Admissions

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. The Graduate School offers two classifications of admission:

Degree-Seeking

This enrollment will allow degree credit to be earned if the degree program also accepts the student.

Non-Degree Seeking

This enrollment will not lead to a degree.

Application. To ensure that applications are processed in a timely manner, applicants are asked to self-manage the application package and submit all application materials in one large envelope. Please do not mail items separately. Applications for admission to the Graduate School must be accompanied by a $40 application fee ($50.00 for international applicants), which is not refundable and will not apply against the general registration fee if the applicant enrolls. Applicants are encouraged to use our online application procedure. Alternatively, the application form may be obtained from our Web page at http://www.uark.edu/grad, or the application form may be obtained from and submitted directly to:

GRADUATE SCHOOL ADMISSIONS OFFICE
213 Ozark Hall
1 University of Arkansas
Fayetteville, AR 72701
Telephone: 479-575-6246

Transcripts. It is the responsibility of those applicants who desire full graduate standing to request from each college or university which the student has previously attended two official copies of the student’s academic record including all courses, grades, and credits attempted and indication of degree(s) earned. Official transcripts should be sent directly to the applicant to be included in the self-managed application package. The applicant must not open the envelopes as transcripts not in the original, sealed envelopes will not be considered official.

NOTE: The fact that courses completed at one institution may be included on a transcript from another institution will not suffice; official transcripts must be received from each institution previously attended. However, applicants with an earned post-baccalaureate graduate degree (excluding professional degrees) from a regionally accredited institution may submit two official copies of the transcript conferring the baccalaureate degree and the transcript confirming the post-baccalaureate degree. For applicants with an earned post-baccalaureate degree: A degree program may require transcripts from every institution attended in pursuit of the baccalaureate degree even though the Graduate School Admissions Office does not. Please check with the degree program for specific requirements.

All transcripts become the property of the University of Arkansas Graduate School and will not be released to the applicant or to any other person, institution, or agency.

Standardized Test Scores: Some programs now require standardized test scores for admission, but the Graduate School does not. However, beginning with applications for the Fall 2014 semester, all degree-seeking applicants to the University of Arkansas Graduate School must submit scores on a standardized exam that is acceptable to the degree program, unless waived by the degree program or the Graduate School. Standardized examination scores will not be required for any of the non-degree categories of admission, including admission to graduate certificate programs.

Deadlines. The University should receive all application materials, including all official transcripts, at least one month prior to the date of registration. Deadlines for priority consideration are: Fall semester, August 1; Spring semester, December 1; Summer sessions, April 15. Many departments/programs have earlier application deadlines. (See deadlines for international students, below.) The recommended deadline for fall semester graduate assistantship consideration is February 1st, although departments/programs may have earlier deadlines.

Previously Enrolled or Currently Enrolled at Fayetteville. For those previously enrolled or currently enrolled at the University of Arkansas, Fayetteville, the Graduate School obtains transcripts from the Registrar’s Office. For a graduate of the University of Arkansas, Fayetteville (baccalaureate degree), the only transcripts required are those from the University of Arkansas, Fayetteville, and those from each institution attended after completing the University of Arkansas, Fayetteville, degree. Anyone who was previously enrolled but who is not currently enrolled in the University of Arkansas Graduate School is considered a “readmission” and is required only to submit an Application for Admission, $25 processing fee, and official transcripts from institutions attended after the University of Arkansas Graduate School enrollment. (See Admission Classification: Readmission.) All requirements for the master’s and specialist degrees must be completed within six years; all requirements for the doctoral degree must be completed within seven years. Absence from the University does not change these time limits.

Admission is for a Specific Semester Only. Applicants who wish to change their date of entry after submitting an application must notify the Graduate School Admissions Office; applicants who have already been admitted should also notify the program in which they plan to major. Application materials for applicants who apply for admission but who do not subsequently enroll will be retained by the Graduate School Admissions Office for one calendar year from the date of the applicant’s original proposed semester of entry. However, applicants must file a new Application for Admission (no fee) to notify the Graduate School of their request for reconsideration. Applicants who are admitted but do not enroll for one year or more after admission must submit an application for admission, application fee, and have two official copies of the student’s academic record sent from each college or university attended and follow procedures for initial admission.

Admission to Graduate Standing. Official notice of the decision concerning admission will be sent from the Graduate School. Admission will not be granted until all requirements are met, and graduate credit will not be granted retroactively except as specified in the Retroactive Graduate Credit Policy (see page 21). Further, admission to graduate standing does not automatically constitute admission to a specific program of study leading to a graduate degree. Therefore, in addition to satisfying the general requirements of the Graduate School, applicants must comply with the program requirements and have the approval of the program in which they desire to pursue graduate study. It should be emphasized that students may not earn graduate credit in any course unless they have been admitted to the Graduate School.

