



UNIVERSITY OF
ARKANSAS.

**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 organize various policies and information affecting graduate students and graduate faculty, from the student's application to the final conferring of the degree. However, please note that the Graduate Catalog (<http://catalog.uark.edu>) is the binding source of all requirements for graduate education on the University of Arkansas Campus and should also be consulted. In the event of a conflict between this handbook and the Graduate Catalog, the Catalog controls.

The Graduate School and International Education is an autonomous organizational unit within the Division of Academic Affairs, whose dean is responsible to the Provost/Vice Chancellor for Academic Affairs.

Vision

The Graduate School and International Education is committed to developing students' intellectual curiosity and professional success. Our faculty and staff support the University of Arkansas' research, teaching, service, and diversity missions, all while enhancing students' academic and cultural experiences.

Mission

The Graduate School and International Education supports the strategic goals of the University of Arkansas to continue as a very high research university; recruits, retains and graduates high-caliber students; advocates for students and student success; facilitates intercultural and international experiences to increase global competencies; and assists in the development of international, interdisciplinary and graduate programs.

Academic Integrity

As a core part of its mission, the University of Arkansas provides students with the opportunity to further their educational goals through programs of study and research in an environment that promotes freedom of inquiry and academic responsibility. Accomplishing this mission is only possible when intellectual honesty and individual integrity prevail.

Each University of Arkansas student is required to be familiar with and abide by the university's Academic Integrity Policy at honesty.uark.edu. Students with questions about how

these policies apply to a particular course or assignment should immediately contact their instructor.

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 (honesty.uark.edu) and Code of Conduct Policies (ethics.uark.edu) 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.

Graduate Admissions

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: catalog.uark.edu/graduatecatalog/admissions. Prior to applying to the Graduate School, prospective applicants are urged to visit the website of their intended programs. Applicants should familiarize themselves with the individual program they intend to apply to, its specific requirements and deadlines that may differ from those of the Graduate School, and determine if the program is a good fit for their objectives and interests.

The Domestic Applicant

Domestic applications for masters, doctoral, and non-degree graduate status will normally be processed through the Graduate School. However, the Graduate School of Business (walton.uark.edu) processes their own applicants for masters programs in Walton College.

The International Applicant

The International Admissions Office, located in 340 N. Campus Drive, Gearhart Hall 213, evaluates the credentials for all international graduate applicants. All applicants regardless of citizenship, whose first language is not English, must meet the University's English Language Proficiency requirement as detailed in the Graduate Catalog by submitting a minimum score on an approved standardized test of English Language Proficiency. Graduate students who earned a bachelor's or master's degrees from U.S. institutions or from foreign institutions where the official and native language is English are exempt from this requirement.

Departments or Programs may petition the Academic Appeals Committee of the Graduate Council for a waiver of the English Language Proficiency requirement for an individual applicant for admissions/enrollment on a case-by-case basis. Departments/Programs must present evidence of English Language Proficiency with justification which may include but is not limited to competitive standardized verbal/writing test scores, graduate enrollment of at least two academic years at an institution in the United States or in a country where English is the native language, previous professional employment in the United States, and/or extended residency in the United States. The decision of the Academic Appeals Committee shall be final.

Please note that this waiver process does not waive the English Language Proficiency requirement that an individual must meet to hold a graduate assistantship involving teaching.

More information can be found on the International Admissions website: iao.uark.edu.

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 and in accordance with the requirements of the Arkansas Department of Higher Education (ADHE). The requirements of the Graduate School for each degree may be found in the Graduate Catalog (catalog.uark.edu/graduatecatalog).

