department of Higher Education. In addition, the student should be aware of policies which pertain to each of the following, as required by the Graduate School and/or the department: transfer of credit, grade point average requirements, residence requirements, thesis/dissertation requirements, language requirements, and comprehensive examinations. These requirements will differ, depending on the degree one is pursuing. To see the specific requirements for each degree program, go to the Graduate [Catalog](#).

As appropriate, each student will be required to constitute two committees: the advisory committee, for advice and guidance on course requirements, and the thesis/dissertation committee, which will oversee the writing of the thesis or dissertation. The forms necessary to constitute these committees are available on [our website](#).

Students whose research will require approval by the Institutional Review Board (for research with human subjects), the Animal Care and Use Committee (for research with animals), the Biosafety Committee (for research with recombinant DNA), the Radiation Safety Committee, or the Toxic Substance Committee, will be required to receive approval from these committees before beginning their research. If such approval has not been received, the student will not be granted a degree. For more information about these committees, please see the website of the [Office of Compliance](#).

Students are subject to the policies pertaining to [Academic Honesty and to Research Misconduct](#). Also, click here for [Faculty Handbook](#) and refer to the section on Academic Responsibilities of Faculty.

Students who feel that their rights have been violated may pursue a grievance. See the [Graduate Catalog](#).

### **Time to Complete a Degree**

All requirements for a master's degree must be completed within six consecutive calendar years from the first semester of enrollment in that program.

All requirements for an educational specialist (Ed.S.) degree must be completed within six consecutive calendar years from the first semester of enrollment in that program.

All requirements for a doctoral degree must be completed within seven consecutive calendar years from the date of admission to the program.

## **Change of Major/Declare a Major/Pursue an Additional Degree**

The graduate student may only request to pursue a 2nd degree once s/he has been fully admitted to an initial degree program. The graduate student should contact the Graduate School to initiate this process.

- Pursue a master's degree while pursuing a doctoral degree, coursework may be applied toward both degrees, but thesis and dissertation hours will both be required as appropriate.
- Change from a master's degree to a different master's degree: All course work may be applied toward new degree with approval of the program faculty.
- Change from a doctoral degree to a master's degree: All course work may be applied toward new degree with approval of the program faculty.
- Pursue a master's degree while pursuing a different master's degree: Can apply a maximum of 6 hours of credit to both degrees. If pursuing a thesis option, must submit a separate thesis for each degree.
- Pursue more than one doctoral degree: Separate dissertations must be submitted for each degree. Registration in a minimum of 18 hours dissertation hours required for each degree.
- Pursue a doctoral degree after completion of a current master's or educational specialist degree: Student must complete an application to the program.

## **Conflict of Interest Policies for Graduate Committees**

To insure fair, unbiased, and professional conduct of graduate student work that could be endangered by conflicts of interest or the appearance of conflicts of interest, certain precautions must be observed.

Upon appointment to graduate student's advisory, thesis, or dissertation committees, faculty members must disclose to the departmental chair and the Dean of the Graduate School any personal relationship with other committee members which might be expected to create a conflict of interest or give that appearance in relation to professional decisions and recommendations faculty members are required to render. These relationships may include legal, family, and business relationships, living arrangements, and personal partnerships of other kinds. The Dean of the Graduate School shall determine whether the potential conflict of interest or appearance thereof precludes the faculty member's service on the committee, and if necessary will arrange for an alternate after consultation with the departmental chair/head or program director. [Note: Spousal/domestic partnership relationships do not require a conflict of interest statement.] Graduate students' advisory, thesis, and dissertation committees must be composed so that no member of the committee has any personal relationship to the student which might create a conflict of interest or give that appearance. These relationships may include legal, family, and business relationships, living arrangements, and personal partnerships of other kinds. If there is uncertainty that any conditions constitute a conflict of interest between a student and members of the committee, the Dean of the Graduate School will determine the issue in consultation with the department chair/head or program director.

The Dean of the Graduate School shall adjudicate any complaint made by another party about a conflict of interest in committee membership. Moreover, if a student alleges that conflicts between committee members have created a situation detrimental to his/her receiving the degree, and a resolution of the conflict cannot be negotiated, the Graduate School Dean shall have the authority, in consultation with the student's department chair/head or program director, to reconstitute the committee.