Adviser. At the time of admission to a degree program of the Graduate School, the student is assigned to a major adviser. The appointment of the adviser is made in the student’s major program and is determined
primarily by the student’s particular areas of interest in the field. Detailed information regarding the student’s program of study may be secured from the appropriate department chairperson or program director.

**Non-Native Speakers of English.** All applicants, regardless of citizenship, whose first language is not English, must submit a minimum score of 6.5 on the International English Language Testing System (IELTS), 79 on the Internet-based Test of English as a Foreign Language (TOEFL), or a 58 on the Pearson Test of English - Academic (PTE-A), taken within the preceding two years, unless they have received a graduate degree from an accredited U.S. graduate school, or they have demonstrated an acceptable level of language proficiency as defined in the Graduate School Handbook located on the Graduate School Web site. Individual departments may have higher requirements, and reference should be made to program descriptions. Students applying to a Ph.D. program in the Sam M. Walton College of Business must submit one of these tests at the time of admission. Resident aliens must submit a copy of their Resident Alien card with their application. International applicants must have all material submitted by April 1 for fall semester admission, by October 1 for the spring semester, and by March 1 for the summer session, but it is recommended that all materials required for application be received by the admissions office at least nine months before the applicant wishes to begin his/her studies. International applicants must be accepted to a program of study as a condition to being granted admission to the Graduate School and must meet the requirements for regular admission status unless holding a degree from the University of Arkansas.

Non-native speakers of English, regardless of citizenship, even if eligible for a TOEFL waiver, must demonstrate competency in spoken English by submitting a test score of at least 7 on the IELTS (speaking) sub-test, 26 on the Internet-based TOEFL (speaking) sub-test, 71 on the PTE-A (speaking) sub-test, or “pass” on the Spoken Language Proficiency Test (SLPT) to be eligible for a graduate assistantship that requires direct contact with students in a teaching or tutorial role. Students applying to a Ph.D. program in the Sam M. Walton College of Business must submit one of these tests below at the time of admission.

**English Language Use by Non-Native Speakers.** Applicants, regardless of citizenship, whose first language is not English and who are admitted to graduate study at the University of Arkansas, are required to present an acceptable score on one of the following tests: TOEFL (Writing), IELTS (writing), PTE-A (writing), GRE (analytical writing), GMAT (analytical writing) or ELPT (writing). Depending upon exam scores, a student may be required to take one or more EASL course(s) during their first term of study. Students may be required to take the English Language Placement Test (ELPT) prior to the beginning of classes in their first term of study. Non-native speakers in the following categories are exempt from this requirement, although individual departments may require any of these tests for admission. (Please note that those students who will be in graduate assistantships in which they will have direct contact with students in a teaching or tutorial role must still demonstrate proficiency in spoken English, even if they qualify for one of these exemptions.)

1. Graduate students who earned bachelor’s or master’s degrees in U.S. institutions or in foreign institutions where the official and native language is English;
2. Graduate students with an Internet-based TOEFL writing score of 29, IELTS (writing) score of 7.0, or PTE-A writing score of 80.
3. Graduate students with a 4.5 on the analytical writing portion of the GRE or GMAT.

Diagnostic and placement testing is designed to test students’ ability to use English effectively in an academic setting, and its purpose is to promote the success of non-native speakers in completing their chosen course of study at the University of Arkansas. Test results provide the basis for placement into English as a Second Language (EASL) support courses or course sequences. Courses are offered by the Department of World Languages, Literatures and Cultures for those students whose language skills are diagnosed as insufficient for college work at the level to which they have been admitted (undergraduate or graduate study). Credit in EASL courses does not count toward University of Arkansas degrees. Non-native speakers diagnosed as having language competence sufficient for their level of study will not be required to enroll in EASL courses.

The ELPT is administered by Testing Services during New Student Orientation and there is a $15 charge. Graduate students assessed course work as a result of performance on the ELPT, TOEFL writing, IELTS writing, PTE-A writing, GRE or GMAT analytical writing will be required to complete the EASL course(s) to support initial course work taken in their fields. Graduate departments/degree programs will have the discretion to waive either the requirement for the language evaluation or the required language courses.

The publication, “International Student Information,” is available from the Graduate and International Admissions Office, 213 Ozark Hall, 1 University of Arkansas, Fayetteville, Arkansas 72701.