ADHE requirements state that the minimum requirements for each degree are the following:

The **master's degree** will be awarded to students who complete a minimum of 30 semester credit hours beyond the bachelor's degree that includes 50 percent graduate-only semester hours in the field of study. In general, the **doctoral degree** will be awarded to students who complete a minimum of 72 graduate semester credit hours beyond the bachelor's degree; or 42 graduate-only semester hours beyond the master's degree. The **specialist degree** will be awarded to students who complete a minimum of 30 graduate-only semester credit hours beyond the master's degree. (Note: graduate-only semester hours are those for courses numbered 5000 or above.) As a result of these policies, at least 50% of the credits presented for the master's degree must be above the 5000 level and all of the 30 hours presented for the specialist degree and all 42 credits presented for the doctoral degree must be above the 5000 level.

Financial Aid and Graduate Student Benefits

Funding Your Graduate Degree

Fellowships

Each year, graduate students from the University of Arkansas receive NASA, NSF, Fulbright, and other prestigious national awards in addition to travel grants, research grants, and national research grants administered by individual faculty. The Graduate School also offers a variety of Distinguished Doctoral and Doctoral Academy Fellowships for incoming doctoral students.

For information about fellowships, please visit the section of our site on Costs and Funding: grad.uark.edu/graduate/costs-and-funding

Eligibility for Financial Aid offered by the Office of Financial Aid (finaid.uark.edu/)

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 must petition the Student

Aid Committee and be approved by the Financial Aid Office.

Graduate Assistantships

Graduate students may apply for Graduate Assistantships (GA) which are awarded by various departments or units on campus. A GA provides monthly pay and a tuition waiver in exchange for 10 or 20 hours per week of work. Students can visit the Human Resources website (hr.uark.edu) or search in Workday for graduate assistant positions currently available.

Rules and Regulations Pertaining to Graduate Assistantships

I. Introduction

- A. Graduate assistantships are awarded to graduate students who are regularly admitted into the Graduate School and accepted into a graduate degree or certificate program. 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 base pay rates, tuition waivers, and workloads. Any variation from these policies must be recommended by the administrator of a campus unit 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.
- C. It is incumbent upon the University to insure that: (1) all recipients of Graduate Assistantships progress toward completion of their programs; (2) all Graduate Assistants are treated equitably with regard to both their base pay rates 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. (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 through Workday.
- C. Work assignments involve 20 hours per week (50 percent appointment) or 10 hours per week (25 percent appointment) as defined by the immediate supervisor; or serving as the

instructor of record for a maximum of up to two 3-hour courses. The Graduate School encourages supervisors to create flexibility in work assignments and to accommodate graduate assistants who might have health or family obligations. If a student is absent from their work assignment, a supervisor may ask the student to make up the work in subsequent weeks as long as the total hours per week do not exceed 30 hours. This accommodation can only be provided for domestic students as Homeland Security visa restrictions prohibit international students from working more than 20 hours per week.

- 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 Fall/Spring semester and at least 3 for summer sessions (see Enrollment Guidelines: grad.uark.edu/graduate/current-students/registration-enrollment/enrollment-guidelines.php) All degree-related registration, including thesis or dissertation, counts toward this requirement
 - 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 register for 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 register 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. Graduate Students who fall below these minimums may be terminated from the assistantship.
- F. Graduate Assistants who resign or are terminated from their graduate assistantship appointments, whether or not they withdraw from the University, will 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 appointment during the current semester according to Board of Trustees Policy 520.9.

III. International Graduate Assistant English Language Proficiency Requirement

- A. International Graduate Assistants whose native language is not English and who hold a Graduate Assistantship that requires direct contact with undergraduate students as an instructor of record for either a course, laboratory, or drill must meet the University's Graduate Assistant English Language Proficiency Requirement.
- B. Details on this requirement may be found on the Graduate School website: iao.uark.edu/graduate-studies/english-proficiency.php
- C. This requirement may not be waived under any circumstance

IV. Appointment Terms, Termination, 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. Where appropriate, additional appointments may be made for summer periods for those on 9-month appointments.
- 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 at the end of the semester in which the deficiency occurs.