## **Changing or Revising a Committee**

If a committee has been approved and is on file with the Graduate School, any proposed changes or revisions to the committee must be submitted to the Graduate School for approval. Each member leaving or being removed from a committee must submit authorization agreeing to the change. The only exception to this pertains to the chair of the thesis/dissertation committee. The Graduate School considers the thesis or dissertation to be based on a mutual agreement between the faculty member and the student to work cooperatively on a research project of shared interest. Either the graduate student or the faculty member may dissolve this relationship by notifying the other party, the departmental chairperson, and the Graduate Dean. However, the student and the adviser should be warned that this may require that all data gathered for the dissertation be abandoned and a new research project undertaken, with a new faculty adviser. See the [Graduate Catalog](#). NOTE: Leaving the employment of the University does not constitute automatic removal from approved committee assignments. Most faculty members complete their graduate committee responsibilities; therefore, removal from an approved committee must be initiated by the departing faculty member.

If a member of the thesis/dissertation committee does not attend the final oral defense, he/she will be removed from the committee by the Graduate School.

## **Graduate Faculty Status**

In order to serve on any graduate student committee or teach a graduate-level class, the faculty member must have graduate faculty status approved by the Graduate Council. The only exception to this is for ex officio members of committees. Graduate faculty status may be requested by submitting the appropriate form to the Graduate School, after having obtained the signature of the graduate faculty representative for the academic college. The names of these representatives are listed on the website of the Graduate School. In order to be granted graduate faculty status, the applicant must have a faculty or staff position on our campus. In order to be granted a graduate faculty status sufficient to serve on student committees (Group 3 or above), the applicant must have a faculty position on our campus. Adjunct faculty status is sufficient. (See Academic Policy Series 1405.19 for the process of requesting adjunct faculty status.) Graduate teaching assistants may be granted IV-T graduate faculty status under special

circumstances, if the department stipulates that they will not be teaching their peers. Graduate teaching assistants must reapply for graduate faculty status each semester that they teach. There is a specific form to request graduate faculty status for students.

## ***Ex Officio Graduate Faculty Status***

Student committees may contain ex officio members who have graduate faculty status on the University of Arkansas campus. However, when a person does not hold graduate faculty status on the University of Arkansas campus, he/she may still be allowed to hold an ex officio position on a student's committee, in accordance with the following policy: When a committee member does not hold graduate faculty status at the University of Arkansas, he/she will be allowed to serve on a student's master's thesis or doctoral dissertation committee, in addition to the minimum number of members required by the Graduate School or the department/program. The ex officio member will be allowed to sign the thesis or dissertation and his/her vote will be recorded but will not be binding for conferring the degree. This use of the term ex officio will indicate that the person does not hold graduate faculty status at the University of Arkansas and is serving in an honorary role.

## **Graduate Faculty Status for Emeritus Faculty**

Faculty members who have retired from the University will retain the graduate faculty status they had at the time of retirement.

## **Thesis and Dissertation Requirements**

[See the Graduate School and International Education website.](#)

## **Related Policies:**

**Eligibility for Financial Aid offered by the [Office of Financial Aid](#):** Graduate students are eligible for continuing financial aid if: a) they complete, with grades of C or better, 67% of graduate courses attempted at the University; and b) they have not yet completed more than 150% of the graduate credits required for their degree. Students wishing to continue receiving financial aid who do not meet these requirements will petition the Student Aid Committee.

**Course Grades:** Courses for which students have received a grade of "D" or "F" will not be accepted as meeting degree requirements.

**Grade Forgiveness and Repeated Courses:** There is no grade forgiveness policy at the graduate level. If a student repeats a course, both the original and repeated course grade will be computed in the cumulative grade point average. The only exception to this policy is for students who have had no enrollment in the Graduate School for a minimum of five years and who has elected to take academic bankruptcy. Please see the section on our website about [Readmission to](#)

[the Graduate School.](#)

**Additional Courses Above Requirements:** Students in master's programs may take only 6 hours in addition to degree requirements in an effort to raise the grade point average necessary to graduate. If a student first encounters academic difficulty after he/she has already completed six credit hours for the degree beyond the minimum degree requirements, no additional courses may be taken.

**Program Requirements:** Individual degree programs may impose more stringent requirements than the Graduate School.

## **Annual Graduate Student Academic Review**

It will be a policy of the Graduate Council that every master's, specialist, and doctoral student will be reviewed annually by his/her degree program for progress toward the degree. At a minimum, the review will cover progress in the following: a) completing courses with an adequate grade-point average; b) completing the thesis/dissertation/project requirements; c) completing all of the required examinations; d) completing other requirements for the degree. When the review of each student is completed, the review form will be signed by the graduate student and the department/program head/chair, as well as other appropriate individuals as designated in the program review policy. This review will be forwarded to the Graduate School, to be included in the student's file.