**Classifications of Admission to Graduate Standing**

Full Graduate Standing. Regular Admission. To be considered for full graduate standing, regular status, applicants must have earned a baccalaureate or a master’s degree from the University of Arkansas, Fayetteville, or from a regionally accredited institution in the United States with requirements for the degrees substantially equivalent to those of this University, or from a foreign institution with similar requirements for the degrees. Admission to graduate standing does not automatically constitute acceptance to a program of study leading to a graduate degree.

To pursue a graduate degree, a person must also be accepted in a program of study after gaining regular admission to graduate standing. International applicants cannot be admitted to graduate standing unless they are also accepted by a degree program at the same time.

Persons who achieve regular admission but are not initially seeking a graduate degree (non-degree) and who subsequently decide to pursue a degree must apply for and be accepted in a degree program by the Graduate School. A student with regular graduate standing who has not been accepted in a program of study leading to a specific graduate degree may take no more than 12 semester hours of graduate-level courses that can be counted toward the requirements for a graduate degree (six for graduate certificate programs). At the time of acceptance in a degree program, the chair of the appropriate department or program director will recommend to the Graduate School which courses previously taken, if any, are to be accepted in the degree program.

Requirements for admission to graduate standing and acceptance in a program of study leading to a graduate degree are:

1. For admission to graduate standing:
   A. A grade-point average of 3.0 or better (A=4.00) on the last 60 hours of course work taken prior to receipt of a baccalaureate degree from a regionally accredited institution of higher education; or
B. Conferral of a post-baccalaureate graduate degree (excluding professional degrees) from a regionally accredited institution; and

C. For applications for Fall 2014 and after, a score on a standardized examination (e.g. Graduate Record Examination, Miller Analogies Test, Praxis, Graduate Management Admission Test) that is acceptable to the degree program, unless waived by the degree program or the Graduate School.

2. For acceptance to a graduate degree program the requirements are as follows:
   A. Fulfillment of either 1.a or 1.b, and 1.c, if required, and recommendation of the chair of the department or program offering instruction for the degree program; or
   B. Fulfillment of 1.b, recommendation of the chair of the department or program offering instruction for the degree program and approval of the Graduate Dean. The student must also meet any other conditions that may be specified by the faculty of the department.

Any other consideration for admission must be by individual petition to the Graduate Dean and, where pertinent, a recommendation from the appropriate program chair. Each petition will be considered on its own merits, case by case. Program requirements should be considered the minimum for admission to a degree program but do not guarantee admission. That is, fully qualified applicants who are accepted by the Graduate School will not necessarily be accepted into the degree program of their choice. It is the responsibility of the program faculty to allocate program resources in the most effective manner. To accomplish this, the program may not be able to accept every qualified applicant.

Non-Degree Seeking. If a student meets all of the requirements for regular admission to the Graduate School but chooses not to pursue a degree, he/she may be admitted as non-degree seeking. If the student subsequently chooses to pursue a degree, only 12 of the hours taken as a non-degree-seeking student may be used to fulfill degree requirements, and those 12 hours must be approved by the advisory committee.

Non-Consecutive One Term Admission, NON-DEGREE Standing. Applicants who desire admission standing allowing them to enroll in non-consecutive single semesters must obtain from the Graduate School Admissions Office and must sign a statement of understanding. Students admitted to such non-consecutive one-term admissions must understand that any enrollment taken in this classification will not normally carry degree credit. Transcripts are not required for applicants seeking this non-degree standing.

Visiting Graduate Students. A graduate student who is in good standing at another accredited institution may be given admission (non-degree status) to the Graduate School for one semester (renewable) upon submission of an Application for Admission and a letter of good standing from the Dean of the Graduate School at that institution. If the student’s first language is not English, TOEFL requirements will apply, but programs may petition for a student to be admitted without the TOEFL score. If, sometime in the future, the student should wish to pursue a degree in the University of Arkansas Graduate School, it will be necessary to follow the normal procedures for admission, to have official transcripts sent from each institution previously attended, and to submit a TOEFL score, if appropriate.

Readmission. Readmission to the Graduate School is not automatic. Students must meet each of the following criteria and are also strongly encouraged to ensure that an adviser in the department/program is still available to them. Post-candidacy doctoral students who have not been enrolled in the preceding year must be acceptable by the program for readmission.

1. Students who have been enrolled in the Graduate School within the five preceding academic years but have not enrolled in the immediately preceding semester will be readmitted if:
   A. The student has earned at least a 2.85 cumulative grade-point average on all graduate credits attempted during all previous enrollments;
   B. A new Application for Admission form (and $25 processing fee) is filed prior to the desired registration date (preferably, at least one month prior to that date);
   C. The Graduate School has received two official transcripts of all course work attempted at other institutions subsequent to the previous enrollment in the University of Arkansas Graduate School;
   D. For students initially admitted Fall 2014 or after, an official standardized test score acceptable to the degree program is on file in the Graduate School; and
   E. The student’s graduate status at the end of the previous enrollment was “good standing.”