- C. Board of Trustees policy 500.1 provides information about the termination of assistantships. The Associate Dean of the Graduate School shall be notified of all terminations for cause or convenience.
 - D. 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 six semesters, excluding summer appointments.
 - B. Students pursuing post-master's degrees may receive financial support as a graduate assistant for no more than ten semesters beyond the master's degree, excluding summer
 - C. Students pursuing a doctoral degree beginning with the baccalaureate degree may receive financial support as a graduate assistant for no more than twelve semesters beyond the baccalaureate degree.
 - D. Petitions for exceptions to these rules may be approved by the Graduate Dean.
- VI. Graduate Assistantship Base Pay Rates, Tuition Payments, 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. Non-resident tuition shall be waived.
 - 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 account or by the division/department/grant designated by the unit who is appointing the Graduate Assistant. 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 to the Graduate Dean for audited courses, courses outside of the major, and ELAC courses, if they feel that these are necessary for the student to take.
 - C. Minimum base pay rates shall be established by the Graduate School for all graduate assistantships at the beginning of each fiscal year. The actual pay rate shall be set by the individual department or unit appointing the Graduate Assistant.
 - D. Each unit appointing a Graduate Assistant shall insure that equivalent pay rates are provided for equivalent duties paid by the same funding source. Generally, this shall be interpreted to mean that within a unit, all graduate assistants at the masters level 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.). Pay rates may differ from one type of duty to another. The same policy shall apply to doctoral and MFA students, though doctoral/MFA rates may differ from pre-master's rates.
 - E. The University (as of July 1, 2022) currently requires a minimum base pay rate of \$1,287.56 per month for a 50% GA at the Masters level and \$1,545 per month at the MFA/Doctoral level.

VII. Intersessions and Summer Session

- A. Graduate assistants who are on a 50% appointment for a five week summer term must enroll in 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.
- B. The resident tuition (up to a maximum of 6 hours credit) for graduate assistants on 50% appointments for a five week summer term shall be paid from the appropriate University account or by the division/department/grant designated by the unit who is appointing the Graduate Assistant. These tuition benefits are limited to degree-related credit enrollment costs (including ELAC courses) 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 approve payment for audited courses, courses outside of the major, and undergraduate deficiency courses, if they feel that these are necessary for the student to take.
- C. 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. Hours taken during the January intersession will count towards required minimum registration for the spring semester and will be covered by the spring GA tuition waiver. May intersessions will count toward the required minimum GA enrollment requirement and will be covered by the GA tuition waiver for the summer semester.

VII. Graduate Assistant Access to Blackboard

- A. For graduate assistants to have access to Blackboard, the department in which the course is taught must enter the graduate assistant in CLSS/UACconnect as either the instructor of record or the teaching assistant.
- B. For courses in which graduate-level credit may be earned, if the graduate assistant is the instructor of record or has responsibility for independently assigning grades in the course, they 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 their program.
- C. Graduate assistants who do not have independent grading authority for a combined undergraduate/graduate course or a graduate course may be added to the Blackboard course with permission of the Associate Dean of the Graduate School.

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, English Language proficiency requirements for international GAs, course registration requirements, work loads, and the limits on the number of graduate assistant appointments per person at the master's and doctoral level.
- B. 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.
- 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 approximately 66% of the cost of the Student Health Insurance plan paid by the University and 34% paid by the individual. While spouses and children may also enroll in the plan, the 66% 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: health.uark.edu/billing-insurance/insurance.php.

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: catalog.uark.edu/graduatecatalog/programsofstudy/.

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 Research Integrity & Compliance: rsic.uark.edu/other/responsible/index.php.

Graduate Committees

As appropriate, each degree-seeking student will be required to constitute up to two committees: the advisory committee, for advice and guidance on course requirements as well as administering the comprehensive exam for non-thesis masters' students, and the thesis/dissertation committee, which will oversee the writing of the thesis or dissertation for thesis-based Masters' students. The forms necessary to constitute these committees are available on the Graduate School website: grad.uark.edu/graduate/current-students/forms.php

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 (catalog.uark.edu/graduatecatalog/objectivesandregulations/#grievanceprocedurestext). 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, they will be removed from the committee by the Graduate School.