## **Graduate School Registration and Leave of Absence Policy**

All doctoral students who have been admitted to candidacy must enroll in a minimum of one hour of dissertation credit or graded course work every semester (fall, spring, summer) until they graduate. Under unusual circumstances, this enrollment requirement may be waived for post-candidacy doctoral students for up to two years, with an approved request for a leave of absence. To request a leave of absence, the student's major professor must petition the Graduate Dean, specifying the circumstances that make it necessary for the student to interrupt his/her studies. While a decision will be made on a case-by-case basis, circumstances that might be considered include serious illness of the student or his/her immediate family, serious personal problems, or job-related issues. While the student is on an approved leave of absence, he/she cannot use any University resources, such as e-mail, the library, or faculty time. A post-candidacy doctoral student who takes an unauthorized break in registration by failing to maintain continuous enrollment or failing to obtain a leave of absence will no longer be considered a graduate student at the University of Arkansas. Students who wish to be reinstated will be required to file an Application for Readmission (no fee) and register for three graduate credits for each term of unauthorized break in registration. In the case of extraordinarily extenuating circumstances, students may appeal the provisions of this policy and request additional terms of leave of absence or forgiveness of the additional credits of registration. Such an appeal must be made to the Graduate Dean.

The student should be aware that the leave of absence policy does not waive the time requirements for a degree. A separate petition must be made for a time extension, if required.

## **Academic Integrity Policy for Graduate Students**

The Academic Integrity Policy is available at the [Provost and Vice Chancellor for Academic Affairs web site](#).

## **Research and Scholarly Misconduct Policy**

Please see the Research and Scholarly Misconduct Policy on the website of the [Office of Research Support and Sponsored Programs](#).

## **Academic Grievance Procedures for Graduate Students**

Please see the [Graduate Catalog](#).

## **Grievance Policy and Procedures for Graduate Assistants**

Please see the [Graduate Catalog](#).

## **Travel Policy for Graduate Students**

Graduate students who travel on University business must comply with the travel policies of the University. For those graduate students not on assistantships/fellowships, please see the [University Travel Policy](#) or check the [Travel Policy FAQ](#).

## **Rules and Regulations Pertaining to International Students**

There are some rules and regulations which apply specifically to international students. Click here for the [International Students and Scholars](#) site which provides links to international-related websites.

## **Registration and Related Topics**

Students must register during one of the formal registration periods. Graduate students, new, returning, or currently enrolled, may register during the priority registration held each semester for the following semester. Students who have not already registered should register during the open registration session. For information on registration, consult the Schedule of Classes or visit the [Office of the Registrar](#) web site.



## **Enrollment Limits**

Registration above 15 hours must be approved by the Graduate Dean. For registration in the summer, the enrollment limit is 12 hours without approval by the Graduate Dean. If a student is on a graduate assistantship, up to 15 hours of graduate enrollment during the spring or fall semesters or 9 hours during the summer will be allowed without the approved of the Graduate Dean.

## **Registration for Audit**

When a student audits a course, that student must register for audit, pay the appropriate fees, and be admitted to class on a space-available basis. Students not formally admitted to a degree program will not have priority for auditing a class. The instructor shall notify the student of the requirements for receiving the mark of “AU” for the course being audited. The instructor and the student’s dean may drop a student from a course being audited if the student is not satisfying the requirements specified by the instructor. The student is to be notified if this action is taken. The only grade or mark that can be given is “AU.” The Graduate School does not normally pay tuition for audited classes for students on assistantship.

## **Adding and Dropping Courses**

A currently enrolled student who has registered during the advance registration period should make any necessary or desired schedule adjustments such as adding or dropping courses or changing course sections during the schedule-adjustment period scheduled for the same semester. More information about [adding and dropping courses is available in the graduate catalog](#).

## **Registration Out of Career**

Students who wish to enroll in classes for credit outside of their career (e.g. graduate students who wish to enroll in undergraduate classes for undergraduate credit) should print the appropriate form from the Graduate School Web site (<http://graduate-and-international.uark.edu/graduate/current-students/forms.php>), and return the form to the office indicated on the form. Students are not able to register themselves out of career.

## **Retroactive Graduate Credit**

Graduate students fully admitted into a degree program may request that up to twelve hours of courses taken in the final 12 month period of their undergraduate degree count toward their graduate degree, if these courses were taken on the University of Arkansas, Fayetteville campus. These courses may not have been used for the undergraduate degree, must be approved by the student’s advisory committee, and must be at the 5000 level or above. Petition will be by the student’s advisory committee or major professor to the Graduate School. More information about the [Retroactive Graduate Credit policy can be found on our website](#).

## **Proper Address of Students**

All students are responsible for maintaining their addresses with the University and to report any change of address promptly to the Office of the Registrar or to the Graduate School. Failure to do so may result in undelivered grades, registration notices, invoices, invitations, or other official correspondence and announcements.