2. All requirements for the master’s and specialist degrees must be completed within six years of the first enrollment used for the degree; all requirements for the doctoral degree must be completed within seven years from the original date of the Record of Progress. Absence from the University does not change these time limits. Students may petition for extensions to these time limits only if the course work was completed at the University of Arkansas (Fayetteville).

3. Students who have been previously admitted to and enrolled in the Graduate School but have no enrollment within the five years preceding the semester of readmission and who wish to be readmitted to pursue a graduate degree, may be considered for readmission upon a petition by the degree program to the Graduate School. Such students should contact the department/program head/director or graduate coordinator to request readmission. The department/program head/director, graduate coordinator, or major adviser of the student will petition the Director of Graduate Admissions, using the form “Request for an Exception to the Admissions Requirements of the Graduate School,” and will specify whether all of the student’s previous course work and grade points will be forfeited. (Note: Neither the degree program nor the student may petition to forfeit only some of the previous course work and grade points; rather, all or none of the course work may be forfeited.) If all of the previous course work and grade points will be forfeited, a notation on the transcript next to these courses will state: “This course may not be used for graduate credit at the University of Arkansas.” If the previous course work and grade points will not be forfeited, the student’s major adviser must petition for a time extension. Please see the Time Extension Policy.

4. Readmission for non-degree seeking students: Non-degree-seeking students who have previously been enrolled in the Graduate School but have had a lapse in their enrollment will follow the procedures stated above, or in the policy pertaining to non-consecutive one-term admissions, whichever is most appropriate.
5. Readmission to the Graduate School under any other circumstances will be considered and decided on an individual basis. Students interested in obtaining such readmission should contact the Graduate School. Students who were not enrolled in the Spring semester, but who were enrolled for the Summer session will have registration materials available for the Fall semester should they wish to continue their registration.

Retroactive Graduate Credit

Graduate students fully admitted into a degree program at the University of Arkansas may request that up to twelve hours of courses taken in the final twelve 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 (unless the student is in a program where this has been approved by the Graduate Council), 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.

Sometimes students have completed their undergraduate degrees elsewhere, but have then taken course work as undergraduate students at the University of Arkansas after completing their undergraduate degree, but before being admitted to the Graduate School. Such students may request that up to six hours of courses taken in the final twelve months of undergraduate enrollment prior to admission to the Graduate School count toward their degrees. All of the rules stated in this policy are also applicable to this type of situation.

If the student’s advisory committee wishes to accept courses at the 4000 level towards the graduate degree, when those courses were taken in the last semester of a student’s undergraduate degree at the University of Arkansas, Fayetteville, the committee may petition the Graduate School. The petition must include an explanation of why the committee considers these courses to meet graduate degree requirements and expectations for graduate-level work. The instructors for these courses must have had graduate faculty status, and these courses may not have been used for the undergraduate degree.

Courses at the 3000 level taken before the student is fully admitted to the Graduate School may not be used to fulfill graduate degree requirements.

Courses offered by institutions other than the University of Arkansas, Fayetteville, may not be counted toward the graduate degree.

If a program wishes to place a senior-level undergraduate student on a graduate assistantship, the Graduate Dean will consider these appointments on a case-by-case basis. The program must stipulate that the student will be entering one of its graduate programs as soon as the undergraduate degree is completed, and the student must be within six hours of completing the undergraduate degree. An undergraduate student may not hold a graduate assistantship, even under these conditions, for more than one semester.

Admission to Graduate Centers

In an attempt to fulfill the recognized need for graduate education for Arkansas residents who find it impossible or inconvenient to attend classes at Fayetteville, the University of Arkansas Graduate School offers selected graduate-level courses at graduate centers throughout the state. All courses and instructors at these centers have been individually evaluated by the University of Arkansas Graduate Council and are subject to the same standards of quality that apply to graduate faculty and graduate programs at Fayetteville.

Similarly, those desiring to enroll in these courses must follow the same admission procedures and are subject to the same admission criteria as persons admitted at Fayetteville. There are no exceptions or deviations from these policies and procedures. Admission materials, including all official transcripts, should be received in the Graduate School at least one month prior to the requested semester of entry. (See section on “Admission.”)