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/program director 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

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.]

Similarly, 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 the potential for a conflict of interest exists, the faculty member will follow the guidelines of Fayetteville Policies and Procedures 404.0, particularly the section on student advising.

If there is uncertainty that any conditions constitute a conflict of interest between a student and members of the committee, or if the faculty member and department chair/head/program director disagree, the Dean of the Graduate School will determine the issue.

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 their 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.

Graduate Faculty Status

In order to serve on any graduate student committee or teach a graduate-level class, the faculty member must have appropriate graduate faculty status approved by the Graduate Council. 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 and Provost, if required. The names of these representatives holding graduate faculty status are listed on the website of the Graduate School.

Graduate teaching assistants may be granted VI-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 available on the Graduate School's website.

The only exception to the above requirement is for ex officio members of committees. Students may appoint, with advisor and departmental approval, committee members to serve ex officio. These members are not required to hold graduate faculty status, though they can. Ex officio members may 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 their vote will be recorded but will not be binding for conferring the degree.

Graduate Faculty Status for Emeritus Faculty

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

Thesis and Dissertation Requirements

See the Graduation Resources page of the Graduate School and International Education website: grad.uark.edu/graduate/current-students/commencement-graduation.php#t-d-inf

Policies/Procedures for Graduate Students

Course Grades: Courses for which students have received a grade of "D" or "F" will not be accepted as meeting degree requirements. The full Grades and Marks policy may be found in the Graduate Catalog: catalog.uark.edu/graduatecatalog/objectivesandregulations/#gradesappealstext

Academic Dismissal/Probation: Students may be dropped from further study in the Graduate School if at any time their performance is considered unsatisfactory as determined by either the program faculty or the Dean of the Graduate School. Academic or research dishonesty and failure to maintain a specified cumulative grade-point average are considered to be unsatisfactory performance.

Whenever a regularly admitted graduate student earns a cumulative grade-point average below 2.85 on graded course work taken in residence for graduate credit, they will be warned of the possibility of academic dismissal. When a graduate student has accumulated a minimum of 15 hours of graded course work taken in residence for graduate credit with a cumulative grade-point average below 2.85, and has received at least one warning, they will be academically dismissed from the Graduate School. The student's degree program may request that the academic warning period be extended if the program can offer extenuating circumstances as a rationale and is willing to provide a plan of remediation for the student's success.

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 forfeit all prior graduate coursework. Please see the section on our website about Readmission to the Graduate School: grad.uark.edu/graduate/future-students/applying/returning.php.

Additional Courses Above Requirements: Students in master's programs may take only six 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 they have 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 their 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

The Graduate School has no requirement of registration for non-degree, certificate, masters, or pre-candidacy doctoral students. Students in those categories may pause their academic studies, though any time away from the University does not waive the time requirements for a degree nor guarantees scholarship/fellowship/graduate assistant funding upon return. If the student has no enrollment for a fall or spring semester, their UA Connect account will be discontinued. To reactivate and reenroll, the student shall submit a request for reactivation to the Graduate School. If the student has no enrollment for less than 12 months, no fee is assessed. Students may reenroll in the Graduate School if their last enrollment was within the five preceding academic years, left in good standing, and maintained a minimum of a 2.85 GPA.

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 major semester (fall, spring) until they graduate.

This enrollment requirement may be waived for post-candidacy doctoral students 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 their 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 their immediate family, serious personal problems, or job-related issues. While the student is on an approved leave of absence, they 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 and register for one graduate credit 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.