## **Identification Cards**

Identification cards are made by the Division of Student Services during each registration period and at scheduled times and places during the year. The I.D. card can be used as a debit card for purchases at the Bookstore or the Servery.

## **Withdrawal from Registration**

Withdrawing from the University means withdrawing from all classes that have not been completed up to that time. A student who leaves the University voluntarily before the end of the semester or summer term must file and have accepted by his or her academic dean and the Registrar a Petition for Withdrawal from Registration. Withdrawal must occur prior to the last class day of a semester. Students who do not withdraw officially from a class that they fail to complete will receive an “F” in that class.

## **Attendance**

Students are expected to be diligent in the pursuit of their studies and in their class attendance. Students have the responsibility of making arrangements satisfactory to the instructor regarding all absences. Such arrangements should be made prior to the absence if possible. Policies of making up work missed as a result of absence are at the discretion of the instructor, and students should inform themselves of their instructor’s policies at the beginning of each semester.

## **Full-Time Status**

Enrollment in nine semester hours (not including audited courses) is considered full-time for graduate students not on assistantship. For graduate assistants or students with research fellowships on 50 percent appointment or more, six semester hours (not including audited courses) of enrollment is considered full-time in the fall and spring semesters. Graduate assistants who are on a 25% or 50% appointment for a five week summer term must earn at least three hours of graduate credit during the summer. However, these credits do not have to be earned in the same session as the appointment, and may be taken at any time during the summer. Tuition and fees for graduate assistants on 50% appointments for a week summer term will be paid up to a maximum of 6 hours and for graduate assistants on 50% appointments for 10 weeks will be paid up to 9 hours. Students not on graduate assistantships or fellowships must be

enrolled in six hours (not including audited courses) to be full time in the summer.

## **Continuous Enrollment**

After a doctoral student has passed the candidacy examinations, the student must register for at least one hour of dissertation or graded course work each semester and one hour during the summer session until the work is completed, whether the student is in residence or away from the campus. For each semester in which a student fails to register without prior approval of the Dean of the Graduate School, a registration of three hours will be required before the degree is granted. Please see the Graduate School Registration and Leave of Absence Policy.

## **Use of Electronic Resources of the Library**

The use of electronic resources of the University Libraries from a location outside of the library is only available to enrolled students. Students who are enrolled in the spring semester and have pre-registered for the succeeding fall semester may have access to these resources during the intervening summer. Students who are not required to be enrolled for other reasons, who are not pre-registered for the fall, and who wish to use the library resources during the summer must be enrolled in at least one hour of credit in any one of the summer sessions. If a student is not enrolled at the University but is finishing work for the degree, the student's major professor may request the student be added to [UAConnect](#) as an affiliate student, in order to have access to e-mail and library resources. An e-mail should be sent by the major professor to the Associate Dean of the Graduate School with the student's name, student ID number and a reason why the request should be granted.

## **Grades and Marks**

Final grades for courses are "A," "B," "C," "D," and "F" (except for courses taken in the Bumpers College of Agricultural, Food, and Life Sciences). No credit is earned for courses in which a grade of "F" is recorded. For students admitted to the Graduate School in Fall 2001 or after no credit is earned for courses in which a grade of "F" or "D" is recorded.

More information about [grades and marks is found in the graduate catalog](#).

## **Graduation & Commencement**

[Graduation Resources](#)

[Commencement Resources](#)

## **Graduate Student Resources**

The Graduate School and International Education has a number of resources for [graduate students available on our website](#). In addition, both the Graduate Student Congress and the

Graduate Dean's Student Advisory Board are available to represent student issues to the deans of the Graduate School and International Education. The University also has resources available for all students. Listings may be found on the [Student Affairs website](#).

## Miscellaneous

### Copies of Transcripts or Test Scores

Students may obtain ONE AND ONLY ONE unofficial copy of any document on file in their academic folder in the Graduate School, excluding the University of Arkansas transcript which is available from the Registrar's Office. Students must submit a written request with their signature (A form is available at the Graduate School.) There is no cost associated with this service.

Students may obtain ONE AND ONLY ONE certified copy of any foreign transcript on file in their academic folder in the Graduate School. Students must submit a written request with their signature (A form is available at the Graduate School.) There is no cost associated with this service.

### Helpful Links

- [Graduate Catalog](#)
- [Guide for Preparing Theses and Dissertations](#)
- [Office of Research Support & Sponsored Programs](#)
- [Research Compliance](#)
- [Financial Aid](#)
- [Student Rights Under the Family Educational Rights and Privacy Act \(FERPA\)](#)