For more comprehensive information regarding format of instruction, schedule of classes, enrollment and registration, fees, etc., contact: Director of Credit Studies at the Global Campus, School of Continuing Education and Academic Outreach, 2 E. Center St., Fayetteville, AR 72701; 479-575-3647 or 1-800-638-1217.

Those intending to enroll for classes at the Graduate Resident Center for Engineering (University of Arkansas at Little Rock, host campus) must submit application for admission to the Graduate School at least one month prior to initial registration through:

- Graduate Resident Center for Engineering
- 3189 Bell Engineering Center
- University of Arkansas
- Fayetteville, AR 72701
- Telephone: 1-800-423-1176 or 479-575-6015

To assure timely processing of the Application for Admission, a check or money order made to the University of Arkansas for the $40 application fee must accompany the application when submitted to the Graduate School.

Contact the above address for information pertaining to classes, enrollment, fees, etc.

Graduate Centers

The University of Arkansas offers graduate-level courses for residence credit at Graduate Centers located off the Fayetteville campus. There are two types of graduate centers currently in existence: Twelve-Hour Graduate Centers and Graduate Resident Centers.

Graduate courses completed at Graduate Resident Centers may be used to satisfy course work requirements for any graduate degree. Any graduate credit course offered by the University of Arkansas, Fayetteville, via distance education (regardless of class sites) will be counted as residence credit.

Twelve-Hour Graduate Centers. The University of Arkansas, Fayetteville, offers graduate courses at off-campus locations. At those locations, not defined as Graduate Resident Centers for specified degrees, a student may complete a maximum of twelve semester hours of courses for residence credit applicable to the master’s degree requirements at the University of Arkansas.

To obtain graduate credit for courses offered at off-campus locations, the student must gain admission to the University of Arkansas, Fayetteville, Graduate School. If graduate credit so received is to be applied to a specific master’s degree, the student must be accepted in a program of study leading to that degree. Graduate courses completed, but not applicable to the requirements for the master’s degree the student is
pursuing, will not be accepted as part of the 30-week residence required for that degree.

Graduate Resident Centers. The University of Arkansas offers graduate level courses for residence credit off the Fayetteville campus. All of the residence requirements for some graduate degrees may be completed off campus at Graduate Resident Centers as indicated in the following list.

- **Fort Smith Graduate Resident Center**
  All course requirements for the Master of Business Administration degree may be completed at the Graduate Resident Center in Fort Smith.

- **Graduate Resident Centers at Military Bases and the Blytheville and Camden Graduate Resident Centers**
  The Master of Science in Operations Management (M.S.O.M.) is offered at Graduate Resident Centers established at the Naval Support Activity Mid-South in Millington, Tennessee; the Little Rock Air Force Base in Jacksonville; the Hurlburt Field Air Force Base in Florida; and in Blytheville and Camden. For further information on this degree program and a description of courses offered, see the Operations Management page.

- **Little Rock Graduate Resident Center**
  All of the course requirements for the Master of Science degree in rehabilitation may be completed at the Graduate Resident Center in Little Rock.

- **Mid-South Center of Leadership Training**
  All course requirements for the Master of Science in human environmental sciences may be completed at the Mid-South Center of Leadership Training in Little Rock.

- **Phillips Community College of the University of Arkansas**
  All course requirements for the Master of Science in human environmental sciences and the Educational Specialist degree with a specialization in educational leadership may be completed at the Graduate Resident Center at the Phillips Community College of the University of Arkansas, Helena.

- **Pine Bluff Graduate Resident Center**
  All requirements for the Educational Specialist degree with a specialization in educational leadership may be completed at the Graduate Resident Center in Pine Bluff.

- **University of Arkansas at Little Rock**
  All course requirements for the Master of Science in human environmental sciences may be completed at the University of Arkansas at Little Rock.

- **University of Arkansas Clinton School**
  All course requirements for the Master of Public Service may be completed at a combination of the University of Arkansas Clinton School of Public Service, the University of Arkansas at Little Rock, the University of Arkansas for Medical Sciences, and the University of Arkansas, Fayetteville.

- **University of Arkansas Community College at Batesville**
  All course requirements for the Master of Science in human environmental sciences may be completed at the Graduate Resident Center at the Phillips Community Center of the University of Arkansas.

- **University of Arkansas Community College at Hope**
  All course requirements for the Master of Science in human environmental sciences and the Educational Specialist degree with a specialization in educational leadership may be completed at the Graduate Resident Center at the University of Arkansas Community College at Hope.

- **University of Arkansas Extension Building**
  All course requirements for the Master of Science in human environmental sciences may be completed at the Graduate Resident Center at the University of Arkansas Extension Building in Little Rock.