Research and Scholarly Misconduct Policy

Please see the Research and Scholarly Misconduct Policy on the website of the Office of Responsible Conduct of Research: rsic.uark.edu/other/responsible

Academic Grievance Procedures for Graduate Students and Graduate Assistants

The Graduate School recognizes that there may be occasions when a graduate student has a grievance about some aspect of their academic involvement or their status as a Graduate Assistant. It is an objective of this University that such a graduate student may have prompt and formal resolution of their personal academic grievances. See the Graduate Catalog for details on the Grievance Policies for Graduate Students and Graduate Assistants:

catalog.uark.edu/graduatecatalog/objectivesandregulations/#grievanceprocedurestext

Grade Appeal Process for Graduate Students

The Graduate School of the University of Arkansas recognizes that there may be occasions when a graduate student questions the fairness or accuracy of a grade. Graduate Students should follow procedures in the Grade Appeal Policy in this instance:

catalog.uark.edu/graduatecatalog/objectivesandregulations/#gradesappealstext

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 (vcfa.uark.edu/policies/fayetteville/sade/3324.php) or check the Travel Policy FAQ: vcfa.uark.edu/policies/fayetteville/sade/3324.php.

Rules and Regulations Pertaining to International Students

There are some rules and regulations which apply specifically to international students. The International Students and Scholars office (iao.uark.edu/) provides information on visa requirements and ensures visa compliance for all international students.

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 website: registrar.uark.edu/.

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 12 hours during the summer will be allowed without the approved of the Graduate Dean. See Enrollment Guidelines on the Graduate School website: grad.uark.edu/graduate/current-students/registration-enrollment/enrollment-guidelines.php

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, though petitions to cover audited courses in rare cases may be approved by the Graduate Dean.

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: catalog.uark.edu/graduatecatalog/objectivesandregulations/.

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 (grad.uark.edu/forms), 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: grad.uark.edu/graduate/current-students/registration-enrollment/retroactive-credit.php.

Withdrawal from Registration

A student must take action themselves to withdraw from the University. 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 a semester must file and have accepted by their academic dean and the Registrar, a Petition for Withdrawal from Registration. Withdrawal must occur prior to the last class day of a semester and follow all University procedures on withdraws. 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 10-12 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.

Undergraduate courses may, with the approval of the Graduate Dean, be approved to meet the enrollment requirement for a graduate assistant in individual semester. However, the student should check with the Office of Financial Aid to ensure that their current enrollment meets financial aid guidelines.

Continuous Enrollment Policy

There is no required continuous enrollment for master's students or pre-candidacy doctoral students. After a doctoral student has passed the candidacy examinations, the student must register for at least one hour of graded graduate course credit or dissertation credit each fall and spring semester until the work is completed, whether the student is in residence or away from the campus. Doctoral students must also be enrolled in a minimum of one hour of graduate credit in the semester that they graduate, including summer. For each semester in which a student fails to register without prior approval of the Dean of the Graduate School, a registration of one hour for each semester may be required before the degree is granted.

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 UA Connect (uaconnect.uark.edu) 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/department chair/program coordinator 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.

Graduate Student Resources

The Graduate School and International Education has a number of resources for graduate students available on our website: grad.uark.edu/graduate/current-students/. In addition, both the Graduate and Professional 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: studentaffairs.uark.edu/.

Copies of Transcripts or Test Scores

Students may obtain an unofficial copy of any document in their academic file 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 a certified copy of any foreign transcript in their academic file 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
catalog.uark.edu/graduatecatalog/
- Thesis and Dissertation Guide
grad.uark.edu/_resources/forms/thesis-dissertation-guide.pdf
- Office of Research Support & Sponsored Programs
research.uark.edu
- Research Compliance
research.uark.edu/units/rscp/responsible-conduct-of-research.php
- Financial Aid
grad.uark.edu/graduate/costs-and-funding/index.php
- Student Rights Under the Family Educational Rights and Privacy Act(FERPA).
catalog.uark.edu/graduatecatalog/objectivesandregulations/